Ordinary Council Meeting

26 June 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:

Leave(s) of Absence (previously approved):

5 PUBLIC QUESTION TIME

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

In accordance with Regulation 6 of the *Local Government (Administration) Regulations 1996*, the minimum time allowed for Public Question Time is 15 minutes.
A member of the public who raises a question during Question Time is to state his or her name and address.

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

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

6 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

A petition must –

a) be addressed to the Mayor;
b) be made by electors of the district;
c) state the request on each page of the petition;
d) contain at least five names, addresses and signatures of electors making the request;
e) contain a summary of the reasons for the request;
f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
g) 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 –

a) that the petition be received;
b) that the petition be rejected; or
c) 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.

a) setting out the agenda item to which the deputation relates;
b) whether the deputation is supporting or opposing the officer's or committee's recommendation; and
c) 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 12 JUNE 2024

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 12 June 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 —

a) in a written notice given to the CEO before the meeting; or
b) 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 —

a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
b) 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 CORPORATE BUSINESS PLAN MINOR REVIEW - 2024

SUMMARY

As part of planning for the future, all local governments in Western Australia are required to develop and adopt a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). Together, these documents form the City's 'Plan for the Future – Kwinana 2030'.

The SCP outlines the community's long-term vision and aspirations for the area, while the CBP details how that vision will be achieved by linking the City's business operations to the community's vision.

In accordance with the *Local Government (Administration) Regulations 1996,* a review of the CBP has been undertaken and the amended CBP is available for Council's consideration, as at Attachment A.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note and provide comment where appropriate on the minor review of the Corporate Business Plan 2021 – 2025 as detailed in Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council adopt the minor review of the Corporate Business Plan 2021 – 2025 as detailed in Attachment A.

VOTING REQUIREMENT

Absolute Majority.

DISCUSSION

Integrated planning and reporting are intended to ensure that local governments have a clear vision for their community and a strategic direction for their organisation. This is to align with medium and long-term priorities as well as resources over a ten-year period.

The CBP is an internal business planning tool that translates council priorities into operations within the resources available. The plan highlights the services, operations, projects and initiatives a local government will deliver within a defined period. It also includes the measures associated with delivering services, operations and projects and the costs associated. The CBP is further informed by various informing strategies, such as, the:

- Long Term Financial Plan;
- Workforce Plan;
- Asset Management Plans;
- Various area specific plans and strategies; and
- Integrated Team Business Plans

Proposed changes to the City's CBP include the following:

- Minor changes to the CBP include general graphic, layout, wording and grammatical amendments.
- New layout regarding each Outcome, their service, responsible team and UN Sustainable Development Goals to incorporate the projects, major projects, programs and projects/programs to provide a full overview
- Objective 2.1 was updated to remove reference to Covid.
- Added of a 'snap shot' providing updates on those key actions that have been completed and also the introduction of new key actions.
- Inclusion of the City's Elected Members.

As stated in the *Local Government (Administration) Regulations 1996*, each local government is to review its CBP every year, with a strategic review occurring every two years. This minor review of the CBP, as detailed in Attachment A, will achieve this requirement. City Officers have extensively reviewed the 2021-2025 CBP and have recommended minor changes to ensure the City's operations are aligned to the community's vision for the future.

Reporting on the City's achievements towards the vision set out in the SCP is detailed within the Annual Report each year, as will any changes to the CBP. City Officers provide Performance Reports to Council on a quarterly basis to give a progress updated on all actions and measures in the CBP.

Once adopted, the City will ensure copies of the CBP will be available in the Kwinana Library, Administration Centre and on the City's Website.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	**Strategic Objective**	**Action in CBP (if applicable)**	**How does this proposal achieve the outcomes and strategic objectives?**
5 – Visionary leadership dedicated to acting for its community	5.1 – Model accountable and ethical governance, strengthening trust with the community	5.1.1 – Implement the Strategic Community Plan and Corporate Business Plan	This proposal will support the achievement of all of the objectives and strategies detailed in the proposed Strategic Community Plan and Corporate Business Plan.

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

***Local Government Act 1995*:**

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

The Integrated Planning and Reporting Framework is governed by the *Local Government (Administration) Regulations 1996*, which sets out the minimum requirements for both the Strategic Community Plan and the Corporate Business Plan.

***Local Government (Administration) Regulations 1996*:**

19DA. Corporate business plans, requirements for (Act s. 5.56)
(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
(3) A corporate business plan for a district is to —
    (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
    (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
    (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
(4) A local government is to review the current corporate business plan for its district every year.
(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

FINANCIAL/BUDGET IMPLICATIONS

The CBP guides the City's budget for the next four years, ensuring that major community outcomes are taken into account through the Long-Term Financial Plan.

An amount of $1,000 is estimated for the printing of the Corporate Business Plan document.

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 specific requirements to conduct community engagement when reviewing the CBP.

The City will ensure copies of the adopted CBP will be available in the Kwinana Library, Administration Centre and on the City's Website.

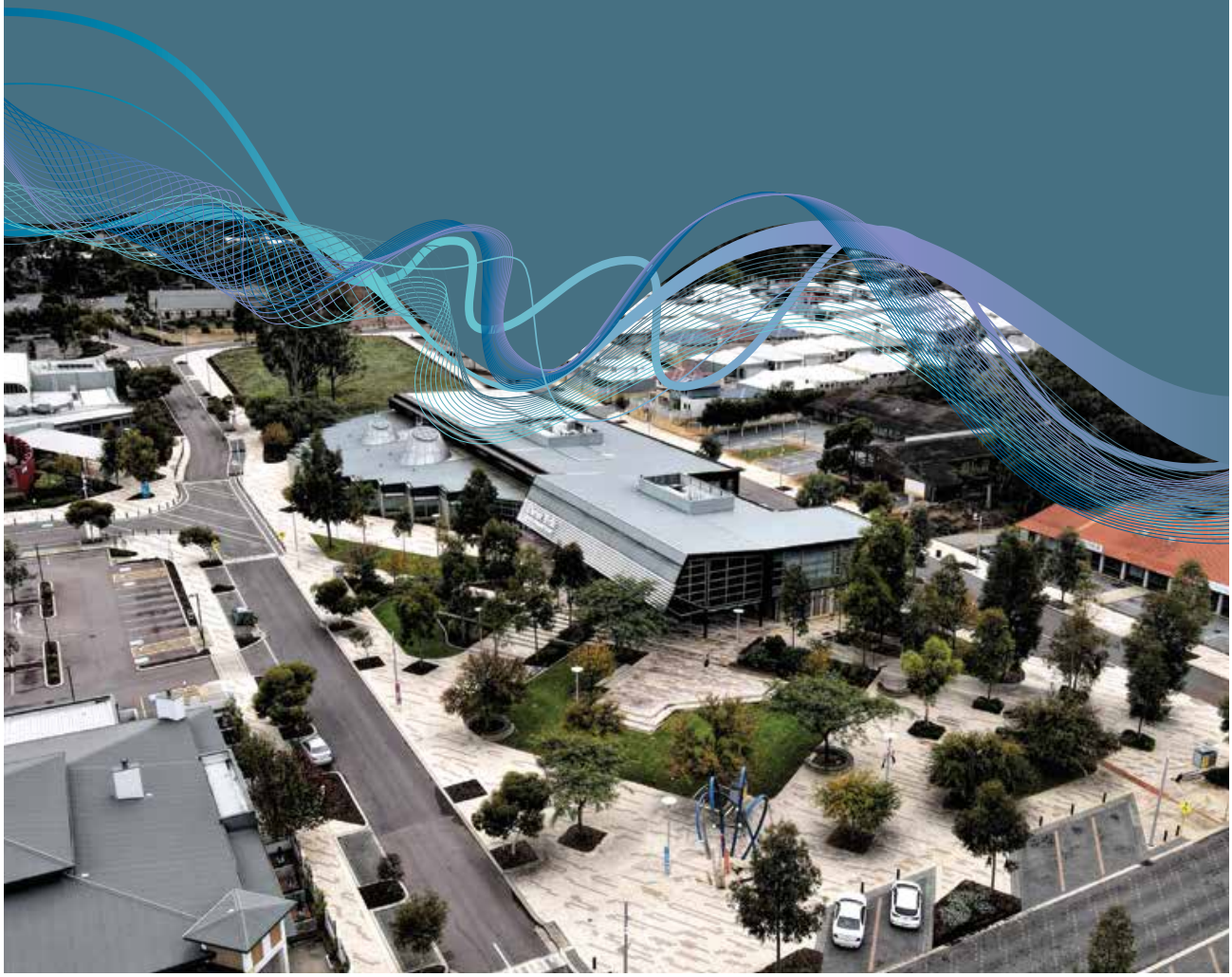
ATTACHMENTS

A. Corporate Business Plan - Minor Review - 2024 ⇩

City of Kwinana

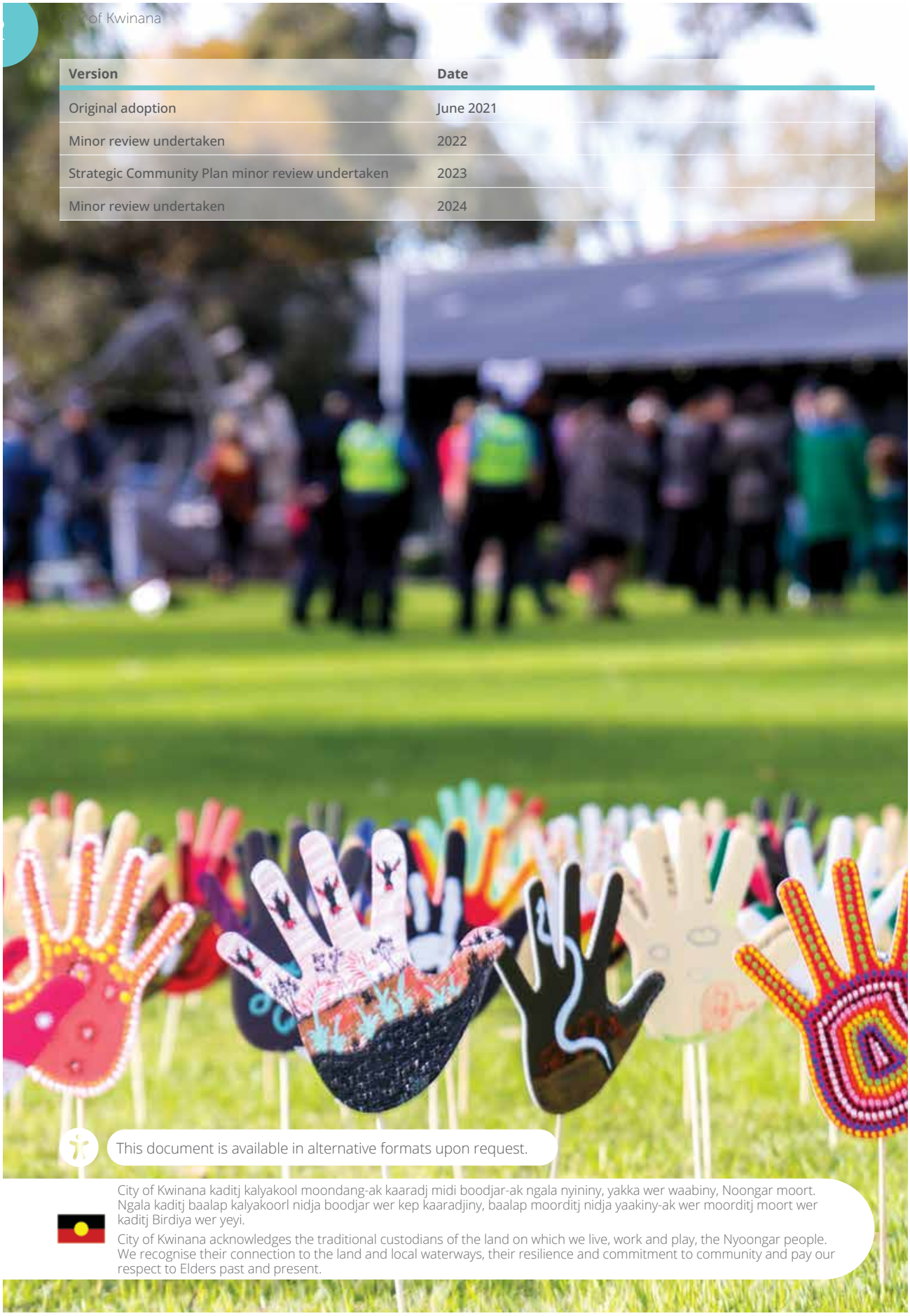
Corporate Business Plan

2021-2025



City of Kwinana

Version	Date
Original adoption	June 2021
Minor review undertaken	2022
Strategic Community Plan minor review undertaken	2023
Minor review undertaken	2024



This document is available in alternative formats upon request.

City of Kwinana kaditj kalyakool moondang-ak kaaradj midi boodjar-ak ngala nyininy, yakka wer waabiny, Noongar moort. Ngala kaditj baalap kalyakoorl nidja boodjar wer kep kaaradjiny, baalap moorditj nidja yaakiny-ak wer moorditj moort wer kaditj Birdiya wer yeyi.

City of Kwinana acknowledges the traditional custodians of the land on which we live, work and play, the Nyoongar people. We recognise their connection to the land and local waterways, their resilience and commitment to community and pay our respect to Elders past and present.

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CEO's Message



I am pleased to present the City of Kwinana's Corporate Business Plan. This Plan outlines the initiatives and services that the City is working towards over the coming years, including the priorities outlined by the community through the Strategic Community Plan.

In 2021, a minor review of the Strategic Community Plan was completed in partnership with the community to ensure that the City's strategic documents are consistent with the vision and needs of the people who call Kwinana home. In light of the review, the Corporate Business Plan Key Actions have also been reviewed and updated to reflect the current priorities of the community.

To remain consistent with the Strategic Community Plan, the Corporate Business Plan undergoes an internal review every year, with a major review scheduled every two years to coincide with reviews of the Strategic Community Plan.

The City of Kwinana is continuing to grow and evolve with a population more than 50,000 residents and, as a community, we can look forward to a promising future of sustainability, inclusion and growth.

Steady population growth and prolonged cost increases continue to present a challenge for the City, particularly in the areas of service provision and infrastructure development, which makes our task of balancing priorities critical.

However, Kwinana's significance to the State's economy and the provision of local jobs remains strong, with emphasis now on sustainable and renewable energy within the Kwinana Industrial Area, and the State Government recently confirming Kwinana as the site for the future Outer Harbour.

The Corporate Business Plan therefore provides clear direction for delivering the services and programs our community has prioritised going forward.

The long-term financial sustainability and affordability of the City's commitments remain in sharp focus for us this year as we continue support this thriving community.

Wayne Jack
Chief Executive Officer

What is a Corporate Business Plan?

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

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

The City's Strategic Community Plan has five outcome areas, throughout this document you will see references to how the services and projects the City plans to deliver are aligned to these outcome areas and their objectives.

The Corporate Business Plan and its role in the Integrated Planning and Reporting Framework can be seen overleaf.



City of Kwinana

Council

The City of Kwinana Council consists of nine Elected Members, being a Mayor and eight Councillors whom represent and look after the interests of our community.



Mayor Peter Feasey



Deputy Mayor Barry Winmar



Councillor Matthew Rowse



Councillor Susan Kearney



Councillor Michael James Brown



Councillor Sherilyn Wood



Councillor Ivy Penny

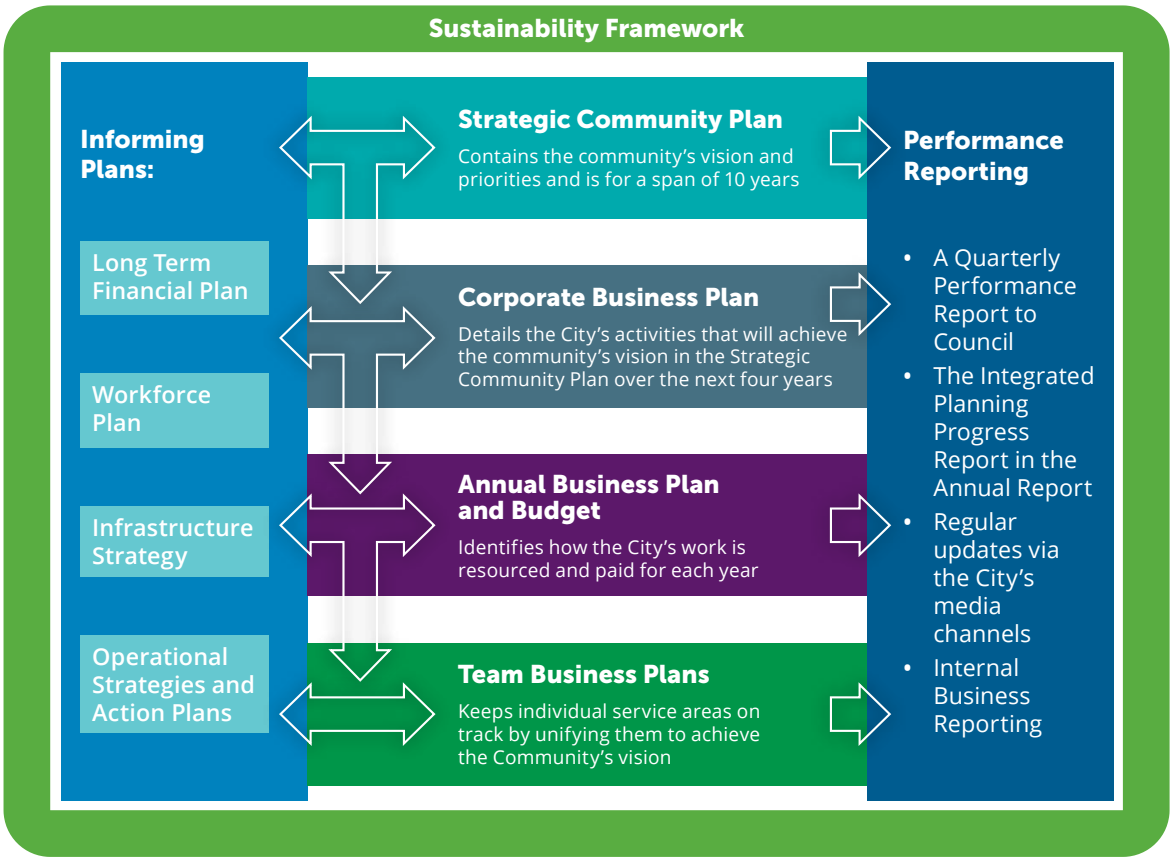


Councillor David Acker



Councillor Erin Sergeant

INTEGRATED PLANNING AND REPORTING FRAMEWORK





City of Kwinana

The Corporate Business Plan aligns with and activates the strategic direction from the Strategic Community Plan in the table below:

OUR VISION				
A unique and liveable City, celebrated for and connected by its diverse community, natural beauty and economic opportunities				
OUR OUTCOMES				
1 A naturally beautiful environment that is enhanced and protected	**2** A resilient and thriving economy with exciting opportunities	**3** Infrastructure and services that are sustainable and contribute to health and wellbeing	**4** A unique, vibrant and healthy City that is safe, connected and socially diverse	**5** Visionary leadership dedicated to acting for its community
OUR STRATEGIC OBJECTIVES				
1.1 Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique	**2.1** Enable a thriving and sustainable local economy that supports and sustains quality jobs	**3.1** Develop quality, financially-sustainable infrastructure and services designed to improve the health and wellbeing of the community	**4.1** Create, activate and manage places and local centres that are inviting, unique and accessible	**5.1** Model accountable and ethical governance, strengthening trust with the community
1.2 Maintain and enhance our beautiful, natural environment through sustainable protection and conservation	**2.2** Create strong regional connections that will improve the ability for residents to access jobs, goods and services, and chances for recreation	**3.2** Provide for an accessible and well-connected City by integrating public transport and improving safe streets for driving, walking and cycling	**4.2** Improve Kwinana's perception by leveraging and promoting the unique attributes of the area and supporting feelings of safety and security in community	**5.2** Develop strong community engagement through strong partnerships with the community
		3.3 Maintain infrastructure, playgrounds, parks and reserves to a high standard through sustainable asset maintenance and renewal	**4.3** Enhance opportunities for community to meet, socialise, recreate and build local connections	**5.3** Provide a high standard of customer service with the community as priority
			4.4 Develop wellbeing programs and implement physical recreation that is culturally appropriate for Kwinana's community	**5.4** Establish a culture of continuous improvement, achieving high levels of business excellence

The Foundation – what we do now

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



Think Global Act Local

The Sustainable Development Goals or Global Goals are a collection of 17 interlinked global goals designed to be a blueprint to achieve a better and more sustainable future for all. The goals address the challenges we face, including poverty, inequality, climate change, environmental degradation and peace and justice and can therefore be aligned to our leading strategic documents.



At a glance

Services	Responsible Team
Outcome 1 **A naturally beautiful environment that is enhanced and protected**	
• Animal and feral wildlife control • Coastal planting • Contaminated site monitoring • Environmental education programs • Environmental health services • Environmental subsidies and rebates • Litter and illegal dumping management • Mosquito management • Noise control • Urban forest management • Verge collections • Waste and recycling management	Environment and Health

Projects	Major Projects	Programs	Projects / Programs
• Develop the Urban Forest Plan • Implement the Local Biodiversity Strategy • Develop and implement the Environment Strategy • Develop and implement the Pilot Environmental Stewardship Program • Update the Natural Areas Management Plan • Finalise and implement the Local Planning Strategy • Implement the Energy Plan • Implement the Littering and Illegal Dumping Management Plan	• Prepare the Local Planning Scheme • Implement the Kwinana Loop Trail Management Plan	• Review and implement the Streetscape Upgrade Strategy • Implement the Waste Plan • Implement the Water Plan • Implement the Integrated Mosquito and Midge Management Plan	• Implement the Climate Change Plan

UN Sustainable Development Goals

Services	Responsible Team
Outcome 2 A resilient and thriving economy with exciting opportunities	
• Business events and support • Grants and funding • Economic planning	Economic Development and Advocacy
• Activity centre planning • Local development plans • Planning applications • Strategic urban planning	Planning and Development
• Building applications	Building Services
• Building renewal projects	Engineering
• Facility and venue hire • Volunteer resource centre • Library Education Programs	Community Facilities
Projects	
• Develop and implement a Local Economic Development Strategy • Implement a Shop Local Campaign • Review and implement the Advocacy Plan	
UN Sustainable Development Goals	
Outcome 3 Infrastructure and services that are sustainable and contribute to health and wellbeing	
• Financial management and planning	Finance
• Asset management planning • Street lighting	Asset Management Services
• Engineering design and construction	Engineering
• Waste management	Environment and Health
• Infrastructure maintenance	City Operations

Projects	Programs	Projects / Programs
• Integrate the Sustainability Framework	• Implement the Community Infrastructure Plan • Review the Infrastructure Strategy • Implement Parks Upgrade Strategy	• Update and implement the Bike and Walk Plan
UN Sustainable Development Goals		

Services		Responsible Team
Outcome 4 **A unique, vibrant and healthy City that is safe, connected and socially diverse**		
• Capacity development for community organisations • Arts and culture • Community safety education programs and resources • Disability access and inclusion planning • Events, grants and funding • Health and wellbeing Services • Children and early years services	• Children's programs Local history • Place activation • Playgrounds • Public art, exhibitions and awards • Reconciliation action planning • Senior services • Youth services, scholarships and awards • Citizenship ceremonies	Community Engagement
• Ranger Services • Crime prevention	• Vandalism and abandoned vehicles • Compliance	Essential Services
• Communications and stakeholder engagement		Marketing and Communications
• Community centres and libraries • Crèche services • Recquatic centre	• Swim programs • Volunteer resource centre • Retirement Village	Community Facilities
• Pool applications and fencing requirements		Building Services

Projects	Programs	Projects / Programs
• Review Place Plans • Deliver community safety and crime prevention initiatives • Finalise City Centre Precinct Structure Plan • Review the Public Health Plan • Construct a Jump/Pump Track	• Develop an Arts and Culture Strategy • Implement the Social Strategy • Implement the Public Art Masterplan • Implement the History and Heritage Implementation Plan • Implement the Innovate Reconciliation Action Plan	• Develop and Implement a CCTV Strategy

UN Sustainable Development Goals



Outcome 5 **Visionary leadership dedicated to acting for its community**		
• Governance services • Continuous improvement and Business Excellence	• Strategy and plan development	Governance and Legal
• Information management • Lobbying and advocacy		Elected Members and Economic Development
• Customer service		Customer Services
• Community engagement planning		Community Engagement
• Workforce planning		Human Resources

Projects	Programs	Major Projects
• Develop an Early Years Partnership • Facilitate the Boola Maara Aboriginal Consultative Committee Meetings	• Implement the Strategic Community Plan and Corporate Business Plan • Implement the Community Engagement Framework • Develop and implement a Communication Strategy • Continue to implement customer experience improvement initiatives	• Implement the Corporate Business System Project

UN Sustainable Development Goals



The Future – How we will get there

Our Vision

A unique and liveable City, celebrated for and connected by its diverse community, natural beauty and economic opportunities

Mission Statement

Through visionary leadership, retain and enhance Kwinana's unique character by sustainably supporting and developing its community, economy and environment.

Four Year Implementation Plan

The following provides the details of how the City plans to deliver its Strategic Community Plan commitments over four financial years.

The City implements a number of core services, projects, and plans and strategies to ensure these outcomes are met. This section also includes budget type, supported UN Sustainable Development Goals and the service areas that are responsible for the delivery of these key actions.

Four Year Implementation Plan

Outcome	Objectives	Key Actions	Description
	1.1	Review and implement the Streetscape Upgrade Strategy	The Streetscape Upgrade Strategy is a guide for the progressive upgrading and future project planning of the City's ageing streetscapes, and to ensure that landscaping to all streets within the City remains at a comparable standard. This strategy proposes many different projects of varying cost and complexity, however the City will only be able to implement them according to available funds and resources.
	1.1	Develop the Urban Forest Plan	This Plan will guide the City's management of its urban forest canopy through data collection and analysis that enables a coordinated approach to conserve, expand and manage the City's urban forest on both public and private land.
	1.2	Implement the Local Biodiversity Strategy	This Strategy provides a strategic planning framework to understand the City's ecological assets and plan for biodiversity conservation now and into the future.
	1.1, 1.2	Develop and implement the Environment Strategy	The Environment Strategy seeks to shape environmental priorities over the next 7-10 years through strategic and well-constructed officer and community engagement that has regard to the significant work that has already been prepared and is being undertaken by the City. It is the City's intent that the Strategy will be a principle-based document that; provides direction to and synthesises the existing operational plans that have been prepared, helps to prioritise resourcing and the City's work plan for all things Environment so that can then feed into the overall Sustainability Framework considerations of the City. The Strategy is also intended to provide targets and associated performance indicators for the measurement of progress toward those targets.
	LOCAL BIODIVERSITY STRATEGY ACTIONS		
	1.2	Develop and implement the Pilot Environmental Stweardship Program	A key action of the Local Biodiversity Strategy, this Program focuses on improving priority local natural areas by working with private property owners. The Program will include engaging with property owners and arranging site visits that assess ecological value, and the provision of technical advice including weed control, revegetation, site planning, feral animal management, erosion control, ecological management and an annual provision of tube-stock revegetation plants for program participants.
	1.2	Update the Natural Areas Management Plan	This Plan aims to ensure that both the community values and biodiversity values in the City managed reserves are preserved and improved through appropriate management practices that consider cultural, social, heritage, environmental, scientific and practical issues and values.
	1.2, 2.1, 4.1	Finalise and implement the Local Planning Strategy	This Strategy builds upon Kwinana's rich planning history and provides the guiding vision for Kwinana's growth and development over the next 15 years. The Strategy is vital in providing a long-term strategic planning direction on how Kwinana will continue to be a place that is rich in spirit, alive with opportunities and surrounded by nature through the planning of innovative and quality development in a sustainable manner.
	1.2	Prepare the Local Planning Scheme	A new Local Planning Scheme 4 will replace the existing LPS 2 and 3 which were originally gazetted in 1992 and 1998 respectively. Local Planning Scheme 4 will be the primary statutory document of our planning framework. It will describe the zoning of land within the City, specify where particular land uses are permitted and set how development is intended to occur. It will be the main tool to implement the vision as set out in the Local Planning Strategy.
	1.2	Implement the Kwinana Loop Trail Management Plan	The Kwinana Loop Trail provides a 21km circuit around the perimeter of the City. A detailed audit of the Loop Trail is being complete to determine the detailed design which will result in a staged plan for the development of the project.
	1.2, 3.1	Implement the Waste Plan	This Plan ensures that waste avoidance and environmental protection is an integral part of the City's activities and aligns to State and Federal Strategies. The City aims to achieve a sustainable, cost effective and best practice approach to waste management that supports the Kwinana community, economy and environment.

Key Action Type	21/22	22/23	23/24	24/25	Budget Type	Responsible Area
Program			**Review**	**Implement**	Operating	Engineering
Project	**Develop**				Operating	Planning and Development
Project	**Develop**		**Implement**		Operating	Planning and Development
Project			**Develop**		Operating	Environment and Health
Project			**Develop and Implement**	**Implement**	Operating	Planning and Development
Project	**Update**				Operating	City Operations
Project	**Implement**				Operating	Planning and Development
Major Project	**Prepare**				Operating	Planning and Development
Major Project			**Implement**		Capital	Community Facilities
Program	**Implement**				Operating	Environment and Health

Four Year Implementation Plan *continued*

Outcome	Objectives	Key Actions	Description
	WASTE PLAN ACTIONS		
	1.2	Implement the Water Plan	This Plan aims to improve the ecological health of our wetlands and reserves, and reduce scheme and groundwater consumption by improving the efficiency of our facilities and equipment.
	1.2	Implement the Littering and Illegal Dumping Management Plan	A key action of the Waste Plan, this Plan provides direction for a strategic and coordinated approach to the prevention and management of litter and illegal dumping in Kwinana and includes targets for reducing occurrences and response times.
	1.2	Implement the Climate Change Plan	This Plan defines how the City views climate change, its effects and risks to the City's assets, operations and community. The Plan directs mitigation actions aimed at reducing emissions that contribute to climate change, and adaptation actions aimed at increasing resilience to the progressive impacts of climate change in Kwinana.
	1.2	Implement the Energy Plan	The Energy Plan sets targets and drives activities that increase the City's energy efficiency and reduce its energy related emissions.
	1.2	Implement the Integrated Mosquito and Midge Management Plan	This Plan provides an overall approach to mosquito and midge control to ensure that each known or potential breeding site is assessed and monitored, and all possible control options are considered for implementation.
Outcome 1 UN Sustainable Development Goal alignment			
	2.1	Develop and implement a Local Economic Development Strategy	This Strategy focuses on economic development which allows and encourages local people to work together to achieve sustainable economic growth and development thereby bringing economic benefits and improved quality of life for all residents and businesses in Kwinana.
	2.1	Implement a Shop Local Campaign	This Campaign is designed to promote local business it will incorporate promotion, support, shop and share initiatives and focus on "Stay Loyal, Shop Local' emphasis.
	2.2, 5.1	Review and implement the Advocacy Plan	This Plan details and priotises the City's advocacy effort.
Outcome 2 UN Sustainable Development Goal alignment			
	3.1	Implement the Community Infrastructure Plan	This Plan provides the City of Kwinana with a strategic framework for providing community infrastructure and focuses on community facilities typically provided by Local Government. The revised plan was adopted by Council in December 2022. Complete projects include the Ngook Boorn Mia Mia / Honeywood Pavilion and design work has commenced for Wellard West Pavilion.
	3.1	Integrate the Sustainability Framework	This Framework aims to support the outcomes of the Strategic Community Plan in an environmentally, socially and economically responsible way. Key sustainability principles are used to guide City operations and decision-making, which together with the vision, identified outcomes and performance indicators form the basis of the Framework. The Framework is intended to support Kwinana in becoming a sustainable City for current and future generations.

Key Action Type	21/22	22/23	23/24	24/25	Budget Type	Responsible Area
Program			Implement		Operating	Environment and Health
Project			Implement		Operating	Environment and Health
Program / Project	Implement				Operating	Environment and Health
Project				Implement	Operating	Environment and Health
Program	Implement				Operating	Environment and Health
Project	Develop			Implement	Operating	Economic Development and Advocacy
Project			Implement		Operating	Economic Development and Advocacy
Project			Review	Implement	Operating	Economic Development and Advocacy
Program			Implement		Operating	Community Facilities
Project			Integrate		Operating	Environment and Health

Four Year Implementation Plan *continued*

Outcome	Objectives	Key Actions	Description
	3.1, 5.1	Review the Infrastructure Strategy	The Infrastructure Strategy summarises planned capital works over the next 20 years and the impact these investments will have on the state of the City's assets over that time.
	3.2	Update and implement the Bike and Walk Plan	The function of the Bike and Walk Plan includes: evaluating the existing cycling network in the City, identifying local opportunities to integrate cycling and walking into daily life, consulting with key stakeholders (State Government and local community), planning the expansion of the cycling and walking network, encouraging and promoting cycling and walking, developing an action schedule of works for attaining improvements to the cycling and walking network focused on individual neighbourhoods, and developing a longer-term active travel network for the continued development and promotion of cycling and walking.
	3.3	Implement Parks Upgrade Strategy	The Parks Upgrade Strategy aims for Public Open Space in Kwinana to provide a variety of spaces, which encourages play and healthy activity, social, economic and environmental sustainability, and provides a place for interaction with nature.
Outcome 3 UN Sustainable Development Goal alignment			
	4.1	Review Place Plans	The City currently has three Place Plans that have been implemented; the Bertram Place Plan, Medina Place Plan and the Wellard Place Plan. These plans are guides for working together to create the best suburb possible, depending on the community engagement received focus may be on the neighbourhood centre, local shopping centre and each document sets out guiding principals and a unique action plan for activating the areas over an 18 month period.
	4.1	Finalise City Centre Precinct Structure Plan	The City is developing a plan to guide how development will look in the City Centre over the next 10 years and what types of activities would be appropriate to meet the needs and wants of the growing community. This plan is known as a Precinct Structure Plan, and it will build on the vision and outcomes of the City Centre Master Plan developed in 2019.
	4.1	Develop an Arts and Culture Strategy	The Arts and Culture Strategy will serve as a guiding framework to promote and enrich the cultural landscape of Kwinana. It will set a vision to preserve and celebrate the cultural heritage and traditions of the community; showcase and support high-quality arts and cultural experiences; encourage innovation and creativity by supporting emerging practitioners; foster collaboration and partnerships with arts and cultural organisations; and establish Koorliny Arts Centre as a vibrant hub of arts and cultural activity.
	4.1, 4.2	Implement the Social Strategy	The Social Strategy provides a set of strategic social priorities determined through community engagement, to drive actions that strengthen existing initiatives, guide future responses, and inform organisational improvement.
	SOCIAL STRATEGY ACTIONS		
	4.2	Implement the Public Art Masterplan	The Public Art Masterplan has been developed to provide an overarching framework for all public art in the City of Kwinana. This framework will guide City-led commissions, developer contributions, and community-led public artworks and ensure that investments in public art provide positive outcomes for the community.
	4.2	Implement the History and Heritage Implementation Plan	Kwinana is a place of many stories. It is important that its history and heritage is preserved for future generations. Kwinana has a rich and complex history, characterised by vision, resilience and repeated change, echoes of which are retained in both its physical form and in its remaining historical structures. Of these, Smirks Cottage (Smirks) and Sloans Cottage (Sloans) are highly prized by the Community as emblematic of the area's historical development and growth, close association with pioneering families, and as representative of European settlement, development and history of the area.

Key Action Type	21/22	22/23	23/24	24/25	Budget Type	Responsible Area
Program	**Implement**				Operating	Asset Management Services
Project / Program	**Update**				Operating	Engineering
Program	**Implement**				Operating	Engineering
Project			**Review**		Operating	Community Engagement
Project				**Finalise**	Operating	Planning and Development
Program				**Develop**	Operating	Community Engagement
Program	**Implement**				Operating	Community Engagement
Program	**Implement**				Operating	Community Engagement
Program	**Implement**				Operating	Community Engagement

Four Year Implementation Plan *continued*

Outcome	Objectives	Key Actions	Description
	4.3, 5.1	Implement the Innovate Reconciliation Action Plan	The City of Kwinana is committed to the journey of conciliation and respects Aboriginal and Torres Strait Islander people's connection to Country as the Traditional Custodians of the land. The City of Kwinana's mission is to work together with the Kwinana community to build positive relationships between Aboriginal and Torres Strait Islander communities and non-Aboriginal communities. Throughout this journey, the City aims to promote and assist with the development of pathways and opportunities in support of Aboriginal and Torres Strait Islander communities that are meaningful, mutually beneficial and sustainable. The purpose of this plan is to: • further develop and strengthen the relationship between the City and the community; and • embed the practice of consulting with Aboriginal and Torres Strait Islander communities on City business. In particular, when developing frameworks and strategies that have the greatest impacts on our community, but also, when developing programs, events, activities and services within the City.
	4.3	Implement the Disability Access and Inclusion Plan	This Plan has been created with the intention of building a community in which all people have access to, and are included in, everything our wonderful City has to offer. The City is committed to looking at ways to remove barriers to access and inclusion that may restrict a person's abilities. The City is committed to actively promoting environments and services in which all people are valued and have the choices to live their best lives.
	4.2	Deliver community safety and crime prevention initiatives	City of Kwinana is very committed to the safe enjoyment of community life, we are continuously implementing and enhancing initiatives aimed at preventing crime and promoting safety. This includes developing strategic partnerships and collaborative approaches to educate and inform our residents to take ownership of safety in their local community.
	4.2	Develop and Implement a CCTV Strategy	This Strategy will guide Council's decisions on the introduction, revision and significant maintenance to CCTV infrastructure in public places and Council property; and ensure that the City's CCTV systems are compliant with relevant legislation and other statutory requirements.
	4.4	Develop and implement the Kwinana Healthy Lifestyles Program	The Healthy Lifestyles Action Plan aims to improve community health outcomes through education, programs, messaging and partnerships.
	4.4	Review the Public Health Plan	This Plan is a guiding document for health and wellbeing improvements in the City of Kwinana, the City believes that the health and wellbeing of its community is paramount. The City takes a holistic view of health, which is influenced by the interconnections between our social, cultural, economic, built and natural environments. Within these environments the City, often in partnership with the community and other agencies, can create and maintain positive health and wellbeing outcomes.
	4.2	Construct a Jump/ Pump Track	A Jump/Pump Track has been indentified to be constructed in Wandi to provide youth activities and additional infrastructure in the area. Stage 1 commenced in 2022/2023 with the City engaging Three Chillis (Mountain Bike specialists) to engage with young people in the local area and draw up the concept design. The concept design will then inform Stage 2 - Jump/Pump Track construction.
	4.4	Implement Homelessness Outreach Services	Partnership with the City of Kwinana with St Patrick's Community Support Centre (St Pat's), enabling the organisation to operate an assertive outreach service in Kwinana. Assertive outreach is an evidence-based practice to combat street homelessness in which housing staff, specialist caseworkers and health professionals conduct patrols to proactively engage with people experiencing street homelessness and provide a pathway to stable long-term housing. The new service is kicking goals and really making a massive difference in the form of outcomes and proactive approaches.
Outcome 4 UN Sustainable Development Goal alignment			

Key Action Type	21/22	22/23	23/24	24/25	Budget Type	Responsible Area
Program	**Implement**				Operating	Community Engagement
Program	**Implement**				Operating	Community Engagement
Program				**Deliver**	Operating	Community Engagement
Project / Program				**Implement**	Operating	Essential Services
Program	**Develop and Implement**				Operating	Community Engagement
Project		**Review**			Operating / Capital	Community Engagement
Project				**Construct**	Operating	Engineering
Program			**Implement**		Operating	Community Engagement

Four Year Implementation Plan *continued*

Outcome	Objectives	Key Actions	Description
	5.1	Implement the Strategic Community Plan and Corporate Business Plan	The City's plan for the future, Kwinana 2030 is made up of two documents the Strategic Community Plan and the Corporate Business Plan. The Strategic Community Plan sets out the long term vision of the Kwinana community over the next 10 years. The Corporate Business Plan activates the Strategic Community Plan by detailing the actions, projects and programs that the City will undertake to achieve the community's vision.
	5.1	Facilitate the Boola Maara Aboriginal Consultative Committee Meetings	The Boola Maara Aboriginal Consultative Committees primary purpose is to provide Council with advice in relevant Aboriginal cultural matters to assist its decision making of the Kwinana Community. The Committee will assist the Council in making culturally appropriate, respectful, and informed decisions pertaining to community matters, particularly those affecting the Aboriginal community and the environment.
	5.2	Develop an Early Years Partnership	Partnership with the Department of Communities to address the high levels of childhood vulnerability through key initiatives which improve service coordination, connect families to services and raise awareness of the early years.
	5.2	Implement the Community Engagement Framework	For the City of Kwinana to understand and deliver on the aspirations of our community, the City needs to invest in meaningful and productive relationships, partnerships and practices. This Community Engagement Framework identifies how the City will work to provide ongoing opportunities for community and stakeholders to influence decisions, collaborate on action and share in success. Utilising a range of key documents, process' and tools, the City will identify opportunities for the community to participate in decision making process' in an intentional, meaningful, and timely manner. Leveraging existing relationships with and building on the existing understanding of the community, creating accessible and welcoming opportunities for all to participate and ensuring the communities contribution is heard, valued and reflected in the outcomes, will form the key indicators of success in implementing the Community Engagement Framework.
	5.2	Develop and implement a Communication Strategy	This Strategy will provide an approach to improve the community's awareness of the City's efforts to meet community priorities. It will provide a more consistent approach, through the use of key messages and visual branding elements, to better align community priorities with the strategic objectives and enhance the community's understanding of the services and initiatives that the City is undertaking in an effort to achieve its strategic outcomes.
	5.3	Continue to implement customer experience improvement initiatives	Continue to implement initiatives that help improve the customer satisfaction at all touchpoint across the organisation and enhance the customer experience.
	5.4	Implement the Corporate Business System Project	The Corporate Businss System project is the impementation of an organisational wide enterprise resource planning product. This system, which impacts every business in the City, provides an enhanced opportunity to review the way our business is done, and to provide a platform for continuious improvement.
Outcome 5 UN Sustainable Development Goal alignment			

Key Action Type	21/22	22/23	23/24	24/25	Budget Type	Responsible Area
Program	Implement				Operating	Governance and Legal
Project				Facilitate	Operating	Community Engagement
Project		Develop			Operating	Community Engagement
Program	Implement				Operating	Community Engagement
Program			Develop and Implement		Operating	Marketing and Communications
Program			Implement		Operating	Marketing and Communications
Major Project	Implement				Operating	Corporate Business System Project Team

Snap shot

Key Actions completed within 2023/2024



Outcome 1

Procurement of EV Charging Points

Installation of EV Charging Station at the Kwinana Adventure Park.

Update

EV Charging Stations have been installed at the Kwinana Adventure Park and also at the City's Administration Building, building a network of chargers at high traffic locations within the City.

These charging stations are accessible to residents and visitors, with chargers at both of these sites proving very popular and regularly in use.

Supporting the transition to sustainable energy sources aligns with the City's commitment to its Sustainability Framework and the UN Sustainable Development Goals.

Outcome 2

Implement a Small Business Friendly Approval System

The City of Kwinana Small Business Friendly Approval Program Action Plan was developed as a result of the City's participation in the State Government-funded Small Business Friendly Approvals Program, led by the Small Business Development Corporation (SBDC). The program aims to streamline the process of obtaining business licenses and trading permits from local government authorities as well as accelerate regulatory reform to support economic recovery from the impact of COVID-19.



Update

The implementation of the Small Business Friendly Approvals Program has been successfully rolled out, with the Small Business Friendly Approvals Program Action Plan project actions being completed over the last two years. These actions were set to improve the customer experience, reduce approval times and support small businesses to establish, grow and thrive in the City of Kwinana.

The City continues to aim to improve the experience of small business owners with their local government. We are committed to ensuring relevant information is readily available to help inform their business direction and streamline our processes to ensure approvals are achieved in a timely fashion. Small Business needs are being monitored through the City's Economic Development and Advocacy Team and the Development Assessment Unit.





Outcome 3

Investigate options for Bulk Waste Collection

The current verge collection service will be reviewed to ensure the City provides the most effective and efficient verge collection service for the Kwinana community's needs into the future.

Update

The City assessed the feasibility of transitioning to a pre-booked verge collection service, Based on these findings, it was decided that the City will transition to a pre-booked variable collection service, commencing July 2025.

Under the pre-booked variable collection service, each property receives two collections of either bulk waste or green waste annually, with the option for up to two mattresses or white goods collections, limited to two items per year. Residents can opt to forgo mattress and white good collections in favour of an additional green waste collection annually. Further collections beyond the allocated amount can be obtained for a fee. This system is tailored to offer a convenient disposal method that aligns with the preferences of a majority of residents. By doing so, the City can make substantial strides towards achieving success in its waste management endeavours.





Outcome 4

Investigate Bertram Centre Urban Design

The City will investigate partnership opportunities with universities to undertake an urban design review of the Bertram Centre with a view to identifying opportunities for improvement.

Update

This City was successful in investigating a partnership opportunity with Curtain University to undertake the urban design review of the Betram Centre.

Unfortunately, Curtin University have been unable to provide the student numbers required to complete the project during 2023/2024.

The City is excited that this project opportunity remains a possibility and it will form part of the Planning and Development Teams' business planning once student numbers can be confirmed.

Outcome 4

Implement a Mural Art Program

The City has trialled some successful mural art programs and are looking to expand this to attract high profile artists to deliver numerous pieces throughout Kwinana which can form a Mural Art Trail.

Update

The first mural was completed by contemporary artist, Sioux Tempestt, in July 2023 at Rhodes Park. The concept interprets the narrative of connection, inclusivity and community with the style incorporating the natural environment. An anti-graffiti coat has been applied. The Lions Club were consulted throughout the process and the City has received very positive feedback from the club and the wider community. The second mural for this program was installed in January 2024 outside the entrance to the Zone Youth Space. Completed by artist Sam Bloor, the text based mural is bold and affirmational. This process included consultation with young people and has received positive feedback from both City staff and attendees to the facility. Both murals align with the Public Art Masterplan.



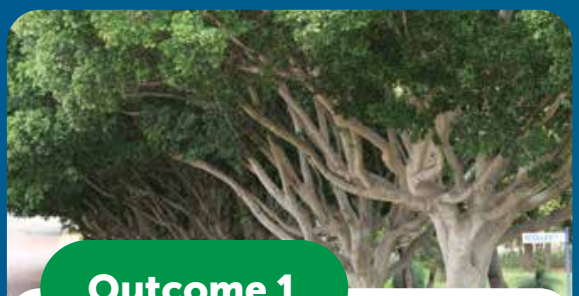


Four Year Implementation Timeframe extensions

Some of our Key Actions have had their expected completion time extended, reasons vary from resourcing to project delays. Updates will continue to be provided through the City's Quarterly Performance Reporting.



Introducing our new Key Actions for 2024/2025



Outcome 1

Develop and implement the Environment Strategy

This Strategy will be a principle-based document that; provides direction to and synthesises the existing operational plans that have been prepared, helps to prioritise resourcing and the City's work plan for all things Environment so that can then feed into the overall Sustainability Framework considerations of the City.



Outcome 4

Deliver community safety and crime prevention initiatives

City of Kwinana is very committed to the safe enjoyment of community life, we are continuously implementing and enhancing initiatives aimed at preventing crime and promoting safety. This includes developing strategic partnerships and collaborative approaches to educate and inform our residents to take ownership of safety in their local community.



Outcome 4

Finalise City Centre Precinct Structure Plan

The City is developing a plan to guide how development will look in the City Centre over the next 10 years and what types of activities would be appropriate to meet the needs and wants of the growing community.

This Plan will be prepared in accordance with the requirements for State Planning Policy 7.2 Precinct Design and the Precinct Design Guidelines and State Planning Policy 4.2 Activity Centre for Perth and Peel.



Outcome 4

Construct a Jump/Pump Track

A Jump/Pump Track has been identified to be constructed in Wandi to provide youth activities and additional infrastructure in the area. Stage 1 commenced in 2022/2023 with the City engaging Three Chillis (Mountain Bike specialists) to engage with young people in the local area and draw up the concept design. The concept design will then inform Stage 2 - Jump/Pump Track construction.

Outcome 4

Implement Homelessness Outreach Services

Partnership with the City of Kwinana with St Patrick's Community Support Centre (St Pat's), enabling the organisation to operate an assertive outreach service in Kwinana. Assertive outreach is an evidence-based practice to combat street homelessness in which housing staff, specialist caseworkers and health professionals conduct patrols to proactively engage with people experiencing street homelessness and provide a pathway to stable long-term housing. The new service is kicking goals and really making a massive difference in the form of outcomes and proactive approaches.

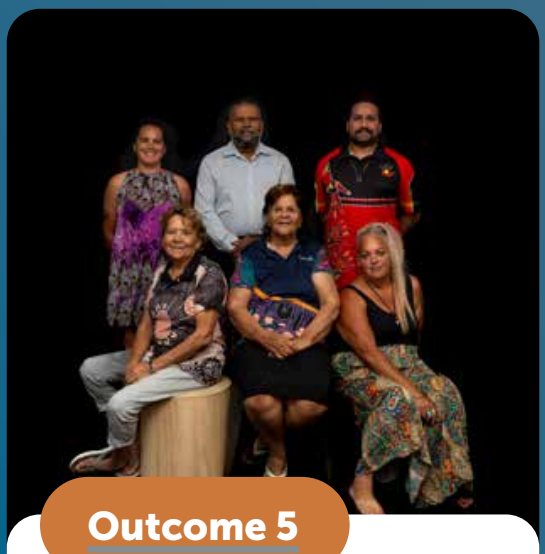




Outcome 4

Develop an Arts and Culture Strategy

This Strategy will serve as a guiding framework to promote and enrich the cultural landscape of Kwinana. It will set a vision to preserve and celebrate the cultural heritage and traditions of the community; showcase and support high-quality arts and cultural experiences; encourage innovation and creativity by supporting emerging practitioners; foster collaboration and partnerships with arts and cultural organisations; and establish Koorliny Arts Centre as a vibrant hub of arts and cultural activity.



Outcome 5

Facilitate the Boola Maara Aboriginal Consultative Committee Meetings

The Boola Maara Aboriginal Consultative Committees primary purpose is to provide Council with advice in relevant Aboriginal cultural matters to assist its decision making of the Kwinana Community. The Committee will assist the Council in making culturally appropriate, respectful, and informed decisions pertaining to community matters, particularly those affecting the Aboriginal community and the environment.

Key Projects Map

Key Projects:

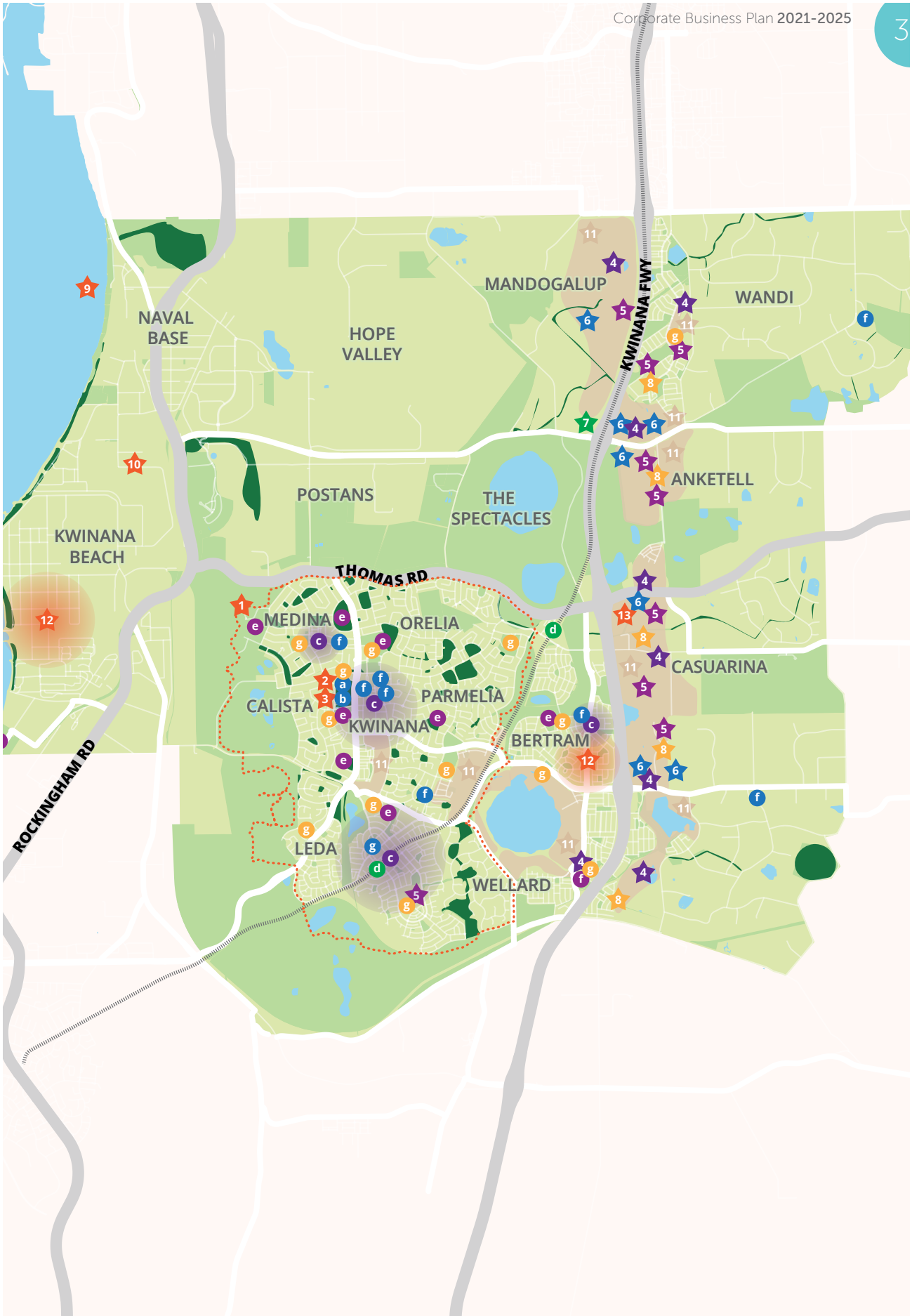
	Term
1 Kwinana Loop Trail Upgrade	Short
2 Mini Golf	Short
3 Junior Safety Bike Track	Short
4 Proposed Activity Centres	Short, Medium and Long
5 Proposed Recreation Facilities	Short, Medium and Long
6 Proposed Community Facilities	Short, Medium and Long
7 Proposed Train Station	Long
8 Proposed Schools	Long
9 Westport	Long
10 Waste to Energy Plant	Medium
11 Future Urban	Long
12 Planting Program	Short and Medium
13 Existing Projects - Service Commercial	

Key 'All of Kwinana' Projects:

	Term
Implementing the Safety and Crime Prevention Plan	Short, Medium and Long
Implementing the Local Planning Strategy	Short, Medium and Long
Implementing the Streetscape Strategy	Short, Medium and Long
Implementing the City Operations Annual Works Program	Short, Medium and Long

Existing Infrastructure:

- a Community Facilities – Kwinana Adventure Park
- b Community Facilities – The Edge Skatepark
- c Existing Activity Centres
- d Train Stations
- e Recreation Facilities
- f Community Facilities
- g Schools
- Local Parks
- Primary Roads
- Railway Line


Corporate Business Plan 2021-2025
3
NAVAL BASE
HOPE VALLEY
MANDOGALUP
KWINANA FWY
WANDI
POSTANS
THE SPECTACLES
ANKETELL
KWINANA BEACH
THOMAS RD
MEDINA
ORELIA
CASUARINA
CALISTA
PARMELIA
KWINANA
BERTRAM
ROCKINGHAM RD
LEDA
WELLARD

How we will fund it

Resourcing plans include both financial and non-financial resources that are required over the life of the Corporate Business Plan. These resource plans ensure we have adequate resources (asset, financial and workforce) to deliver the services and assets to meet the Community's vision.

The Corporate Business Plan implementation has been aligned with our Long Term Financial Plan, the forecasts indicate how and when the City intends to fund certain activities.

Long-term financial sustainability is a key objective of the City's financial planning and its annual budget. With careful planning, the community can be assured that the City has the financial resources to achieve the objectives set out in this Corporate Business Plan.



Statement of Financial Activity/Rate Setting Statement (by Nature or Type)

Note: figures are 000's

	2022 $	2023 $	2024 $	2025 $
Opening Funding Surplus (Deficit)	500	0	0	0
Revenue from operating activities				
Rates	42,035	43,991	46,001	48,066
Operating Grants, Subsidies & Contributions	6,895	6,976	7,073	7,185
Fees & Charges	12,975	12,389	12,574	12,800
Interest Earnings	689	690	692	693
Other Revenue	413	418	424	431
Revenue from operating activities	**63,008**	**64,465**	**66,764**	**69,175**
Expenditure from operating activities				
Employee Costs	(26,993)	(27,155)	(27,561)	(27,975)
Materials & Contracts	(24,704)	(24,909)	(25,278)	(25,658)
Utilities	(2,804)	(2,903)	(3,004)	(3,109)
Depreciation	(16,537)	(16,702)	(16,869)	(17,038)
Interest Expenses	(829)	(695)	(581)	(468)
Insurance Expenses	(614)	(622)	(630)	(640)
Other Expenditure	(312)	(316)	(320)	(324)
Expenditure from operating activities	**(72,793)**	**(73,301)**	**(74,244)**	**(75,214)**
Operating activities excluded from budget				
Add back Depreciation	16,537	16,702	16,869	17,038
Other non-cash movements	(2,957)	(424)	1,266	(364)
Amount attributable to operating activities	**3,795**	**7,442**	**10,656**	**10,635**
New Operating Proposals				
New Employment Expenses	(286)	(485)	(492)	(694)
New Service/Changes to Services Proposals	(864)	(788)	(686)	(725)
New Operating Proposals	**(1,150)**	**(1,273)**	**(1,179)**	**(1,420)**
Amount available for capital and other commitments	**3,145**	**6,169**	**9,477**	**9,216**
Investing activities				
Grants, Subsidies and Contributions	17,010	14,915	3,232	6,032
Proceeds from Self Supporting Loan	18	18	19	20
New / Upgrade Asset Expenditure	(18,313)	(15,008)	(2,805)	(5,447)
Renewal Asset Expenditure	(5,675)	(6,378)	(6,870)	(8,050)
Amount attributable to investing activities	**(6,961)**	**(6,453)**	**(6,424)**	**(7,445)**
Financing Activities				
Repayment of Debentures	(4,602)	(2,262)	(2,241)	(2,341)
Proceeds from New Debentures	2,500	0	0	0
Transfer to Reserves	(11,289)	(15,906)	(8,039)	(10,471)
Transfer from Reserves	17,207	18,452	7,226	11,041
Amount attributable to financing activities	**3,815**	**284**	**(3,053)**	**(1,771)**
Closing Funding Surplus (Deficit)	**0**	**0**	**0**	**0**

New Operating Expenses

Note: Figures are 000's

Directorate	Team	New Operating Item	2022 $	2023 $	2024 $	2025 $
Office of CEO						
	Contracts & Tenders					
		TechOne E-portal			56	16
	Economic Development					
		Joint Community and Economic Development Plan	20	40		
	Governance					
		Bi-annual Elections	110	56	56	57
		Internal Audit	45	46	46	47
	HRM					
		EBA Negotiations	25			26
		Classification Project	15			
		Legal Expenses	5	5	5	5
	Marketing & Communications					
		Community Perception Survey		32		33
City Infrastructure						
	Asset Management					
		Consultancy	90	78	46	52
	City Operations					
		New Estates	42	97	104	168
		Infra audit footpath defects		5	5	5
		Tactile renewal Project (Across the City)	10	10	10	10
		Road Patching Work (contractor cost)	10	10	12	15
		Bushland weed and condition mapping	20	20	21	
		New Natural Area Reserves	30	30	31	31
		Loop Trail maintenance			18	19
City Life						
	Community Engagement					
		Healthy Lifestyles Programs and Activities	68	69	69	71
		Reinstatement of Event budget	250	253	257	261
	Community Services					
		Program income		(1)	(3)	(4)
		Increase to hire fees	(55)	(60)	(66)	(72)
		Commission payable - Online booking system	32	35	37	39
	Family Daycare					
		Family Day Care Australia Conference	9			9
	Recquatic					
		Spin bike lease	6	6	6	6
		Room hire (once Stirling Skills lease has ceased)		(10)	(21)	(31)
		Standard Aquatic Membership - 15%, $10,500		(11)	(22)	(33)
		Junior Aquatic Membership - 5%, $6,500		(7)	(13)	(20)
		Premium Aquatic Membership 20%, $14,000		(14)	(29)	(44)
		Creche Memberships - 10%, $7,000		(7)	(14)	(22)
		Premium Recquatic Membership - 30%, $21000		(21)	(43)	(66)
		Standard Fitness Membership - 20%		(14)	(29)	(44)
		Court Hire		(3)	(7)	(10)

Directorate	Team	New Operating Item	2022 $	2023 $	2024 $	2025 $
City Development and Sustainability						
	Environmental Health Services					
		Energy Audits	10	10	10	10
		Revolving Energy Fund	7	7	7	7
		Feasibility Study 3rd bin		76		
		Waste Education Plan & Waste Plan Review				52
		Review of Public Health Plan			21	
		Review of the Mosquito and Midge Management Plan			5	
		Relief for staff	5	5	5	5
		SMRC Exit Costs	60			
		Reserve Funded	(60)	(76)		(52)
	Essential Services					
		DFES funding for Bushfire Risk Management Plan	(80)			
		Bushfire Risk Management Plan	80			
		LEMA's and Community Emergency Risk Management Plans				52
		Infringement & reporting system software subscription		11	11	11
City Business						
	Finance					
		GRV Valuation Year	85	86	87	89
		Incentives/Prize Draw	5	5	5	5
		Fair Value Asset Valuations	20			21
		Financial Management Review		20		
Grand Total			**864**	**788**	**686**	**725**

New Workforce Plan Expenses

Note: Figures are 000's

New positions	2022 $	2023 $	2024 $	2025 $
City Development and Sustainability				
Building Control/Approvals				
Building Cadet	73	74	75	76
Building Surveyor	50			
Environmental Health Services				
(Existing) ENV8 Sustainability Officer	38	38	39	39
City Life				
Community Engagement				
Active Kwinana Program Officer	87	88	89	90
Community Services				
DCA 10 - Local Community Centre Staff				
DCA 8 - Local Community Centre Staff				
DCA 9 - Local Community Centre (large Scale)				
District A - Youth Centre				
District A & B Branch Library				
District A & B Dry Recreation Centre				
District B Community Centre Staff				
District B Youth Centre				
Local Community Centre/Clubroom District B (Wellard West)				
City Infrastructure				
City Operations				
Technical Officer - Natural Areas	38	38	39	39
Supervisor Parks				
Mechanical Apprentice		41	42	43
Engineering Services				
ETO Traffic				97
ETO Design				97
ETO Project Management				
City Business				
IT				
Spatial Data Analyst		112	113	115
TechOne & HR Software Analyst		94	95	97
Grand Total	**286**	**485**	**492**	**694**

Occurring outside of 4 years but within the Strategic Community Plan span of 10 years

Occurring outside of 4 years but within the Strategic Community Plan span of 10 years

Occurring outside of 4 years but within the Strategic Community Plan span of 10 years



Capital Expenditure

Note: Figures are 000's

	Project Name	2022 $	2023 $	2024 $	2025 $
Renewal		**5,675**	**6,378**	**6,870**	**8,050**
Buildings		**1,120**	**921**	**1,139**	**1,668**
	Building Contingency	100	101	103	104
	Building Renewals	420	769	985	1,564
	Operations Centre Extension	550			
	Administration Building	50	51	51	
Bus Shelters		**18**	**22**	**26**	**30**
	Bus Shelters Renewal	18	22	26	30
Car Parks		**50**	**57**	**65**	**76**
	Car Park Renewal	50	57	65	76
Computing Infrastructure			**152**	**154**	**156**
	Corporate Business System Renewal - Transfer to Reserve		152	154	156
Drainage		**18**	**23**	**26**	**30**
	Drainage Renewals per Asset Management Plan	18	23	26	30
Footpaths		**110**	**136**	**153**	**177**
	Footpath Renewals	110	136	153	177
Furniture & Equipment		**20**	**152**	**46**	**82**
	Furniture and Fittings Renewal	20	20	21	21
	Recquatic - Furniture & Equipment renewal		101		
	Community Resource Centres Equipment Renewal			26	17
	Self Check outs		30		23
	Community resource centres plant and equipment renewal				21
Motor Vehicles		**350**	**354**	**359**	**365**
	Plant Replacement Program - Light Fleet	350	354	359	365
Parks & Reserves		**698**	**867**	**1,020**	**1,182**
	Public Open Space/Parks & Reserves Renewals	698	867	1,020	1,182
Roads		**2,834**	**3,277**	**3,443**	**3,865**
	MRRG Road Renewals and whether escalate funding	1,294	1,125	1,125	1,125
	Road Reseal Renewals - Roads to Recovery	480	498	498	498
	Muni Funded Road Renewals	1,060	1,654	1,820	2,242
Street Lighting		**19**	**24**	**28**	**33**
	Street Lighting Renewal per Asset Management Plan	19	24	28	33
Plant & Equipment		**439**	**393**	**410**	**386**
	Plant Replacement Program - Plant & Equipment	370	374	380	386
	Recquatic Plant renewal	27	19		
	Recquatic Equipment renewal	30		31	
	City Assist - Enclosures	12			

	Project Name	2022 $	2023 $	2024 $	2025 $
New/Upgrade		**18,313**	**15,008**	**2,805**	**5,447**
Buildings		4,351	137	221	2,489
	DCA 12 - Local Sporting Ground with Community Centre / Clubroom - Wellard West			154	2,447
	DCA 9 - Local Sports Ground Clubroom - Honeywood	3,718			
	Operations Centre Extension	550			
	Administration Building	50	51	51	
	Rhodes Park Accessible Public Toilet		61		
	Solar & Efficiency Equipment	8	25	15	42
	Additional works around the Kwinana South VBFB	25			
Bus Shelters		**12**		**12**	
	Bus Shelters New	12		12	
Computing Infrastructure		**535**			
	Corporate Business System	455			
	City Website Redevelopment	Occurring outside of 4 years but within the Strategic Community Plan span of 10 years			
	Infringement System	80			
Drainage		**683**	**506**	**1,432**	**229**
	DCA 3 - Peel Sub P Drain - Anketell Sth & Casuarina			1,175	
	Drainage New	250		257	229
	DCA 1 - Stormwater Management Infrastructure	433			
	Drainage New - Tanson Road upgrade		506		
Footpaths		**1,032**	**536**	**499**	**281**
	Footpaths New				
	Gilmore Ave Shared path Construction - Chisham Ave to Wellard Rd			499	
	Gilmore Ave Shared path Construction - Thomas Rd to Chisham Ave	740			
	Parmelia Ave Shared path Construction - Sulphur Rd to Tunnicliffe St		536		
	Parmelia Ave Shared path Construction - Tunnicliffe St to Wellard Rd				281
	Footpaths New - Infrastructure Boost	292			
Land			**1,809**		
	DCA 2,3,4,5,6,7 - Branch Library Land		629		
	DCA 4,5 - Local Community Centre Land		393		
	DCA 4,5,6 - District Youth Centre Land		786		
Parks & Reserves		**985**	**11,879**	**498**	**2,301**
	Urban Tree Planting	255	187	190	193
	Streetscape Strategy	220	172	154	94
	Parks Upgrade Strategy	160	152	154	156
	DCA 2,3,4,5,6,7 - District Sporting Ground				1,858
	DCA 6 - Mandogalup Public Open Space		11,014		
	Kwinana Loop Trail Upgrade	350	354		
Roads		**10,540**	**101**	**103**	**104**
	Road & Path Upgrades - Infrastructure Boost	960			
	Black Spot Wellard Road & Henley Boulevard Pre-deflection	470			
	Traffic Management Projects	100	101	103	104
	DCA 3,4 - Thomas Road	9,010			
Street Lighting		**175**	**40**	**41**	**42**
	Challenger Ave Street light construction - Warner to Bertram Road	135			
	Street Lighting New	40	40	41	42
Grand Total		**23,988**	**21,386**	**9,675**	**13,497**

How we will manage our workforce

To ensure the City's efficient and sustainable service delivery to the community, a capable and competent workforce is an imperative requirement.

To continue to provide the best possible level of service to the community, we have identified five strategic priorities to develop our workforce. These priorities were developed to align with the community outcomes of the Strategic Community Plan and the community's vision for the City.

Our strategic priorities:

1. Aligned and active leadership
2. Right people right behaviour
3. All working together as one team
4. Empowered and effective teams
5. Systems and processes

The City will continue to focus on providing a consistent level of service without increasing staff levels where possible.



How we will manage our assets

The City's infrastructure assets represent a significant investment, over many generations. Millions of dollars are spent annually managing and maintaining this infrastructure, and it is imperative that we utilise the best management skills and practices to ensure related services are delivered economically and sustainably. To manage this, the City will implement and continuously monitor its Infrastructure Strategy.

This Infrastructure Strategy identifies how the City plans to transition from a traditional approach to providing infrastructure, where a small group of experts applied their knowledge within their own area of expertise to determine what needed to be done, to a collaborative and strategic approach across the whole organisation. This will ensure a well-informed understanding of stakeholder requirements obtained through appropriate engagement and will be supported by data-based analysis of asset condition and performance, and will result in the provision of appropriate and effective assets to the community in the most efficient means practicable.

The drive to improve the City's strategic management encompasses infrastructure and activities across the whole of the organisation. Specific initiatives associated with Infrastructure include (but is not limited to):

- Continue the development and implementation of best practise Asset Management Strategy and Framework aligned with ISO 55000.
- Develop efficiencies within the Corporate Business Systems with regard to Asset Management and Project and Operational Management.
- Process development and documentation.

These strategies will further inform our needs in both the short and longer term, and how we set our priorities in conjunction with affordability.

The City will seek to further clarify and define the requirements for service delivery as a separate function from asset management and project delivery, and allocate accountability and responsibility for those functions to specific roles within the organisation. It is envisaged this will give a sharper focus on ensuring appropriate service delivery supported by appropriate assets.

In the short term (0-5 years) the infrastructure strategy will strive to maintain the existing assets at the current Levels of Service (LoS) and address the known or identified major issues (e.g. high risk or regulatory compliance). However due to the chronic underfunding of asset renewals, the LoS will drop. During this time, non-urgent capital projects that are not likely to directly impact on the LoS in the short to medium term, should be prioritised or deferred.

In the medium term, (5-10 years) LoS will continue to drop, until we start investing enough to maintain the condition of assets.

In the longer term (10-15 years) with the forecast new investments, the decline in LoS will slow, until it stabilises in year 11, and slowly increases, on average, through the provision of new assets.

The City's proportion of expenditure on existing capital assets is insufficient when compared to the annual consumption of assets. As a consequence, the City is in effect asking future generations to fund the lifestyle of the current generation. The plan is to steadily increase renewal expenditure to improve the Asset Sustainability Ratio with a target of 80% within 10 years.

How we will manage risk

The City is committed to an integrated approach to risk management to assist the City in setting appropriate strategies, achieving our objectives, and making informed decisions, in the best interest of our community.

The implementation of any plan inherently involves risks, and to address this, the City has established comprehensive measures to ensure effective risk management. The City's Risk Management Strategy describes its systematic approach to risk, closely adhering to the AS/NZS ISO 31000:2018 Risk Management – Guidelines.

The following risk management objectives have been identified for the City:

1. Minimise the occurrence of serious injury or loss of life;
2. Protect assets and resources, including natural and cultural;
3. Meet legislative and compliance requirements;
4. Minimise legal liability;
5. Minimise disruption to operations and services;
6. Minimise financial loss, including through theft or fraud;
7. Improve the City's governance, management capability and accountability;
8. Ensure an effective response to critical incidents effecting services and operations;
9. Effective emergency response and event recovery; and
10. Minimise potential damage to reputation.

Risks undergo continuous monitoring and regular reviews within the City. All Strategic, and High and Extreme Operational risk items are reported to both the Executive Leadership Team and the Audit and Risk Committee. This systematic approach ensures ongoing scrutiny of prioritised risks and facilitating an adequate progress in addressing them. Additionally, it validates the effectiveness of the management systems and controls implemented for risk management within the City.

The Destination – How we will know we are there

Performance measurement and target-setting are important to the growth process of an organisation. By measuring our progress with reliable supporting data, we can better understand, manage and improve our performance, productivity and accountability.

The City, in conjunction with the community, will review this plan once every two years using results gained from a bi-annual community perceptions survey. This will give life to the measures listed in this plan and provide an indication of the City's progress towards achieving the community's vision. In addition to the survey, the City will undertake the following reporting processes to keep the community informed:

- Quarterly Performance Report to Council
- Integrated Planning Progress Report in the Annual Report
- Regular updates via the City's media channels

The City will utilise community perception indicators as well as several business indicators to show the overall performance of the Strategic Community Plan (shown in the tables above). This will be achieved through a detailed community perceptions survey and recording of internal business performance indicators. The last Community Perceptions Survey was undertaken in 2022 to review the community's perception of City services, with the questions asked being specifically related to objectives the community had outlined in the formulation of the Strategic Community Plan. The results of this survey were used as guidance in prioritising areas for improvement and measuring the organisation's success towards the community's vision.



Community Outcome	Performance Measure	Current Performance (2020 unless specified)	Target	Frequency
	1 A naturally beautiful environment that is enhanced and protected			
	Maintain performance of streetscapes, trees and verges	58%	1-10% variance	Every 2 Years
	Maintain performance of verge side bulk rubbish collections	61%	1-10% increase	Every 2 Years
	Improve performance of conservation and environmental management	57%	1-10% increase	Every 2 Years
	Maintain performance of efforts to promote and adopt sustainable practices to manage climate change	55%	1-10% increase	Every 2 Years
	Maintain performance of water resource management	56%	1-10% increase	Every 2 Years
	Maintain performance of general waste and recycling services	57%	1-10% increase	Every 2 Years
	Maintain performance of management of food, health, noise pollution issues	53%	1-10% increase	Every 2 Years
	Retain percentage of green canopy coverage	6% (between 2016 and 2020)	TBC upon adoption of the Urban Forest Strategy	TBC upon adoption of the Urban Forest Strategy
	Decrease average household waste generated per year	963 kg/hhl/year (2021/22)	1 % decrease per year	Annual
	Retain water-wise accreditation	Accredited	Accredited	Annual
	2 A resilient and thriving economy with exciting opportunities			
	Improve performance of Economic Development and job creation	50%	1-10% increase	Every 2 Years
	Improve performance of efforts of access to goods and services locally	53%	1-10% increase	Every 2 Years
	Maintain performance of planning and building approvals	51%	1-10% variance	Every 2 Years
	Maintain performance of access to housing that meets community needs	58%	1-10% variance	Every 2 Years
	Maintain performance of how the industrial area is being developed	56%	1-10% variance	Every 2 Years
	Increase number of residents employed in the South West metro region	54.3%	1-10% increase	Annual
	Increase in number of new businesses locally	280 (new businesses recorded 2021 - 2022)	1-10% increase	Annual
	Develop and adopt a Local Economic Development Strategy	N/A	Within 4 years	Annual
	Develop the Local Planning Strategy and adopt by WAPC	N/A	Within 4 years	Annual

Community Outcome	Performance Measure	Current Performance (2020 unless specified)	Target	Frequency
	3 Infrastructure and services that are sustainable and contribute to health and wellbeing			
	Maintain performance of building and maintaining local roads	58%	1-10% variance	Every 2 Years
	Maintain performance of traffic management on local roads	58%	1-10% variance	Every 2 Years
	Maintain performance of footpaths and cycleways	61%	1-10% variance	Every 2 Years
	Improve performance of playgrounds, parks and reserves	68%	1-10% increase	Every 2 Years
	Improve performance of community centres and facilities	64%	1-10% increase	Every 2 Years
	Improve the Asset Renewal Funding Ratio	30%	Will be confirmed on completion of the Long Term Financial Plan	Annual
	Improve the Operating Surplus Ratio	(0.20)	Will be confirmed on completion of the Long Term Financial Plan	Annual
	Improve the Current Ratio or Working Capital Ratio	33%	Will be confirmed on completion of the Long Term Financial Plan	Annual
	Improve the Debt Service Cover Ratio	234%	Will be confirmed on completion of the Long Term Financial Plan	Annual
	Improve the Own Source Revenue Ratio	75%	Will be confirmed on completion of the Long Term Financial Plan	Annual
	Improve the Asset Consumption Ratio	77%	Will be confirmed on completion of the Long Term Financial Plan	Annual
	Improve the Asset Sustainability Ratio	27%	80%	Annual
	4 A unique, vibrant and healthy City that is safe, connected and socially diverse			
	Improve performance of festivals, events, art and cultural activities	60%	1-10% increase	Every 2 Years
	Maintain performance of access to health and wellbeing services, including mental health	51%	1-10% variance	Every 2 Years
	Maintain performance of disability access and inclusion	56%	1-10% variance	Every 2 Years
	Maintain performance of community centres and facilities	64%	1-10% variance	Every 2 Years
	Maintain performance of seniors' care, services and facilities	55%	1-10% variance	Every 2 Years
	Improve performance of multiculturalism and racial harmony	60%	1-10% increase	Every 2 Years

Community Outcome	Performance Measure	Current Performance (2020 unless specified)	Target	Frequency
	Maintain performance of footpaths, trails and cycleways	61%	1-10% variance	Every 2 Years
	Maintain performance of how local history and heritage is preserved and promoted	62%	1-10% variance	Every 2 Years
	Maintain performance of Kwinana Recquatic	69%	1-10% variance	Every 2 Years
	Maintain performance of library and information services	76%	1-10% variance	Every 2 Years
	Maintain performance of lighting of streets and public places	56%	1-10% variance	Every 2 Years
	Improve performance of opportunities to take part in physical activity	63%	1-10% increase	Every 2 Years
	Improve performance of community safety and crime prevention	36%	1-10% increase	Every 2 Years
	Improve performance of family and children's services and facilities	60%	1-10% increase	Every 2 Years
	Maintain performance of youth services and facilities	60%	1-10% variance	Every 2 Years
	Maintain performance of sport and recreation facilities	65%	1-10% variance	Every 2 Years
	Improve performance of the area's character and identity	55%	1-10% increase	Every 2 Years
	Maintain performance of volunteer recognition and support	58%	1-10% variance	Every 2 Years
	Percentage of population participating in opportunities to take part in physical activity	63%	1-10% variance	Every 2 Years
	5 Visionary leadership dedicated to acting for its community			
	Maintain performance of Council's leadership within the community	75%	1-10% variance	Every 2 Years
	Maintain performance that the City has developed and communicated a clear vision for the area	28%	1-10% increase	Every 2 Years
	Maintain performance of the openness and transparency of Council processes	46%	1-10% variance	Every 2 Years
	Maintain performance of the City clearly explains reasons for decisions and how residents' views are taken into account	19%	1-10% variance	Every 2 Years
	Maintain performance of how the community is consulted and engaged about local issues	43%	1-10% variance	Every 2 Years
	Maintain performance of the City having a good understanding of community needs	28%	1-10% variance	Every 2 Years
	Maintain performance of having opportunities to have my say on things happening in my area	31%	1-10% variance	Every 2 Years
	Maintain performance of how the community is informed about what's happening in the local area	47%	1-10% variance	Every 2 Years
	Maintain performance of the City's social media presence (Facebook etc.)	57%	1-10% variance	Every 2 Years
	Maintain performance of the City's customer service	60%	1-10% variance	Every 2 Years
	Maintain performance of the City of Kwinana website	56%	1-10% variance	Every 2 Years

Note: All community performance measures are a MARKYT® Performance Score.

Performance Reporting and Review

The City will review this plan every year. This will provide an indication of the City's progress towards achieving the community's vision. The City will also keep track of business performance measures internally and some of these measures are listed in this plan. City performance will be reported back to the community in the form of:

- A Quarterly Performance Report to Council
- The Integrated Planning Progress Report in the Annual Report
- Regular updates via the City's media channels



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12.2 2023/2024 FINANCIAL AUDIT PLAN

SUMMARY

RSM Australia (RSM) Pty Ltd, on behalf of the Office of the Auditor General (OAG), will be conducting an audit of the City's financial report for the year ending 30 June 2024 and other legal and regulatory requirements in accordance with the *Local Government (Audit) Regulations 1996*.

The purpose of this report is to present to the Audit and Risk Committee the 2024 Audit Planning Memorandum at Confidential Attachment A.

OFFICER RECOMMENDATION

That the Audit and Risk Committee accepts the Audit Planning Memorandum (Confidential Attachment A) as submitted by RSM for the 2023/2024 financial audit to be completed on behalf of the Office of Auditor General.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council accepts the Audit Planning Memorandum (Confidential Attachment A) as submitted by RSM for the 2023/2024 financial audit to be completed on behalf of the Office of Auditor General.

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VOTING REQUIREMENT

Simple majority.

DISCUSSION

The Audit Planning Memorandum (Confidential Attachment A) outlines the scope of works and key considerations in relation to the upcoming audit, including a timeline of key milestones. The memorandum also highlights the key areas of the audit focus, identifying the areas of significant risk which will be tested thoroughly.

As per previous years, the OAG have contracted the audit work for the 2023/2024 financial year to RSM. However, it will be the OAG that issue the final opinion and any relevant management points.

RSM has completed the interim audit in April 2024 and will be commencing the final audit for the City in September 2024.

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 section 7.12AB. states:

Conducting a financial audit
The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.

FINANCIAL/BUDGET IMPLICATIONS

The estimated cost of $75,000 for the 2024 audit has been included in the 2024/2025 budget.

ASSET MANAGEMENT IMPLICATIONS

There are no specific asset management implications 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. City of Kwinana Audit Planning Memorandum 30 June 2024 - Confidential

12.3 AUDIT ACTION LOG - PROGRESS REPORT

SUMMARY

Pursuant to regulation 16 of the *Local Government (Audit) Regulations 1996*, 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 as at May 2024 is presented at **Attachment A** for noting by the Committee. New officer comments and any overdue actions are highlighted in red. For ease of reference, a summary of all actions and their current status has been included within the log.

No additional audit actions have been added to the log since the Committee's previous meeting of 19 February 2024, on the basis that no audits have been completed in this time. Australian Auditors are in the process of undertaking internal auditing of three areas, namely:

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

The results of such audits shall be presented to the next Committee meeting.

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.

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).

The audit log at Attachment A lists the status of all outstanding actions arising from previous audits (both internal and external).

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

Australian Auditors – Regulation 17 Review
a) EA: 2023/12 (2) Procurement

RSM – Interim ITGC Audit
a) EA: 2023 (6) IT Governance - Strategy

Paxon – Community Services Internal Audit Review
a) IA: 2023/11 (5.2) Documenting and Recording Decisions
b) IA: 2023/11 (5.3) Documenting and Recording Decisions
c) IA: 2023/11 (5.4) Conflicts of Interest

Macri Partners – Financial Management Review
a) EA: 2023/06 (4.3)(iv) Purchase of Good and Services
b) EA: 2023/06 (4.4) Rates
c) EA: 2023/06 (4.6)(iii) Payroll
d) EA: 2023/06 (4.8)(iii) Fixed Assets
e) EA: 2023/06 (4.9)(i) General Compliance and Other Matters

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. City of Kwinana - Audit Action Log (May 2024) ⇩

AUDIT LOG

AUDITS UNDERTAKEN SINCE PREVIOUS AUDIT AND RISK COMMITTEE MEETING

Nil

AUDIT LOG

ITEMS OUTSTANDING FROM PRIOR AUDITS

Summary

Ongoing

Audit/Action	Risk Rating	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Regulation 17 Review				
EA: 2023/12 (3) Payroll	Minor (Low)	-	Ongoing	30 June 2024
RSM – 2022/23 Final Financial Audit				
EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation	Moderate (Medium)	30 June 2024	Ongoing	1 September 2024
Macri Partners – Financial Management Review				
EA: 2023/06 (4.2(iii)) Investment of Surplus Funds	Minor (Low)	31 December 2023	Ongoing	30 June 2024
EA: 2023/06 (4.6(i)) Payroll	Moderate (Medium)	31 December 2023	Ongoing	30 May 2024
EA: 2023/06 (4.6(v)) Payroll	Moderate (Medium)	31 December 2023	Ongoing	1 September 2024

Completed

Audit/Action	Risk Rating	Approved Completion Date	Status	Proposed Completion Date
DLGSC – Compliance Audit Return				
IA: 2024/01 (1) s5.87C - Provisions about disclosure	N/A	N/A	Completed	-
IA: 2024/01 (2) F&G Reg 11A(1) & (3) - Purchasing policies for local governments	N/A	N/A	Completed	-
Australian Auditors – Regulation 17 Review				
EA: 2023/12 (1) Legislative Compliance	Minor (Low)	-	Completed	-
RSM – Interim ITGC Audit				
EA: 2023 (1) Financial Application (TechOne) – User Access Management	Moderate (Medium)	30 April 2024	Completed	-
EA: 2023 (2) Network – User Access Management	Moderate (Medium)	30 April 2024	Completed	-
EA: 2023 (3) Logging and Monitoring	Moderate (Medium)	31 October 2024	Completed	-
EA: 2023 (4) Business Continuity and Cyber Security Incident Response	Moderate (Medium)	29 February 2024	Completed	-
EA: 2023 (5) Data Loss Prevention	Minor (Low)	30 November 2024	Completed	-
RSM – 2022/23 Final Financial Audit				
EA: 2023 (1) Contributed assets recognition	Significant (High)	30 June 2024	Completed	-
EA: 2023 (3) Formal documentation of review of rates data input into Authority	Minor (Low)	30 November 2023	Completed	-
EA: 2023 (4) Long Service Liability Rate	Minor (Low)	31 December 2023	Completed	-
Macri Partners – Financial Management Review				
EA: 2023/06 (4.2(ii)) Investment of Surplus Funds	Minor (Low)	31 December 2023	Completed	-
EA: 2023/06 (4.5) Sundry Debtors	Minor (Low)	31 December 2023	Completed	-
EA: 2023/06 (4.6(iv)) Payroll	Minor (Low)	31 December 2023	Completed	-
EA: 2023/06 (4.7) Information Technology	Moderate (Medium)	31 December 2023	Completed	-
EA: 2023/06 (4.8(i)) Fixed Assets	Minor (Low)	31 October 2023	Completed	-

AUDIT LOG

Outstanding Actions

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
DLGSC – Compliance Audit Return (self-reporting)				
IA: 2024/01 (1) s5.87C - Provisions about disclosure **Finding / Recommendation** Question: *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?* City Response: *No* **Risk Rating** N/A	**Management Comment** The City acknowledges that a gift declaration was submitted outside the stipulated timeframe. Initially, it was understood that the gift would not necessitate a declaration due to its purchase being facilitated through the City budget. However, upon seeking guidance from the Department, the City was informed that a declaration was indeed required. Upon receiving this clarification, the necessary declaration was entered. **Responsible Officer** Governance and Risk Officer	N/A	3 April 2024 – Governance and Risk Officer: The obligation to disclose a gift lies with the gift recipient, who personally faces penalties under the *Local Government Act 1995* for instances of non-compliance (ie., not the City). The CEO and Elected Members receive training on their gift disclosure obligations. Such obligations are reflected within the City's Elected Members, Committee Members and Candidates – Code of Conduct. This instance of non-compliance was not the result of insufficient processes and procedures by the City. As such, no further action is deemed to be necessary. The City does not have large numbers of gift disclosures. A total of 9 disclosures are recorded for 2023, all occurring within the required timeframe. Note, different criteria for the disclosure of gifts applies to City employees. Employee obligations are addressed within the Employee Code of Conduct, which all employees receiving training on at the commencement of their employment.	Completed

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
DLGSC – Compliance Audit Return (self-reporting)				
IA: 2024/01 (2) F&G Reg 11A(1) & (3) - Purchasing policies for local governments **Finding / Recommendation** Question: *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?* City Response: *No* **Risk Rating** N/A	**Management Comment** 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 **Responsible Officer** Coordinator Procurement and Contracts	N/A	26 March 2024 – Coordinator Procurement and Contracts: • Supply and Fitting of Tyres: Procurement Planning meeting booked with the view to go to market to form an appropriate contract for this service (may be a contract with a single contractor or a panel contract with multiple suppliers to ensure value is obtained for the different types of tyres supplied) •Alarm and Facility Access Services: Procurement planning meeting booked for July. Contract commencement pencilled in for November to allow for thorough and proper scope research and development by the facilities team (scope dev in August) to ensure the best value outcome for the life of the contract is reached. •Trailer Servicing: Procurement planning meeting will be held to discuss this spend to determine whether or not a contract is required and what the most appropriate contract structure and term may be. This will take place when the team is fully resourced in FY 24/25. •Marketing and Promotional materials: Note this spend has been identified as high however a single combined contract may not be required – pending discussion with relevant stakeholders across the City. (depends on whether the4ervicees are the same/similar and thus accumulative) – Procurement meeting will be held to discuss this spend to determine whether or not a contract is required and what the most appropriate contract structure and term may be. This will take place when the team is fully resourced in FY 24/25.	Completed

AUDIT LOG

•Sweeping waste products: Procurement planning meeting will be held to discuss this spend to determine whether or not a contract is required and what the most appropriate contract structure and term may be. This will take place when the team is fully resourced in FY 24/25.

As far as process goes to provide ongoing identification, we run reports on the spends over 100k (over a 3 year period) but then have to manually investigate each identified spend to determine whether spends are accumulative/for the same service (repeated) in nature and thus requiring a contract. If the spend is high (100k+) but the service is not the same and not accumulative, it is not non-compliant and quotes shall be sought in accordance with the policy are all that required. The system cannot identify the repeated or accumulative nature of the service, this can only be identified by an officer and then discussed with the relevant stakeholders to determine the required procurement process. Note that there is a separate reporting process for PO's that are 10k and over to check compliance with the policy in terms of quotes sought that runs in conjunction with the 100k+ spend reporting.

AUDIT LOG

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~~ 3 April 2024 – Manager Governance and Legal: The City recently completed a procurement process to appoint internal auditors. They will be undertaking minor audits into three business areas under the current internal audit plan (Recquatic, Rangers and WHS). This includes looking at compliance with legislation. The City is undertaking discussions in an effort to implement shared services in the area of internal auditing. This include ensuring legislative compliance is examined as part of audit scopes.	~~March 2024~~ Completed

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 January 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. 25 March 2024 – Manager Human Resources: With the additional resource, preparation of process instructions has commenced with detailed screen shots forming part of the instructions. Still on track. HR are currently working with IT to secure a new software licence to improve processes.	~~30 April 2024~~ 30 June 2024

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~~ 3 April 2024 - Manager Information Technology: Complete. The City has address the User Access Management findings as follows: • Chief Financial Officer (CFO) Administrator access has been reviewed and a new user profile has been created which does not give the user privileged administrator access. This access satisifies Segregation of Duty (SOD) as the user cannot access user management functionality. • 4 accounts belong to employees on extended leave (greater than 6 months). Accounts are now disabled in AD for a user going on maternity leave. Accounts are automatically disabled in AD after 6 months of inactivity with an automated script that runs on one of the domain controllers. Accounts will not be disabled in T1 unless the termination process is triggered, meaning we have an end date. If the AD object is disabled, they can't access T1. • The scope of the monthly user access reviews only identifies dormant accounts (accounts that have not been accessed within the past 90 days). The Business Systems team have completed a overhaul of user access management within TechOne. These roles and permissions have been created based on the feedback	~~30 April 2024~~ Completed

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

provided by key module owners within TechOne, along with our advice. This involded scheduled meetings with each module owner to go through and define a list of roles within the team, what each role does within the team/organisation, and what positions are tied to each role. Only users to now have elevated Administrative access to the entire product are members of the Business Systems Team in IT.

A regular bi-annual access review has been setup and documented within the IT team wiki to ensure that managers are notified every 6 months a list of what users are active and what their current access is. We will then receive sign off from each manager that access has been reviewed and confirmed current.

A data model/report has also been setup with T1 to allow the IT team to easily check if a user is active, based on matching HR's data on employees with what is currently active within T1 user management. This will show the user, last login, and details about the user's profile and roles access. This is the export that will be emailed to managers during the bi-annual review.

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: o 2 accounts were disabled after audit's identification o 2 accounts belong to employees currently on maternity leave o 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~~ 3 April 2024 - Manager Information Technology: Complete: Accounts are now disabled in AD for a user going on maternity leave. Accounts are automatically disabled in AD after 6 months of inactivity with an automated script that runs on one of the domain controllers. Accounts will not be disabled in T1 unless the termination process is triggered, meaning we have an end date. If the AD object is disabled, they can't access T1. The Business Systems team have completed a overhaul of user access management within TechOne. These roles and permissions have been created based on the feedback provided by key module owners within TechOne, along with our advice. This involded scheduled meetings with each module owner to go through and define a list of roles within the team, what each role does within the team/organisation, and what positions are tied to each role. Only users to now have elevated Administrative access to the entire product are members of the Business Systems Team in IT. A regular bi-annual access review has been setup and documented within the IT team wiki to ensure that managers are notified every 6 months a list of what users are active and what their current access is. We will then receive sign off from each manager that	~~30 April 2024~~ Completed

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

access has been reviewed and confirmed current.

A data model/report has also been setup with T1 to allow the IT team to easily check if a user is active, based on matching HR's data on employees with what is currently active within T1 user management. This will show the user, last login, and details about the user's profile and roles access. This is the export that will be emailed to managers during the bi-annual review.

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~~ 3 April 2024 - Manager Information Technology: Completed SecureWorks Taegis XDR system has been commissioned. This system is looking at login attempts to our azure and internal domain and monitors our firewall logs among other things. This system then correlates and analyses the security events gathered to provide alerting, reporting and incident analysis when there is anything outside of the norm. This system, in an automated fashion, meets the appropriate security logging and monitoring goal and is constantly reviewing all system access logs to find issues.	~~31 October 2023~~ Completed

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	3 April 2024 - Manager Information Technology: Ongoing 13 May 2024 - Manager Information Technology: The City has implemented the required and recommended documentation, these documents will remain ongoing and continue to maintained. The City's Business Continuity Framework, Business Continuity Plan (BCP) and Crisis Management Plan was presented to the Audit and Risk Committee for noting at its committee meeting held in October 2023. These documents have since been workshopped and tested with the relevant staff. In addition to the above listed documents the City has implemented Local Business Continuity Plans for each of the City's business units, these plans are the responsibility of the Managers and Directors to maintain and keep up to date. The developed IT/Cyber Security Incident Response Plan forms part of the IT disaster recovery plan framework, this plan remains the responsibility of the Manager Information Technology.	~~29 February 2024~~ Completed

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	13 May 2024 - Manager Information Technology: Policies on data loss prevention have been written by IT and approved by ELT. Completed	~~30 November 2024~~ Completed

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 – 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	3 April 2024 – Manager Asset Management Services: Currently updating Promapp processes to capture the following: Subdivision Register to be amended to include, dates ASPEC (as constructed) documents are received, confirmed, assigned to Assets Team and data input into the system by Assets Team. Documents/processes to be amended to reflect ASPEC data to be received within 2 months of PC inspection and early clearance release requests will not be approved until receipt of ASPEC data. 13 May 2024 – Manager Asset Management Services: Subdivision Register amendment now completed. Promapp partially complete to be finished by 20/05/2024. Review of Asset Valuations Assumptions and Procedure document also now completed.	~~30 June 2024~~ Completed

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 **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**	**Management Comment** The. **Responsible Officer** Chief Financial Officer Manager Human Resources	30 June 2024	25 March 2024 – Manager Human Resources: Ongoing. The Payroll Coordinator has been auditing all the LSL entitlements (particularly the part-time and casual status employees. These calculations are two thirds completed and will provide information as per the differences.). On initial review/assessment, it would appear that the some of the information (pro-rata) in Authority was not accurately recorded when a part-time or casual employee commenced at the City and follow-up is being undertaken, It should be noted, that prior to any payment of LSL entitlement (either Authority or TechOne), an independent calculation was validated before any payment ensuring accuracy of these payments. In addition, the Payroll team have been following up with other LGs to ensure that the appropriate LSL invoicing is up to date – currently up to date. 14 May 2024 – Manager Human Resources: The reconciliation calculations have been completed. The OneCouncil configuration will need to be changed and the Payroll Coordinator is working with TechOne regarding the required amendments. In addition, the DLGSC have just	~~30 June 2024~~ 1 September 2024

AUDIT LOG

Moderate (Medium)

released the new LSL regulations due to come into effect on 1 September 2024. Payroll are now having to align the new regulations with the current configuration. DLGSC have been providing information sessions as to the required amendments.

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 2023	28 March 2024 – Chief Financial Officer: A review and completion check has been performed to landgate records. This exercise will now be performed annually. This query can now be closed.	~~30 November 2023~~ Completed

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	3 April 2024 – Chief Financial Officer: Completed	~~31 December 2023~~ Completed

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.2(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	1 November 2023 – Coordinator Finance: The process maps for investments is still to be created. 1 February 2024 – Coordinator Finance: The creation of a process map for investments has commenced and expected to be completed by the end of the month. 25 March 2024 – Coordinator Finance: The previous work instruction FIN77 has been updated to reflect the delegation register.	~~31 December 2023~~ ~~29 February 2024~~ Completed

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	1 November 2023 – Coordinator Finance: The review of the investment policy has commenced. 1 February 2024 – Coordinator Finance: The review of the investment policy is expected to be completed by the end of the month. 25 March 2024 – Coordinator Finance: The draft Investment Policy has been changed to ensure the requirement for maximum percentages are clarified. We have utilitsed the opportunity to update the policy to increase its focus on Green investment (non-fossil fuel investments) including setting a target for this investment. This is scheduled to go to Executive leadership Team for reviewing in April and thereafter to Council. 14 May 2024 – Coordinator Finance: The draft Investment Policy is ready will go to the Executive Leadership team for reviewing in May, with view to it going to Council via the Audit and Risk Committee and OCM in June.	~~31 January 2024~~ ~~29 February 2024~~ 30 June 2024

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	1 November 2023 – Coordinator Finance: Works on the works instruction for Private works is still to commence. 1 February 2024 – Coordinator Finance: Review of the work instruction for Private works has commenced and expected to be completed by the end of the month. 25 March 2024 – Coordinator Finance: The previous work instruction FIN59 has been updated to reflect the change to One Council. Audit action is now completed.	~~31 December 2023~~ ~~29 February 2024~~ Completed

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	1 November 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 January 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. 25 March 2024 - Payroll and System Coordinator: Still awaiting scope of works from Attura. 2 April 2024 – Payroll and Systems Coordinator: Attura has provided a copy of their standard "shipped" report. This template has been assessed and is not suitable for the City's purposes. Since receiving this information, the Payroll Coordinator has been developing a custom report which will be trialled and developed over several pay runs. The first trial is due on 3 April 2024. 14 May 2024 – Manager Human Resources: Payroll coordinator has developed a report - to be trialled in the payrun 15 May 2024.	~~31 December 2023~~ ~~29 February 2024~~ 30 May 2024

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	1 November 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 January 2024 – Manager Human Resources: HR policies have been reviewed with 75% now approved by Executive. Progression of approval continuing. 25 March 2024 – Manager Human Resources: All HR policies have now been reviewed. Currently, HR are in the process of ensuring that all staff have access to the policies (via the Intranet and Saved Searches).	~~31 December 2023~~ ~~31 March 2024~~ Completed

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	1 November 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 January 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. 25 March 2024 – Payroll and Systems Coordinator: Manual calculations still progressing (as per outstanding action EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation). 25 March 2024 – Manager Human Resources: The reconciliation calculations have been completed. The OneCouncil configuration will need to be changed and the Payroll Coordinator is working with TechOne regarding the required amendments. In addition, the DLGSC have just released the new LSL regulations due to come into effect on 1 September 2024. Payroll are now having to align the new regulations with the current configuration. DLGSC have been providing information sessions as to the required amendments.	29 February 2024 ~~30 June 2024.~~ 1 September 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 November 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 November 2023 – Manager Information Technology: Ongoing. This action is a priority for the team and is anticipated to be completed in the revised timeframe. 1 March 2024 – Manager Information Technology: Complete There are two processes here to control user management. Access to applications (like TechOne) and access within the T1 application. Access to the Application: An automated process is currently being setup (due for completion in March) that will take an expiry date from a user object in Active Directory, and apply this to the user account in TechOne. After the account expiry is reached, a process will kick off in T1 to ensure the account is deactivated and all access removed. Users are unable to access the application once the expiry date is reached, as the account cannot authenticate without Azure SSO which is automatically restircted once the expiry date passes in AD. IT have a regular weekly cleanup check	~~29 February 2024~~ Completed

AUDIT LOG

for recently disabled users, and monthly check for users expired for longer than 6 months.

Access within the T1 Application:
The Business Systems team have completed a overhaul of user access management within TechOne. These roles and permissions have been created based on the feedback provided by key module owners within TechOne, along with our advice. This involded scheduled meetings with each module owner to go through and define a list of roles within the team, what each role does within the team/organisation, and what positions are tied to each role. Only users to now have elevated Administrative access to the entire product are members of the Business Systems Team in IT.

A regular bi-annual access review has been setup and documented within the IT team wiki to ensure that managers are notified every 6 months a list of what users are active and what their current access is. We will then receive sign off from each manager that access has been reviewed and confirmed current.

A data model/report has also been setup with T1 to allow the IT team to easily check if a user is active, based on matching HR's data on employees with what is currently active within T1 user management. This will show the user, last login, and details about the user's profile and roles access. This is the export that will be emailed to managers during the bi-annual review.

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	1 November 2023 – Coordinator Finance: Works on the Asset disposal forms have commenced and will be completed by end of the month. 1 February 2024 – Coordinator Finance: Works on the Asset disposal forms is being finalised and will be completed by end of the month. 25 March 2024 – Coordinator Finance: Form is now available, and communication has been sent to all staff. This query can be closed as actioned.	~~30 November 2023~~ ~~29 February 2024~~ Completed

12.4 RISK MANAGEMENT REPORT

SUMMARY

This report provides an update to the Audit and Risk Committee (Committee) on the City of Kwinana's (City) operational and strategic risk profile, for the purpose of facilitating appropriate and independent oversight. This report is a standard item for the Committee and details all identified strategic risks as well as operational risks assessed as high or extreme (residual).

The City's Risk Register is provided at **Attachment A** for noting and comment by the Committee.

There are presently no high or extreme rated operational risks for reporting.

In relation to the City's strategic risks, no additional risks have been identified for inclusion following the Committee's February meeting. Further, there has been no changes to the ratings of existing strategic risks.

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 the City of Kwinana Organisational Risk Register – Strategic Risks detailed in Attachment A.

Audit and Risk Committee Comments:

- Risk reporting is improving every quarter.
- Suggested that the Heatmap should include the target risk within it in the future.
- That consideration is given to reviewing category types of risk appetites, as the appetite may not be showing accurately in the event there are sufficient actions in place.

VOTING REQUIREMENT

Simple majority.

DISCUSSION

Managing risk is integral to good governance and leadership and is fundamental to the management of the organisation at all levels.

The City is dedicated to an integrated approach to risk management, aiming to set appropriate strategies, achieve our objectives, and make informed decisions in the best interest of the community.

AS/NZS ISO 31000:2018 Risk Management – Guidelines defines risk as "the effect of uncertainty on objectives." 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.

The City's risk management objectives as set out in the City's Risk Management Strategy are as follows:
a) minimise the occurrence of serious injury or loss of life;
b) protect assets and resources, including natural and cultural;
c) meet legislative and compliance requirements;
d) minimise legal liability;
e) minimise disruption to operations and services;
f) minimise financial loss, including through theft or fraud;
g) improve the City's governance, management capability and accountability;
h) ensure an effective response to critical incidents effecting services and operations;
i) effective emergency response and event recovery; and
j) minimise potential damage to reputation.

Achievement of these objectives requires the proactive identification and mitigation of strategic and operational risks.

The City's Audit and Risk Committee is responsible for providing guidance, assistance, and oversight to Council in relation to risk management, which includes:

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.

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 109 active operational risks recorded for the City, those that that are recorded with a residual rating of 'high' or 'extreme' are presented to the Committee (presently nil).

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

Risks		Risks by Ratings (Residual)	
Operational Risks	109	**Extreme**	0
		High	0
		Medium	55
		Low	54
Strategic	8	**Extreme**	0
		High	0
		Moderate	5
		Low	3

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. Risk Report - June 2024 ⇩

Risk Register



Introduction

This document provides an overview of the active risk items currently listed within the City’s risk portfolio.

Strategic Risk Register

The Strategic Risk Register encompasses risks that have the potential to significantly impact the City’s long-term goals, mission, and strategic initiatives. These risks are often broad and can affect the City on multiple levels. Examples of strategic risks might include economic downturns, changes in government regulations, or major environmental events.

All active risks within the City's Strategic Risk Register are presented. These risks are critical to the City's overarching strategy and are continuously assessed to mitigate potential impacts.

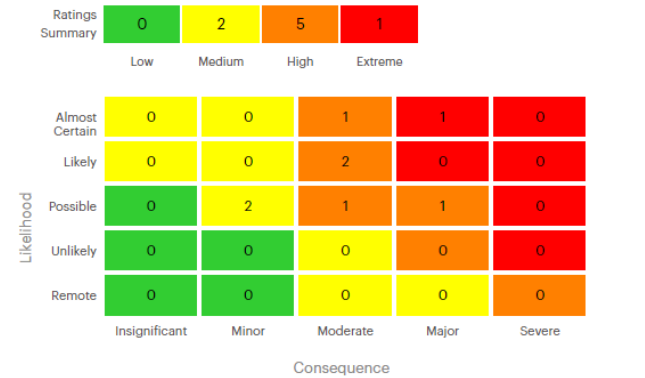
Operational Risk Register

The Operational Risk Register includes risks that could affect the City’s day-to-day operations and service delivery. These risks are more specific and typically relate to the internal processes, systems, and procedures that support the City's functions. For instance, operational risks might involve IT system failures and/or process change.

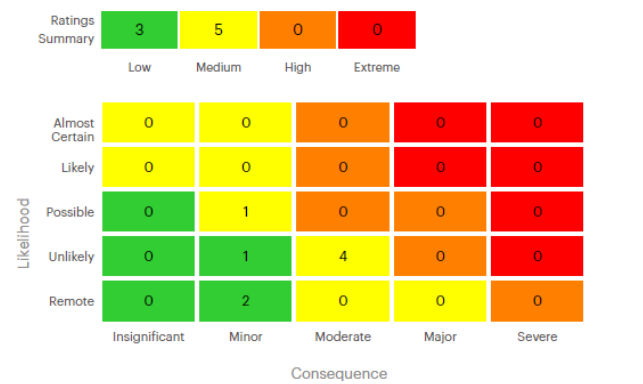
All 'high' and 'extreme' rated (residual) risk items within the City's Operational Risk Register are presented. High and extreme risks are those that could have severe consequences on the City's operations if they materialise. These risks are prioritised for immediate action and close monitoring to minimise disruption and ensure resilience.

Strategic Risk Register

Inherent Risk Assessment



Residual Risk Assessment



HEATMAP


Low
Medium
High
Extreme
Residual
Target
Almost Certain
Likely
Possible
Unlikely
Remote
8
2 3 3 4 6 8
2 4 6 7 7
1 1 5 5
Insignificant
Minor
Moderate
Major
Severe
Consequence

RISK SUMMARY

Strategic Risk

No.	Risk Title	Residual	Target	Trend
1	**SR2 - Monitoring of financial ratios**	Low	Low	↓
	Risk Review Comments: The Long Term Financial Plan for 2025-2034 is currently under review and is undergoing comprehensive evaluation to ensure it meets the strategic and financial goals of our community. The revised Long Term Financial Plan is scheduled to be presented at the upcoming Ordinary Council Meeting, which will be held on Wednesday, 26 June.			
2	**SR6 - Maintain level of service of City assets**	Medium	Low	↔
	Risk Review Comments: Risk assessments and amended controls have been reviewed. The revised Long Term Financial Plan is scheduled to be presented at the upcoming Ordinary Council Meeting, which will be held on Wednesday, 26 June. This updated plan will outline investments in asset management, ensuring strategic allocation of resources and sustainable development.			
3	**SR12 - Ensuring compliance with Work Health and Safety (WHS) legislation and associated regulations**	Low	Low	↓
	Risk Review Comments: As of the 31 March 2024, 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: The Feasibility Assessment project has been completed, the Feasibility Assessment Report was endorsed by the Council at the Ordinary Council Meeting on 28 June 2023, with the recommendations adopted. The recommendation to implement a 3-bin GO service in 2024/25 is currently being progressed. Project planning is complete, and project implementation is underway. Bin delivery to households is scheduled for May 2025.			
5	**SR18 - Community Engagement Practices**	Low	Low	↔
	Risk Review Comments: The City has heightened its levels and frequency of engagement with the community. While there are inherent risk associate with community engagement practices, it's important to note that the overall risk in this area has decreased due to greater transparency and increased community involvement in decisions that affect their lives. Risk mitigation actions now include the review of the City's Engagement Policy, currently underway.			

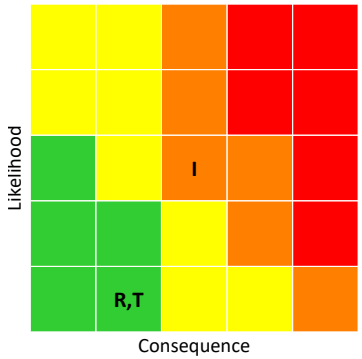
No.	Risk Title	Residual	Target	Trend
6	**SR25 - Impact of impending reform to the Retirement Villages Act 1992 on the City's ability to operate Banksia Park Retirement Estate**	**Medium**	**Low**	↓
	Risk Review Comments: A desk top review and understanding of the process other Local Governments have implemented when considering the long term service delivery of the Retirement Villages. Officers are developing a timeline for internal review. 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. No further updates have been received. A bill containing the proposed amendments to the RV Act has yet to be prepared for introduction into Parliament. The City has completed 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.			
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 continues to monitor the information being presented and attends information sessions. The City is currently on schedule to transition to the new requirement by 31 December 2024.			
8	**SR29 - Cyber security**	**Medium**	**Low**	
	Risk Review Comments: During the 2023/24 financial year, the City completed several significant cyber security projects and underwent required regulatory audits. Actively enhancing its cyber security awareness and capabilities, the City aims to effectively mitigate potential risks to the organisation.			

RISK OVERVIEW

Strategic Risk

SR2	Monitoring of financial ratios		
Risk Categories: Financial, ICT, Assets/Infrastructure	**Responsible Person:** Vanisha Govender	**Last Reviewed Date:** 20 May, 2024	**Next Review Date:** 01 Sep, 2024

ndividual Heatmap



I	Inherent Risk Assessment
R	Residual Risk Assessment
T	Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

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: The Long Term Financial Plan for 2025-2034 is currently under review and is undergoing comprehensive evaluation to ensure it meets the strategic and financial goals of our community.
The revised Long Term Financial Plan is scheduled to be presented at the upcoming Ordinary Council Meeting, which will be held on Wednesday, 26 June.

Risk Treatment: Treat

Residual Controls

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

Residual Solutions

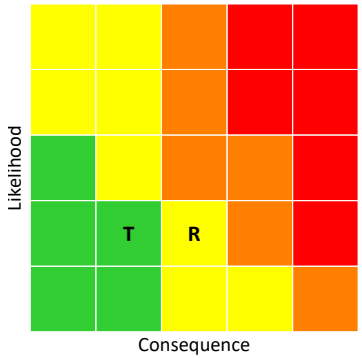
Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Ensure that future budgets and LTFPs continue to increase asset renewal expenditure to bring the asset sustainability ratio to an acceptable level.	Vanisha Govender	In Progress	90	30 Jun, 2024

ɪisk Appetite



SR6	Maintain level of service of City assets		
Risk Categories: ICT, Assets/Infrastructure, Financial, Service Delivery	**Responsible Person:** Doug Elkins	**Last Reviewed Date:** 21 May, 2024	**Next Review Date:** 16 Feb, 2025

ndividual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

Effectiveness of control	
R	Partially Effective

Risk Appetite



WITHIN APPETITE

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 assessments and amended controls have been reviewed.
The revised Long Term Financial Plan is scheduled to be presented at the upcoming Ordinary Council Meeting, which will be held on Wednesday, 26 June. This updated plan will outline investments in asset management, ensuring strategic allocation of resources and sustainable development.

Risk Treatment: Avoid

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Provide updated financial data for asset valuation and financial ratios	Ann Nicholas	Partially Effective	08 May, 2025
Advocate to maintain asset financial ratios in the annual report and the My Council Website	Doug Elkins	Partially Effective	08 May, 2025
Asset Management Plans	Ann Nicholas	Partially Effective	08 May, 2025
Prioritisation of asset management and accurate planning of works.	Ann Nicholas	Substantially Effective	08 May, 2025

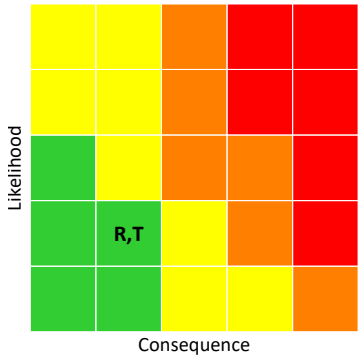
Residual Solutions

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

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Review systems associated with prioritisation of asset management and accurate planning of works	Ann Nicholas	Completed	100	30 Nov, 2023

SR12	Ensuring compliance with Work Health and Safety (WHS) legislation and associated regulations		
Risk Categories: Legislative Compliance	**Responsible Person:** Sue Wiltshire	**Last Reviewed Date:** 28 Mar, 2024	**Next Review Date:** 30 Jun, 2024

ndividual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

Effectiveness of control	
R	Substantially Effective

Risk Appetite



WITHIN APPETITE

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

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

Risk Review Comments: As of the 31 March 2024, 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

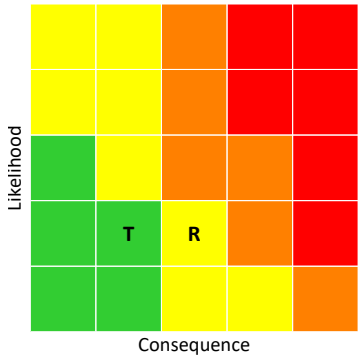
Control Title	Control Owner	Control Effectiveness	Next Review Date
Work Health and Safety (WHS) Regulations and advice from WALGA/LGIS and other associated governing bodies.	Sue Wiltshire	Substantially Effective	31 Mar, 2024
Work Health and Safety Training	Sue Wiltshire	Substantially Effective	31 Mar, 2025
LGIS/WorkSafe Audit	Sue Wiltshire	Substantially Effective	31 Mar, 2024
WHS Framework	Sue Wiltshire	Substantially Effective	01 Mar, 2024
WHS Committee	Sue Wiltshire	Substantially Effective	01 Jul, 2025
Hazards Guidelines	Sue Wiltshire	Partially Effective	01 Apr, 2024
City of Kwinana Safety and Wellbeing Strategy 2024-2026	Sue Wiltshire	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)	Sue Wiltshire	Completed	100	31 Mar, 2024
Implement actions identified in GAP analysis.	Sue Wiltshire	Completed	100	31 Mar, 2023
Implement new Strategic Work Health and Safety Committee	Sue Wiltshire	Completed	100	19 Apr, 2023
Monitor implementation of Regulations and WALGA advice	Sue Wiltshire	Completed	100	03 Nov, 2022
Review, update, and implement the actions of the City of Kwinana Health and Wellbeing Strategy 2024 – 2026.	Sue Wiltshire	Completed	100	30 Apr, 2024
Undertake the roll out of new WHS documentation to all teams within the City, advising them of the changes and their requirements	Sue Wiltshire	In Progress	80	30 Jun, 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, Reputation/Image	**Responsible Person:** Troy Morley	**Last Reviewed Date:** 20 May, 2024	**Next Review Date:** 30 Sep, 2024

ndividual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Partially Effective

ɪisk Appetite



OUT OF APPETITE

Causes
• Change to the City's obligations by State Government Strategy and supporting legislation

Consequences
• Financial implication estimated at $1.2m additional expenditure per annum to implement FOGO system compared to the GO system
• Non-compliance with State Government direction
• Reputation to State Government, other Local Governments and the public may be diminished.

Risk Review Comments: The Feasibility Assessment project has been completed, the Feasibility Assessment Report was endorsed by the Council at the Ordinary Council Meeting on 28 June 2023, with the recommendations adopted.
The recommendation to implement a 3-bin GO service in 2024/25 is currently being progressed. Project planning is complete, and project implementation is underway. Bin delivery to households is scheduled for May 2025.

Risk Treatment: Accept

Residual Controls

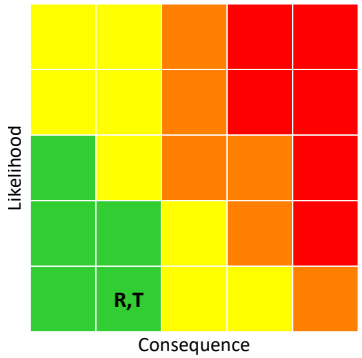
Control Title	Control Owner	Control Effectiveness	Next Review Date
Implement 3-Bin GO system in 2024/25	Troy Morley	Partially Effective	30 Jun, 2025
Feasibility assessment of implementing a 3-bin system.	Troy Morley	Partially Effective	30 Jun, 2024
City of Kwinana Waste Plan 2021-25	Troy Morley	Substantially 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	Troy Morley	Completed	100	16 Apr, 2021
Commit to feasibility assessment through adoption of City of Kwinana Waste Plan 2021-25	Troy Morley	Completed	100	10 Mar, 2021
Implement 3-bin GO service	Troy Morley	In Progress	10	30 Sep, 2025
Participate in FOGO (Market) Feasibility for Perth and Peel Regions coordinated through Rivers Regional Council	Troy Morley	Completed	100	31 Dec, 2022
Scope, procure and undertake City of Kwinana 3-bin feasibility assessment to determine optimal future delivery option	Troy Morley	Completed	100	30 Jun, 2023

SR18	Community Engagement Practices		
Risk Categories: Reputation/Image, Financial, Legislative Compliance, Service Delivery	**Responsible Person:** Alexi Peacock	**Last Reviewed Date:** 15 May, 2024	**Next Review Date:** 30 Sep, 2024

ndividual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

Effectiveness of control	
R	Substantially Effective

ɪisk Appetite



WITHIN APPETITE

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: The City has heightened its levels and frequency of engagement with the community. While there are inherent risk associate with community engagement practices, it's important to note that the overall risk in this area has decreased due to greater transparency and increased community involvement in decisions that affect their lives.
Risk mitigation actions now include the review of the City's Engagement Policy, currently underway.

Risk Treatment: Treat

Residual Controls

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

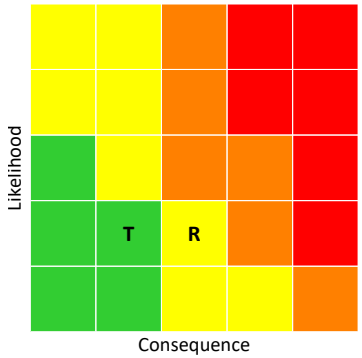
Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Engagement Policy review	Alexi Peacock	In Progress	25	31 Jul, 2024

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

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:** Fiona Grieves	**Last Reviewed Date:** 15 May, 2024	**Next Review Date:** 15 Sep, 2024

ndividual Heatmap



R Residual Risk Assessment

T Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

Risk Appetite



OUT OF APPETITE

Causes

- Changes to legislation

Consequences

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

Risk Review Comments: A desk top review and understanding of the process other Local Governments have implemented when considering the long term service delivery of the Retirement Villages.
Officers are developing a timeline for internal review.
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. No further updates have been received. A bill containing the proposed amendments to the RV Act has yet to be prepared for introduction into Parliament.
The City has completed 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

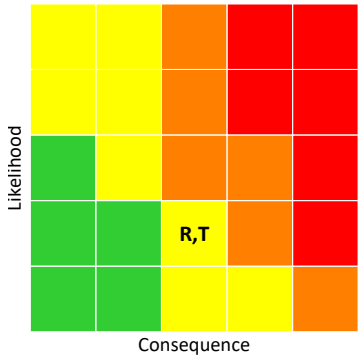
Control Title	Control Owner	Control Effectiveness	Next Review Date
Monitor the progress of impending changes to the Retirement Villages Act 1997 (WA), including reviewing the adequacy of existing City resources to meet additional legislative obligations imposed as well as assessing associated risks.	Fiona Grieves	Substantially Effective	15 Sep, 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.	Fiona Grieves	In Progress	10	31 Dec, 2024
Review impact of the new DRIS amendments to determine the appropriate City response.	Fiona Grieves	Completed	100	31 Dec, 2024

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:** Sue Wiltshire	**Last Reviewed Date:** 20 May, 2024	**Next Review Date:** 01 Dec, 2024

ndividual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Partially Effective

Risk Appetite



OUT OF APPETITE

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 continues to monitor the information being presented and attends information sessions. The City is currently on schedule to transition to the new requirement by 31 December 2024.

Risk Treatment: Treat

Residual Controls

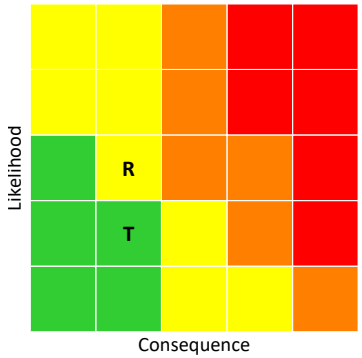
Control Title	Control Owner	Control Effectiveness	Next Review Date
Engagement of HR Strategic Project Officer to support the City's transition.	Sue Wiltshire	Fully Effective	31 Dec, 2024
Ensuring the City's compliance with amendments to Industrial Relations Act 1979 and Minimum Conditions of Employment Act 1993.	Sue Wiltshire	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	Sue Wiltshire	Completed	100	06 May, 2023
Engagement of HR Strategic Project Officer	Sue Wiltshire	Completed	100	27 Nov, 2024
HR Strategic Project Officer to undertake review of all relevant City policies and procedures.	Sue Wiltshire	In Progress	90	30 Sep, 2024
Submit an application for the HR Strategic Project Officer to sit on WALGA State industrial relations working group	Sue Wiltshire	Completed	100	31 Dec, 2024

SR29	Cyber security		
Risk Categories: ICT, Assets/Infrastructure, Financial, Reputation/Image, Service Delivery	**Responsible Person:** Tom Ody	**Last Reviewed Date:** 27 Mar, 2024	**Next Review Date:** 08 Dec, 2024

ndividual 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

Risk Review Comments: During the 2023/24 financial year, the City completed several significant cyber security projects and underwent required regulatory audits. Actively enhancing its cyber security awareness and capabilities, the City aims to effectively mitigate potential risks to the organisation.

Risk Treatment: Avoid

Residual Controls

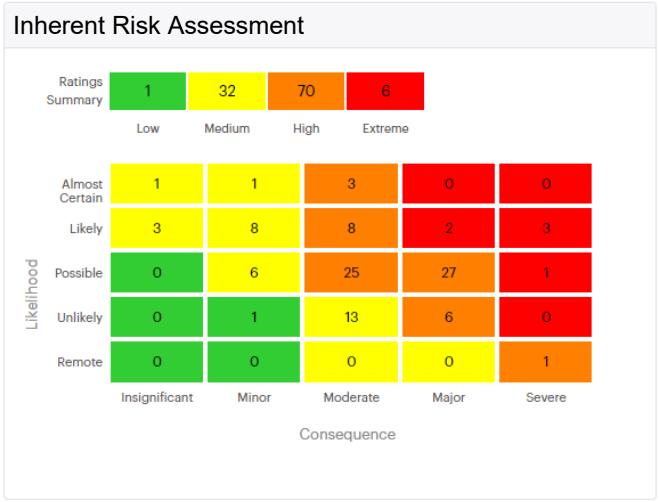
Control Title	Control Owner	Control Effectiveness	Next Review Date
Network controls, including firewall, virus scan and SEIM monitoring system	Tom Ody	Substantially Effective	08 Dec, 2024
Testing of efficacy of network resiliency through penetration testing.	Tom Ody	Fully Effective	08 Dec, 2024
Implementation of cyber security manual	Tom Ody	Substantially Effective	08 Dec, 2024
Staff cyber security training	Tom Ody	Substantially Effective	08 Dec, 2024

Residual Solutions

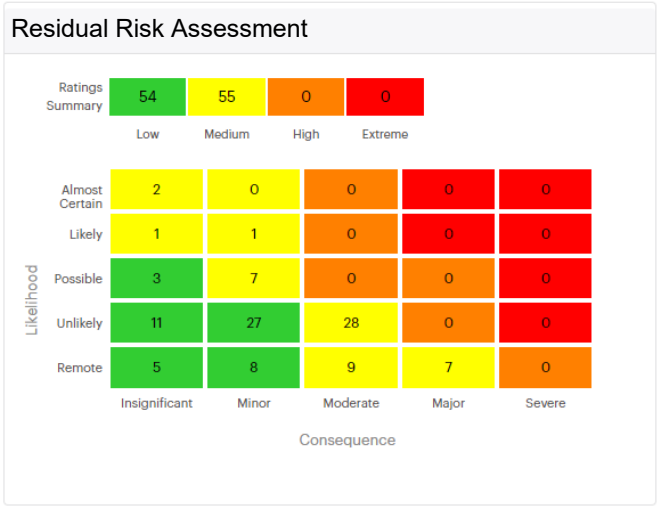
Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
2024 review of the City's Cyber Security Manual	Tom Ody	Ongoing	75	01 Dec, 2024
Implement penetration testing	Tom Ody	Ongoing	75	31 Jul, 2024
Undertaking Extended Detection and Response training with IT staff	Tom Ody	Completed	100	31 Mar, 2024

Operational Risk Register

Inherent Risk Assessment



Residual Risk Assessment



*Note - There are presently no extreme or high (residual) operational risk items to report.

12.5 BUSINESS CONTINUITY FRAMEWORK

SUMMARY

In 2023, the City of Kwinana (City) engaged Riskwest to assist in developing a new Business Continuity Management Framework (BCM), Business Continuity Plan (BCP), and Crisis Management Plan (CMP), collectively referred to as 'the Plans'.

The intention of the Plans is to guide the City in the event of a large-scale business disruption, ensuring limited downtime of key City functions.

The Plans were presented to the Audit and Risk Committee at its meeting of 2 October 2023. In line with the ongoing focus on business continuity management, the City subsequently held workshops and walkthroughs of the Plans.

The Plans are now being presented to the Audit and Risk Committee for noting due to required amendments to the BCP. A tracked changed version of the BCP is provided in **Attachment D**.

These amendments were necessitated by changes to organisational requirements as well as to reflect team name changes and the inclusion of the Koorliny Art Centre. The Plans are living documents and will be continuously updated on an 'as required' basis, in addition to their annual review.

The Plans are provided in **Attachments A, B** and **C** for review and comment by the Committee.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Note the City's new, Business Continuity Framework, Business Continuity Plan and Crisis Management Plan as detailed in Attachments A, B and C;

2. Note that the Business Continuity Framework, Business Continuity Plan and Crisis Management Plan will continue to be live working documents and will receive regular minor updates on an as required basis; and

3. Notes that major review updates will be presented to the Audit and Risk Committee for noting.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. **Adopt the City's new, Business Continuity Framework, Business Continuity Plan and Crisis Management Plan as detailed in Attachments A, B and C;**

2. **Adopt that the Business Continuity Framework, Business Continuity Plan and Crisis Management Plan will continue to be live working documents and will receive regular minor updates on an as required basis; and**

3. **Notes that major review updates will be presented to the Audit and Risk Committee for noting.**

Audit and Risk Committee Comments:

- Encourage that mobile phone numbers are included on all copies of the Crisis Management Plan, noting public facing confidentiality or reference be added regarding the new notification system the City is implementing, due to the importance of instant communication in the event of a crisis.
- Suggest that the Crisis Management Plan contact list is continuously reviewed and updated.
- That an invitation be extended to the Audit and Risk Committee Members to sit in on the next Annual Simulation Testing Exercise.

VOTING REQUIREMENT

Simple majority.

DISCUSSION

Business Continuity Management Framework (BCM) (Confidential Attachment A)

The BCM for the City is a strategic document that outlines how the City intends to prepare for and respond to business disruptions or crisis. The framework encompasses the City's BCP, CMP as well as Local Business Continuity Plans, which focus on individual teams. Collectively these documents help support the mitigation of risk, prioritise safety, and maintain essential services. By having such framework in place, the City can ensure its resilience and ability to recover from unexpected events.

Business Continuity Plan (BCP) (Attachment B)

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

The objectives of the BCP is to:
- Safeguard the health and safety of employees, contractors, and customers during and after a disruptive event;
- Minimise and prevent further damage to the City's property and other assets;
- Minimise any potential operational, reputational, financial, and legal/compliance impacts on the City, rate payers and other stakeholders resulting from a disruption;

- Ensure the continuity and resumption of priority services and business functions within pre-established timeframes and service levels following a disruption; and
- Meet the relevant compliance/regulatory requirements on business continuity.

Crisis Management Plan (CMP) (Attachment C)

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

The primary focus of the CMP is to deal with the broader strategic issues impacting the City, such as:
- Allocation and mobilisation of resources to support response and recovery of the impacted site;
- Communications with internal and external stakeholders;
- Management of public relations; and
- Coordination of decision making across business areas at the Executive level.

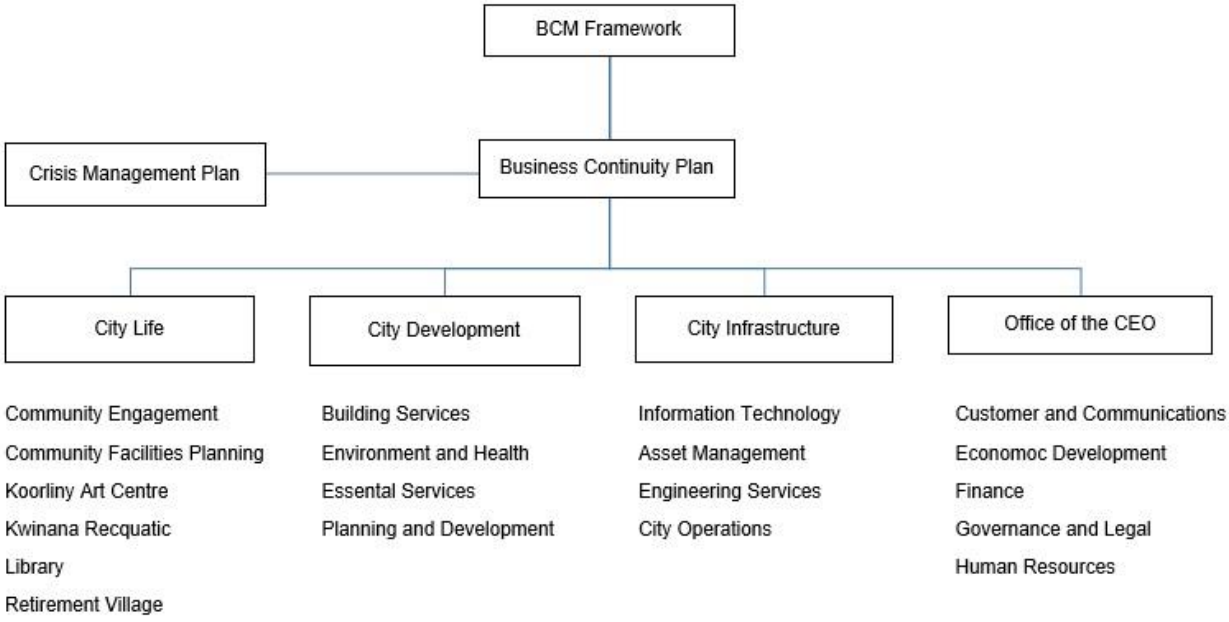
The CMP outlines the processes to be used for assessing and responding to any adverse events that threaten to cause prolonged disruption to services, irreparable damage to critical assets and/or serious reputational damage to the City. It is not based on any specific scenario or causes of disruption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

Local Business Continuity Plans (LBCP)

The LBCP are business area specific response plan that forms part of the City's BCP.

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

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



STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. Business Continuity Management Framework ⇩
B. Crisis Management Plan ⇩
C. Business Continuity Plan ⇩
D. Tracked Change Version - Business Continuity Plan ⇩

Business Continuity Management Framework

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GLOSSARY

Term	Definition
Business continuity	Capability of the City to continue to delivery products or services within acceptable timeframes at predefined capacity during a disruption
Business continuity management	Process of implementing and maintaining business continuity
Business continuity management program	Ongoing management and governance process supported by top management and appropriately resourced to implement and maintain business continuity management
Business continuity plan	Documented information that guides the City to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives
Business impact analysis	Process of analysing the impact over time of a disruption on the City and establishing the prioritise for the recovery products and services
Crisis	An unprecedented or extraordinary event or situation that threatens the reputation and integrity of the City and requires a strategic, adaptive and timely response from top management.
Local Business Continuity Plan	Operational response plans used by business areas to guide the recovery and resumption of prioritised services during a disruption.
Maximum Tolerable Period of Disruption	Maximum amount of time that a service may be disrupted before the impacts become intolerable to the City.
Recovery Time Objective	The time within which a service/function must be recovered/restored following a disruption

ABBREVIATIONS

Term	Definition
A&RC	Audit and Risk Committee
BAU	Business-as-usual
BCM	Business Continuity Management
BCP	Business Continuity Plan
BIA	Business Impact Analysis
CMP	Crisis Management Plan
CMT	Crisis Management Team
IT	Information Technology
LBCP	Local Business Continuity Plan
MTPD	Maximum Tolerable Period of Disruption
PIR	Post-incident review
RTO	Recovery Time Objective

INTRODUCTION

The purpose of the Business Continuity Management (BCM) Framework (the Framework) is to outline the policy and processes for the development, implementation, exercising and maintenance of the BCM program at the City of Kwinana (the City).

The Framework is fundamental in describing how the City intends to mitigate business disruption risks and minimise the impacts of the disruption on the City and its stakeholders. It affirms the City's commitment to safeguard the lives and wellbeing of employees, contractors, and customers, and to ensure the continuity of prioritised services and business functions following a disruptive event or crisis.

Scope

The Framework and associated policy apply to all Directorates in the City, including those areas of operations that may be outsourced to an external party. In addition, it is a requirement that all Directorates incorporate the Framework and policy in their dealings with external third parties such as suppliers, service providers, business partners and other agencies with respect to the City's services and functions.

Guidance

To ensure a level of consistency with internationally accepted standards, terminologies, and good practices in BCM, the Framework has been developed based on the principles of:

- AS ISO 22301:2020 Security and resilience - Business continuity management systems - Requirements
- Business Continuity Institute Good Practice Guidelines

Related documentation

The Framework is underpinned by the following plans and documents:

- Risk Management Strategy
- Crisis Management Plan
- Business Continuity Plan
- Local Business Continuity Plans for each Directorate/business area
- Information Technology Disaster Recovery Plan

Ownership

The Framework is owned by the Chief Executive Officer. Associated operational activities are delegated to the Manager Governance and Legal who is responsible for the maintenance of the Framework.

Review

The Framework to be reviewed by the Manager Governance and Legal and presented to the Chief Executive Officer with recommendations for improvements/updates every 3 years, or when there are substantive changes to the City's structure, business processes, services and/or priorities.

BCM POLICY AND GOVERNANCE

Policy statement

The City is fully committed to implementing effective business continuity strategies, processes and plans to mitigate potential crises and prolonged disruptions that will impact the City's ability to deliver prioritised services to the community.

For this purpose, the City is committed to:

- developing, implementing, and maintaining a Framework and supporting plans based on contemporary good practice guidelines and standards on BCM.
- ensuring that employees are trained and have the necessary level of competencies, authority, and resources to undertake their business continuity preparation and response roles and responsibilities.
- maintaining operational readiness to respond to disruptions through regular exercises, reviews, and plan maintenance activities.
- establishing a robust governance process to ensure management commitment and support to implement, maintain and continuously monitor the performance and outcomes of the BCM program.

Objectives of BCM

The objectives of BCM at the City are:

- Safeguard the health and safety of City employees, contactors, and customers during and after a disruptive event,
- Minimise and prevent further damage to property and other assets during and after a disruptive event,
- Minimise any potential operational, reputational, financial, and legal/compliance impacts on the City and its stakeholders resulting from a disruption,
- Ensure the continuity of prioritised services and business functions within pre-established timeframes and service levels following a disruption, and
- To comply with legislation and requirements on business continuity.

Responsibilities for BCM

Chief Executive Officer

- Executive sponsor of BCM and owner of the Framework,
- Accountable for ensuring that the City has implemented appropriate measures to mitigate business disruption risks in accordance with the Framework,
- Promote business continuity expectations and culture throughout the City.

Directors

- Accountable for ensuring appropriate, exercised, and up-to-date Local Business Continuity Plans (LBCPs) are in place for their Directorates,
- Ensure that business areas within their Directorates participate in the BCM program,
- Allocate appropriate levels of funding and resources for the implementation, exercising and maintenance of business continuity strategies and plans across their Directorates, and
- Monitor and report the status of BCM across their Directorates to the Executive on a regular basis.

Business Area Managers

- Take ownerships of the LBCPs within their areas of responsibility,
- Ensure that appropriate business continuity strategies and plans are developed and implemented for all prioritised services and functions within their business areas, and
- Ensure that their BCPs are reviewed, exercised, and updated on a regular basis.

Manager Governance and Legal

- Maintain the Framework and City-wide BCP,
- Coordinate the development, implementation, exercising and maintenance of the LBCPs across the City and in accordance with the Framework,
- Provide technical advice and facilitation support on BCM to business areas, and
- Provide oversight on the governance and compliance elements of the Framework and report the status of BCM implementation to the Audit and Risk Committee (A&RC)

Employees and contractors

- Ensure that they are acquainted with the Framework, their business area LBCPs and their roles and responsibilities when the plan is activated,
- Participating in business continuity training and exercises,
- Carrying out appropriate business continuity actions during an incident as directed

Governance of BCM

The Executive provides senior management oversight to the BCM Program. It will review the status of BCM implementation, approve business continuity priorities, strategies, and plans, and ensure that the program is adequately funded.

The A&RC is responsible for assisting the Council in fulfilling its fiduciary, corporate governance, and oversight responsibilities in relation to the organisation's governance, risk management, and internal control practices. BCM progress and compliance will be tracked and reported to the A&RC on a quarterly basis.

Compliance requirements

In order to demonstrate compliance with the requirements of the Framework, all business areas within each Directorate are to:

- Perform and document a Business Impact Analysis (BIA) and identify the Maximum Tolerable Period of Disruption (MTPD) and Recovery Time Objectives (RTO) by which priority services and business functions must be reinstated following a disruption. The BIA is to be reviewed every 12 months as part of the plan maintenance process or when there are significant changes to the City's operations,

- Document their strategies, resource requirements, dependencies and actions for the recovery and resumption of priority services and business functions in a BCP and ensure that all requirements to support continuity of these services and business functions are implemented. The BCP is to be reviewed and updated at least every 12 months or when there are significant changes to the City's operations,
- Ensure that their staff are trained and are competent to execute the BCPs when disruption occurs, and
- Ensure that their BCPs are exercised at least once every 12 months and in accordance with the City's exercising program.

BUSINESS CONTINUITY MANAGEMENT PROCESS

Development and implementation of the City's BCM program is guided by the following 5-stage process:

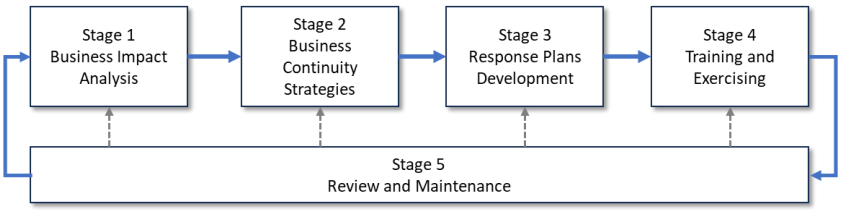


Figure 1 BCM Development and Implementation Stages

Stage 1 Business Impact Analysis (BIA)

The aim of the BIA was to provide a structured process for the City's Executive to establish high-level priorities for the recovery of services following a major disruption. The BIA process involve:

- assessing the business impacts of a disruption to services and identifying the point in time (hours, days, weeks, and months) when the impacts become intolerable/unacceptable to the City. The Impact Reference Table from the City's Risk Management Strategy is used for the assessment to ensure consistency in the definitions and ratings of impact,

- using the assessment above to inform the Maximum Tolerable Period of Disruption (MTPD) for each service. The MTPDs are then used as the basis for prioritising the recovery of services.

MTPD refers to the maximum amount of time that a service may be disrupted before the impacts become intolerable to the City. The aim of the MTPD is to place an upper limit within which a given service must be recovered. It provides guidance on the priority for the recovery and resumption of services following a disruption. Generally, the shorter the MTPD,

the more 'urgent' the service is, hence the sooner it needs to be recovered relative to services with longer MTPDs.

The priorities and associated MTPDs will provide the basis for Directorates and business areas to establish the Recovery Time Objectives (RTOs) for their prioritised services and identify recovery strategies, resource requirements and business continuity procedures in the next stage of BCM process.

Details on the City's BIA can be found in "Strategic Business Impact Analysis Report, August 2023".

Stage 2 Business Continuity Strategies

Using the information from the BIA, this stage of the BCM process involves:

- "drilling down" and identify activities that support the priority services in each business area that had been determined in the BIA,
- identifying the RTOs, minimum business continuity objectives, recovery strategies and critical resource dependencies (including staffing, equipment, systems and applications, suppliers and service providers and other interdependent parties).

Identification and assessment of business continuity strategies and solutions is an iterative process and requires inputs from all business areas and subject matter experts. Each business area should identify and document appropriate recovery strategies and solutions for various loss scenarios, including (but not limited to):

- Pandemic
- Loss of access to premise

- Non-availability of key personnel
- Non-availability of ICT services
- Non-availability of key suppliers

Further details of the recovery strategies and solutions are documented in the BCP.

Stage 3 Response Plans Development

This stage involves establishing the response teams and documenting the processes and actions to carry out the recovery strategies and solutions for resuming and continuing prioritised services and business functions following a disruption. The documentation consists of the following:

Business Continuity Plan (City-wide)

This document provides an overview of the City's business continuity arrangements for responding to and recovering from a disruptive event. It outlines:

- The scope, objectives, and assumptions of the plan
- Response team structure, roles, and responsibilities
- Prioritised services and business functions and their associated MTDs and RTOs
- Business continuity strategies and solutions for a pandemic, loss of access to premise, non-availability of key personnel, non-availability of key ICT services and non-availability of key suppliers
- BCP activation procedures

Local Business Continuity Plans (LBCPs)

LBCPs are operational response plans used by business areas to guide the recovery and resumption of prioritised services during a disruption. LBCPs may be organised by Directorates, business areas and/or facilities. The number of plans required depends on the size, complexity, and nature of Directorates/business areas. Each LBCP includes:

- composition, roles, and responsibilities of the business recovery team
- response actions for the recovery of prioritised services and business functions
- resource requirements and interdependencies
- supporting documentation (e.g., contact lists, templates, checklists, etc.)

LBCPs are owned by the respective Directorates/business areas.

Crisis Management Plan (CMP)

The CMP is an Executive-level plan that is focused primarily on the broader strategic issues impacting the City during a crisis. It provides guidance to support City-wide coordination, decision-making and communications at a strategic level.

Stage 4 Training and Exercising

Training

Training for City staff should be conducted periodically to ensure that they are aware of their BCM roles and responsibilities and are conversant with the contents of the BCPs. At minimum, the following training should be held:

- New staff–business continuity awareness during induction
- Current employees – business continuity refresher every 24 months

Training may also be incorporated into the exercising program outlined in below. If necessary, briefing sessions should be conducted prior to exercises to provide background and contextual information, participation in the exercise itself has the added benefit of training the personnel at the same time.

Personnel with specific responsibilities for developing, implementing, exercising, and maintaining the BCPs are to be provided with additional training and other opportunities to enhance their BCM technical competencies and professional standing. This may be in the form of a formal professional development program, professional certification, membership with professional bodies and participation in industry forums.

The Manager Governance and Legal is responsible for identifying the BCM skills and competencies required, developing an appropriate BCM training program to meet the needs of City personnel, and coordinating the delivery of the training program.

Exercising

Exercising and testing help to validate the effectiveness of all aspects of the City's BCPs and response capabilities. The aims are to:

- Ensure that the BCPs are current, relevant, and practical,
- Provide an opportunity for City staff to rehearse the plan to build familiarity with the response actions, develop effective teamwork, and instill confidence,

- Assess and validate the City's capability in responding to an incident under controlled conditions, and
- Identify shortcomings in the plans and capabilities so that corrective actions can be taken.

At minimum, one exercise should be conducted annually. Exercises may be carried out notionally, such as a walkthrough of the BCP or tabletop simulation exercise, or in practice involving the actual mobilisation of resources to carry out business continuity response activities.

The Manager Governance and Legal is responsible for developing an exercise program and coordinating the conduct of exercises at planned intervals. Business Area Managers are to ensure that their LBCPs are exercised in accordance with the exercise program.

Stage 5 Review and Maintenance

It is vital that the BCPs remain current if they are to be immediately usable following the occurrence of a disruptive event. The BCPs are to be reviewed and updated annually from the date of publication as part of the annual maintenance process. In addition, the BCPs are to be updated or revised when there are significant organisational or procedural changes, following an exercise or following the activation of the plan in response to an actual incident.

Post Incident Reviews (PIRs) must be held after every exercise or incident that leads to the activation of the BCPs. Actions taken and decisions made during the incident and documented procedures in the plans should be evaluated for their effectiveness. Findings from the PIRs should trigger actions to update or revise the BCPs.

The Manager Governance and Legal is responsible for developing a BCP review and maintenance program and coordinating the implementation of the program. Business Area Managers are responsible to ensure that their LBCPs are reviewed and maintained in accordance with the review and maintenance program.

Crisis Management Plan

Document Record	
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Version	Date	Comments/reasons for change	Made by
1.0	Oct 2023	Document created and noted by Audit and Risk Committee	RiskWest
2.0	Nov 2023	Reviewed and amended as require with any additional changes from training walkthrough	CMT

HOW TO USE THE PLAN

When an Incident Level 3 'Crisis' occurs or is expected to occur, refer to Annex 1

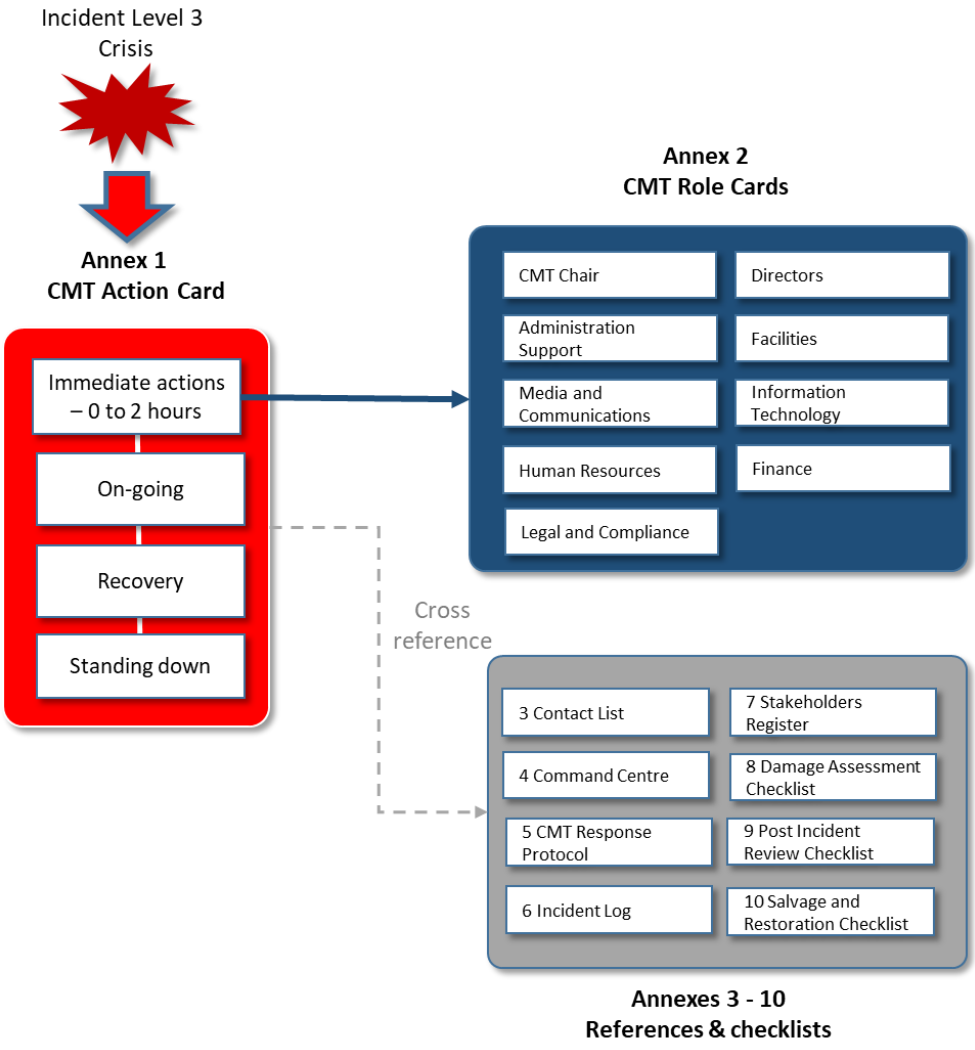


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GLOSSARY

Term	Definition
Business continuity	Capability of the City to continue to delivery products or services within acceptable timeframes at predefined capacity during a disruption
Business continuity management	Process of implementing and maintaining business continuity
Business continuity management program	Ongoing management and governance process supported by top management and appropriately resourced to implement and maintain business continuity management
Business continuity plan	Documented information that guides the City to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives
Crisis	An unprecedented or extraordinary event or situation that threatens the reputation and integrity of the City and requires a strategic, adaptive, and timely response from top management.
Local Business Continuity Plan	Operational response plans used by business areas to guide the recovery and resumption of prioritised services during a disruption.

ABBREVIATIONS

Term	Definition
BAU	Business-as-usual
BCM	Business Continuity Management
BCP	Business Continuity Plan
CMP	Crisis Management Plan
CMT	Crisis Management Team
IT	Information Technology
LBCP	Local Business Continuity Plan
PIR	Post-incident review

INTRODUCTION

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

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

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

However, the plan is not intended to be a complete, step-by-step, how-to-do-it manual since each situation is unique, with varying levels of threats and business impacts. It suggests actions to be taken and provides guidelines in managing a crisis. Real life decisions for reacting to a crisis must be guided ultimately by the sound judgement and discretion of involved managers and staff.

Definition

A crisis is defined as "an unprecedented or extraordinary event or situation that threatens the reputation and integrity of the City and requires a strategic, adaptive and timely response from top management".

Examples of crises include (but not limited to):

- Prolonged outage of critical Information technology systems that prevents or restricts the City from delivering prioritised services to the community,
- A roof collapse at the City's Administration Building that causes serious injury to personnel and customers and disruption of operations,
- Breach in cyber security that result in the theft and/or public disclosure of confidential employee and rate payers' information,
- Postings of unfavorable comments, accusations and/or 'fake news' on social media against the City going viral, or

- Malfeasance causing financial loss and/or reputational damage to the City.

Objectives

The objectives of the CMP are:

- To provide the guidelines and tools for supporting the coordinated response and communication requirements during and after a crisis,
- To minimise any potential harm to the City, its employees, contractors, and customers during a crisis,
- To preserve operations and productivity at the City and restore normal operations as soon as possible following a disruption or adverse event, and
- To lessen the impacts of a crisis and safeguard the reputation and integrity of the City.

Scope

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

The CMP does not deal with the operational tasks of responding to an incident – these are dealt with by the line managers at the impacted site. It is intended to overlay existing and more detailed plans such as emergency response and business continuity plans (BCPs) and focuses on coordination, decision making and communications at the strategic level.

The CMP does not address,

- procedures for dealing with emergencies (such as bomb threat, fire or building evacuation),
- day-to-day operational problems that can be resolved using routine work practices,
- specific business continuity arrangements, and
- the City's role in responding to external city-wide or state-wide emergencies or disasters (such as disease outbreak, natural disasters, etc.) – there are covered in the Local Emergency Management Arrangements.

Related documentation

The CMP forms part of the City's framework for responding to emergencies, business disruptions and crises consisting of the following documents:

- Business Continuity Management Framework
- Business Continuity Plan
- Local Business Continuity Plans
- Information Technology Disaster Recovery Plan

Distribution and access

Electronic copies of the CMP are distributed to:

- Members of the Crisis Management Team (CMT)
- Directors and business area managers
- Holders of the CMP are to ensure that they also have a printed current copy of the plan stored securely in the office and at home.

Electronic copies of the CMP are available within the City's Record Keeping System (CM9)>CORP84.

Printed copies of the CMP are kept at Manager Governance and Legal office and the CEO's office and in addition within the disaster recovery box that is held by Human Resources.

Due to the sensitive nature of the information contained in the CMP, distribution of the document to external parties will only be made on restricted basis and with the approval of the CEO.

RESPONSE STRUCTURE

The City's response structure consists of a Crisis Management Team (CMT) and Business Recovery Teams (BRTs).

Crisis Management Team

The Crisis Management Team (CMT) is responsible for providing senior leadership oversight of the incident. The key tasks of the CMT are:

- Coordinate response actions, communications, and decision-making across the City and with stakeholders during a crisis,
- Manage the strategic and reputational implications of the incident on the City,
- Provide any necessary support and resources to the BRTs when the Business Continuity Plan (BCP) is activated,
- Liaise with the Mayor, Elected Members, Minister and other government agencies and stakeholders, and
- Formulate appropriate message and communication strategies with internal and external stakeholders, including employees, next-of-kin of employees, clients, public, media, and other interested parties.

The CMT consists of senior representatives from each of the Directorates. The size of the CMT will vary according to the type and extent of the incident. Generally, the CMT will be assembled first, and other managers and subject matter experts may be called upon by the CMT Chair depending on the nature of the incident. The CMT Chair will exercise discretion in determining the appropriate roles required when a Level 3 Crisis is declared.

The roles and responsibilities of the CMT are:

Role	Responsibilities
CMT Chair	▪ Chair CMT meetings, ▪ Coordinate decision making and ensure decisions are made in a timely manner, and ▪ Liaise with the Mayor/Elected Members/Minister
Administration Support	▪ Ensure that the Command Centre is equipped and operational, ▪ Set up and maintain status boards and event logs, ▪ Take minutes and assist in preparation of situation reports, and ▪ Provide general administrative support to the CMT.
Media and Communications	▪ Manage press and media relations, ▪ Develop message strategies for internal and external audience, prepare messages, gain approval, and release information (including social media), ▪ Brief the spokesperson on all key issues in accordance with normal press office protocols, and ▪ Monitor media and social media
Human Resources	▪ Account for people and monitor the status of employees', wellbeing throughout the incident, ▪ Coordinate internal communications with Media and Communications, and ▪ Coordinate provision of employee and family assistance and welfare
Legal and Compliance	▪ Advise the CMT on legal and risk issues related to staff, assets, clients, and other third parties, ▪ Provide legal support and validate external communications in conjunction with Media and Communications, and ▪ Provide advice to the CMT and businesses on regulatory issues.
Directors ▪ City Life	▪ Represent their respective Directorates as the liaison point/single point of contact with the CMT,

Role	Responsibilities
▪ City Development and Sustainability ▪ City Infrastructure ▪ Office of the CEO	▪ Activate the Directorate's BCPs under the direction of the CMT, ▪ Mobilise appropriate resources within the Directorate to support business continuity and recovery efforts, and ▪ Communicate to the CMT the incident status of the business areas in their respective Directorates.

Depending on the nature of the incident, the CMT may call on other subject matters experts and/or functional managers to advice or join the CMT. These may include (but not limited to):

Role	Responsibilities
Facilities	▪ Assess and report building impact/situation to CMT, ▪ Coordinate building damage assessment, salvage, and restoration efforts, ▪ Coordinate with other relevant business unit with filing of insurance claims as required, ▪ Manage preparation and set-up of alternate work sites.
Information Technology	▪ Assess the impact of the crisis and coordinate recovery and delivery of IT and communication services required to support the business. ▪ Assess and implement IT salvage and restoration efforts, ▪ Coordinate recovery of IT services.
Finance	▪ Coordinate disbursement of emergency funds ▪ Coordinate procurement of emergency supplies ▪ Coordinate filing of insurance claims

Business Recovery Teams

BRTs are responsible for coordinating recovery efforts with guidance and support from the CMT within the respective Directorates/business areas when the BCP is activated. The key tasks of BCTs are:

- Assess the impact of the incident on the City,
- Oversee the resumption of priority services and activities of the business area,
- Coordinate deployment of internal and external resources required to support service resumption and recovery,
- Report to their respective Directors and keep them appraised of recovery status,
- Carry out post-incident review to identify lessons learned and areas for improvement.

Detailed actions of the BRTs are presented in the Local Business Continuity Plans (LBCPs) of the respective Directorates/business areas.

NOTIFICATION AND ESCALATION

The notification and escalation process provides a uniform means of interpreting and assessing the severity of an incident (using the prescribed incident classification), and based on that assessment, to determine if notification should be escalated to a higher level of authority at the City.

The purpose of the notification and escalation process is to ensure that,

- there are uniformed criteria for assessing and classifying the severity of an incident and activating the CMT,
- relevant stakeholders are informed in an orderly and timely manner,
- the correct level of management/authority and personnel are assigned to manage the incident.

The three levels of notification and escalation are ‘Level 1 - Routine’, ‘Level 2- Significant’ and ‘Level 3 - Critical’. These are further described in Figure.

Level	Characteristics	Actions	Responsible
1 ROUTINE	Day to day operational issues or problems that may cause some inconvenience but otherwise have little or no impact on priority services, stakeholders, or overall functioning of the City. Loss or damage to critical infrastructure/assets can easily be rectified or replaced. Situation is unlikely to escalate and can be resolved using routine work practices.	Person who encounters a problem or an imminent threat should notify their immediate manager. The manager will take the necessary actions to resolve the situation using routine procedures. If the situation cannot be resolved using routine procedures or requires a coordinated response with other business areas, the manager will notify the Director of the impact area, and the response is escalated to ‘Significant’ level.	Manager of impacted area

Level	Characteristics	Actions	Responsible
2 SIGNIFICANT	Considerable delays or disruption with potentially significant impacts on priority services, stakeholders or overall functioning of the City that is likely to last up to 1 business day. Loss or damage to critical assets/infrastructure that will take more than one business day to rectify or replace. Situation cannot be resolved using routine work practices and decisions need to be coordinated across business areas and with external stakeholders.	The Director of the impacted area will mobilise and coordinate the necessary internal and external resources to resolve the problem. If the disruption to priority services is likely to exceed 1 business day or there has been serious injuries/fatalities, or the incident is likely to attract media attention, the Director of the impact area will notify the CEO and the response is escalated to 'Crisis' level.	Director of impacted area

Level	Characteristics	Actions	Responsible
3 CRISIS	Prolonged delays or disruption to priority services with potential major or catastrophic impacts on the City and stakeholders that is likely to last for more than 1 business day. Irreparable loss or damage to critical assets/infrastructure. Incident results in serious injuries or fatalities. Situation attracts media attention and needs to be managed strategically to protect against reputational damage to the City.	On consultation with the Director of the impact area and, if necessary, with other members of the Executive, the CEO will mobilise the CMT and authorise activation of the CMP, and if necessary, BCP. The CMT will coordinate response actions, communications, and decision-making, and direct the recovery activities of the BRTs.	CEO with the CMT

Activation of the CMP

The CEO/CMT Chair is first notified when:

- An on-going Level 2 Significant Incident escalates or threatens to escalate to a Level 3 Crisis; or
- The possibility of a Level 3 Crisis is likely to occur in the near future (such as severe weather forecast, planned major power shut down, impending major strike or protest) and pre-emptive actions must be taken to protect people, assets and prioritised services and functions.

The declaration of a Level 3 Crisis and activation of the CMT is made by the CEO/CMT Chair. The key phases of CMT response are:

- Immediate Response – key actions from 0 to 2 hours after CMT activation,
- Ongoing – ongoing response actions

- Standing down – close down of CMT and post-incident debrief/post-crisis restoration and returning to normal operations.

The CMT action card and individual role cards are presented in **Annex 2 and 3** respectively.

Command Centre

A Command Centre (CC) is a pre-designated location from which the CMT would coordinate response and communications when the CMT is mobilised. Depending on the nature of the incident, the CMT would assemble in one of three locations, if possible:

Primary location	City of Kwinana Administration Building
1st alternate location	Operation Deport
2nd alternate location	Kwinana Technology Business Centre (Business Incubator)

Further details on the CC are presented in **Annex 4**.

Virtual Command Centre

In situations when it is not practicable or possible for the CMT to assemble physically at the CC, MS Teams may be used as a virtual CC. MS Teams may also be used for communicating with City personnel and other internal/external stakeholders as necessary.

Incident log

An incident log provides a timeline of events and actions taken during an incident or crisis. It is the responsibility of all CMT members to maintain an incident log during an incident until the CMT is stood down. An incident log template is in **Annex 6**.

POST-INCIDENT

Standing down

Depending on the nature of the incident, the CMT may be stood down when:

- The situation is no longer deemed a crisis and on-going management of the issue may be:
  - downgraded to a lower incident level or
  - reverted to the City's normal management structure and processes.
- operations at the impacted business areas/facilities have returned to their BAU state or an agreed minimal level of service has been reached following an emergency or disruption, or
- business continuity may transition into a longer recovery phase which could last for weeks or even months.

The CMT Chair, in consultation with other CMT members, will decide on an appropriate time to declare the end of the crisis and stand down the CMT.

Post-incident review

A post-incident review (PIR) with all those involved in managing and responding to the incident should be undertaken as soon as practicable, typically when the incident has been brought under control or immediately after teams are stood down when the experience is still fresh in the minds of the responders.

The purpose of a PIR is to provide those who were directly or indirectly involved in the incident the opportunity to:

- Discuss their experience and provide feedback,
- Identify those areas that worked well,
- Identify any deficiencies in systems and processes on how the incident was managed and responded to, and
- Make recommendations of improvements and correct the deficiencies identified.

Results of the PIR should be documented, along with recommendations for improvements, and submitted to the Executive. A PIR checklist is presented in **Annex 9**.

Annex 1 CMT Action Card

The following action card is to be used to guide the actions of the Crisis Management Team when the Crisis Management Plan is activated. This is supplemented by additional information in other sections of the CMP or other documents outside this plan as indicated in the Reference column.

Immediate Actions (0 -2 hours from CMT activation)

Ref#	Action	Reference	Responsible
1.	On being notified of CMT activation, confirm with the caller the time and venue for the initial CMT meeting	Annex 3 Contact list	All CMT members
2.	Notify Administration Support to set-up the Command Centre and/or MS Office Teams, as required	Annex 4 Command Centre	CMT Chair
3.	Set up status boards and event logs		Admin Support
4.	Convene an initial CMT meeting or conference call to quickly establish known facts and determine actions required	Annex 5 CMT Response Protocol	CMT Chair
5.	Initiate personal incident log	Annex 6 Incident Log	All CMT members
6.	Assess impact of the incident on prioritised services and business functions within each Directorate and advise the CMT if the BCP should be activated		Directors
7.	Authorise activation of the BCP, if require		CMT Chair
8.	BCP Activation		
9.	Notify and assemble (in-person or virtually) business area managers from the Directorate and update them on the situation		Directors
10.	Determine which services or functions are impacted and formulate an action plan for the recovery and resumption of priority services (Tier 1 and 2)	Local Business Continuity Plans	Directors and business unit managers

Ref#	Action	Reference	Responsible
11.	Instruct business area managers to notify their staff and activate their Local Business Continuity Plans	Local Business Continuity Plans	Directors and business unit managers
	Ensure that business areas have sufficient resources that are required to support the recovery and resumption of priority services		Directors and business unit managers
12.	Establish the whereabouts and safety of staff, contractors, and visitors		Human Resources
13.	Work with authorities on next-of-kin notification, if appropriate		Human Resources
14.	Identify who the stakeholders and interested parties are and implement appropriate communications strategies and key messages		Media & Comms
15.	Notify and brief staff members: ▪ What has happened, ▪ Actions that have been taken by the City, ▪ Expectations of staff members, and ▪ Actions going forward		Media & Comms
16.	Notify the Mayor and Elected Members of the incident		CMT Chair
17.	Notify front line staff to direct calls /queries from media, public, government and family members to Media and Comms		Media & Comms
18.	Notify key external stakeholders on the incident and plan of action, as appropriate: ▪ ▪ ▪	Annex 7 Stakeholders Register	Media & Comms
19.			
20.			

On-going

Ref#	Actions	Reference	Responsible
1.	Continue regular CMT meetings or conference calls, as appropriate for status updates, and determine next steps.	Annex 5 CMT Response Protocol	CMT Chair
2.	Hold regular meetings with the business area managers in each Directorate to obtain status of recovery, reassess recovery strategies and establish next steps	Local Business Continuity Plans	Directors
3.	Review and reassess the business priorities for recovery and formulate an action plan with business area managers for restoration of lower priority (Tier 3 and 4) services, if necessary	Local Business Continuity Plans	Directors
4.	Remind business area managers to monitor staff fatigue and the welfare of those working from home		Directors
5.	Evaluate communications needs of stakeholders and interested parties, and adjust communications plans accordingly	Annex 7 Stakeholders Register	Media & Comms
6.	Establish roster, rotate CMT members and address fatigue management issues		Admin Support
7.	Assess the need for additional internal or external resources and/or subject matter experts to be deployed		CMT members
8.	Update the Mayor and Elected Members at planned intervals	Annex 3 Contact Lists	CMT Chair
9.	Reach out to and coordinate response with other agencies (including police and emergency services), if necessary		CMT members
10.	Identify any regulatory, legal and liability issues		Legal & Compliance
11.	Monitor new media and internet (including social media)		Media & Comms
12.	Contact and update other stakeholders who have not been reached earlier	Annex 7 Stakeholders	Media & Comms

Ref#	Actions	Reference	Responsible
		Register	
13.	Set up process for disbursement of emergency funding, if appropriate		Finance
14.	Notify loss adjuster/insurer, if necessary	Annex 3 Contact Lists	Finance
15.	Arrange for provision of employee and family assistance (welfare, counselling etc)		Human Resources

Ref#	Actions - end of day/shift handover	Reference	Responsible
1.	Prepare handover notes for incoming CMT members prior to end of shift		All CMT members
2.	Brief incoming CMT members of the latest situation, actions taken, and actions contemplated		CMT Chair
3.	Ensure all status board records, minutes, logs, etc. in the Command Centre are well organised and filed when the shift ends		Admin Support
4.			
5.			

Recovery

Ref#	Actions (post-crisis restoration and returning to normal operations)	Reference	Responsible
1.	Establish a sub-team within the CMT to undertake responsibilities for long term recovery		CMT Chair
2.	Conduct a detailed damage assessment of the impacted Facility, if appropriate	Annex 8 Damage Assessment checklist	Facilities
3.	Coordinate filing of insurance claims		Finance
4.	Develop and execute a salvage and restoration plan	Annex 10 Salvage & Restoration checklist	Facilities
5.	Coordinate with business area managers to develop a plan for returning to the Directorate to normal operations		Directors and Business Area Managers
6.	Develop and execute a relocation plan for returning to normal		CMT members
7.			
8.			

Standing down

Ref#	Actions	Reference	Responsible
1.	Assess the latest situation and determine the appropriate timing to stand-down the CMT		CMT Chair
2.	Instruct all Directors to conduct their own post-incident debriefs and report the findings to the CMT	Annex 9 Post incident Review Checklist	CMT Chair
3.	Conduct a post-incident review with the CMT	Annex 9	All CMT

Ref#	Actions	Reference	Responsible
		Post incident Review Checklist	members
4.	Inform all staff members that CMT is standing down		Media & Comms
5.	Inform all relevant external parties that CMT is standing down and provide an appropriate contact point going forward		Media & Comms
6.	Submit all event logs, minutes, reports, and notes to Administration Support		All CMT members
7.	Organise and file all records, event logs, minutes, reports, and notes related to the incident		Admin Support
8.			
9.			

Annex 2 CMT Role Cards

Crisis Management Team	CMT Chair	Role Card Ref: CMT-01
Assigned to		
Reports to	CEO	
Key responsibilities	▪ Chair CMT meetings, ▪ Coordinate decision making and ensure decisions are made in a timely manner, ▪ Liaise with the Mayor/Elected Members/Minister	
Immediate actions		
▪ Receive initial notification of a 'crisis' level incident, ▪ Activate the CMT, ▪ Chair CMT meeting and formulate action plan with the CMT, ▪ Notify the Executive/Board/Minister of CMP activation.	▪ Establish an incident log of own actions and decisions, ▪ Assess impact of the incident on priority services, ▪ Authorise activation of the BCP, ▪ Oversee execution of response actions by the CMT.	
On-going		
▪ Co-ordinate actions of the CMT to return the situation to normal as soon as possible ▪ Schedule regular time-out meetings with the CMT for status updates and tasking ▪ Continually monitor and reassess the situation and adjust the action plan as necessary ▪ Ensure that the Executive, Mayor, Elected Members, Minister and other relevant state agencies and stakeholders are notified and kept	▪ Approve key messages to stakeholders (in consultation with the Comms & Media ▪ Provide regular sitreps up the chain of command and to stakeholders ▪ Maintain an incident log of own actions and decisions	

updated ▪ Communicate with and coordinate the CMT's actions with the emergency response authorities	
Recovery/Stand down	
▪ Establish sub-team to undertake planning for long-term recovery ▪ Assess the latest situation and determine on the appropriate timing to stand-down the CMT ▪ Collate and submit incident logs and other relevant documentation to Admin Support ▪ Lead a post-incident review will all involved personnel	▪ Notify all staff that the CMT is standing down ▪ Inform all relevant external parties that the CMT has been stood down and provide an appropriate contact point going forward ▪ Prepare post-incident report

Crisis Management Team	ADMINISTRATION SUPPORT	Role Card Ref: CMT-02
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Ensure that Command Centre is equipped and operational ▪ Set up and maintain status boards and event logs ▪ Take minutes and assist in preparation of situation reports ▪ Provide general administrative support to the CMT	

Immediate Actions	
▪ Receive initial notification of the incident from the CMT Chair ▪ Establish the Command Centre/Virtual Command Centre ▪ Set up status boards and event logs ▪ Assist the CMT Chair to notify CMT members	▪ Participate in CMT meeting and formulate action plan with the CMT Take minutes of the CMT meeting ▪ Establish an incident log of own actions and decisions
On-going	
▪ Assist the CMT Chair to document the response action plan ▪ Take minutes of CMT meetings ▪ Assist the CMT Chair to prepare and disseminate situation reports	▪ Maintain a schedule of CMT meetings ▪ Maintain status boards and event logs ▪ Maintain an incident log of own actions and decision ▪ Provide on-going administration support to the CMT as required
Recovery/Stand down	
▪ Assist to document the long-term recovery plan ▪ Collate all documentation and CMT members' individual incident logs to produce a record for the debrief	▪ Participate in post-incident review ▪ Contribute to the post-incident report ▪ Close down the Command Centre

Crisis Management Team	MEDIA & COMMUNICATION	Role Card Ref: CMT-03
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Manage press and media relations ▪ Develop message strategies for internal and external audience, prepare messages, gain approval and release information (including social media) ▪ Brief the spokesperson on all key issues in accordance with normal press office protocols ▪ Monitor media and social media	

Immediate Actions	
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Establish an incident log of own actions and decisions
On-going	
▪ Act as the single point of contact for all internal and external communications ▪ Notify all staff to direct calls/queries on the incidents from the media and public to the Media and Comms ▪ Identify stakeholders and their information needs and determine the appropriate messaging strategies ▪ Liaise with media liaison from emergency services and/or government media and agree on approach for managing communications with the public and media, if necessary	▪ Confirm media liaison and spokesperson ▪ Set up media centre/briefing room ▪ Prepare and issue media releases ▪ Determine public information response and decide on appropriate channels to use and time to release ▪ Monitor media coverage and media interest (including social media) ▪ Maintain communications with stakeholders ▪ Maintain an incident log of own actions and decision

Recovery/Stand down	
▪ Assist to document the long-term recovery plan ▪ Inform all staff that CMT is standing down ▪ Inform all relevant external parties that CMT is standing down and provide an appropriate contact point going forward	▪ Collate and submit incident logs and other relevant documentation to Admin Support ▪ Participate in post-incident review ▪ Contribute to the post-incident report

Crisis Management Team	HUMAN RESOURCES	Role Card Ref: CMT-04
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Account for people and monitor the status of employees' wellbeing throughout the incident. ▪ Coordinate internal communications with Media & Communications ▪ Coordinate provision of employee and family assistance and welfare	

Immediate Actions	
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Liaise with floor wardens/building management to confirm building evacuation ▪ Establish an incident log of own actions and decisions
On-going	
▪ Establish the whereabouts and safety of employees, contractors and clients ▪ Liaise with Media and Comms on key messaging to staff ▪ Assist Media and Comms to disseminate messages to staff ▪ Coordinate emergency hiring of contractors, temporary staff and employees ▪ Assist with insurance claim process, including workers compensation ▪ Arrange for provision of employee and family assistance (welfare, counselling	▪ Monitor on-going status and whereabouts of employees (e.g. injuries, fatalities, business travel, working from home, etc) ▪ Coordinate redeployment of employees (alternate work locations, shift work, etc) ▪ Establish roster, rotate staff and address fatigue management issues ▪ Maintain an incident log of own actions and decision ▪ Monitor staff fatigue and ensure that staff are rotated and provided with regular breaks as required

etc) ▪ Work with authorities on next-of-kin notification, if appropriate	▪ Ensure staff welfare needs are catered for (food, water, etc.)
Recovery/Stand down	
▪ Arrange for incident de-briefing and post-traumatic stress counselling ▪ Assist to document the long-term recovery plan ▪ Liaise with Media and Comms to inform all staff that CMT is standing down	▪ Collate and submit incident logs and other relevant documentation to Admin Support ▪ Participate in post-incident review ▪ Contribute to the post-incident report

Crisis Management Team	LEGAL AND COMPLIANCE	Role Card Ref: CMT-05
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Advise the CMT on legal and risk issues related to staff, assets, clients, and other third parties ▪ Provide legal support and validate external communications in conjunction with Media and Communications ▪ Provide advice to the CMT and businesses on regulatory issues	
Immediate Actions		
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Establish an incident log of own actions and decisions	
On-going		
▪ Identify any regulatory, legal and liability issues and advice the CMT accordingly ▪ Provide advice on legal and compliance aspects of response strategies ▪ Liaise with external legal counsel, regulatory bodies, etc. as required	▪ Provide legal support to Media and Comms in drafting and vetting media releases without unduly hindering transparency ▪ Maintain an incident log of own actions and decision	
Recovery/Stand down		
▪ Assist to document the long-term recovery plan ▪ Collate and submit incident logs and other relevant documentation to Admin Support	▪ Participate in post-incident review ▪ Contribute to the post-incident report	

Crisis Management Team	DIRECTORS	Role Card Ref: CMT-06
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Represent their respective Directorates as the liaison point/single-point of contact with the CMT ▪ Activate the Directorate's LBCPs under the direction of the CMT ▪ Mobilise appropriate resources within the Directorate to support business continuity and recovery efforts ▪ Communicate to the CMT the recovery status of the business areas in their respective Directorate	

Immediate Actions	
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Assess impact of the incident on priority services on the Directorate and advice the CMT if BCPs should be activated ▪ Activate the Directorate LBCPs if required ▪ Establish an incident log of own actions and decisions
On-going	
▪ Coordinate and monitor progress of business continuity and recovery ▪ Liaise with IT and Facilities on support required if relocating to an alternate work premise ▪ Deploy additional resources to support business continuity and recovery as required ▪ Continually reassess business continuity actions and adjust strategies	▪ Keep CMT informed of status ▪ Maintain communications with staff ▪ Monitor staff fatigue and ensure that staff are rotated and provided with regular breaks as required ▪ Ensure staff welfare needs are catered for (food, water, etc.) ▪ Maintain an incident log of own actions and decision

going forward	
Recovery/Stand down	
▪ Formulate plan for returning the Directorate to business-as-usual ▪ Assist the CMT to document the long-term recovery plan ▪ Collate and submit incident logs and other relevant documentation to Admin Support	▪ Participate in post-incident review ▪ Contribute to the post-incident report

Crisis Management Team	FACILITIES	Role Card Ref: CMT-07
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Assess and report building impact/situation to CMT ▪ Coordinate building damage assessment, salvage, and restoration efforts ▪ Liaise with Finance regarding site inspection and filing of insurance claims ▪ Manage preparation and set-up of alternate work sites	

Immediate Actions	
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Establish the status of facilities that may have been damaged ▪ Establish an incident log of own actions and decisions
On-going	
▪ Liaise with building management ▪ Liaise with utility providers ▪ Liaise with emergency services and public authorities ▪ Monitor and report on status of building infrastructure (such as power, gas, water, air conditioning, sanitation, and access)	▪ Work with service providers on restoration of building services ▪ Manage security and access to premises ▪ Arrange for relocation of staff to alternate work premises on activation of the BCPs, if necessary ▪ Maintain an incident log of own actions and decision
Recovery/Stand down	
▪ Assist to document the long-term recovery plan ▪ Conduct a detailed damage assessment	▪ Collate and submit incident logs and other relevant documentation to Admin Support

of the impacted facility, if appropriate ▪ Develop and execute a salvage and restoration plan	▪ Participate in post-incident review ▪ Contribute to the post-incident report

Crisis Management Team	INFORMATION TECHNOLOGY	Role Card Ref: CMT-08
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Assess the impact of the crisis and coordinate recovery and delivery of IT and communication services required to support the businesses ▪ Assess and implement IT salvage and restoration efforts ▪ Coordinate recovery of IT services	

Immediate Actions	
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Establish the status of IT services that may have been impacted ▪ Activate IT Disaster Recovery Plan, if appropriate ▪ Establish an incident log of own actions and decisions
On-going	
▪ Assess and report impact of incident on IT services ▪ Identify and attend to IT services issues ▪ Monitor and report on recovery and restoration IT services	▪ Arrange for set-up of IT resources at the alternate work premises on activation of the BCPs, if necessary ▪ Maintain an incident log of own actions and decision
Recovery/Stand down	
▪ Assist to document the long-term recovery plan ▪ Conduct a detailed damage assessment of the impacted IT facilities, if appropriate ▪ Develop and execute an IT salvage and	▪ Collate and submit incident logs and other relevant documentation to Admin Support ▪ Participate in post-incident review ▪ Contribute to the post-incident report

restoration plan	

Crisis Management Team	FINANCE	Role Card Ref: CMT-09
Assigned to		
Reports to	CMT Chair	
Key responsibilities	▪ Coordinate disbursement of emergency funds ▪ Coordinate with insurers on claims processing ▪ Coordinate procurement of emergency supplies	
Immediate Actions		
▪ Receive initial notification of the incident from the CMT Chair ▪ Participate in CMT meeting and formulate action plan with the CMT	▪ Establish an incident log of own actions and decisions	
On-going		
▪ Set up cost centre for emergency expenditure ▪ Arrange for funds to be made available for emergency purchases ▪ Arrange for procurement of emergency supplies and equipment ▪ Centrally monitor and keep record of all incident-related expenditure	▪ Manage emergency disbursement of funds ▪ Notify insurer and coordinate insurance claims process ▪ Collate information required to support insurance claims ▪ Maintain an incident log of own actions and decision	
Recovery/Stand down		
▪ Assist to document the long-term recovery plan ▪ Liaise with IT and Facilities on detailed damage assessments and filing of insurance claims ▪ Collate all incident-related expenses	▪ Collate and submit incident logs and other relevant documentation to Admin Support ▪ Participate in post-incident review ▪ Contribute to the post-incident report	

Annex 3 Contact List

Crisis Management Team

Role		Name	Work Tel #	Mobile #
CMT Chair	Primary	Maria Cooke	9439 0214	
	Alternate	Wayne Jack	9439 0285	
Administration Support	Primary	Kirsty Peddie	9439 0285	
	Alternate	Donnelle Ellery	9439 0252	
Media & Communications	Primary	Natasha Dransfield	9439 0435	
	Alternate	Rebecca Morley	9439 0247	
		Peta Dennison	9439 0277	
Human Resources	Primary	Sue Wiltshire	9236 4625	
	Alternate	Gary Kay	9439 4623	
Legal and Compliance	Primary	Russell Mark	9439 0218	
	Alternate	Vicky Patton	9439 0428	
Director City Life	Primary	Garry Fisher	9439 0423	
	Alternate	Fiona Grieves	9439 0269	
Director City Development & Sustainability	Primary	Maria Cooke	9439 0214	
	Alternate	Troy Morley	9439 0207	
Director City Infrastructure	Primary	Doug Elkins	9439 0282	
	Alternate	David Boccuzzi	9236 4359	
Chief Financial Officer	Primary	Vanisha Govender	9439 0410	
	Alternate	Pauline Igglesden	9439 0284	
Facilities	Primary	Scott Forder	9236 4365	
	Alternate	Carl Boffey	9236 4366	
Information Technology	Primary	Tom Ody	9236 4607	
	Alternate	Jake Wells	9236 4616	
	Primary			
	Alternate			
	Primary			
	Alternate			
	Primary			
	Alternate			

Other City Contacts

Position	Name	Work Tel #	Mobile #
Manager Essential Services	Stuart Martin	9439 0225	
Manager Recquatic	Michael Hayes	9236 4717	
Manager Building Services	Brian Cameron	9439 0245	
Manager Asset Management	Ann Nicolas	9439 0273	
Retirement Village Manager	Sue Reeve	9236 4347	
Manager Environment and Health Services	Troy Morley	9439 0207	
Manager Operations	David Boccuzzi	9236 4359	
Coordinator Community Facilities and Planning	Peter de Lang	9439 0324	
Coordinator Library Services	Deborah Merrett	9236 4301	

External Contacts

Organisation	Contact Person/position	Business hours #	After hours #
Police, Fire, Ambulance		000	
Kwinana Police		9411 4311	
Police – non emergency		131 444	
Employee Assistance Program		1300 667 700	
Department of Local Government, Sport and Culture Industries		9492 9700	
Department of Communities		6217 6888	
Department of Biodiversity, Conservation and Attractions		9219 9000	
Department Fire and Emergency		9395 9300	
Department of Health		9222 4222	
Office of Transport Security (advice)		1300 791 581	
Western Power		131 351	
Water Corporation		131 375	

Organisation	Contact Person/position	Business hours #	After hours #
Alinta Gas		131 352	
Synergy		13 13 54	
Dial Before You Dig		1100	
City of Rockingham		9528 0333	
City of Cockburn		9411 3444	

Annex 4 Command Centre

The Command Centre (CC) is a pre-designated location where the Crisis Management Team (CMT) would meet to coordinate and manage crisis response activities.

The CMT Chair will decide on an appropriate location, and Administration Support in the CMT is responsible for setting up the room. Depending on the nature of the incident, the CMT would assemble at one of these locations:

Primary location	Address: Council Administration Building > Fransis Morgan Meeting Room – Corner Gilmore Avenue and Sulphur Road, Kwinana Contact person: Kirsty Peddie Contact number: 9439 0285 Email: Kirsty.peddie@kwinana.wa.gov.au
1st alternate location	Address: Operations Depot > Angus Walley Meeting Room > Beacham Crescent, Medina WA 6167 Contact person: Kirsty Peddie Contact number: 9439 0285 Email: Kirsty.peddie@kwinana.wa.gov.au
2nd alternate location	Address: Kwinana Technology Business Centre (Business Incubator) > Business Incubator Boardroom > 11 Stidworthy Way, Kwinana Town Centre WA 6167 Contact person: Kirsty Peddie Contact number: 9439 0285 Email: Kirsty.peddie@kwinana.wa.gov.au

If any of the above location is not available or suitable, the CMT Chair will have the discretion to decide on the best alternative place to meet, taking into considering safety issues and proximity to the impacted site.

In situations when it is not practicable or possible for the CMT to assemble physically at the Commend Centre, the crisis management teleconference bridge described below may be used instead.

Resources required in the Crisis Command Centre

- Furniture of the CMT and support personnel
- A landline phone, with voicemail if possible
- Mobile phones (with chargers)
- Access to social media
- Internet access
- Personal computer/laptop with email and access to required applications
- Printer/scanner
- Radio and TV to monitor media
- Whiteboard and marker pens
- Office stationeries (pens, pencils, stapler, etc.)
- Notepads
- Maps/floor plans
- Contact lists,
- Crisis Management & Business Continuity Plans,
- Emergency Response Plans

Annex 5 CMT Response Protocol

The purpose of the response protocol is to provide a systematic and structured approach for the CMT to manage CMT meetings during a 'critical' level incident. The response protocol should be used each time the CMT meets.

1.	Roles and responsibilities	▪ Confirm who is present and what are their roles and responsibilities. ▪ Do you have the right people are at the table? Who else needs to be here?
2.	Facts	▪ What are the facts of the incident/crisis? ▪ What do we know? What do we not know?
3.	Impacts	▪ What are the areas impacted by the event and how severe is it? Include people, infrastructure, systems, processes, products, and services, and interested parties
4.	Assumptions	▪ What do we 'believe' has occurred or contributed to the situation? ▪ What are the likely scenarios? How are these scenarios likely to play out over time?
5.	Options	▪ Consider different response options
6.	Priorities/tasking	▪ What are the immediate and longer-term priorities? ▪ What needs to be done now and what can wait? ▪ Who is responsible for task execution and how soon does it need to be done?
7.	Key messages	▪ Identify the range of interested parties – what are their concerns and what questions they want answered. ▪ Identify key messages for interested parties
8.	Time for next meeting	▪ Establish the time for the next CMT meeting

Sample

Annex 6 Incident Log

Incident name/description			
Date of log		**Maintained by**	

Date	Time	Summary of events or actions taken

Annex 7 Stakeholders Register

Organisation	Name, position & contact details	What are their interests and needs?	What would their concerns be?
City of Rockingham	Michael Parker, Chief Executive Officer 9528 0333	Neighbouring Local Government	Possibility of shared services
City of Cockburn	Daniel Simms Chief Executive Officer 9411 3444	Neighbouring Local Government	Possible of shared services
Department of Local Government, Sport and Cultural Industries	6552 7300	Reporting requirements, depending on the time of the Crisis the City may or may not be in the middle of a reporting requirements.	Not meeting legislative requirements.
LGIS		The City's Insurers	Claims

Sample

Annex 8 Damage Assessment Checklist

Purpose

The purpose of a damage assessment is to evaluate the extent of damage that has occurred to a facility resulting from an adverse event, and to use the information obtained to assist in developing a specific plan for recovery and long-term restoration of the facility. The damage assessment is to be completed by a competent person(s) who has a good understanding of building construction and the associated building services (such as power, water, plumbing, telecommunications, etc.).

Site details

Date of assessment:	
Name & title of person(s) conducting the assessment	
Facility name:	
Facility address:	

Incident details

Date of incident:			
Type of incident:	[ ] Structural fire [ ] Bush fire [ ] Severe weather [ ] Internal flooding	[ ] Flooding [ ] Explosion without fire [ ] Criminal activity [ ] Vehicle vs building	[ ] Civil disturbance [ ] Vandalism [ ] Power failure [ ] External flooding
Describe incident in detail:			
General impression of damage to facility:	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss		

Exterior Property Assessment

Areas where damage has been sustained	Landscaping	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Driveway	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Parking lot	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Fences/gates	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Light poles	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Water pipes	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Signage	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
Describe damage to the exterior		

property in detail:	

Exterior Building Assessment

Type of damage/hazards present	[ ] Fire damage [ ] Smoke damage [ ] Water damage	[ ] Presence of mould or mildew [ ] Biohazards (e.g. blood, body fluids) [ ] Hazardous materials (e.g. leaks, exposures, spills)
Areas where damage has been sustained	Windows Roof structure Roof covering Exterior walls Doors Light fixtures Downpipes	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
Describe damage to the exterior building in detail:		

Sample

Interior Building Assessment

Type of damage/hazards present	[ ] Fire damage [ ] Smoke damage [ ] Water damage	[ ] Presence of mould or mildew [ ] Biohazards (e.g. blood, body fluids) [ ] Hazardous materials (e.g. leaks, exposures, spills)
Areas where damage has been sustained	Pantry Open office area Manager's office 1 Manager's office 2 Storeroom Server room Meeting room Board room Reception area Air conditioning units	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss [ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
Describe damage to the interior of the building in detail:		

Sample

Equipment & furniture

Types of equipment & furniture damaged	Records compactor	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Workstations	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	PABX	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Multifunction printer	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Scanner	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	File server	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Networking equipment	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Desktop computers	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Overhead lighting	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
	Pantry kitchen supplies	[ ] No damage [ ] Minor [ ] Moderate [ ] Severe [ ] Total loss
Describe damage to the exterior property in detail:		

Additional information/observations

Annex 9 Post Incident Review Checklist

Incident:		**Date:**	
Team:		**Team Leader:**	

1. What happened? *Replay the event – identify significant events and decisions.* ▪ ▪ ▪ ▪
2. What went well? *Identify accomplishments and successes in plan/task execution.* ▪ ▪ ▪ ▪
3. What could have been done differently? *Address key areas of concerns, team expectations and processes.* ▪ ▪ ▪ ▪
4. What do we need to do to better prepare for future events? *Identify training, tools, techniques, processes, and action items.* ▪ ▪ ▪ ▪

Annex 10 Salvage and Restoration Checklist

The extent of salvage and restoration required following a crisis is subject to the nature of the incident, the severity of damages sustained and sustainability of the business continuity arrangements. As such, it is not practicable to develop specific action steps for undertaking salvage and restoration operations prior to an incident occurring. However, this checklist will provide guidance on what some of the key consideration that need to be considered when formulating a salvage and restoration plan following a critical incident.

Security	☐ Liaise with emergency response authorities for access to site when safe to do so ☐ Secure impacted site ☐ Help ensure safety of employees, residents, contractors and visitors
Damage assessment	☐ Conduct damage assessment as soon as possible ☐ Take videos and photos of loss ☐ Make an inventory of damaged or destroyed items ☐ Provide notice of loss to insurers
Safety	☐ Conduct inspection for safety hazards in and around facility (e.g. hazardous materials, live wires, toxic gases, etc.) ☐ Conduct inspection for sanitary hazards in and around facility (e.g. damaged septic system, blocked sewerage pipes, etc.)
Restore/reset alarms and protective systems	☐ Repair damage to fire sprinkler system and restore service as soon as possible ☐ Repair damage to smoke and fire detection devices and systems ☐ Repair damage to security monitoring systems (e.g. CCTV) ☐ Repair damage to door access systems
Salvage operations	☐ Secure any loose items/debris from roofs and property ☐ Arrange for cleaning, decontamination and sanitisation of facilities ☐ Sort and separate damaged and undamaged items ☐ Arrange for removal and disposal of damaged items from property ☐ Arrange for cleaning and drying of equipment and paper records ☐ Arrange for dehumidification of all areas ☐ Arrange for clearing of debris from property

Business Continuity Plan

Document Record	
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Document Number	D23/51007[v2]

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GLOSSARY

Term	Definition
Business continuity	Capability of the City to continue to delivery products or services within acceptable timeframes at predefined capacity during a disruption
Business continuity management	Process of implementing and maintaining business continuity
Business continuity management program	Ongoing management and governance process supported by top management and appropriately resourced to implement and maintain business continuity management
Business continuity plan	Documented information that guides the City to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives
Business impact analysis	Process of analysing the impact over time of a disruption on the City and establishing the prioritise for the recovery products and services
Crisis	An unprecedented or extraordinary event or situation that threatens the reputation and integrity of the City and requires a strategic, adaptive and timely response from top management.
Local Business Continuity Plan	Operational response plans used by business areas to guide the recovery and resumption of prioritised services during a disruption.
Maximum Tolerable Period of Disruption	Maximum amount of time that a service may be disrupted before the impacts become intolerable to the City.
Recovery Time Objective	The time within which a service/function must be recovered/restored following a disruption

ABBREVIATIONS

Term	Definition
ARC	Audit and Risk Committee
BAU	Business-as-usual
BCM	Business Continuity Management
BCP	Business Continuity Plan
BIA	Business Impact Analysis
CMP	Crisis Management Plan
CMT	Crisis Management Team
IT	Information Technology
LBCP	Local Business Continuity Plan
MTPD	Maximum Tolerable Period of Disruption
PIR	Post-incident review
RTO	Recovery Time Objective

INTRODUCTION

Purpose

The purpose of the Business Continuity Plan (BCP) is to set out the principles to be followed, actions to be taken and resources to be used for the initial response, continuity of priority services and activities and long-term recovery in the event of a prolonged disruption impacting the City of Kwinana (the City).

This plan provides a process that facilitates organised decision-making in the event of a major incident that might otherwise be quite chaotic. However, the plan is not intended to be a complete, step-by-step, how-to-do-it manual since each incident is unique, with varying levels of threats and business impact. It suggests actions to be taken and provides guidelines in managing a major incident. Real life decisions for reacting to a major incident must be guided ultimately by the sound judgement and discretion of involved managers and staff.

This plan may be triggered by an incident or impending emergency that could significantly disrupt priority services and/or threaten the safety of employees, contractors, and customers.

Objectives

The objectives of the BCP are to:

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

Scope

The scope of the BCP covers arrangements for responding to and recovering from a disruptive event impacting the City's prioritised services and functions covering business areas in the following Directorates:

- City Life
- City Development and Sustainability
- City Infrastructure
- Office of the CEO

The following are excluded from the scope of the BCP:

- Procedures for dealing with day-to-day operational problems and short-term disruptions (such as those caused by equipment malfunction, temporary system outage or utility disruption)
- Technical procedure for dealing with systems and network outage. These are addressed in the IT Disaster Recovery Plan
- Procedures for dealing with safety issues or emergencies (such as fires, bomb threats, evacuation, etc.). These are dealt with in the City's Emergency Management Plans
- Disasters (such as major storms, wide-spread flooding, etc.) impacting the community that are under the purview of the Local Emergency Management Arrangements

Related documentation

This BCP is supplemented by the following (see Figure 1):

- Local Business Continuity Plans (LBCPs) containing the response plans for guiding business continuity actions of the respective Directorates and business areas. The number of LBCPs required within each Directorate is dependent on the size and complexity of the Directorate. Smaller Directorates may have all their LBCPs consolidated into one document,
- A Crisis Management Plan (CMP) that provides guidance to the Executive-level Crisis Management Team (CMT) that is responsible for controlling and coordinating the City's response to an Incident Level 3 crisis.

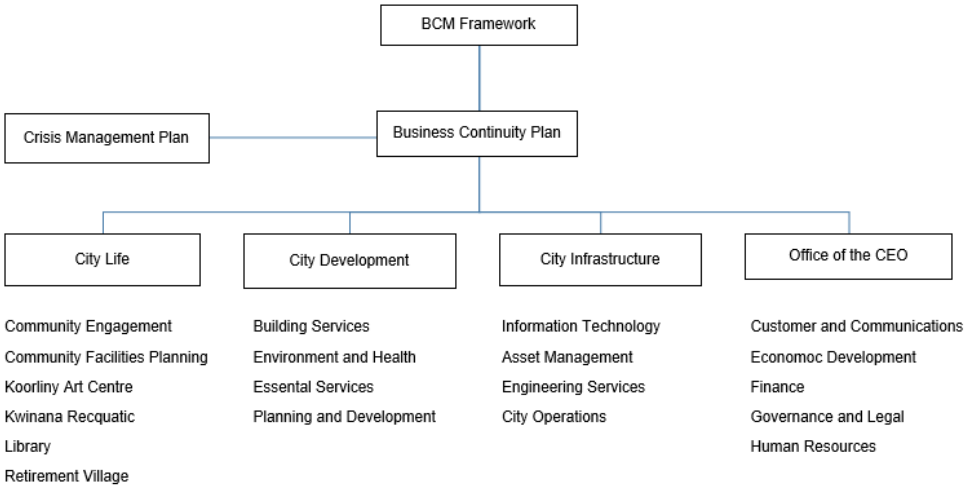


Figure 1 Business Continuity Documentation Hierarchy

The BCP, LBCPs and CMP collectively form part of the City's framework for responding to emergencies and service disruptions consisting of the following documents:

- Risk Management Strategy
- Business Continuity Management Framework
- IT Disaster Recovery Plan
- Local Emergency Management Arrangements

Distribution and Access

The BCP is intended to be used and referenced by:

- members of the Executive
- members of the Crisis Management Team
- business area managers responsible for overseeing execution of the LBCPs.

All holders of the BCP and LBCPs should have access to the documents at their regular place of work and off-site (i.e., at home or via remote access). Electronic copies of the documents are saved centrally within the City's Record Keeping System (CM9)>CORP84.

Due to the sensitive nature of the information contained in the BCP and LBCPs, distribution of the plan to external parties will only be made on a restricted basis and with the approval of the CEO.

Plan review and maintenance

The BCP, LBCPs and all associated documents are to be reviewed and updated annually from the date of publication/date of last review as part of the annual maintenance process. In addition, the BCP documentation is to be updated or revised when there are significant organisational or procedural changes or following the activation of the plan in response to an actual incident.

De-briefing must be held after every exercise or incident that leads to the activation of the BCP. Actions taken, and decisions made during the incident and documented procedures in the BCP should be evaluated for their effectiveness.

The Manager Governance and Legal is responsible for the on-going maintenance of the BCP.

Business area managers with each Directorate are responsible for the on-going maintenance of their respective LBCPs.

Training and Exercising

The Manager Governance and Legal is responsible for developing and coordinating the delivery of business continuity training and exercise programs at planned intervals.

Business area managers are responsible for ensuring that their staff members participate in the training and exercise programs. At minimum, at least one exercise should be conducted annually.

PRIORITISATION OF SERVICES

A Strategic Business Impact Analysis (BIA) was conducted with the Executive to:

- Assess the business impacts of disruption to services and determine the "maximum tolerable period of disruption" (MTPD),
- Identify high level recovery strategies for responding to service disruptions.

Findings from the Strategic BIA are presented in the 'City of Kwinana Strategic Business Impact Analysis Report'

MTPD refers to the time within which a service or business function must be resumed following a disruption. It is measured from the time a disruption occurs to the time when the service or business function becomes operational again. The MTPDs provided the basis for Directorates and business areas to establish the Recovery Time Objectives (RTOs) for their prioritised services and identify recovery strategies, resource requirements and business continuity procedures.

RTO refers to the time within which a service/function must be recovered/restored following a disruption. These are grouped into 4 tiers in order of priority as follows:

Tier	Timeframe	Approach
Tier 1	RTO of 1 day or less	All available resources should be directed to recover these services quickly
Tier 2	RTO of more than 1 day and up to 1 week	Services must be recovered as soon as Tier 1 services have been restored
Tier 3	RTO of more than 1 week and up to 1 month	Services may be recovered when resources are available after Tier 1 and 2 services are restored
Tier 4	RTO of 1 month or more	Services may be suspended, and resources diverted to support higher Tier services

Figure 2 Priorities for Recovery

A consolidated list of priority services and business functions across all business areas is presented in Annex 1.

RECOVERY STRATEGIES

Operating principles

Each Directorate and business area have identified and documented appropriate recovery strategies and solutions for various loss scenarios based on the following operating principles:

Pandemic

- In the event of a government declared restriction to movements or lockdown and need for social distancing:
  - relocate staff to work from home (WFH)
  - maintain business-as-usual (BAU) as much as possible and practicable.
- If it is not possible or practicable to maintain BAU (e.g., due to insufficient personnel, ICT resource constraints, limited timeframes, etc.), each business area should give precedence to high priority (i.e., Tier 1 and 2) services. Lower priority services may be deferred or suspended.
- If WFH is not a viable option (e.g., due to operational constraints, technical limitations, compliance/regulatory issues, etc.) and staff members are required to work on-site, appropriate work, health, and safety measures (e.g., social distancing, use of PPE, etc.) should be implemented per the Pandemic Plan.

Loss of access to premise

Primary recovery strategy

- In the event of a loss of access to a City's premise, the primary recovery strategy is to:
  - Relocate staff to WFH and
  - Maintain BAU as much as possible and practicable.
- If it is not possible or practicable to maintain BAU (e.g., due to insufficient personnel, ICT resource constraints, limited timeframes, etc.), each business area should give precedence to high priority services as determined in the BIA. Low priority services may be deferred or temporarily suspended.

Alternate recovery strategies

- If WFH is not a viable option (e.g., due to operational constraints, compliance/regulatory issues, work, health, and safety concerns, etc.), the alternate recovery strategies may involve relocating priority services to:
  - an alternate site and/or
  - the premises of other government departments/agencies where prearrangements have been made and determined to be technically and operational viable.
- Precedence will be given to high priority services as determined in the BIA. Low priority services may be deferred or temporarily suspended.
- Facilities within the City that could be used as alternate sites include:
  - Administrative Building
  - Depot
  - Business Incubator
  - Darius Wells Library and Resource Centre
  - Youth Zone Space
  - John Wellard Community Centre
  - William Bertram Community Centre
  - Margaret Fielman Building
  - Koorliny Art Centre

Non-availability of key personnel

- Business areas are to develop contingency measures to mitigate the loss of, or prolonged absence of, key personnel to ensure continuity of priority services.
- Mitigation measures may include (but not limited to):
  - Redeploying appropriately skilled personnel from within or outside the Division
  - Cross-training personnel to undertake the work
  - Identifying appropriately skilled backups for key positions beforehand
  - Outsourcing the work to an external provider
  - Developing a pool of appropriately skilled personnel who may be rostered to perform the work.

Non-availability of ICT services

- ICT will have its own Disaster Recovery Plan (DRP) for restoring ICT services in the event of disruption to systems and/or networks.
- Business units are to identify the applications that they are dependent on and develop workaround processes for dealing with disruptions to these applications to ensure continuity of priority services.

Non-availability of key suppliers

- Business units are to develop contingency measures to mitigate the loss of key suppliers/service providers and disruption to supply chains to ensure continuity of priority services.
- Mitigation measures may include (but not limited to):
  - Maintaining contingency supplies for short term disruption
  - Identifying alternate suppliers/providers
  - Collaborate with key partners/suppliers/providers on business continuity planning
  - Ensuring that business continuity commitments of suppliers/providers are included in the contracts/service level agreements

Details on each Directorate/business area's recovery strategies are presented in the respective LBCPs.

RESPONSE STRUCTURE

The City's response structure consists of:

Crisis Management Team

The Crisis Management Team (CMT) is responsible for providing oversight of the incident, overseeing the broader strategic and reputational implications of the crisis, coordinating decision making and communications, and providing any necessary support and resources to the Directorates and business areas when the CMP is activated. Detailed roles and responsibilities of the CMT are outlined in the CMP.

Business Recovery Teams

BRTs are responsible for coordinating recovery efforts with guidance and support from the CMT within the respective Directorates/business areas when the BCP is activated. The key tasks of BCTs are:

- Assess the impact of the incident on the City,
- Oversee the resumption of priority services and activities of the business area,
- Coordinate deployment of internal and external resources required to support service resumption and recovery,
- Report to their respective Directors and keep them appraised of recovery status,
- Carry out post-incident review to identify lessons learned and areas for improvement.

Detailed actions of the BRTs are presented in the Local Business Continuity Plans (LBCPs) of the respective Directorates/business areas.

Notification and Escalation

The notification and escalation process provides a uniform means of interpreting and assessing the severity of an incident (using the prescribed incident classification), and based on that assessment, to determine if notification should be escalated to a higher level of authority at the City.

The purpose of notification and escalation process is to ensure that,

- there is uniformed criteria for assessing and classifying the severity of an incident and activating the BCP,
- relevant stakeholders are informed in an orderly and timely manner,
- the correct level of management/authority and personnel are assigned to manage the incident.

The three levels of notification and escalation are:

- Level 1 – Routine
- Level 2- Significant
- Level 3 – Critical

Further details of the notification and escalation levels are presented in the CMP.

Business Continuity Plan Activation

There are a wide range of issues or incidents that may arise at the City, ranging from minor day-to-day operational problems that have minimal impact on overall service delivery to a crisis that could endanger the safety of people and/or lead to prolonged disruption to priority services.

Day-to-day operational problems that may cause minor inconvenience or temporary delays to service delivery are managed by the managers of the impacted area using routine procedures without any need for further escalation. If the situation cannot be resolved using routine procedures or requires a coordinated response with other business areas, the Director of the impact area will then assume responsibility for managing the incident.

The CMT authorises the activation of the BCP at the Crisis level of notification and escalation when an incident disrupts, or threatens to disrupt, all or a significant number of priority services for an extended period. Examples of incidents that could lead to the activation of the BCP include (but not limited to):

- Fire, flood or explosion causing considerable damage to buildings and/or infrastructure, and rendering part of or all the Shire's facilities inaccessible or unusable,
- Prolonged loss of utilities, such as water or electricity supply, to the site,
- Government imposed restrictions to movement due to a pandemic,
- Cyberattack that disables the Shire's systems for days,
- Security or criminal incident resulting in denial of access to the Shire's facilities,
- Above normal levels of staff absenteeism resulting from illness, severe weather, bush fires, etc.

Further details of the plan activation process can be found in the CMP.

Standing down

Depending on the nature of the incident, the CMT Chair may stand-down the BRTs when:

- operations at the impacted business areas/facilities have returned to their BAU state or an agreed minimal level of service has been reached following an emergency or disruption, or

- business continuity may transition into a longer recovery phase which could last for weeks or even months.

Business areas managers are to ensure that post-incident reviews are carried out after every BCP activation.

ANNEX 1 CONSOLIDATED LIST OF PRIORITY SERVICES

The tables below summarise the recovery priorities based on the Recovery Time Objective (RTO) for each service/function. These are grouped into 4 Tiers as follows:

RTO	Tier	Approach
1 day or less	1	All available resources should be directed to recover these services quickly
Up to 1 week	2	Services must be recovered as soon as Tier 1 services have been restored
Up to 2 weeks	3	Services may be recovered when resources are available after Tier 1 and 2 services are restore
2 weeks to 1 month+	4	Services may be temporarily suspended, and resources diverted to support higher Tier services

Key:

- **LOCATION** – place where service/function is located (Admin – Administration Building).
- **MBCO** – Minimum Business Continuity Objectives: the minimum level of service that is to be provided when the service/function is resumed.
- **RTO** – Recovery Time Objective: the time within which a service/function must be recovered/restored following a disruption.
- **WFH** – Work from Home: whether the service/function can be undertaken from home (Yes, No or Partial – some parts of work cannot be done from home, e.g., field work).

City Development and Sustainability

Building Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Management of building & construction legislated approval and compliance.	Admin	2	3 days	Process certified applications that are coming due	a) Triage – certified and non-certified application: prioritise certified applications, swimming pools, then uncertified applications b) Use external contractors. c) Obtain assistance from other LGAs	Yes
2.	Management and administration of the State government mandated swimming pool safety barrier inspection program.	Admin	2	3 days	Ensure overdue inspections for swimming pools are carried out	a) Triage and prioritise swimming pools that are overdue for inspection. b) Use external contractors. c) Obtain assistance from other LGAs	Yes
3.	Provision of information relating to building and construction to industry, internal and external stakeholders	Admin	2	1 week	Prioritise internal (part of application workflow)	a) Prioritise internal (part of application workflow) b) Generic info – direct customers to other LGAs or external contractors	Yes
4.	Provision of information relating to property certificates	Admin	2	1 week	Provide internal comments to Customer Service	a) Use another internal team	Yes
5.	Management and administration of building compliance within the City's jurisdiction	Admin	2	1 week	Respond to urgent safety issues	a) Use Compliance team. b) Use external contractors. c) Obtain assistance from other LGAs	Yes

Environment and Health

Environment and Waste

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administration and waste contract management	Admin	1	1 day	Response to complaints from customers and advice customers of delays in waste collection	a) Triage and prioritise response to complaints and payments as required. b) Temporarily defer other non-urgent activities	Yes
2.	Waste services - bulk and verge side	Admin	3	2 weeks	Communicate delays to customers	a) Contractors to activate their own BCPs, if necessary (ensues that BCP requirements are built into contractual agreements) b) Use alternate contractors. c) Reschedule collections extend collection hours	Yes
3.	Litter and illegal dumping	Admin	3	2 weeks	Response to high risk illegal dumping	a) Assess the risk and prioritise response to illegal dumping. b) Temporarily defer non-urgent activities	No
4.	Environmental services (tree enquiries, feral animals, pest enquiries, planting)	Admin	3	2 weeks	Respond to complaints	a) Response to complaints and maintain communications to with customers. b) Redirect to other state departments for assistances, if necessary	Yes
5.	Waste education	Admin	4	1 month+	Remain contactable	a) Temporarily suspend the service	Yes
6.	Sustainability and climate change	Admin	4	1 month+	Remain contactable	a) Temporarily suspend the service	Yes
7.	Contaminated sites management plan	Admin	4	1 month+	Remain contactable	a) Temporarily suspend the service	Yes

Environmental Health

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Food and water safety (application, routine inspections, complaints)	Admin	1	1 day	Respond to food borne outbreaks	a) Triage and prioritise response to food borne outbreaks. b) Temporarily defer routine inspections and applications c) Request assistance from Department of Health, if necessary	Partial
2.	Noise, hygiene, housing complaints and environmental management (dust, odour, unauthorised discharges, asbestos)	Admin	1	1 day	Respond to complaints of hazardous discharges and asbestos	a) Triage and prioritise response to complaints of hazardous discharges and asbestos. b) Temporarily defer routine inspections c) Request assistance from other government departments	Partial
3.	Public buildings health licensing applications, development and building application referrals	Admin	2	3 days	Ensure that development and building application statutory requirements are met	a) Triage and prioritise development and building application and ensure that statutory requirements are met.	Yes
4.	Mosquito Management	Admin	3	2 weeks	Respond to mosquito complaints and disease notices	a) Triage and prioritise mosquito complaints and disease notices. b) Temporarily suspend routine inspections/monitoring, subject to Department of Health's instructions	Partial
5.	Events management – approvals	Admin	3	2 weeks	Communicate delays to customers	a) Temporarily defer the service	Yes

Essential Services

Emergency Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administration of 2 x Volunteer Bush Fire Brigades	Admin	1	4 hrs	Attend to emergency purchases and repairs	a) Vehicles – direct support from depot b) Other support - direct contact with other parts of the City	Yes
2.	Management of Local Emergency Management Committee processes	Admin	1	4 hrs	Ensure LEMC/ISG meetings are held during incidents	a) Prioritise LEMC/ISG meetings during incidents b) Temporarily defer routine LEMC meetings;	Yes
3.	Administration of State laws (Bush Fires Act)	Admin	1	4 hrs	Implement total fire bans and harvest & vehicle movement bans, and update fire danger signs	a) Fallback on • Bush Fire Control Officers, or • DFES	Yes
4.	Incident response	Admin	1	4 hrs	Maintain ability to respond to incidents	a) Fallback on • Fire Control Officers • other LGAs, or • DFES	Yes
5.	Management of Mitigation Activity Fund grant applications and activities	Admin	4	1 month+	Ensure ability to submit application in the next round	a) Temporarily defer the activity b) Focus on preparation the submission for the next round of applications	Yes
6.	Management of Local Emergency Management Arrangements	Admin	4	1 month+	Temporarily defer the activity	a) Temporarily defer any routine planning or review activities	Yes
7.	Administration of City Local Laws (Bush Fire Brigades)	Admin	4	1 month+	Temporarily defer the activity	a) Temporarily defer the activity	Yes
8.	Policy development & review	Admin	4	1 month+	Temporarily defer the activity	a) Temporarily defer the activity	Yes

Rangers

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Operate animal management facility (incl impounding animals)	Depot	1	4 hours	Attend to animal pickups	a) Share services with other LGAs b) Fallback on local kennels/catteries c) Fallback on rehoming facilities	No
2.	Administer/manage CCTV system	Admin	1	4 hours	Attend to urgent requests to view screens/recordings	a) Fallback on other authorised personnel in the City b) Obtain assistance from CCTV maintenance contractors	No
3.	Administration of City Local and State Laws (parking, thoroughfares, public places & trading; dogs; cats; waste, urban environment and nuisance, fencing; local government property; bee Keeping (rangers in field)	Admin	1	4 hours	Attend to high risk incidents (e.g. dog attacks, livestock wandering, fallen trees on roads, etc.)	a) Triage and attend to high risk incidents b) Call in other teams from the City to assist c) Obtain assistance from other LGAs d) Use casual staff to attend to incidents	No
4.	Support emergency management operations - rangers	Admin	1	4 hours	Provide emergency management support	a) Call in other teams from the City to assist b) Obtain assistance from other LGAs c) Use casual staff to attend to incidents	No
5.	Policy development & review	Admin	4	1 month+	Temporarily defer the service	a) Temporarily defer the service	Yes

Compliance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Verge permit inspections	Admin	3	2 weeks	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
2.	Swimming pool safety barrier inspections	Admin	3	2 weeks	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
3.	Extractive industry permits	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
4.	Planning and Building compliance monitoring	Admin	3	2 weeks	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
5.	Management of the City's security contractor	Admin	2	1 week	Remain contactable	a) Fallback on Rangers	Yes
6.	Attend to security incidents (outsourced to Accord Security after hours; rangers during office hours)	Admin	1	4 hours	Remain contactable	a) Fallback on Rangers if after hours b) Assistance from WA Police c) Assistance from other LGAs	No
7.	Support Rates department with property seizure	Admin	4	1 month+	Remain contactable	a) Temporarily defer the activity	Yes
8.	Administration of City Local Laws (Parking; Thoroughfares, Public Places & Trading; Dog; Cat; Waste; Urban Environment and Nuisance; Fencing; Local Government Property; Bee Keeping)	Admin	1	1 Day	Remain contactable	a) Call in Casuals. b) Assistance from other LGAs c) Assistance from WA Police	Yes

Compliance (continued)

9.	Administration of State laws (Local Government Act, Planning & Development Act, Caravan Parks and Camping Grounds Act, Building Act, Bushfires Act, Litter Control Act, Road Traffic (Administration) Act)	Admin	1	1 Day	Remain contactable	a) Call in Casuals. b) Assistance from other LGAs c) Assistance from WA Police	Yes
10.	Policy development & review	Admin	4	1 month+	Remain contactable	a) Temporarily defer the activity	Yes

Planning and Development

Statutory Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Providing customer service for a wide range of planning enquiries and other internal departments including Property Certificate Enquiries	Admin	2	3 days	Respond to queries on planning/applications	a) Triage and prioritise urgent enquiries on planning/applications. b) Temporarily deer non-urgent enquiries	Yes
2.	Assessing Development Applications and JDAP applications	Admin	2	1 week	Ensure that statutory timelines are met (60 days/90 days turnaround and attend to council reports	a) Triage and prioritise council reports and applications that are close to statutory. b) Temporarily defer JDAP meetings	Yes
3.	Assessing subdivision referrals from the WAPC.	Admin	2	1 week	Ensure that statutory timelines are met (42 days turnaround)	a) Triage and prioritise applications that are close to statutory deadlines. b) Temporarily defer non-urgent applications	Yes
4.	Issuing clearances for subdivisions	Admin	3	2 weeks	Attend to urgent clearances	a) Triage and attend to urgent clearances. b) Temporarily defer other non-urgent clearances	Yes
5.	Local Development Plan Assessment	Admin	3	2 weeks	Attend to urgent assessments	a) Triage and attend to urgent assessments. b) Temporarily defer other non-urgent assessments	Yes
6.	Local Planning Policy preparation and review.	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
7.	Statutory planning based project work	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes

Environmental Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Assessing development applications from an environmental planning perspective	Admin	2	1 week	Ensure that statutory timelines are met (60 days/90 days turnaround); attend to council reports	a) Triage and prioritise council reports and applications that are close to statutory. b) Temporarily defer JDAP meetings	Yes
2.	Assessing subdivision applications from an environmental planning perspective	Admin	2	1 week	Ensure that statutory timelines are met (42 days turnaround);	a) Triage and prioritise applications that are close to statutory deadlines. b) Temporarily defer non-urgent applications	Yes
3.	Assessing Local Structure Plans and associated Urban Water Management Plans, Bushfire Planning	Admin	3	2 weeks	Attend to urgent clearances	a) Triage and attend to urgent clearances. b) Temporarily defer other non-urgent clearances	Yes
4.	Internal referral and advice on environmental planning matters	Admin	3	2 weeks	Attend to urgent matters	a) Triage and attend to urgent requests. b) Temporarily defer other non-urgent requests	Yes
5.	Project based work such as the Local Biodiversity Program and Urban Forest Strategy	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
6.	Coastal management and protection planning	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Environmental Planning (continued)

7.	Attendance and City advocacy at numerous state and project working groups and forums (i.e. Westport)	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
8.	Range of other work including bush forever and offset management, negotiation with state government.	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Strategic Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Assessing Local Structure Plans	Admin	3	2 weeks	Attend to urgent matters	a) Triage and attend to urgent matters b) Temporarily defer non-urgent matters	Yes
2.	Assessing Local Scheme Amendments and Metropolitan Region Scheme Amendments.	Admin	3	2 weeks	Attend to urgent matters	a) Triage and attend to urgent matters b) Temporarily defer non-urgent matters	Yes
3.	Developer Contribution Schemes and a range of developer contribution scheme costing and assessment	Admin	3	2 weeks	Attend to urgent enquiries	a) Triage and attend to urgent enquiries b) Temporarily defer non-urgent requests	Yes
4.	Forward Planning - Local Planning Strategy, new Local Planning Scheme and assessing State Government initiatives	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services b) Request for extension, if necessary	Yes
5.	Statistical information, population growth, demographics, housing and economic data about the City	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Strategic Planning (continued)

6.	Strategic Projects such as the Kwinana City Centre Precinct Plan Advice and Residential Subdivision and Design Guidelines	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
7.	Internal referral and advice on strategic and wider planning matters, customer advice	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
8.	Assessing State Government Planning policy	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

City Infrastructure

Information Technology

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Applications support	BI	1	1 day	Ensure that critical applications continue to operate	a) Obtain support from vendors/contractors b) Emergency hire	Yes
2.	Application delivery (H/W platform and cloud services)	BI	1	4 hrs	Ensure that critical systems are available	a) Activate IT DRP b) Engage cloud services vendors	Yes
3.	Printing services (incl purchasing, installation, maintenance, etc)	BI	1	4 hrs	Provide on-going ability to print during an incident	a) Emergency procurement b) Relocate equipment	Partial
4.	User support (incl service desk)	BI	1	4 hrs	Provide urgent user support for system access	a) Prioritise urgent user support b) Outsource to service provider c) Use contractors	Partial
5.	Workstations (incl purchasing, installation, maintenance, etc)	BI	1	4 hrs	Provide urgent user support for system access	a) Emergency procurement b) Users relocation c) Reallocate workstations	Partial

Asset Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administer building access and security	Admin	1	1 day	Maintain ability to provide access to facilities	a) Fallback on security contractor if internal resources not available	Yes
2.	Delivery of major building construction projects	Admin	2	3 days	Respond to builders' requests for current projects	a) Triage and temporarily defer service if project has not started b) For existing projects – need to respond to builders' requests.	Yes
3.	Asset sustainability information	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
4.	Forward works programming	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
5.	Long term planning and funding allocations	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
6.	Management of asset related data	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
7.	Asset valuations	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes

Engineering Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Development Assessment - provide well planned urban design and public infrastructure for road, transport, drainage, recreation and landscaping	Admin	2	1 week	Respond to developer within regulatory timeframe	a) Triage and prioritise responses that are close to regulatory deadlines b) Postpone response to developer c) Use contractors, if necessary	Yes
2.	Landscape design and construction	Admin	4	1 month+	Remain contactable	a) Negotiate timeframe with Director b) Temporarily defer the service	Yes
3.	Streetscape design and maintenance"	Admin	4	1 month+	Remain contactable	a) Negotiate timeframe with Director b) Temporarily defer the service	Yes

City Operations

Facilities Maintenance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Building/property maintenance and repairs	Depot	1	4 hrs	Attend to urgent requests with safety implications	a) Triage and prioritise urgent requests b) Temporarily defer non-urgent requests	No
2.	Cleaning of facilities (public facilities; toilets – contractors at night; internal staff during days an weekends)	Depot	1	1 day	Attend to public toilets	a) Triage and prioritise public toilets b) Use additional contractors c) Temporarily defer non-essential cleaning	No
3.	Inspection (monthly) and repairs of playground equipment	Depot	1	4 hrs	Attend to requests for urgent repairs with safety implications and make safe	a) Triage and prioritise urgent repairs b) Temporarily defer routine inspections	No
4.	Inspection and maintenance of parks furniture	Depot	1	4 hrs	Attend to requests for urgent repairs with safety implications and make safe	a) Triage and prioritise urgent repairs b) Temporarily defer routine inspections	No
5.	Building and parks capital projects and renewal works	Depot	4	1 month+	Defer	a) Temporarily defer the service	No

Infrastructure Maintenance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Road and kerb maintenance (shouldering, pothole repairs, street sweeping, kerbing repairs)	Depot	1	4 hours	Attend to incidents and urgent requests with safety implications	a) Triage and prioritise response to critical incidents and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No
2.	Drainage maintenance (cleaning, inspections, repairs, upgrades)	Depot	1	4 hours	Attend to flooding and urgent requests with safety implications	a) Triage and prioritise response to critical flooding and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No
3.	Footpath maintenance (repairs, sweeping, pressure cleaning)	Depot	1	4 hours	Attend to incidents and urgent requests with safety implications	a) Triage and prioritise response to critical incidents and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No

Infrastructure Maintenance (continued)

4.	General maintenance, (Illegal dumping collection, street sign and handrail replacement, traffic counter installation, graffiti removal, bush fire assistance - wheel loader operations.)	Depot	1	4 hours	Attend to emergencies (e.g. bushfire) and urgent requests	a) Triage and prioritise response to emergencies and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No
5.	Streetlight maintenance (repairs caused by vehicle damage, replacement of globes, replacement of batteries)	Depot	1	4 hours	Attend to incidents and urgent requests with safety implications	a) Triage and prioritise response to critical incidents and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No

Workshop

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Servicing and repairs of plant, fleet, and equipment	Depot	1	4 hours	Ensure vehicles are compliant	a) Triage and prioritise urgent repairs b) Temporarily defer non-urgent repairs and routine servicing c) Use external servicing centres, if necessary	No
2.	Logistics of vehicles (e.g. reallocation of vehicles, scheduling of maintenance, etc)	Depot	1	1 day	Attend to vehicles needed for emergency/incident response	a) Triage and prioritise vehicles needed for emergency/incident response b) Temporarily defer non-urgent maintenance, etc.	Yes
3.	Registration Renewal (bulk registration – July)	Depot	2	1 week	Ensure registrations are renewed in July	a) Temporarily defer the service if it is not within the July timeframe	Yes
4.	Inspection and Accident Reporting	Depot	3	2 weeks	Ensure details are recorded	a) Record details of the accident and defer lodgement until later, if necessary	Yes
5.	Breakdown Cover	Depot	4	1 month+	Remain contactable	a) Temporarily defer the service b) Use other providers if no cover	Yes
6.	Traffic Infringements	Depot	4	1 month+	Remain contactable	Temporarily defer the service	No
7.	Acquisition of Fleet	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
8.	Issuing of Fuel Cards (new cars)	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Administration

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Customer service (internal and external, counter at depot, answer calls/emails, manage requests for service, triage and assign tasks, etc)	Depot	1	4 hours	Attend to urgent request	a) Triage and prioritise urgent tasks b) Temporarily defer non-urgent tasks	Yes
2.	General administration support for City Operations Team	Depot	1	4 hours	Prioritise incident/emergency response support	a) Triage and prioritise incident/emergency response support b) Temporarily defer non-urgent tasks	Yes
3.	Procurement	Depot	2	3 days	Attend to urgent procurement requests; send POs later	a) Triage and prioritise urgent procurement requests b) Temporarily defer issuing of POs	Yes
4.	Process invoices for payment	Depot	2	1 week	Prioritise urgent payments	a) Triage and prioritise urgent payments	Yes

Parks

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Tree maintenance. (street tree power line clearance, dead wooding pruning, stump removal, tree audits and inspections)	Depot	1	4 hours	Attend to emergencies/incidents with safety implications	a) Triage and prioritise response to emergencies/incidents with safety implications b) Temporarily defer non-urgent/routine maintenance c) Use contractors, if necessary d) Obtain assistance from other LGAs	No
2.	Irrigation maintenance (system testing. repairs, bore redevelopment, meter readings, water monitoring)	Depot	2	3 days	Prioritise irrigation for sports grounds	a) Triage and prioritise irrigation for sports grounds b) Temporarily defer other routine maintenance	No
3.	General parks maintenance, (verge slashing, fencing and bollard repairs, litter pick-up, BBQ cleaning,)	Depot	2	3 days	Attend to urgent/safety matters	a) Triage and prioritise response to urgent/incidents with safety implications b) Temporarily defer non-urgent/routine maintenance	No
4.	Bushland maintenance, (weed control, fencing repairs, litter and illegal dumping pick-up, revegetation planting, slashing/brush cutting, firebreak maintenance)	Depot	2	1 week	Prioritise maintenance of fire breaks (ensure compliance)	a) Triage and prioritise maintenance pf fire breaks b) Temporarily defer non-urgent/routine maintenance c) Use contractors, if necessary	No

Parks (continued)

5.	Turf maintenance (mowing, renovations, weed and pest control)	Depot	3	2 weeks	Prioritise mowing for sports grounds	a) Triage and prioritise maintenance of sports grounds. b) Temporarily defer other routine maintenance	No
6.	Garden maintenance (landscaping, mulching, pruning, fertilising, litter removal)	Depot	4	1 month+	Remain contactable	a) Temporarily defer the service	No

Technical

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Preparation of specifications for tenders	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
2.	Management and supervision of maintenance contracts	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
3.	Subdivision landscape inspections and handovers	Depot	4	1 month+	Remain contactable	Temporarily defer the service	No
4.	Project management of small to medium capital works projects	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
5.	Routine Parks and Infrastructure maintenance inspections	Depot	4	1 month+	Remain contactable	Temporarily defer the service	No
6.	Strategy development, works master planning and scheduling	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
7.	Risk management and WSH documentation	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes

City Life

Community Development

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	COMMUNITY SAFETY - Implement Neighbour Day and associated strategies. - Work closely with Police on programs such as Cuppa with a Cop - Design and implement the Junior Neighbourhood Watch Program - Work with schools to implement the ride to school events. Implement school engagement programs and community engagement programs	Admin	3	2 weeks	Ensure that community safety engagements continue	a) Triage and prioritise community safety programs. Temporarily defer other services	Yes
2.	HEALTHY LIFESTYLES - Identify gaps and trends in public health and implement local strategies to address areas of need Implement and manage programs to increase public health outcomes for local residents in Kwinana	Admin	4	1 month+	Prioritise programs for vulnerable groups	b) Triage and prioritise programs for vulnerable groups. c) Redirect participants to other providers/other LGAs Temporarily defer other services	Yes

Community Development (Continued)

3.	DIVERSITY & INCLUSION - Create, manage and implement the Disability Access and Inclusion Plan - Maintain and implement the City's Reconciliation Access Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes
4.	CAPACITY BUILDING - Support local community groups and clubs to be strong and self-sustaining. - Investigate areas of growth for the City to invest in Create new initiatives where identified gaps exist	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes
5.	CLUB DEVELOPMENT - Support local sport and recreation clubs to be strong, healthy, and reflective of the local community. - Apply for associated grants and manage the mechanisms of support offered to the community (Skills boosting workshops etc.) - Contribute to the City's Public Health Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Community Development (Continued)

6.	ACTIVE TRAVEL - Encourage increased use of active travel options for local residents in Kwinana. - Manage and develop the Bike Strategy for the City of Kwinana - Advocate for community health priorities in Kwinana	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes
7.	HERITAGE, ARTS & CULTURE - Work with developers around the percentage for art developer funds - Provide expert guidance and consultancy to City staff and the wider community around Public Art - Oversee and implement the City's Heritage Strategy - Work in close partnership with teams across the City to ensure that Heritage assets are maintained and valued	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Community Services and Partnership (Youth Zone Space)

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Kwinana Youth Services - Case Management	Zone	1	1 day	Ensure on-going delivery of services to high-risk/vulnerable groups	a) Continue delivery of services at alternate facilities (e.g., library, outdoors)	No
2.	An inclusive Youth Drop-in Centre (e.g. after school, sports, etc.)	Zone	2	3 days	Ensure that drop-in programs are provided	a) Link in with schools to run programs. b) Direct to facilities at other LGAs/clubs c) Organise programs at other facilities	No
3.	Term and holiday Youth Program	Zone	4	1 month+	Remain contactable	a) Temporarily suspend the service	No
4.	Youth Development and Leadership Programs	Zone	4	1 month+	Remain contactable	a) Temporarily suspend the service	No
5.	Sports courts available for hire and casual use	Zone	4	1 month+	Remain contactable	Temporarily suspend the service	No

Engagement and Place

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Citizenship ceremonies	Admin	2	3 days	Ensure legislative deadlines to delivery citizenship ceremonies are met	a) Prioritise citizenship ceremonies that are coming due. b) Liaise with the Department of Home Affairs to run citizenship ceremonies in alternate formats (e.g., online), if necessary	No
2.	Delivery City-wide engagements	Admin	2	1 week	Comply with statutory deadlines	a) Triage and priorities delivery that are close to statutory deadlines. b) Request for extension c) Defer closing deadlines. d) Temporarily defer other non-urgent activities	Yes
3.	Place – economic and community stakeholder management	Admin	3	2 weeks	Maintain relationships with communities	Temporarily defer the services but remain contactable	Yes
4.	Distribution of grants to communities	Admin	3	2 weeks	Comply with agreed deadlines	a) Triage and prioritise urgent applications. b) Temporarily defer other applications	Yes
5.	Organise and delivery major community events	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Community Facilities and Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Property management of Darius Wells Library & Resource Centre Facility	DWLRC	4	1 day	Notify Tenants and involve property management to reallocate spaces for tenants	Source for and reallocate space for tenants where appropriate and feasible - follow terms of agreement	Yes
2.	Management of all hireable facilities	DWLRC	1	1 day	Communicate with all booking clients within a day	a) Suspend new bookings, if necessary b) Let current bookings continue if facilities are not affected. c) Refund for cancellations, if necessary	Yes
3.	Implementing Community Infrastructure Plan	DWLRC	4	1 month+	Remain contactable	Temporarily defer the service until higher tiers have been actioned	Yes
4.	Project and grant management for community facility projects	DWLRC	4	1 month+	Remain contactable	Temporarily defer the service until higher tiers have been actioned	Yes
5.	Management and operation of Toddler Town Creche and Little Racers Creche	DWLRC/REC	1	1 day	Communicate with parents	Temporarily suspend the service if facilities are not available, process refunds	No
6.	Management and operation of Kwinana Volunteer Centre	DWLRC	3	2 weeks	Remain contactable and inform VIO's of arrangements	Work from home	Yes

Kwinana Recquatic

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
7.	Customer Service	REC	2	1 week	Provide support to the main administration functions	a) Redirect calls to main administration b) Redirect staff to support the City's main administration functions	Yes
8.	Swim School Program	REC	4	1 month+	Communicate impacts to members	c) Temporarily suspend the service d) Redirect members to other local government recreation centres (e.g. Aquajetty)	No
9.	Sports Stadium and Programs	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
10.	Health and Fitness Facilities (Gym/Group Fitness)	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
11.	Aquatic Programs	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
12.	Swimming Pools (25m Lap pool/Leisure Pool/Hydrotherapy Pool)	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
13.	Promote inclusivity of programs and supplementary services like Creche and Cafe	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No

Library Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Local history research, archival, and collection development	DWLRC	2	1 week	Restore collection	a) If required prioritise the restoration of collection. b) Temporarily suspend all services	No
2.	Information and reference services	DWLRC	2	1 week	Response to calls and emails	a) Redirect calls to Customer Service b) Redeploy staff to support Customer Service	Yes
3.	Coordinate all community programs - literacy and learning, digital literacy,	DWLRC	4	1 month+	Communicate cancellations to community	Temporarily suspend the service	Yes
4.	Deliver outreach services and programs	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect clients to Rockingham	Yes
5.	Provision of Home Library service	DWLRC	4	1 month+	Provide services to vulnerable groups	a) Triage and prioritise services to vulnerable groups. b) Skip one delivery and resume when library is operational. c) Make arrangements with Rockingham, if necessary	No
6.	Collection development and loans of physical and digital items	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect clients to Rockingham or Cockburn	
7.	Provide access to tech - Public PC's & printing services	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect clients to Rockingham	No

Library (continued)

8.	JP services	DWLRC	4	1 month+	Redirect clients to alternate providers	a) Direct clients to individual JP service providers or the Rockingham Court house b) Relocate services to an alternate facility	No
9.	Provision of free public meeting spaces	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect members of public to other venues (e.g., community centre)	No

Retirement Village

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Coordinate reactive and scheduled maintenance and capital works	Village	1	4 hours	Respond to high priority maintenance requests that have safety implications	a) Triage and respond to high priority requests that have safety implications b) Temporarily defer routine maintenance and low priority requests c) Redirect calls to Customer Services or Work Depot, if necessary	Yes
2.	After-hours on call	Village	1	4 hours	Response to emergencies	a) Redirect calls to Rangers or after-hours call centre b) Residents to call '000' c) Assistance from other City personnel	Yes
3.	Provide accommodation	Village	1	1 day	Arrang for alternate accommodation in an emergency	a) Have families "take back" and temporarily accommodate residents b) Temporarily accommodate residents in hotels	No
4.	Management and administration of the properties (incl. wait list, sales, on-boarding and vacating, tenancy agreements, etc.)	Village	2	2 weeks	Prioritise vacating and selling/releasing of villas and units	c) Triage and prioritise activities related to vacating and selling/releasing of villas and units d) Temporarily defer other non-time sensitive activities e) Assistance from other City personnel	Yes

Retirement Village (Continued)

5.	Contractor management	Village	2	2 weeks	Oversee work/quality of services	a) Triage and prioritise monitoring of work undertaken by contractors b) Assistance from other City personnel c) Extend contracts, if necessary d) Use other contractors	Yes

Kooliny Art Centre

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Centre presented shows (internal)	Koorliny	4	1 month	Minimise financial loss Ensure ongoing communication and remain contactable	a) Temporarily defer the service	Partial
2.	External hires	Koorliny	4	1 month	Minimise financial loss Manage relationship with external providers Ensure ongoing communication and remain contactable	a) Temporarily defer the service b) Source alternate venue/s for hirers if appropriate	Partial
3.	Contracted shows (external)	Koorliny	3	2 weeks	Minimise financial loss Manage relationship with external providers Ensure ongoing communication and remain contactable	a) Temporarily defer the service b) Source alternate venue and/or date where appropriate	Partial
4.	Centre facilitated workshops/programs	Koorliny	4	1 month	Minimise financial loss Ensure ongoing communication and remain contactable	a) Temporarily defer the service b) Source alternate venue/s where appropriate	Partial

Office of the CEO

Customer and Communications

Customer Service

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Customer enquiries (incl counter, phone, email, social media	Admin	1	4 hours	Prioritise phone enquiries	a) Redirect calls to Oracle b) Activate message box c) Use prerecorded message d) Direct customers to online self-service	Partial
2.	After hours call centre contact management	Admin	1	4 hours	Ensure after-hours calls are responded to	a) Redirect task to Compliance (City Assist) b) Redirect calls to Oracle	Yes
3.	Update Customer Knowledgebase	Admin	1	1 day	Prioritise updating of crisis related information	a) Update crisis related information b) Temporarily defer updates of other content	Yes
4.	Cash Handling and Cash in Transit Contract Management	Admin	1	1 day	Redirect customers to online payment or other avenues	a) Suspend over the counter cash transactions b) Direct customers to online payment c) Direct customers to pay at post office/other avenues	No
5.	Australia Post/Delivery Management	Admin	2	2 weeks	Communicate with Australia Post to hod or redirect mail	a) Advise Australia Post to hold the mail or deliver to an alternate address (e.g. library) b) Assign the task to another team, if necessary	No

Customer Service (Continued)

6.	Rate It (Customer Satisfaction) Management	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
7.	Review Customer Standards/Charter	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
8.	Customer Experience Training/Induction	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
9.	Front Counter Display/Set-Up	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	No
10.	Visitor Access Management (SINE)	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
11.	Property Certificates requests	Admin	4	1 month+	Redirect to Planning	Redirect work to Planning to coordinate	Yes

Marketing and Communications

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Social Media Management	Admin	1	4 hours	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
2.	Website Management	Admin	1	4 hours	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
3.	Speeches, Copywriting/Editing	Admin	1	4 hours	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
4.	Marketing and Communications Planning (Campaigns)	Admin	1	1 day	Continue to support existing campaigns	a) Triage and prioritise existing campaigns b) Temporarily defer campaigns that have not started	Yes
5.	Media management (incl releases, enquiries, monitoring)	Admin	1	1 day	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
6.	Internal Communications (Town Hall, CEO Update)	Admin	1	1 day	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes

Marketing and Communications (continued)

7.	Advertising (Advertorial and Public Notices)	Admin	2	1 week	Prioritise public notices with legislative requirements	a) Triage and prioritise public notices with legislative requirements b) Temporarily suspend other advertising	Yes
8.	Graphic design/brand management/printing	Admin	2	1 week	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications c) Outsource the work to an external provider, if necessary	Yes
9.	Photography/Videography	Admin	2	1 week	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications c) Outsource the work to an external provider, if necessary	Yes
10.	Intranet Management	Admin	3	2 weeks	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications c) Broadcast information via email	Yes
11.	Community Newsletter (Spirit)	Admin	4	1 month+	Temporarily defer	Temporarily defer the service	Yes
12.	Digital Marketing (SEO, SEM, AdWords)	Admin	4	1 month+	Temporarily defer	Temporarily defer the service	Yes
13.	EDM's (What's On and eSpirit)	Admin	4	1 month+	Temporarily defer	Temporarily defer the service	Yes

Finance

Contracts and Procurement

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administration and Compliance	Admin	2	3 days	Support emergency procurement process and contract management	a) Triage and prioritise support for emergency procurement and contract management b) Temporarily defer non-urgent procurement	Yes
2.	Contract Management	Admin	2	3 days	Focus on high risk/high value/high impact contracts	a) Triage and prioritise high risk/high value/high impact contracts b) Extend, suspend or terminate contracts, as necessary	Yes
3.	Sourcing	Admin	2	1 week	Focus on high risk/high value contracts	a) Triage and prioritise high risk/high value contracts b) Temporarily defer other contracts c) Fallback on emergency expenditure policy, if necessary	Yes
4.	Procurement planning	Admin	3	2 weeks	Focus on high risk/high value contracts	a) Triage and prioritise high risk/high value contracts b) Temporarily defer other contracts c) Fallback on emergency expenditure policy, if necessary	Yes
5.	Training	Admin	4	1 month+	Remian contactable	Temporarily defer the service	Yes
6.	Strategic Planning & Improvements	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Rates

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Receipting of rates	Admin	2	1 week	Ensure ability of receive payments online during critical period (July/Aug)	a) Prioritise resumption of online receipting of rates during critical period in July and August b) Direct customers to pay on-line if cash receipting is not possible	Yes
2.	Issuing rates notices and attending to queries	Admin	3	2 weeks	Ensure ability to issue rate notices during critical period (July)	a) Triage and prioritise issuance of rate notices during critical period in July. b) Temporarily defer attending to non-urgent queries	Yes
3.	Other rates administration function (incl change of ownership, managing pensioners and senior rebates, rates exemptions)		3	2 weeks	Prioritise change of ownership, defer others	a) Triage and prioritise services related to change of ownership. b) Temporarily defer other non-urgent/non-time sensitive services	Yes
4.	Managing of rates debtors	Admin	4	1 month	Remain contactable	a) Temporarily defer the service and follow up on outstanding payments when practicable	Yes

Finance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Payment of suppliers (incl payroll)	Admin	1	1 day	Ensure that payroll and payments related to emergency response are made on time	a) Triage and prioritise payment of payroll if close to pay day and payments related to emergency response b) Maintain payments schedule per terms of agreement with suppliers	Yes
2.	Administer insurance portfolio	Admin	1	1 day	Notify insurer of claims	a) Triage and prioritise filing of claims related to the incident/emergency b) Maintain inventory of loss	Yes
3.	Managing sundry debtors	Admin	3	2 weeks	Prioritise high value invoices	a) Triage and prioritise high value invoices b) Temporarily defer actions on lower value invoices	Yes
4.	Budget Preparations including reviewing of budget, Fees and charges	Admin	4	1 month	Ensure legislative deadlines are met	a) Triage and prioritise actions based on legislative deadlines are coming due b) Request for extension c) Temporarily defer other non-urgent/non-time sensitive activities	Yes
5.	Long term Financial Planning	Admin	4	1 month	Remain contactable	a) Temporarily defer the service	

Finance (Continued)

6.	Monthly Financial Reports	Admin	4	1 month	Ensure legislative deadlines are met	a) Triage and prioritise actions based on legislative deadlines are coming due b) Notify ATO of delay and request for extension c) Temporarily defer other non-urgent/non-time sensitive activities	
7.	Investment management	Admin	4	1 month	Ensure delegations are signed off and inform banks of renewals	a) Place funds in call account b) Inform banks of renewals	
8.	Fringe Benefit Tax	Admin	4	1 month	Inform ATO of delays	a) Temporarily defer the service b) Inform ATO of delays	
9.	Annual financial statement preparation	Admin	4	1 month	Ensure legislative deadlines are met (Sept)	a) Triage and prioritise actions based on legislative deadlines are coming due b) Request for extension	

Governance and Legal

Governance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Local Elections	Admin	1	1 day	Ensure that polling takes place in accordance with legislation	a) Change polling place b) Fallback on AEC	No
2.	Legislative Advice	Admin	1	1 day	Attend to advice related to the incident/emergency	a) Triage and prioritise urgent requests b) Use external lawyers c) Temporarily non-urgent requests	Yes
3.	Property Management and Leasing	Admin	1	1 day	Attend to critical/urgent property management issues	a) Triage and prioritise urgent matters b) Obtain external advice c) Temporarily defer non-urgent matters and lease extensions	Yes
4.	Delegations and authorisations	Admin	2	3 days	Ensure emergency delegations and authorisations are processed	a) Triage and prioritise emergency delegation and authorisation b) Temporarily defer routine reviews	Yes
5.	Land Administration (provide advice internally)	Admin	2	1 week	Prioritise critical matters related to the incident/emergency	a) Triage and prioritise critical matters related to the incident/emergency b) Seek external advice from Landgate, and/or external lawyers	Yes
6.	Provide Support to Elected Members and Independent Committee Members	Admin	3	2 weeks	Prioritise critical needs	a) Triage and prioritise support for critical needs b) Direct Members to contact IT directly for IT issues	Yes

Governance (Continued)

7.	Primary and Annual Returns (and Registers)	Admin	3	2 weeks	Ensure that legislative requirements/deadlines are met	a) Triage and prioritise returns that are close to legislative deadlines b) Temporarily defer others, if possible	Yes
8.	Update Declaration of Gifts (and Registers) on website	Admin	3	2 weeks	Ensure that legislative requirements/deadlines are met	a) Triage and prioritise updates that are close to legislative deadlines b) Temporarily defer others, if possible	Yes
9.	Support and Training Attain	Admin	3	2 weeks	Remain contactable	a) Paper base forms b) Issue work instructions c) Teams training sessions	Yes
10.	Meetings of Council (OCM and Committees)	Admin	4	1 month+	Attend to urgent items that need to be tabled	d) Temporarily defer meetings e) Conduct remote (online) meetings	Yes
11.	Policies	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
12.	Local Laws (drafting, reviewing, etc.)	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
13.	Compliance Calendar	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
14.	Internal Auditing (reg 17 and internal)	Admin	4	1 month+	Prioritise Reg 17 audit	a) Triage and prioritise Reg 17 audits b) Temporarily defer internal audit	Yes
15.	Business Continuity	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
16.	Strategic Community Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
17.	Corporate Business Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
18.	Team Business Planning	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes

Business Continuity Plan

Legal

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Legal Documents and advice	Admin	1	1 day	Provide advice related to the incident/emergency	a) Triage and prioritise urgent matters b) Use external lawyers c) Temporarily defer non-urgent matters	Yes

Risk Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Policy and Strategy	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
2.	Support and Training CAMMS Risk	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
3.	Reporting	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes

Information Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	External and Internal Mail (emails and hard copy)	Admin	2	3 days	Ensure mails are distributed	a) Provide hardcopies (if unable to scan) b) Redirect work to other Admin staff	No
2.	FOI Applications	Admin	2	3 days	Respond to FOIs	Respond to FOIs within legislative timeframes	Yes
3.	Research and Officer Assistance	Admin	3	2 weeks	Attend to urgent requests	a) Triage and prioritise urgent requests. b) Temporarily defer non-urgent requests	Yes
4.	Information Statement	Admin	3	2 weeks	Remain contactable	Temporarily defer the activity	Yes
5.	Record Keeping Plan	Admin	3	2 weeks	Remain contactable	Temporarily defer the activity	Yes
6.	Induction of new employees to records management	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
7.	Ongoing system and records training	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
8.	Manage EDRMS	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
9.	Digitising (including historical building permits), archiving and destructions (paper and electronic)	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	No

Human Resources

Human Resource Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Recruitment (incl labour/agency hire)	BI	3	2 weeks	Prioritise existing recruitment activities already gone out to market	a) Triage and prioritise existing recruitment activities already gone out to market b) Use labour hire agencies c) Temporarily defer non-urgent hires	Yes
2.	General enquires (e.g. entitlements, leave, policies, roles, etc.)	BI	3	2 weeks	Attend to urgent enquiries	a) Triage and attend to urgent enquiries b) Direct to online resources	Yes
3.	Uniforms	BI	4	1 month+	Remain contactable	Temporarily defer the function	No
4.	Maternity Leave	BI	4	1 month+	Remain contactable	Temporarily defer the function	Yes
5.	Probation	BI	4	1 month+	Prioritise probations that are coming to an end	Temporarily extend the period of probation	Yes

Payroll

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Payroll processing (pay run 3 days prior to payment date)	BI	1	4 hours	Ensure payroll is paid on time	a) Pay on the basis of last pay run and reconcile later	Yes
2.	Payroll Administration	BI	2	1 week	Prioritise payout requirements	a) Triage and prioritise payout requirements b) Direct staff to online resources c) Process back pay when online, if necessary	Yes
3.	Update OneCouncil modules - Payroll, HRP, Talent & Succession	BI	3	2 weeks	Prioritise payroll data and HRP	a) Triage and prioritise payroll data and HRP b) Temporarily defer other updates c) Capture the data manually for later input, if necessary	Yes
4.	Payroll enquiries	BI	3	2 weeks	Prioritise enquiries regarding leave	a) Triage and prioritise enquires related to leave b) Direct staff to online resources	Yes

Health, Safety, and Injury Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	WHS - including reporting of incident & Hazards	BI	1	1 day	Ensure trauma counselling is provided if necessary	a) Triage incidents/hazards and prioritise corrective actions related to staff wellbeing b) Temporarily defer other non-urgent service	Yes
2.	Workers' compensation	BI	1	1 day	Ensure insurer receives submission within 2 days of receipt of report	a) Triage and prioritise submissions that are coming due	Yes

Human Resource Development

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Training/Study	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
2.	Staff Development	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
3.	Celebration and Recognition	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
4.	Health and well-being programs	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Strategic

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Workforce Planning	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
2.	Organisational Development	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
3.	Employee & Industrial Relations	BI	4	1 month+	Ensure that legislative requirements are met (e.g. attend court)	a) Triage and prioritise matters that must meet legislative requirements/deadlines b) Temporarily defer other services	Partial
4.	Grievance Management	BI	4	1 month+	Maintain communications with complaint	a) Triage complaints and prioritise urgent matters. b) Temporarily defer non-urgent matters	Yes
5.	Position Classification	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Economic Development

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Work with Councillors and Executive on Advocacy Priorities/Prepare and support Advocacy Programs	Admin	2	1 week	Attend to high priority/time critical projects	a) Triage and prioritise high priority/time critical projects. b) Fallback on subject matters experts c) Use contractors;	Yes
2.	Advice and support to business (direct to customers)	Admin	2	3 days	Attend to urgent enquiries during emergencies	a) Triage and prioritise urgent enquiries during emergencies. b) Share work with other teams (Stat Planning, Environ Health, Building, etc)	Yes
3.	Business Support Programs (training)	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
4.	Economic Development Strategy	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
5.	Administer Small Business Grants Program	Admin	4	1 month+	Maintain communication with applicants/public	a) Temporarily defer the service	Yes
6.	Internal referral and advice on economic development matters	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
7.	City Property development and feasibility studies	Admin	4	1 month+	Attend to existing projects, if possible	a) Temporarily defer projects that have not started	Yes

Business Continuity Plan

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GLOSSARY

Term	Definition
Business continuity	Capability of the City to continue to delivery products or services within acceptable timeframes at predefined capacity during a disruption
Business continuity management	Process of implementing and maintaining business continuity
Business continuity management program	Ongoing management and governance process supported by top management and appropriately resourced to implement and maintain business continuity management
Business continuity plan	Documented information that guides the City to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives
Business impact analysis	Process of analysing the impact over time of a disruption on the City and establishing the prioritise for the recovery products and services
Crisis	An unprecedented or extraordinary event or situation that threatens the reputation and integrity of the City and requires a strategic, adaptive and timely response from top management.
Local Business Continuity Plan	Operational response plans used by business areas to guide the recovery and resumption of prioritised services during a disruption.
Maximum Tolerable Period of Disruption	Maximum amount of time that a service may be disrupted before the impacts become intolerable to the City.
Recovery Time Objective	The time within which a service/function must be recovered/restored following a disruption

ABBREVIATIONS

Term	Definition
ARC	Audit and Risk Committee
BAU	Business-as-usual
BCM	Business Continuity Management
BCP	Business Continuity Plan
BIA	Business Impact Analysis
CMP	Crisis Management Plan
CMT	Crisis Management Team
IT	Information Technology
LBCP	Local Business Continuity Plan
MTPD	Maximum Tolerable Period of Disruption
PIR	Post-incident review
RTO	Recovery Time Objective

INTRODUCTION

Purpose

The purpose of the Business Continuity Plan (BCP) is to set out the principles to be followed, actions to be taken and resources to be used for the initial response, continuity of priority services and activities and long-term recovery in the event of a prolonged disruption impacting the City of Kwinana (the City).

This plan provides a process that facilitates organised decision-making in the event of a major incident that might otherwise be quite chaotic. However, the plan is not intended to be a complete, step-by-step, how-to-do-it manual since each incident is unique, with varying levels of threats and business impact. It suggests actions to be taken and provides guidelines in managing a major incident. Real life decisions for reacting to a major incident must be guided ultimately by the sound judgement and discretion of involved managers and staff.

This plan may be triggered by an incident or impending emergency that could significantly disrupt priority services and/or threaten the safety of employees, contractors, and customers.

Objectives

The objectives of the BCP are to:

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

Scope

The scope of the BCP covers arrangements for responding to and recovering from a disruptive event impacting the City's prioritised services and functions covering business areas in the following Directorates:

- City Life
- City Development and Sustainability
- City Infrastructure
- Office of the CEO

The following are excluded from the scope of the BCP:

- Procedures for dealing with day-to-day operational problems and short-term disruptions (such as those caused by equipment malfunction, temporary system outage or utility disruption)
- Technical procedure for dealing with systems and network outage. These are addressed in the IT Disaster Recovery Plan
- Procedures for dealing with safety issues or emergencies (such as fires, bomb threats, evacuation, etc.). These are dealt with in the City's Emergency Management Plans
- Disasters (such as major storms, wide-spread flooding, etc.) impacting the community that are under the purview of the Local Emergency Management Arrangements

Related documentation

This BCP is supplemented by the following (see Figure 1):

- Local Business Continuity Plans (LBCPs) containing the response plans for guiding business continuity actions of the respective Directorates and business areas. The number of LBCPs required within each Directorate is dependent on the size and complexity of the Directorate. Smaller Directorates may have all their LBCPs consolidated into one document,
- A Crisis Management Plan (CMP) that provides guidance to the Executive-level Crisis Management Team (CMT) that is responsible for controlling and coordinating the City's response to an Incident Level 3 crisis.

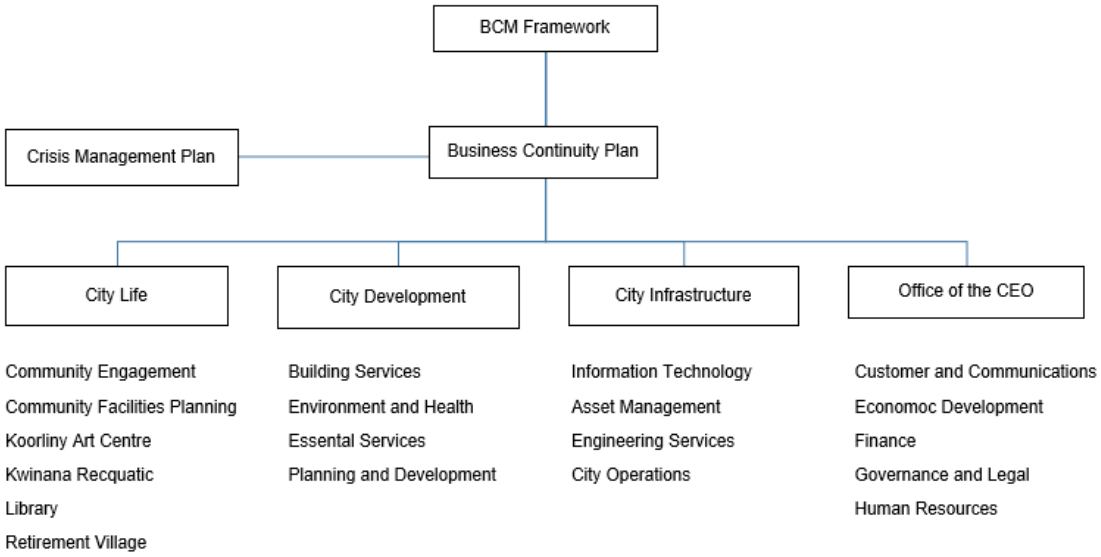


Figure 1 Business Continuity Documentation Hierarchy

The BCP, LBCPs and CMP collectively form part of the City's framework for responding to emergencies and service disruptions consisting of the following documents:

- Risk Management Strategy
- Business Continuity Management Framework
- IT Disaster Recovery Plan
- Local Emergency Management Arrangements

Distribution and Access

The BCP is intended to be used and referenced by:

- members of the Executive
- members of the Crisis Management Team
- business area managers responsible for overseeing execution of the LBCPs.

All holders of the BCP and LBCPs should have access to the documents at their regular place of work and off-site (i.e., at home or via remote access). Electronic copies of the documents are saved centrally within the City's Record Keeping System (CM9)>CORP84.

Due to the sensitive nature of the information contained in the BCP and LBCPs, distribution of the plan to external parties will only be made on a restricted basis and with the approval of the CEO.

Plan review and maintenance

The BCP, LBCPs and all associated documents are to be reviewed and updated annually from the date of publication/date of last review as part of the annual maintenance process. In addition, the BCP documentation is to be updated or revised when there are significant organisational or procedural changes or following the activation of the plan in response to an actual incident.

De-briefing must be held after every exercise or incident that leads to the activation of the BCP. Actions taken, and decisions made during the incident and documented procedures in the BCP should be evaluated for their effectiveness.

The Manager Governance and Legal is responsible for the on-going maintenance of the BCP.

Business area managers with each Directorate are responsible for the on-going maintenance of their respective LBCPs.

Training and Exercising

The Manager Governance and Legal is responsible for developing and coordinating the delivery of business continuity training and exercise programs at planned intervals.

Business area managers are responsible for ensuring that their staff members participate in the training and exercise programs. At minimum, at least one exercise should be conducted annually.

PRIORITISATION OF SERVICES

A Strategic Business Impact Analysis (BIA) was conducted with the Executive to:

- Assess the business impacts of disruption to services and determine the "maximum tolerable period of disruption" (MTPD),
- Identify high level recovery strategies for responding to service disruptions.

Findings from the Strategic BIA are presented in the 'City of Kwinana Strategic Business Impact Analysis Report'

MTPD refers to the time within which a service or business function must be resumed following a disruption. It is measured from the time a disruption occurs to the time when the service or business function becomes operational again. The MTPDs provided the basis for Directorates and business areas to establish the Recovery Time Objectives (RTOs) for their prioritised services and identify recovery strategies, resource requirements and business continuity procedures.

RTO refers to the time within which a service/function must be recovered/restored following a disruption. These are grouped into 4 tiers in order of priority as follows:

Tier	Timeframe	Approach
Tier 1	RTO of 1 day or less	All available resources should be directed to recover these services quickly
Tier 2	RTO of more than 1 day and up to 1 week	Services must be recovered as soon as Tier 1 services have been restored
Tier 3	RTO of more than 1 week and up to 1 month	Services may be recovered when resources are available after Tier 1 and 2 services are restored
Tier 4	RTO of 1 month or more	Services may be suspended, and resources diverted to support higher Tier services

Figure 2 Priorities for Recovery

A consolidated list of priority services and business functions across all business areas is presented in Annex 1.

RECOVERY STRATEGIES

Operating principles

Each Directorate and business area have identified and documented appropriate recovery strategies and solutions for various loss scenarios based on the following operating principles:

Pandemic

- In the event of a government declared restriction to movements or lockdown and need for social distancing:
  - relocate staff to work from home (WFH)
  - maintain business-as-usual (BAU) as much as possible and practicable.
- If it is not possible or practicable to maintain BAU (e.g., due to insufficient personnel, ICT resource constraints, limited timeframes, etc.), each business area should give precedence to high priority (i.e., Tier 1 and 2) services. Lower priority services may be deferred or suspended.
- If WFH is not a viable option (e.g., due to operational constraints, technical limitations, compliance/regulatory issues, etc.) and staff members are required to work on-site, appropriate work, health, and safety measures (e.g., social distancing, use of PPE, etc.) should be implemented per the Pandemic Plan.

Loss of access to premise

Primary recovery strategy

- In the event of a loss of access to a City's premise, the primary recovery strategy is to:
  - Relocate staff to WFH and
  - Maintain BAU as much as possible and practicable.
- If it is not possible or practicable to maintain BAU (e.g., due to insufficient personnel, ICT resource constraints, limited timeframes, etc.), each business area should give precedence to high priority services as determined in the BIA. Low priority services may be deferred or temporarily suspended.

Alternate recovery strategies

- If WFH is not a viable option (e.g., due to operational constraints, compliance/regulatory issues, work, health, and safety concerns, etc.), the alternate recovery strategies may involve relocating priority services to:
  - an alternate site and/or
  - the premises of other government departments/agencies where prearrangements have been made and determined to be technically and operational viable.
- Precedence will be given to high priority services as determined in the BIA. Low priority services may be deferred or temporarily suspended.
- Facilities within the City that could be used as alternate sites include:
  - Administrative Building
  - Depot
  - Business Incubator
  - Darius Wells Library and Resource Centre
  - Youth Zone Space
  - John Wellard Community Centre
  - William Bertram Community Centre
  - Margaret Fielman Building
  - Koorliny Art Centre

Non-availability of key personnel

- Business areas are to develop contingency measures to mitigate the loss of, or prolonged absence of, key personnel to ensure continuity of priority services.
- Mitigation measures may include (but not limited to):
  - Redeploying appropriately skilled personnel from within or outside the Division
  - Cross-training personnel to undertake the work
  - Identifying appropriately skilled backups for key positions beforehand
  - Outsourcing the work to an external provider
  - Developing a pool of appropriately skilled personnel who may be rostered to perform the work.

Non-availability of ICT services

- ICT will have its own Disaster Recovery Plan (DRP) for restoring ICT services in the event of disruption to systems and/or networks.
- Business units are to identify the applications that they are dependent on and develop workaround processes for dealing with disruptions to these applications to ensure continuity of priority services.

Non-availability of key suppliers

- Business units are to develop contingency measures to mitigate the loss of key suppliers/service providers and disruption to supply chains to ensure continuity of priority services.
- Mitigation measures may include (but not limited to):
    - Maintaining contingency supplies for short term disruption
    - Identifying alternate suppliers/providers
    - Collaborate with key partners/suppliers/providers on business continuity planning
    - Ensuring that business continuity commitments of suppliers/providers are included in the contracts/service level agreements

Details on each Directorate/business area's recovery strategies are presented in the respective LBCPs.

RESPONSE STRUCTURE

The City's response structure consists of:

Crisis Management Team

The Crisis Management Team (CMT) is responsible for providing oversight of the incident, overseeing the broader strategic and reputational implications of the crisis, coordinating decision making and communications, and providing any necessary support and resources to the Directorates and business areas when the CMP is activated. Detailed roles and responsibilities of the CMT are outlined in the CMP.

Business Recovery Teams

BRTs are responsible for coordinating recovery efforts with guidance and support from the CMT within the respective Directorates/business areas when the BCP is activated. The key tasks of BCTs are:

- Assess the impact of the incident on the City,
- Oversee the resumption of priority services and activities of the business area,
- Coordinate deployment of internal and external resources required to support service resumption and recovery,
- Report to their respective Directors and keep them appraised of recovery status,
- Carry out post-incident review to identify lessons learned and areas for improvement.

Detailed actions of the BRTs are presented in the Local Business Continuity Plans (LBCPs) of the respective Directorates/business areas.

Notification and Escalation

The notification and escalation process provides a uniform means of interpreting and assessing the severity of an incident (using the prescribed incident classification), and based on that assessment, to determine if notification should be escalated to a higher level of authority at the City.

The purpose of notification and escalation process is to ensure that,

- there is uniformed criteria for assessing and classifying the severity of an incident and activating the BCP,
- relevant stakeholders are informed in an orderly and timely manner,
- the correct level of management/authority and personnel are assigned to manage the incident.

The three levels of notification and escalation are:

- Level 1 – Routine
- Level 2- Significant
- Level 3 – Critical

Further details of the notification and escalation levels are presented in the CMP.

Business Continuity Plan Activation

There are a wide range of issues or incidents that may arise at the City, ranging from minor day-to-day operational problems that have minimal impact on overall service delivery to a crisis that could endanger the safety of people and/or lead to prolonged disruption to priority services.

Day-to-day operational problems that may cause minor inconvenience or temporary delays to service delivery are managed by the managers of the impacted area using routine procedures without any need for further escalation. If the situation cannot be resolved using routine procedures or requires a coordinated response with other business areas, the Director of the impact area will then assume responsibility for managing the incident.

The CMT authorises the activation of the BCP at the Crisis level of notification and escalation when an incident disrupts, or threatens to disrupt, all or a significant number of priority services for an extended period. Examples of incidents that could lead to the activation of the BCP include (but not limited to):

- Fire, flood or explosion causing considerable damage to buildings and/or infrastructure, and rendering part of or all the Shire's facilities inaccessible or unusable,
- Prolonged loss of utilities, such as water or electricity supply, to the site,
- Government imposed restrictions to movement due to a pandemic,
- Cyberattack that disables the Shire's systems for days,
- Security or criminal incident resulting in denial of access to the Shire's facilities,
- Above normal levels of staff absenteeism resulting from illness, severe weather, bush fires, etc.

Further details of the plan activation process can be found in the CMP.

Standing down

Depending on the nature of the incident, the CMT Chair may stand-down the BRTs when:

- operations at the impacted business areas/facilities have returned to their BAU state or an agreed minimal level of service has been reached following an emergency or disruption, or

- business continuity may transition into a longer recovery phase which could last for weeks or even months.

Business areas managers are to ensure that post-incident reviews are carried out after every BCP activation.

ANNEX 1 CONSOLIDATED LIST OF PRIORITY SERVICES

The tables below summarise the recovery priorities based on the Recovery Time Objective (RTO) for each service/function. These are grouped into 4 Tiers as follows:

RTO	Tier	Approach
1 day or less	1	All available resources should be directed to recover these services quickly
Up to 1 week	2	Services must be recovered as soon as Tier 1 services have been restored
Up to 2 weeks	3	Services may be recovered when resources are available after Tier 1 and 2 services are restore
2 weeks to 1 month+	4	Services may be temporarily suspended, and resources diverted to support higher Tier services

Key:

- **LOCATION** – place where service/function is located (Admin – Administration Building).
- **MBCO** – Minimum Business Continuity Objectives: the minimum level of service that is to be provided when the service/function is resumed.
- **RTO** – Recovery Time Objective: the time within which a service/function must be recovered/restored following a disruption.
- **WFH** – Work from Home: whether the service/function can be undertaken from home (Yes, No or Partial – some parts of work cannot be done from home, e.g., field work).

City Development and Sustainability

Building Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Management of building & construction legislated approval and compliance.	Admin	2	3 days	Process certified applications that are coming due	a) Triage – certified and non-certified application: prioritise certified applications, swimming pools, then uncertified applications b) Use external contractors. c) Obtain assistance from other LGAs	Yes
2.	Management and administration of the State government mandated swimming pool safety barrier inspection program.	Admin	2	3 days	Ensure overdue inspections for swimming pools are carried out	a) Triage and prioritise swimming pools that are overdue for inspection. b) Use external contractors. c) Obtain assistance from other LGAs	Yes
3.	Provision of information relating to building and construction to industry, internal and external stakeholders	Admin	2	1 week	Prioritise internal (part of application workflow)	a) Prioritise internal (part of application workflow) b) Generic info – direct customers to other LGAs or external contractors	Yes
4.	Provision of information relating to property certificates	Admin	2	1 week	Provide internal comments to Customer Service	a) Use another internal team	Yes
5.	Management and administration of building compliance within the City's jurisdiction	Admin	2	1 week	Respond to urgent safety issues	a) Use Compliance team. b) Use external contractors. c) Obtain assistance from other LGAs	Yes

Environment and Health

Environment and Waste

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administration and waste contract management	Admin	1	1 day	Response to complaints from customers and advice customers of delays in waste collection	a) Triage and prioritise response to complaints and payments as required. b) Temporarily defer other non-urgent activities	Yes
2.	Waste services - bulk and verge side	Admin	3	2 weeks	Communicate delays to customers	a) Contractors to activate their own BCPs, if necessary (ensues that BCP requirements are built into contractual agreements) b) Use alternate contractors. c) Reschedule collections extend collection hours	Yes
3.	Litter and illegal dumping	Admin	3	2 weeks	Response to high risk illegal dumping	a) Assess the risk and prioritise response to illegal dumping. b) Temporarily defer non-urgent activities	No
4.	Environmental services (tree enquiries, feral animals, pest enquiries, planting)	Admin	3	2 weeks	Respond to complaints	a) Response to complaints and maintain communications to with customers. b) Redirect to other state departments for assistances, if necessary	Yes
5.	Waste education	Admin	4	1 month+	Remain contactable	a) Temporarily suspend the service	Yes
6.	Sustainability and climate change	Admin	4	1 month+	Remain contactable	a) Temporarily suspend the service	Yes
7.	Contaminated sites management plan	Admin	4	1 month+	Remain contactable	a) Temporarily suspend the service	Yes

Environmental Health

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Food and water safety (application, routine inspections, complaints)	Admin	1	1 day	Respond to food borne outbreaks	a) Triage and prioritise response to food borne outbreaks. b) Temporarily defer routine inspections and applications c) Request assistance from Department of Health, if necessary	Partial
2.	Noise, hygiene, housing complaints and environmental management (dust, odour, unauthorised discharges, asbestos)	Admin	1	1 day	Respond to complaints of hazardous discharges and asbestos	a) Triage and prioritise response to complaints of hazardous discharges and asbestos. b) Temporarily defer routine inspections c) Request assistance from other government departments	Partial
3.	Public buildings health licensing applications, development and building application referrals	Admin	2	3 days	Ensure that development and building application statutory requirements are met	a) Triage and prioritise development and building application and ensure that statutory requirements are met.	Yes
4.	Mosquito Management	Admin	3	2 weeks	Respond to mosquito complaints and disease notices	a) Triage and prioritise mosquito complaints and disease notices. b) Temporarily suspend routine inspections/monitoring, subject to Department of Health's instructions	Partial
5.	Events management – approvals	Admin	3	2 weeks	Communicate delays to customers	a) Temporarily defer the service	Yes

Essential Services

Emergency Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administration of 2 x Volunteer Bush Fire Brigades	Admin	1	4 hrs	Attend to emergency purchases and repairs	a) Vehicles – direct support from depot b) Other support - direct contact with other parts of the City	Yes
2.	Management of Local Emergency Management Committee processes	Admin	1	4 hrs	Ensure LEMC/ISG meetings are held during incidents	a) Prioritise LEMC/ISG meetings during incidents b) Temporarily defer routine LEMC meetings;	Yes
3.	Administration of State laws (Bush Fires Act)	Admin	1	4 hrs	Implement total fire bans and harvest & vehicle movement bans, and update fire danger signs	a) Fallback on • Bush Fire Control Officers, or • DFES	Yes
4.	Incident response	Admin	1	4 hrs	Maintain ability to respond to incidents	a) Fallback on • Fire Control Officers • other LGAs, or • DFES	Yes
5.	Management of Mitigation Activity Fund grant applications and activities	Admin	4	1 month+	Ensure ability to submit application in the next round	a) Temporarily defer the activity b) Focus on preparation the submission for the next round of applications	Yes
6.	Management of Local Emergency Management Arrangements	Admin	4	1 month+	Temporarily defer the activity	a) Temporarily defer any routine planning or review activities	Yes
7.	Administration of City Local Laws (Bush Fire Brigades)	Admin	4	1 month+	Temporarily defer the activity	a) Temporarily defer the activity	Yes
8.	Policy development & review	Admin	4	1 month+	Temporarily defer the activity	a) Temporarily defer the activity	Yes

~~City Assist~~Rangers

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Operate animal management facility (incl impounding animals)	Depot	1	4 hours	Attend to animal pickups	a) Share services with other LGAs b) Fallback on local kennels/catteries c) Fallback on rehoming facilities	No
2.	Administer/manage CCTV system	Admin	1	4 hours	Attend to urgent requests to view screens/recordings	a) Fallback on other authorised personnel in the City b) Obtain assistance from CCTV maintenance contractors	No
3.	Administration of City Local and State Laws (parking, thoroughfares, public places & trading; dogs; cats; waste, urban environment and nuisance, fencing; local government property; bee Keeping (rangers in field)	Admin	1	4 hours	Attend to high risk incidents (e.g. dog attacks, livestock wandering, fallen trees on roads, etc.)	a) Triage and attend to high risk incidents b) Call in other teams from the City to assist c) Obtain assistance from other LGAs d) Use casual staff to attend to incidents	No
4.	Support emergency management operations - rangers	Admin	1	4 hours	Provide emergency management support	a) Call in other teams from the City to assist b) Obtain assistance from other LGAs c) Use casual staff to attend to incidents	No
5.	Policy development & review	Admin	4	1 month+	Temporarily defer the service	a) Temporarily defer the service	Yes

Compliance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Verge permit inspections	Admin	3	2 weeks	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
2.	Swimming pool safety barrier inspections	Admin	3	2 weeks	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
3.	Extractive industry permits	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
4.	Planning and Building compliance monitoring	Admin	3	2 weeks	Remain contactable	a) Temporarily defer the service b) Follow-up later	Yes
5.	Management of the City's security contractor	Admin	2	1 week	Remain contactable	a) Fallback on Rangers	Yes
6.	Attend to security incidents (outsourced to Accord Security after hours; rangers during office hours)	Admin	1	4 hours	Remain contactable	a) Fallback on Rangers if after hours b) Assistance from WA Police c) Assistance from other LGAs	No
7.	Support Rates department with property seizure	Admin	4	1 month+	Remain contactable	a) Temporarily defer the activity	Yes
8.	Administration of City Local Laws (Parking; Thoroughfares, Public Places & Trading; Dog; Cat; Waste; Urban Environment and Nuisance; Fencing; Local Government Property; Bee Keeping)	Admin	1	1 Day	Remain contactable	a) Call in Casuals. b) Assistance from other LGAs c) Assistance from WA Police	Yes

Compliance (continued)

9.	Administration of State laws (Local Government Act, Planning & Development Act, Caravan Parks and Camping Grounds Act, Building Act, Bushfires Act, Litter Control Act, Road Traffic (Administration) Act)	Admin	1	1 Day	Remain contactable	a) Call in Casuals. b) Assistance from other LGAs c) Assistance from WA Police	Yes
10.	Policy development & review	Admin	4	1 month+	Remain contactable	a) Temporarily defer the activity	Yes

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Providing customer service for a wide range of planning enquiries and other internal departments including Property Certificate Enquiries	Admin	2	3 days	Respond to queries on planning/applications	a) Triage and prioritise urgent enquiries on planning/applications. b) Temporarily deer non-urgent enquiries	Yes
2.	Assessing Development Applications and JDAP applications	Admin	2	1 week	Ensure that statutory timelines are met (60 days/90 days turnaround and attend to council reports	a) Triage and prioritise council reports and applications that are close to statutory. b) Temporarily defer JDAP meetings	Yes
3.	Assessing subdivision referrals from the WAPC.	Admin	2	1 week	Ensure that statutory timelines are met (42 days turnaround)	a) Triage and prioritise applications that are close to statutory deadlines. b) Temporarily defer non-urgent applications	Yes
4.	Issuing clearances for subdivisions	Admin	3	2 weeks	Attend to urgent clearances	a) Triage and attend to urgent clearances. b) Temporarily defer other non-urgent clearances	Yes
5.	Local Development Plan Assessment	Admin	3	2 weeks	Attend to urgent assessments	a) Triage and attend to urgent assessments. b) Temporarily defer other non-urgent assessments	Yes
6.	Local Planning Policy preparation and review.	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
7.	Statutory planning based project work	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes

Environmental Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Assessing development applications from an environmental planning perspective	Admin	2	1 week	Ensure that statutory timelines are met (60 days/90 days turnaround); attend to council reports	a) Triage and prioritise council reports and applications that are close to statutory. b) Temporarily defer JDAP meetings	Yes
2.	Assessing subdivision applications from an environmental planning perspective	Admin	2	1 week	Ensure that statutory timelines are met (42 days turnaround);	a) Triage and prioritise applications that are close to statutory deadlines. b) Temporarily defer non-urgent applications	Yes
3.	Assessing Local Structure Plans and associated Urban Water Management Plans, Bushfire Planning	Admin	3	2 weeks	Attend to urgent clearances	a) Triage and attend to urgent clearances. b) Temporarily defer other non-urgent clearances	Yes
4.	Internal referral and advice on environmental planning matters	Admin	3	2 weeks	Attend to urgent matters	a) Triage and attend to urgent requests. b) Temporarily defer other non-urgent requests	Yes
5.	Project based work such as the Local Biodiversity Program and Urban Forest Strategy	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
6.	Coastal management and protection planning	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Environmental Planning (continued)

7.	Attendance and City advocacy at numerous state and project working groups and forums (i.e. Westport)	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
8.	Range of other work including bush forever and offset management, negotiation with state government.	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Strategic Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Assessing Local Structure Plans	Admin	3	2 weeks	Attend to urgent matters	a) Triage and attend to urgent matters b) Temporarily defer non-urgent matters	Yes
2.	Assessing Local Scheme Amendments and Metropolitan Region Scheme Amendments.	Admin	3	2 weeks	Attend to urgent matters	a) Triage and attend to urgent matters b) Temporarily defer non-urgent matters	Yes
3.	Developer Contribution Schemes and a range of developer contribution scheme costing and assessment	Admin	3	2 weeks	Attend to urgent enquiries	a) Triage and attend to urgent enquiries b) Temporarily defer non-urgent requests	Yes
4.	Forward Planning - Local Planning Strategy, new Local Planning Scheme and assessing State Government initiatives	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services b) Request for extension, if necessary	Yes
5.	Statistical information, population growth, demographics, housing and economic data about the City	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Strategic Planning (continued)

6.	Strategic Projects such as the Kwinana City Centre Precinct Plan Advice and Residential Subdivision and Design Guidelines	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
7.	Internal referral and advice on strategic and wider planning matters, customer advice	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes
8.	Assessing State Government Planning policy	Admin	4	1 month+	Remain contactable	a) Temporarily defer the services	Yes

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Applications support	BI	1	1 day	Ensure that critical applications continue to operate	a) Obtain support from vendors/contractors b) Emergency hire	Yes
2.	Application delivery (H/W platform and cloud services)	BI	1	4 hrs	Ensure that critical systems are available	a) Activate IT DRP b) Engage cloud services vendors	Yes
3.	Printing services (incl purchasing, installation, maintenance, etc)	BI	1	4 hrs	Provide on-going ability to print during an incident	a) Emergency procurement b) Relocate equipment	Partial
4.	User support (incl service desk)	BI	1	4 hrs	Provide urgent user support for system access	a) Prioritise urgent user support b) Outsource to service provider c) Use contractors	Partial
5.	Workstations (incl purchasing, installation, maintenance, etc)	BI	1	4 hrs	Provide urgent user support for system access	a) Emergency procurement b) Users relocation c) Reallocate workstations	Partial

Asset Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administer building access and security	Admin	1	1 day	Maintain ability to provide access to facilities	a) Fallback on security contractor if internal resources not available	Yes
2.	Delivery of major building construction projects	Admin	2	3 days	Respond to builders' requests for current projects	a) Triage and temporarily defer service if project has not started b) For existing projects – need to respond to builders' requests.	Yes
3.	Asset sustainability information	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
4.	Forward works programming	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
5.	Long term planning and funding allocations	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
6.	Management of asset related data	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
7.	Asset valuations	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes

Engineering Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Development Assessment - provide well planned urban design and public infrastructure for road, transport, drainage, recreation and landscaping	Admin	2	1 week	Respond to developer within regulatory timeframe	a) Triage and prioritise responses that are close to regulatory deadlines b) Postpone response to developer c) Use contractors, if necessary	Yes
2.	Landscape design and construction	Admin	4	1 month+	Remain contactable	a) Negotiate timeframe with Director b) Temporarily defer the service	Yes
3.	Streetscape design and maintenance"	Admin	4	1 month+	Remain contactable	a) Negotiate timeframe with Director b) Temporarily defer the service	Yes

Facilities Maintenance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Building/property maintenance and repairs	Depot	1	4 hrs	Attend to urgent requests with safety implications	a) Triage and prioritise urgent requests b) Temporarily defer non-urgent requests	No
2.	Cleaning of facilities (public facilities; toilets – contractors at night; internal staff during days an weekends)	Depot	1	1 day	Attend to public toilets	a) Triage and prioritise public toilets b) Use additional contractors c) Temporarily defer non-essential cleaning	No
3.	Inspection (monthly) and repairs of playground equipment	Depot	1	4 hrs	Attend to requests for urgent repairs with safety implications and make safe	a) Triage and prioritise urgent repairs b) Temporarily defer routine inspections	No
4.	Inspection and maintenance of parks furniture	Depot	1	4 hrs	Attend to requests for urgent repairs with safety implications and make safe	a) Triage and prioritise urgent repairs b) Temporarily defer routine inspections	No
5.	Building and parks capital projects and renewal works	Depot	4	1 month+	Defer	a) Temporarily defer the service	No

Infrastructure Maintenance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Road and kerb maintenance (shouldering, pothole repairs, street sweeping, kerbing repairs)	Depot	1	4 hours	Attend to incidents and urgent requests with safety implications	a) Triage and prioritise response to critical incidents and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No
2.	Drainage maintenance (cleaning, inspections, repairs, upgrades)	Depot	1	4 hours	Attend to flooding and urgent requests with safety implications	a) Triage and prioritise response to critical flooding and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No
3.	Footpath maintenance (repairs, sweeping, pressure cleaning)	Depot	1	4 hours	Attend to incidents and urgent requests with safety implications	a) Triage and prioritise response to critical incidents and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No

Infrastructure Maintenance (continued)

4.	General maintenance, (Illegal dumping collection, street sign and handrail replacement, traffic counter installation, graffiti removal, bush fire assistance - wheel loader operations.)	Depot	1	4 hours	Attend to emergencies (e.g. bushfire) and urgent requests	a) Triage and prioritise response to emergencies and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No
5.	Streetlight maintenance (repairs caused by vehicle damage, replacement of globes, replacement of batteries)	Depot	1	4 hours	Attend to incidents and urgent requests with safety implications	a) Triage and prioritise response to critical incidents and urgent requests with safety implications b) Use contractors, if necessary c) Obtain assistance from other LGAs d) Temporarily defer non-urgent/routine maintenance	No

Workshop

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Servicing and repairs of plant, fleet, and equipment	Depot	1	4 hours	Ensure vehicles are compliant	a) Triage and prioritise urgent repairs b) Temporarily defer non-urgent repairs and routine servicing c) Use external servicing centres, if necessary	No
2.	Logistics of vehicles (e.g. reallocation of vehicles, scheduling of maintenance, etc)	Depot	1	1 day	Attend to vehicles needed for emergency/incident response	a) Triage and prioritise vehicles needed for emergency/incident response b) Temporarily defer non-urgent maintenance, etc.	Yes
3.	Registration Renewal (bulk registration – July)	Depot	2	1 week	Ensure registrations are renewed in July	a) Temporarily defer the service if it is not within the July timeframe	Yes
4.	Inspection and Accident Reporting	Depot	3	2 weeks	Ensure details are recorded	a) Record details of the accident and defer lodgement until later, if necessary	Yes
5.	Breakdown Cover	Depot	4	1 month+	Remain contactable	a) Temporarily defer the service b) Use other providers if no cover	Yes
6.	Traffic Infringements	Depot	4	1 month+	Remain contactable	Temporarily defer the service	No
7.	Acquisition of Fleet	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
8.	Issuing of Fuel Cards (new cars)	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Administration

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Customer service (internal and external, counter at depot, answer calls/emails, manage requests for service, triage and assign tasks, etc)	Depot	1	4 hours	Attend to urgent request	a) Triage and prioritise urgent tasks b) Temporarily defer non-urgent tasks	Yes
2.	General administration support for City Operations Team	Depot	1	4 hours	Prioritise incident/emergency response support	a) Triage and prioritise incident/emergency response support b) Temporarily defer non-urgent tasks	Yes
3.	Procurement	Depot	2	3 days	Attend to urgent procurement requests; send POs later	a) Triage and prioritise urgent procurement requests b) Temporarily defer issuing of POs	Yes
4.	Process invoices for payment	Depot	2	1 week	Prioritise urgent payments	a) Triage and prioritise urgent payments	Yes

Parks

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Tree maintenance. (street tree power line clearance, dead wooding pruning, stump removal, tree audits and inspections)	Depot	1	4 hours	Attend to emergencies/incidents with safety implications	a) Triage and prioritise response to emergencies/incidents with safety implications b) Temporarily defer non-urgent/routine maintenance c) Use contractors, if necessary d) Obtain assistance from other LGAs	No
2.	Irrigation maintenance (system testing. repairs, bore redevelopment, meter readings, water monitoring)	Depot	2	3 days	Prioritise irrigation for sports grounds	a) Triage and prioritise irrigation for sports grounds b) Temporarily defer other routine maintenance	No
3.	General parks maintenance, (verge slashing, fencing and bollard repairs, litter pick-up, BBQ cleaning,)	Depot	2	3 days	Attend to urgent/safety matters	a) Triage and prioritise response to urgent/incidents with safety implications b) Temporarily defer non-urgent/routine maintenance	No
4.	Bushland maintenance, (weed control, fencing repairs, litter and illegal dumping pick-up, revegetation planting, slashing/brush cutting, firebreak maintenance)	Depot	2	1 week	Prioritise maintenance of fire breaks (ensure compliance)	a) Triage and prioritise maintenance pf fire breaks b) Temporarily defer non-urgent/routine maintenance c) Use contractors, if necessary	No

Parks (continued)

5.	Turf maintenance (mowing, renovations, weed and pest control)	Depot	3	2 weeks	Prioritise mowing for sports grounds	a) Triage and prioritise maintenance of sports grounds. b) Temporarily defer other routine maintenance	No
6.	Garden maintenance (landscaping, mulching, pruning, fertilising, litter removal)	Depot	4	1 month+	Remain contactable	a) Temporarily defer the service	No

Technical

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Preparation of specifications for tenders	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
2.	Management and supervision of maintenance contracts	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
3.	Subdivision landscape inspections and handovers	Depot	4	1 month+	Remain contactable	Temporarily defer the service	No
4.	Project management of small to medium capital works projects	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
5.	Routine Parks and Infrastructure maintenance inspections	Depot	4	1 month+	Remain contactable	Temporarily defer the service	No
6.	Strategy development, works master planning and scheduling	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes
7.	Risk management and WSH documentation	Depot	4	1 month+	Remain contactable	Temporarily defer the service	Yes

City Life

Community Development

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	COMMUNITY SAFETY - Implement Neighbour Day and associated strategies. - Work closely with Police on programs such as Cuppa with a Cop - Design and implement the Junior Neighbourhood Watch Program - Work with schools to implement the ride to school events. Implement school engagement programs and community engagement programs	Admin	3	2 weeks	Ensure that community safety engagements continue	a) Triage and prioritise community safety programs. Temporarily defer other services	Yes
2.	HEALTHY LIFESTYLES - Identify gaps and trends in public health and implement local strategies to address areas of need Implement and manage programs to increase public health outcomes for local residents in Kwinana	Admin	4	1 month+	Prioritise programs for vulnerable groups	b) Triage and prioritise programs for vulnerable groups. c) Redirect participants to other providers/other LGAs Temporarily defer other services	Yes

Community Development (Continued)

3.	DIVERSITY & INCLUSION - Create, manage and implement the Disability Access and Inclusion Plan - Maintain and implement the City's Reconciliation Access Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes
4.	CAPACITY BUILDING - Support local community groups and clubs to be strong and self-sustaining. - Investigate areas of growth for the City to invest in Create new initiatives where identified gaps exist	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes
5.	CLUB DEVELOPMENT - Support local sport and recreation clubs to be strong, healthy, and reflective of the local community. - Apply for associated grants and manage the mechanisms of support offered to the community (Skills boosting workshops etc.) - Contribute to the City's Public Health Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Community Development (Continued)

6.	ACTIVE TRAVEL - Encourage increased use of active travel options for local residents in Kwinana. - Manage and develop the Bike Strategy for the City of Kwinana - Advocate for community health priorities in Kwinana	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes
7.	HERITAGE, ARTS & CULTURE - Work with developers around the percentage for art developer funds - Provide expert guidance and consultancy to City staff and the wider community around Public Art - Oversee and implement the City's Heritage Strategy - Work in close partnership with teams across the City to ensure that Heritage assets are maintained and valued	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Community Services and Partnership (Youth Zone Space)

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Kwinana Youth Services - Case Management	Zone	1	1 day	Ensure on-going delivery of services to high-risk/vulnerable groups	a) Continue delivery of services at alternate facilities (e.g., library, outdoors)	No
2.	An inclusive Youth Drop-in Centre (e.g. after school, sports, etc.)	Zone	2	3 days	Ensure that drop-in programs are provided	a) Link in with schools to run programs. b) Direct to facilities at other LGAs/clubs c) Organise programs at other facilities	No
3.	Term and holiday Youth Program	Zone	4	1 month+	Remain contactable	a) Temporarily suspend the service	No
4.	Youth Development and Leadership Programs	Zone	4	1 month+	Remain contactable	a) Temporarily suspend the service	No
5.	Sports courts available for hire and casual use	Zone	4	1 month+	Remain contactable	Temporarily suspend the service	No

Engagement and Place

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Citizenship ceremonies	Admin	2	3 days	Ensure legislative deadlines to delivery citizenship ceremonies are met	a) Prioritise citizenship ceremonies that are coming due. b) Liaise with the Department of Home Affairs to run citizenship ceremonies in alternate formats (e.g., online), if necessary	No
2.	Delivery City-wide engagements	Admin	2	1 week	Comply with statutory deadlines	a) Triage and priorities delivery that are close to statutory deadlines. b) Request for extension c) Defer closing deadlines. d) Temporarily defer other non-urgent activities	Yes
3.	Place – economic and community stakeholder management	Admin	3	2 weeks	Maintain relationships with communities	Temporarily defer the services but remain contactable	Yes
4.	Distribution of grants to communities	Admin	3	2 weeks	Comply with agreed deadlines	a) Triage and prioritise urgent applications. b) Temporarily defer other applications	Yes
5.	Organise and delivery major community events	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Community Facilities and Planning

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Property management of Darius Wells Library & Resource Centre Facility	DWLRC	~~4~~1	1 day	Notify Tenants and involve property management to ~~R~~reallocate spaces for tenants ~~and maintain communications with tenants and community~~	Source for and reallocate space for tenants where appropriate and feasible - follow terms of agreement	Yes
2.	Management of all hireable facilities	DWLRC	1~~4~~	~~1 month+~~1 day	Communicate with all booking clients within a day	a) Suspend new bookings, if necessary b) Let current bookings continue if facilities are not affected. c) Refund for cancellations, if necessary	Yes
3.	Implementing Community Infrastructure Plan	DWLRC	4	1 month+	Remain contactable	Temporarily defer the service until higher tiers have been actioned	Yes
4.	Project and grant management for community facility projects	DWLRC	4	1 month+	Remain contactable	Temporarily defer the service until higher tiers have been actioned	Yes
5.	Management and operation of Toddler Town Creche and Little Racers Creche	DWLRC/REC	1~~4~~	1 ~~month+~~day	Communicate with parents	Temporarily suspend the service if facilities are not available, process refunds	No
6.	Management and operation of Kwinana Volunteer Centre	DWLRC	3~~4~~	2 weeks ~~1 month+~~	Remain contactable and inform VIO's of arrangements	Work from home ~~Temporarily suspend the service if facilities are not available.~~	Yes

Kwinana Recquatic

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
7.	Customer Service	REC	2	1 week	Provide support to the main administration functions	a) Redirect calls to main administration b) Redirect staff to support the City's main administration functions	Yes
8.	Swim School Program	REC	4	1 month+	Communicate impacts to members	c) Temporarily suspend the service d) Redirect members to other local government recreation centres (e.g. Aquajetty)	No
9.	Sports Stadium and Programs	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
10.	Health and Fitness Facilities (Gym/Group Fitness)	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
11.	Aquatic Programs	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
12.	Swimming Pools (25m Lap pool/Leisure Pool/Hydrotherapy Pool)	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No
13.	Promote inclusivity of programs and supplementary services like Creche and Cafe	REC	4	1 month+	Communicate impacts to members	a) Temporarily suspend the service b) Redirect members to other local government facilities	No

Library Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Local history research, archival, and collection development	DWLRC	2~~1~~	1 week~~1 day~~	Restore ~~Protect~~ collection	a) If required p~~P~~rioritise the restoration of collection. ~~activation of library disaster recovery plan to protect collection, if necessary~~ b) Temporarily suspend all services	No
2.	Information and reference services	DWLRC	2	1 week	Response to calls and emails	a) Redirect calls to Customer Service b) Redeploy staff to support Customer Service	Yes
3.	Coordinate all community programs - literacy and learning, digital literacy,	DWLRC	4	1 month+	Communicate cancellations to community	Temporarily suspend the service	Yes
4.	Deliver outreach services and programs	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect clients to Rockingham	Yes
5.	Provision of Home Library service	DWLRC	4	1 month+	Provide services to vulnerable groups	a) Triage and prioritise services to vulnerable groups. b) Skip one delivery and resume when library is operational. c) Make arrangements with Rockingham, if necessary	No
6.	Collection development and loans of physical and digital items	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect clients to Rockingham or Cockburn	
7.	Provide access to tech - Public PC's & printing services	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect clients to Rockingham	No

Library (continued)

8.	JP services	DWLRC	4	1 month+	Redirect clients to alternate providers	a) Direct clients to individual JP service providers or the Rockingham Court house b) Relocate services to an alternate facility	No
9.	Provision of free public meeting spaces	DWLRC	4	1 month+	Communicate cancellations to community	a) Temporarily suspend the service b) Redirect members of public to other venues (e.g., community centre)	No

Retirement Village

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Coordinate reactive and scheduled maintenance and capital works	Village	1	4 hours	Respond to high priority maintenance requests that have safety implications	a) Triage and respond to high priority requests that have safety implications b) Temporarily defer routine maintenance and low priority requests c) Redirect calls to Customer Services or Work Depot, if necessary	Yes
2.	After-hours on call	Village	1	4 hours	Response to emergencies	a) Redirect calls to Rangers or after-hours call centre b) Residents to call '000' c) Assistance from other City personnel	Yes
3.	Provide accommodation	Village	1	1 day	Arrang for alternate accommodation in an emergency	a) Have families "take back" and temporarily accommodate residents b) Temporarily accommodate residents in hotels	No
4.	Management and administration of the properties (incl. wait list, sales, on-boarding and vacating, tenancy agreements, etc.)	Village	2	2 weeks	Prioritise vacating and selling/releasing of villas and units	c) Triage and prioritise activities related to vacating and selling/releasing of villas and units d) Temporarily defer other non-time sensitive activities e) Assistance from other City personnel	Yes

Retirement Village (Continued)

5.	Contractor management	Village	2	2 weeks	Oversee work/quality of services	a) Triage and prioritise monitoring of work undertaken by contractors b) Assistance from other City personnel c) Extend contracts, if necessary d) Use other contractors	Yes

Kooliny Art Centre

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Centre presented shows (internal)	Koorliny	4	1 month	Minimise financial loss Ensure ongoing communication and remain contactable	a) Temporarily defer the service	Partial
2.	External hires	Koorliny	4	1 month	Minimise financial loss Manage relationship with external providers Ensure ongoing communication and remain contactable	a) Temporarily defer the service b) Source alternate venue/s for hirers if appropriate	Partial
3.	Contracted shows (external)	Koorliny	3	2 weeks	Minimise financial loss Manage relationship with external providers Ensure ongoing communication and remain contactable	a) Temporarily defer the service b) Source alternate venue and/or date where appropriate	Partial
4.	Centre facilitated workshops/programs	Koorliny	4	1 month	Minimise financial loss Ensure ongoing communication and remain contactable	a) Temporarily defer the service b) Source alternate venue/s where appropriate	Partial

Office of the CEO

Customer and Communications

Customer Service

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Customer enquiries (incl counter, phone, email, social media	Admin	1	4 hours	Prioritise phone enquiries	a) Redirect calls to Oracle b) Activate message box c) Use prerecorded message d) Direct customers to online self-service	Partial
2.	After hours call centre contact management	Admin	1	4 hours	Ensure after-hours calls are responded to	a) Redirect task to Compliance (City Assist) b) Redirect calls to Oracle	Yes
3.	Update Customer Knowledgebase	Admin	1	1 day	Prioritise updating of crisis related information	a) Update crisis related information b) Temporarily defer updates of other content	Yes
4.	Cash Handling and Cash in Transit Contract Management	Admin	1	1 day	Redirect customers to online payment or other avenues	a) Suspend over the counter cash transactions b) Direct customers to online payment c) Direct customers to pay at post office/other avenues	No
5.	Australia Post/Delivery Management	Admin	2	2 weeks	Communicate with Australia Post to hod or redirect mail	a) Advise Australia Post to hold the mail or deliver to an alternate address (e.g. library) b) Assign the task to another team, if necessary	No

Customer Service (Continued)

6.	Rate It (Customer Satisfaction) Management	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
7.	Review Customer Standards/Charter	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
8.	Customer Experience Training/Induction	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
9.	Front Counter Display/Set-Up	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	No
10.	Visitor Access Management (SINE)	Admin	4	1 month+	Temporarily defer	Temporarily defer the activity	Yes
11.	Property Certificates requests	Admin	4	1 month+	Redirect to Planning	Redirect work to Planning to coordinate	Yes

Marketing and Communications

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Social Media Management	Admin	1	4 hours	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
2.	Website Management	Admin	1	4 hours	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
3.	Speeches, Copywriting/Editing	Admin	1	4 hours	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
4.	Marketing and Communications Planning (Campaigns)	Admin	1	1 day	Continue to support existing campaigns	a) Triage and prioritise existing campaigns b) Temporarily defer campaigns that have not started	Yes
5.	Media management (incl releases, enquiries, monitoring)	Admin	1	1 day	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes
6.	Internal Communications (Town Hall, CEO Update)	Admin	1	1 day	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications	Yes

Marketing and Communications (continued)

7.	Advertising (Advertorial and Public Notices)	Admin	2	1 week	Prioritise public notices with legislative requirements	a) Triage and prioritise public notices with legislative requirements b) Temporarily suspend other advertising	Yes
8.	Graphic design/brand management/printing	Admin	2	1 week	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications c) Outsource the work to an external provider, if necessary	Yes
9.	Photography/Videography	Admin	2	1 week	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications c) Outsource the work to an external provider, if necessary	Yes
10.	Intranet Management	Admin	3	2 weeks	Support crisis communications	a) Prioritise crisis communications b) Temporarily defer non-time sensitive/non-crisis related communications c) Broadcast information via email	Yes
11.	Community Newsletter (Spirit)	Admin	4	1 month+	Temporarily defer	Temporarily defer the service	Yes
12.	Digital Marketing (SEO, SEM, AdWords)	Admin	4	1 month+	Temporarily defer	Temporarily defer the service	Yes
13.	EDM's (What's On and eSpirit)	Admin	4	1 month+	Temporarily defer	Temporarily defer the service	Yes

Finance

Contracts and Procurement

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Administration and Compliance	Admin	2	3 days	Support emergency procurement process and contract management	a) Triage and prioritise support for emergency procurement and contract management b) Temporarily defer non-urgent procurement	Yes
2.	Contract Management	Admin	2	3 days	Focus on high risk/high value/high impact contracts	a) Triage and prioritise high risk/high value/high impact contracts b) Extend, suspend or terminate contracts, as necessary	Yes
3.	Sourcing	Admin	2	1 week	Focus on high risk/high value contracts	a) Triage and prioritise high risk/high value contracts b) Temporarily defer other contracts c) Fallback on emergency expenditure policy, if necessary	Yes
4.	Procurement planning	Admin	3	2 weeks	Focus on high risk/high value contracts	a) Triage and prioritise high risk/high value contracts b) Temporarily defer other contracts c) Fallback on emergency expenditure policy, if necessary	Yes
5.	Training	Admin	4	1 month+	Remian contactable	Temporarily defer the service	Yes
6.	Strategic Planning & Improvements	Admin	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Rates

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Receipting of rates	Admin	2	1 week	Ensure ability of receive payments online during critical period (July/Aug)	a) Prioritise resumption of online receipting of rates during critical period in July and August b) Direct customers to pay on-line if cash receipting is not possible	Yes
2.	Issuing rates notices and attending to queries	Admin	3	2 weeks	Ensure ability to issue rate notices during critical period (July)	a) Triage and prioritise issuance of rate notices during critical period in July. b) Temporarily defer attending to non-urgent queries	Yes
3.	Other rates administration function (incl change of ownership, managing pensioners and senior rebates, rates exemptions)		3	2 weeks	Prioritise change of ownership, defer others	a) Triage and prioritise services related to change of ownership. b) Temporarily defer other non-urgent/non-time sensitive services	Yes
4.	Managing of rates debtors	Admin	4	1 month	Remain contactable	a) Temporarily defer the service and follow up on outstanding payments when practicable	Yes

Finance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Payment of suppliers (incl payroll)	Admin	1	1 day	Ensure that payroll and payments related to emergency response are made on time	a) Triage and prioritise payment of payroll if close to pay day and payments related to emergency response b) Maintain payments schedule per terms of agreement with suppliers	Yes
2.	Administer insurance portfolio	Admin	1	1 day	Notify insurer of claims	a) Triage and prioritise filing of claims related to the incident/emergency b) Maintain inventory of loss	Yes
3.	Managing sundry debtors	Admin	3	2 weeks	Prioritise high value invoices	a) Triage and prioritise high value invoices b) Temporarily defer actions on lower value invoices	Yes
4.	Budget Preparations including reviewing of budget, Fees and charges	Admin	4	1 month	Ensure legislative deadlines are met	a) Triage and prioritise actions based on legislative deadlines are coming due b) Request for extension c) Temporarily defer other non-urgent/non-time sensitive activities	Yes
5.	Long term Financial Planning	Admin	4	1 month	Remain contactable	a) Temporarily defer the service	

Finance (Continued)

6.	Monthly Financial Reports	Admin	4	1 month	Ensure legislative deadlines are met	a) Triage and prioritise actions based on legislative deadlines are coming due b) Notify ATO of delay and request for extension c) Temporarily defer other non-urgent/non-time sensitive activities	
7.	Investment management	Admin	4	1 month	Ensure delegations are signed off and inform banks of renewals	a) Place funds in call account b) Inform banks of renewals	
8.	Fringe Benefit Tax	Admin	4	1 month	Inform ATO of delays	a) Temporarily defer the service b) Inform ATO of delays	
9.	Annual financial statement preparation	Admin	4	1 month	Ensure legislative deadlines are met (Sept)	a) Triage and prioritise actions based on legislative deadlines are coming due b) Request for extension	

Governance

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Local Elections	Admin	1	1 day	Ensure that polling takes place in accordance with legislation	a) Change polling place b) Fallback on AEC	No
2.	Legislative Advice	Admin	1	1 day	Attend to advice related to the incident/emergency	a) Triage and prioritise urgent requests b) Use external lawyers c) Temporarily non-urgent requests	Yes
3.	Property Management and Leasing	Admin	1	1 day	Attend to critical/urgent property management issues	a) Triage and prioritise urgent matters b) Obtain external advice c) Temporarily defer non-urgent matters and lease extensions	Yes
4.	Delegations and authorisations	Admin	2	3 days	Ensure emergency delegations and authorisations are processed	a) Triage and prioritise emergency delegation and authorisation b) Temporarily defer routine reviews	Yes
5.	Land Administration (provide advice internally)	Admin	2	1 week	Prioritise critical matters related to the incident/emergency	a) Triage and prioritise critical matters related to the incident/emergency b) Seek external advice from Landgate, and/or external lawyers	Yes
6.	Provide Support to Elected Members and Independent Committee Members	Admin	3	2 weeks	Prioritise critical needs	a) Triage and prioritise support for critical needs b) Direct Members to contact IT directly for IT issues	Yes

Governance (Continued)

7.	Primary and Annual Returns (and Registers)	Admin	3	2 weeks	Ensure that legislative requirements/deadlines are met	a) Triage and prioritise returns that are close to legislative deadlines b) Temporarily defer others, if possible	Yes
8.	Update Declaration of Gifts (and Registers) on website	Admin	3	2 weeks	Ensure that legislative requirements/deadlines are met	a) Triage and prioritise updates that are close to legislative deadlines b) Temporarily defer others, if possible	Yes
9.	Support and Training Attain	Admin	3	2 weeks	Remain contactable	a) Paper base forms b) Issue work instructions c) Teams training sessions	Yes
10.	Meetings of Council (OCM and Committees)	Admin	4	1 month+	Attend to urgent items that need to be tabled	d) Temporarily defer meetings e) Conduct remote (online) meetings	Yes
11.	Policies	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
12.	Local Laws (drafting, reviewing, etc.)	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
13.	Compliance Calendar	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
14.	Internal Auditing (reg 17 and internal)	Admin	4	1 month+	Prioritise Reg 17 audit	a) Triage and prioritise Reg 17 audits b) Temporarily defer internal audit	Yes
15.	Business Continuity	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
16.	Strategic Community Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
17.	Corporate Business Plan	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
18.	Team Business Planning	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes

Legal

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Legal Documents and advice	Admin	1	1 day	Provide advice related to the incident/emergency	a) Triage and prioritise urgent matters b) Use external lawyers c) Temporarily defer non-urgent matters	Yes

Risk Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Policy and Strategy	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
2.	Support and Training CAMMS Risk	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
3.	Reporting	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes

Information Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	External and Internal Mail (emails and hard copy)	Admin	2	3 days	Ensure mails are distributed	a) Provide hardcopies (if unable to scan) b) Redirect work to other Admin staff	No
2.	FOI Applications	Admin	2	3 days	Respond to FOIs	Respond to FOIs within legislative timeframes	Yes
3.	Research and Officer Assistance	Admin	3	2 weeks	Attend to urgent requests	a) Triage and prioritise urgent requests. b) Temporarily defer non-urgent requests	Yes
4.	Information Statement	Admin	3	2 weeks	Remain contactable	Temporarily defer the activity	Yes
5.	Record Keeping Plan	Admin	3	2 weeks	Remain contactable	Temporarily defer the activity	Yes
6.	Induction of new employees to records management	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
7.	Ongoing system and records training	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
8.	Manage EDRMS	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	Yes
9.	Digitising (including historical building permits), archiving and destructions (paper and electronic)	Admin	4	1 month+	Remain contactable	Temporarily defer the activity	No

Human Resource Services

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Recruitment (incl labour/agency hire)	BI	3	2 weeks	Prioritise existing recruitment activities already gone out to market	a) Triage and prioritise existing recruitment activities already gone out to market b) Use labour hire agencies c) Temporarily defer non-urgent hires	Yes
2.	General enquires (e.g. entitlements, leave, policies, roles, etc.)	BI	3	2 weeks	Attend to urgent enquiries	a) Triage and attend to urgent enquiries b) Direct to online resources	Yes
3.	Uniforms	BI	4	1 month+	Remain contactable	Temporarily defer the function	No
4.	Maternity Leave	BI	4	1 month+	Remain contactable	Temporarily defer the function	Yes
5.	Probation	BI	4	1 month+	Prioritise probations that are coming to an end	Temporarily extend the period of probation	Yes

Payroll

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Payroll processing (pay run 3 days prior to payment date)	BI	1	4 hours	Ensure payroll is paid on time	a) Pay on the basis of last pay run and reconcile later	Yes
2.	Payroll Administration	BI	2	1 week	Prioritise payout requirements	a) Triage and prioritise payout requirements b) Direct staff to online resources c) Process back pay when online, if necessary	Yes
3.	Update OneCouncil modules - Payroll, HRP, Talent & Succession	BI	3	2 weeks	Prioritise payroll data and HRP	a) Triage and prioritise payroll data and HRP b) Temporarily defer other updates c) Capture the data manually for later input, if necessary	Yes
4.	Payroll enquiries	BI	3	2 weeks	Prioritise enquiries regarding leave	a) Triage and prioritise enquires related to leave b) Direct staff to online resources	Yes

Health, Safety, and Injury Management

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	WHS - including reporting of incident & Hazards	BI	1	1 day	Ensure trauma counselling is provided if necessary	a) Triage incidents/hazards and prioritise corrective actions related to staff wellbeing b) Temporarily defer other non-urgent service	Yes
2.	Workers' compensation	BI	1	1 day	Ensure insurer receives submission within 2 days of receipt of report	a) Triage and prioritise submissions that are coming due	Yes

Human Resource Development

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Training/Study	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
2.	Staff Development	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
3.	Celebration and Recognition	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
4.	Health and well-being programs	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Strategic

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Workforce Planning	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
2.	Organisational Development	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes
3.	Employee & Industrial Relations	BI	4	1 month+	Ensure that legislative requirements are met (e.g. attend court)	a) Triage and prioritise matters that must meet legislative requirements/deadlines b) Temporarily defer other services	Partial
4.	Grievance Management	BI	4	1 month+	Maintain communications with complaint	a) Triage complaints and prioritise urgent matters. b) Temporarily defer non-urgent matters	Yes
5.	Position Classification	BI	4	1 month+	Remain contactable	Temporarily defer the service	Yes

Economic Development

Ref	Services/functions	Location	Tier	RTO	MBCO	Recovery strategies	WFH
1.	Work with Councillors and Executive on Advocacy Priorities/Prepare and support Advocacy Programs	Admin	2	1 week	Attend to high priority/time critical projects	a) Triage and prioritise high priority/time critical projects. b) Fallback on subject matters experts c) Use contractors;	Yes
2.	Advice and support to business (direct to customers)	Admin	2	3 days	Attend to urgent enquiries during emergencies	a) Triage and prioritise urgent enquiries during emergencies. b) Share work with other teams (Stat Planning, Environ Health, Building, etc)	Yes
3.	Business Support Programs (training)	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
4.	Economic Development Strategy	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
5.	Administer Small Business Grants Program	Admin	4	1 month+	Maintain communication with applicants/public	a) Temporarily defer the service	Yes
6.	Internal referral and advice on economic development matters	Admin	4	1 month+	Remain contactable	a) Temporarily defer the service	Yes
7.	City Property development and feasibility studies	Admin	4	1 month+	Attend to existing projects, if possible	a) Temporarily defer projects that have not started	Yes

12.6 WORK HEALTH AND SAFETY (WHS) STATISTICAL REPORT - 10 JUNE 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. At the Audit and Risk Committee meeting dated 23 September 2022, the City presented the then newly developed Safety and Wellbeing Strategic Plan 2022-2024 designed to provide an overview and monitoring of the identified strategic safety and wellbeing actions linking the framework and operational processes. This strategic plan has also been presented at subsequent Audit and Risk Committee meetings. A recent review and update to the strategic plan has been undertaken and a new three-year plan developed. The Work Health and Safety (WHS) Committee has commenced the implementation of tasks for this plan and its progress continues to be monitored by the Executive Leadership Team. The updated plan is enclosed as Attachment A.

It is usual practice to provide a report detailing statistical data at each Audit and Risk Committee meeting. Of note and during the review period, there have been two reportable incidents to WorkSafe WA. The report is enclosed as Attachment B.

On 24 October 2023, the new Workers' Compensation and Injury Management legislation was passed with the legislation coming into effect on 1 July 2024. The City has been progressing the review and applicable amendments to reflect any legislative changes. Accordingly, Officers are currently reviewing the Health and Safety System Framework with the framework documentation due for it's bi-annual review. Once this documentation review has been completed and aligned to applicable legislation, the documentation will be tabled at the Audit and Risk Committee meetings.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Note and provide comment where appropriate on the City of Kwinana Safety and Wellbeing Strategic Plan 2024 – 2026 detailed in Attachment A.

2. Note and provide comment where appropriate on the City of Kwinana WHS Statistical data report detailed in Attachment B.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. Note the City of Kwinana Safety and Wellbeing Strategic Plan 2024 – 2026 detailed in Attachment A.

2. Note the City of Kwinana WHS Statistical data report detailed in Attachment B.

VOTING REQUIREMENT

Simple majority.

DISCUSSION

Safety and Wellbeing Strategic Plan 2024 – 2026

This strategic plan has been created to provide visibility across the City to ensure the delivery on its moral and legal obligations within the health and safety environment. The initial plan (2022 – 2024) was reviewed and updated to reflect the currency of the outcomes and actions. The new strategic plan lists five safety and wellbeing priorities and describes the strategic outcomes to be achieved, the key performance measures and the progress of delivery. The inclusion of the traffic light system is incorporated to enhance the visual representation of progress of the plan. The strategic plan has gone through to the Work Health and Safety (WHS) Committee who have commenced the implementation of tasks for this plan and its progress continues to be monitored by the Executive Leadership Team.

Summary of Statistical Data:

At the Audit and Risk Committee meeting of 19 February 2024, a request was received from the Committee for enhanced statistical data reporting. This request has been delayed as there is a requirement for the provider of the software system (MyOSH) to customise the data reporting function. The City is currently working with the provider to undertake the request and will provide updated information when this becomes available.

Whilst it is not possible to produce the updated statistical data report, the previous format of data reporting has been prepared for the period from 26 January 2024 to 10 May 2024. A summary of the incidents recorded over the period is as follows.

Of note, there were two incidents which as per legislation required reporting to WorkSafe WA. The first incident occurred on 7 March 2024 at approx. 8.15am. A sub-contractor to one of the City's contractors had fallen from a ladder while painting at the Recquatic. The sub-contractor was found in the outside area lying face down whereby first aid was applied, and an ambulance was called. All appropriate parties were contacted, including the contractor and the City's Health, Safety, and Injury Management Advisor (HMSIA) who notified WorkSafe WA. The HSIMA commenced a review of the safety practices from the City's perspective and liaised with the contractor to obtain further information pertaining to their safety systems and management of the subcontractor. On the subsequent day, an inspector from WorkSafe WA presented at the City whereby the incident was investigated. Whilst the incident occurred on the City's premises initial findings of the investigation detailed that the sub-contractor was not authorised to be on-site as the painting surface was not cleared for further work. The WorkSafe WA inspector reviewed and was satisfied with the City's investigations to date and closed out the stop work notice.

In a second incident on 26 March 2024 at approx. 2.30pm, a City employee was driving a loader which was moving material to create a ramp. The loader has rolled down the embarkment (2.5 to 3 metres) and landed on its roof. The appropriate parties were contacted, including the HSIMA who contacted WorkSafe WA. The employee sustained minor injuries and attended a medical assessment returning to work on the following day. Given the potential for severity of the incident, specialised plant used and this being a rare occurrence, the City engaged an independent party to conduct the investigation.

A summary of the incidents recorded over the quarter from 26 January 2024 to 10 May 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 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.

New Workers' Compensation and Injury Management Legislation:

The City has been preparing for the introduction of the new legislation working closely WorkCover WA and the City's insurers LGIS and has identified areas that will need to be amended and aligned to achieve compliance. As such, officers are also reviewing applicable framework documentation which will be presented to the Audit and Risk Committee on completion.

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 - City of Kwinana Safety and Wellbeing Strategic Plan 2024-2026 ⇩

B. ATTACHMENT B - WHS Statistical Data Report - Audit and Risk Committee - 26 January 2024 - 10 May 2024 ⇩

City of Kwinana Safety and Wellbeing Strategic Plan 2024 – 2026

Progress Key	
	Not started 0%
	In progress
	Complete 100%

Priorities	Strategic outcomes	Key Performance measures	Key stakeholders	Progress status			Action Plan	Comments	Due Date
				2024	2025	2026			
1. Health and Safety by design Hazards are eliminated or minimised at the design stage of projects	1.1 Safety in Design (SiD) principles for assets (buildings, plant, refurbished facilities etc) are applied in collaboration with WHS representatives and relevant stakeholders, including those directly affected	• Reduction in hazards and incidents reported relating to project design and asset use	Ann Nicholas, Doug Elkins, Patrick Rose, David Boccuzzi	In Progress			• Review the documented plant procurement processes (ensuring SID processes are identified). • Review building design contracts (building designer and architect) to determine whether the inclusion of SID is effective. • Review building construction tenders to determine whether the SID report has the requirement for the builder to identify construction hazards and this is effective. • Determine whether the building construction tenders minimum three-week response time to allow for SID assessment is sufficient. • Review the effectiveness of building construction tender assessments to include assessment of builder's response to SID, hazard identification and construction methodology.	Through the procurement process of acquiring new plant, a Risk assessment is required with their submission via the tender process. For specialised equipment, an assessment is completed with the relevant stakeholders to review the plant and ensure it meets our safety requirements. Andrew 27/03/24 Point 2. Building design specifications include the requirement for an SID to accompany the plans. Complete Point 3 & 5. Building construction tenders will include a component for the Tenderer to address the Design SID and identified issues, and to provide their own report/comments to identify any perceived hazards relating to the design. To be reviewed as part of assessment process. 13/5/24 in progress Ann N. Point 4. Minimum 4-5 week response time for large construction projects to address SID. Complete Ann N.	1 March 2025 31 May 2024 31 May 2024

	1.2 Hazard management principles are applied in workplace and City facilities	• Reduction in hazards and incidents	Departmental Managers/Coordinators, Doug Elkins	In Progress			• Conduct an audit on plant risk assessments including design/amendment on drawings and also on delivery of plant. Ensure that all risk assessments have been undertaken and that they are effective.	Plant risk assessments are undertaken on all new items of plant, with all relevant stakeholders; including workshop, supervisors and operators. This also includes completing a Plant Risk Assessment – design assessment during the procurement stage. D24/15698 Andrew – 27/03/2024	1 March 2025
				In Progress			• Managers/Coordinators to continue to identify and document hazards and document plan to eliminate risk. • Provide training to SMT as to the Categorisation of Common Hazards for reference for departmental hazard register. • Develop the hazard module in MyOSH, to include the identified Common Hazards.	A departmental hazard register has been rolled out for employee to identify and report hazards. The currency of the register is a management action in the Staff Development Reviews. HSIMA to meet with all relevant Department Managers to review progress of the register.	30 June 2024
				In Progress			• All staff to continue to be responsible for identifying and appropriately recording strategic and operational risks within Camms Risk, in accordance with the City's risk management strategy and risk management policy. • An audit by the Governance team to review if department/areas are proactively reviewing the CAMMS risk register. • Input the associated risk into the CAMMS risk register for identified categories of common/generic hazards.	This is an ongoing activity.	31 December 2024

	1.3 Hazard management principles are applied at the project construction planning stage to mitigate risk of injury, long-term ill effects or recurrence of injury	• Integration in to project safe work plan	Ann Nicholas, Doug Elkins, Patrick Rose	Not Started			• Review construction tender assessments to determine the effectiveness of the assessment of builder's response to SID, hazard identification and construction methodology.		1 February 2025
				Not Started			• Investigate, develop, and implement a process for City managed projects to include a Site Safety Management Plan (where required by Regs) to be documented in project tracking meeting. Consideration will need to be given to using the new Corporate Business System.	Training to be undertaken for staff who may need to develop a Site Safety Management Plan – Steve Brown to assist. Tender and RFQ Templates were updated to capture a Specification Checklist to include information regarding SID. This is to be reviewed for information pertaining to Site Safety Management Plans.	31 December 2024
2. Health and Safety leadership & capabilities Individuals have the work health and safety capabilities they require	2.1 WHS framework and policies are embedded and reviewed to enhance WHS capabilities of the organisation	• Framework reviewed annually. • Training program available	Sue Wiltshire, Gary Kay	In Progress			• Develop annual training plan – for example, Manual handling, how to do a risk assessment?	February 24 – 24/25 Budget preparations include allocation of appropriate funding for applicable training. Development of the annual training plan has commenced. Plan to be finalised after TNA of information submitted in the 23/24 SDR process. This is an ongoing action with plan being developed annually.	30 September 2024
				In Progress			• Undertake the annual review of framework and policies by WHS and endorsed by ELT to ensure currency. • Educate and communicate to all staff the refinements of the Incident Reporting processes.	February 24 – Currently monitoring the changes to legislation due to be implemented 30 June 24 (e.g. Workers' Compensation/ Right to Disconnect). This information to be included in the Annual Review. In addition, further development and refinement of the Incident Reporting processes currently be undertaken – scheduled to be completed 30 April 2024 – information/outcomes to be included in annual review of Framework.	31 December 2024
	2.2 Risk specific training provided and documented in an annual training plan	• Risk training program developed and available	Department Managers, Gary Kay, Steven Brown, Sue Wiltshire.	In Progress			• Implement the recommendations of the City's Safety Inductions report undertaken by Curtin University Workplace Student. The report detailed specific	November 23 – Curtin University Workplace Student undertook a review of the City's Safety Inductions, including site inductions. The report detailed specific recommendations and	31 December 2024

							recommendations and opportunities for improvement – these are progressively being implemented across the City. • Investigate, develop, and implement a process (induction) for City managed projects to include Contractor Site Inductions. • Once the Contractor Site Induction process has been implemented, an audit to be conducted to determine currency and effectiveness.	opportunities for improvement – these are progressively being implemented across the City. Currently the Site Specific Inductions and induction checklist for employees are in place and is completed as a new employee commences with the city. Once completed it gets saved in employees personal folder. The induction paperwork to be aligned with any recommendation from the above review.	31 July 2024
				In Progress			• Work Health Safety Induction (See WHS PowerPoint presentation and questionnaire; D20/21317[v3])	November 23 – Curtin University Workplace Student undertook a review of the City's Safety Inductions, including site inductions. The report detailed specific recommendations and opportunities for improvement – these are progressively being implemented across the City.	31 December 2024
				Not Started			• Training to be developed for managers (Identified as a need for Managers)	February 2024 – Completion/review of outcomes to the above actions (in 2.2) will provide a comprehensive understanding of the future training to be developed for Managers. Additionally, regular information sessions from the HSMIA are presented to the SMT. A checklist for managers does exist. A further updating of the checklist to include WHS responsibilities is required.	30 June 2024

				Complete			• Continue to present a statistical report for ELT regarding the number of staff who have undertaken WHS related training and/or attendance/undertaken WHS inductions (including HR, Site and Orientation) – Monthly Basis	February 2024 – A report has been created and is tabled at the ELT on a monthly basis.	On going
	2.3 WHS and wellbeing induction and training embedded	• Training program developed	Gary Kay, Kamara Pace, Steven Brown	In Progress			• Health & Wellbeing calendar and initiatives	February 2024 – The City has reviewed and re-assessed the HR Administration Officer role to have a greater emphasis on the employee's professional development and personal wellbeing initiatives. 2 April 2024 - The role has been filled and it is the task of the incumbent to develop a Health & Wellbeing calendar which will not only expand on initiative but will incorporate existing wellbeing activities.	30 September 2024
				Not started			• Identify Health and Wellbeing standards that the City can aspire to achieve and develop an action plan to progress the attainment.	February 2024 – Refer to comment above. This will part of the re-alignment of the HR position – now titled Development and Wellbeing Administration Officer.	31 December 2024
				In Progress			• Continue with permanent employees attending the City's HR induction (full day) this includes elements of safety and well-being.	The following action is on going and still current - All permanent employees undertake one day HR induction coordinated by City's learning and development coordinator. This induction covers all aspects of WHS and other areas. An attendance sheet of all staff attending this training is kept and profiled on CM9. February 2024 – In November 23 – Curtin University Workplace Student undertook a review of the City's Safety Inductions. The report detailed specific recommendations and opportunities for improvement – these are progressively being implemented across the City.	30 June 2024
	2.4 A WHS internal communication plan developed and implemented	• Comms plan developed	Steven Brown, Sue Wiltshire	In Progress			• Develop an internal WHS communications plan identifying different media platforms and the audience.	HSIMA creates and publish Monthly Safety topics. Safety bulletins are also in place. It gets published via City's Intranet.	On going

				In Progress			• Health, Safety, and Injury Management Advisor to continue to identify any specific WHS information to be issued to applicable internal stakeholders.	HSIMA to disperse any WHS related information to relevant stakeholders.	On going
3. Wellbeing Wellbeing is enhanced for the City of Kwinana staff.	3.1 Staff Wellbeing plan is developed and implemented.	• Plan developed and implemented	Gary Kay, Kamara Pace, Sue Wiltshire	In Progress			• Document and implement the Staff Wellbeing Plan	February 2024 – The City has reviewed and re-assessed the HR Administration Officer role to have a greater emphasis on the employee's professional development and personal wellbeing initiatives (Role now titled – Development and Wellbeing Administration Officer). The incumbent commenced on 2 April 2024 and will be tasked to develop and action a Health & wellbeing plan. A staff wellbeing plan will be developed by gathering information from various existing documents.	30 September 2024
	3.2 Measures are used to determine uptake and effectiveness, with focus on strategies to improve physical and mental health.	• Physical and mental wellbeing outcomes for staff are improved	Sue Wiltshire, Steven Brown, Gary Kay	Not Started			• Record, monitor and report on the Health and Safety Framework including the implementation of specific initiatives. (Part of the statistical report to ELT – at 2.2)	City has H&S framework. A review of the framework will be undertaken after June 2024 when the above listed details have been implemented.	1 September 2024
				In Progress			• Implement the Staff Health & Wellbeing calendar.	February 2024 – The City has reviewed and re-assessed the HR Administration Officer role to have a greater emphasis on the employee's professional development and personal wellbeing initiatives (Role now titled – Development and Wellbeing Administration Officer and incumbent commences 2 April 2024). City undertakes and organises annual wellbeing activities for its staff. Activities like, health checks, skin assessments etc are organised by the L&D area.	30 September 2024
Integrate mental health awareness, prevention, and support programs into the workplace, recognising its	3.3 Enhanced Resilience to Workplace Stress	• Employee Wellbeing Index to measure staff satisfaction, mental health, and	Sue Wiltshire, Steven Brown, Gary Kay	In Progress			• Develop a mental health program that includes regular training sessions, access to mental health professionals, and activities aimed at reducing stigma around	February 2024 – The City has reviewed and re-assessed the HR Administration Officer role to have a greater emphasis on the employee's professional development and personal wellbeing initiatives	On going

impact on overall employee health and safety.		overall wellbeing, derived from regular surveys and health assessments.					mental health in the workplace. • Regularly review and update safety policies and procedures to align with the latest State Government legislation, including the Work Health and Safety Act 2020 (WA). • Further integrate risk management processes into business operations, emphasising proactive hazard identification and mitigation in all departments. • Implement continuous training programs focusing on emerging safety risks, mental health awareness, and legislative compliance to ensure that all employees are equipped with the knowledge and skills to maintain a safe work environment. • Explore and implement innovative safety technologies and systems, such as AI-driven analytics for hazard detection and incident prediction, to enhance proactive safety management.	(Role now titled – Development and Wellbeing Administration Officer and incumbent commences 2 April 2024). This includes a focus on mental health awareness, prevention, and support programs.	
4. Safety system improvement - Systems and processes Risk management processes and policies are improved and updated	4.1 Existing risk management processes are integrated into core business processes for early identification of foreseeable hazards to eliminate or mitigate risk	• Registers and risk assessments updated in required time and maintained	Steven Brown, Sue Wiltshire, Departmental Managers/Coordinators	In Progress			• Review to be undertaken by HSIMA of the departmental hazard registers to be conducted with applicable managers. Reported on a quarterly basis to Directors.	A department hazard register has been rolled out for all the areas. Department managers to provide update to their directors on monthly/quarterly basis. HSIMA to schedule quarterly meetings with managers to review and collect data on reported hazards and create an action plan, as required. HSIMA to meet with all departmental managers to review the hazard register.	Ongoing 30 June 2024
				In Progress			• Review the WHS Management Action plan for currency and to determine use in the development of departmental plans.		30 September 2024

	4.2 WHS software system implemented for whole of organisation	• WHS system implemented, and training provided	Steven Brown, Gary Kay.	In Progress			• Continue with the implementation of phase one of the MyOSH software system to include the following modules (Incident Reporting, Hazard Reporting and Recording and monitoring of data – Dashboard).	First phase of MYOSH is in progress with the Incident module being utilised. Other modules to be implemented and applicable training provided.	31 December 2024
				Not Started			• Develop and implement a training plan for the implementation of the remaining modules for phase one.	Training plan will be created by L&D coordinator in conjunction with MYOSH.	31 March 2025
				Not Started			• Commence the configuration of phase two of the MyOSH system – including consultation with internal stakeholders/users.	Phase 2 will commence on completion of Phase one.	TBA
	4.3 Policies, standards and guidelines reviewed and updated to ensure currency and alignment	• Policies, standards and guidelines reviewed	Sue Wiltshire	In Progress			• Gap analysis of current policies/guidelines compared with new regulations and legislation captured in WHS Management Action Plan 2021-23	February 2024 – Policies/guidelines aligned to new legislation. Awaiting the introduction of the new legislation on 30 June 2024 when another review will be undertaken.	31 December 2024
				In Progress			• Develop a schedule and undertake the review and alignment of policies and guidelines with the newly introduced legislation to ensure currency and compliance	February 2024 – Policies/guidelines aligned to new legislation. Awaiting the introduction of the new legislation on 30 June 2024 when another review will be undertaken.	31 December 2024
5. Legislative compliance Continually improve compliance with WHS & other relevant regulatory requirements	5.1 WHS policies, procedures and supporting tools reflect current legislative requirements	• Document review occurs in line with requirements	Steve Brown, Sue Wiltshire, Departmental managers/coordinators, External Consultant.	Not Started			• Develop a schedule and undertake the review and alignment of policies, procedures and supporting tools to reflect the newly introduced legislation to ensure currency and compliance, specifically including: - Risk Assessments and Hazard Assessments	February 2024 – Policies/guidelines aligned to new legislation. Awaiting the introduction of the new legislation on 30 June 2024 when another review will be undertaken.	31 March 2025

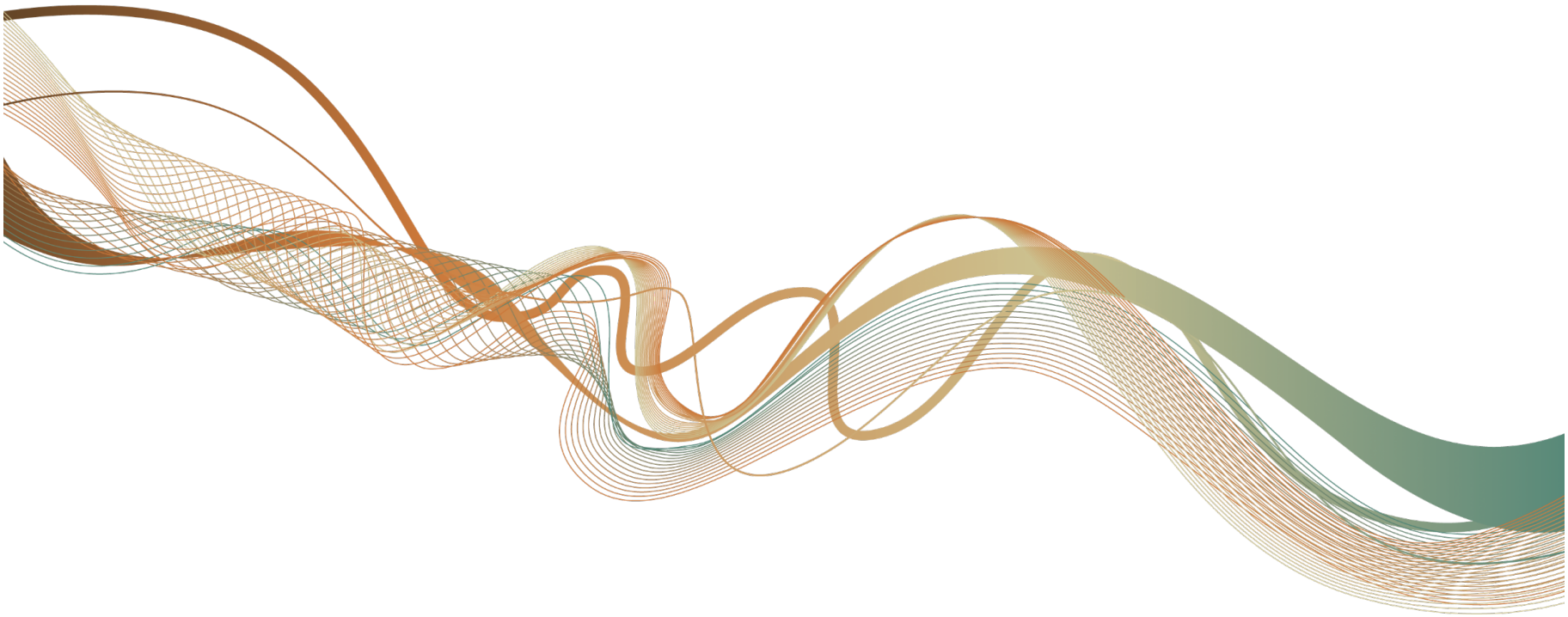
				In Progress			• Undertake a Gap Analysis to capture any areas that are not compliant. Departmental plans and the WHS Management Action plan as a minimum for needs/gap identification/any deficiencies.	Departmental gap analysis needs to be scheduled and completed in consultation with key departmental stakeholders/HSIMA/External consultant.	30 September 2024
	5.2 WHS internal audit program monitors and measures legal compliance and effectiveness	• Corrective actions from internal audits address system and legal compliance deficiencies	Steven Brown, Sue Wiltshire	In Progress			• Undertake a Gap Analysis of the recent Safety audits	February 2024 – External audit of WHS – Incidents and Corrective Actions scheduled for April 24. Action plan developed to review and implement any updates/amendments. Audit against WorkSafe scheduled for the end of 2024. An action plan for preparedness will be developed.	30 June 2024 31 July 2024
				Not Started			• Implement any identified gaps from the analysis (Consider desktop audit to ISO 45001 and LGIS audit to the WorkSafe plan)	February 2024 - Audit against WorkSafe scheduled for the end of 2024. An action plan for preparedness will be developed.	31 July 2024
				Not Started			• Future Worksafe Audits to consider other operational departments in the organisation	Future audits will include other departments within the organisation	TBA
	5.3 WHS audit corrective actions are monitored for completion within allocated timeframes	• Audit actions completed within required timeframe	Steven Brown, Sue Wiltshire	Not Started			• Develop and implement an action plan/corrective action spreadsheet from the Gap Analysis (Refer 5.2)	Action plan will be created once the gap analysis is completed. Findings to be reported to WHS Committee and ELT.	30 September 2024
				Not Started			• Monitor and report on the information in the action plan/corrective actions spreadsheet. **Note:** – once MYOSH modules are fully deployed reports can be pulled on corrective actions from here	Corrective actions get documented on Status list and are to be discussed during WHS meetings. Reported to ELT. Once MYOSH is implemented, reports will then be generated off the system.	Ongoing

Work Health and Safety

ATTACHMENT B

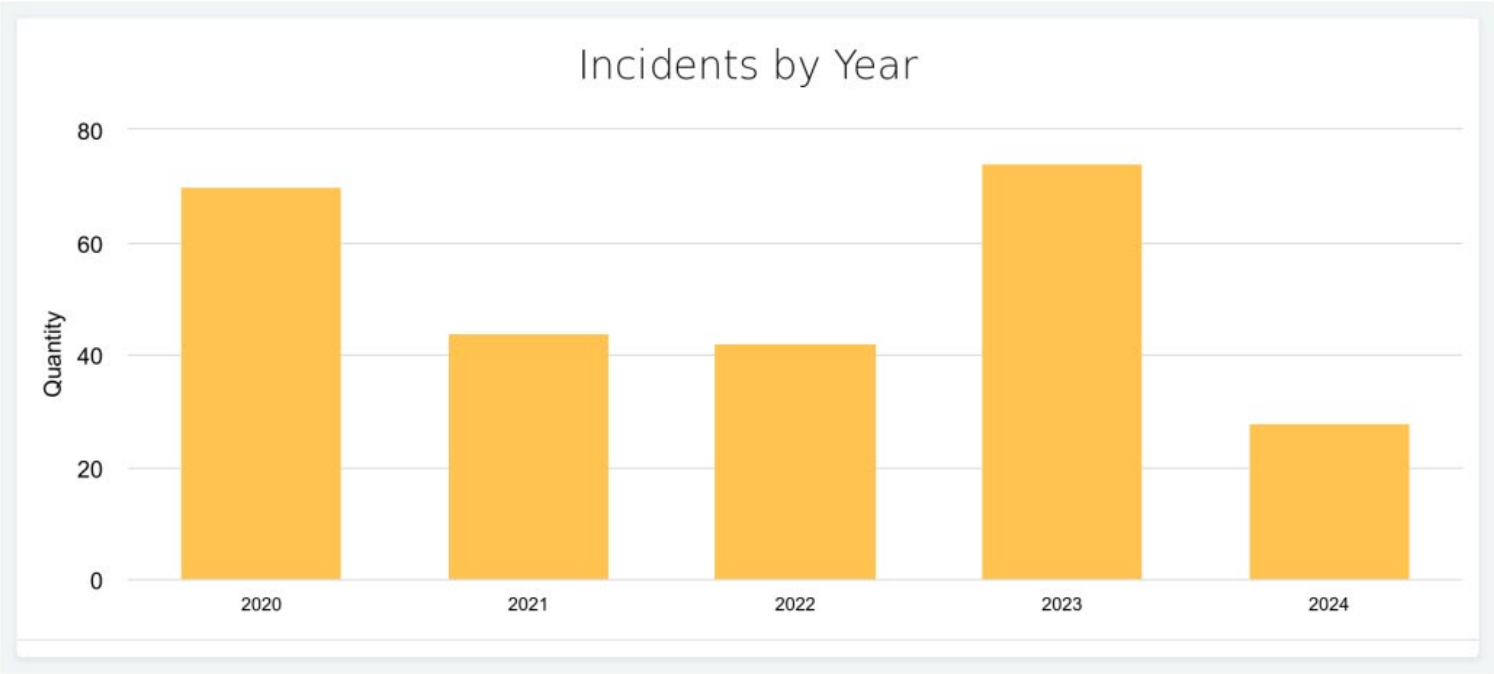
Audit & Risk Committee Statistical Report

26 January 2024 - 10 May 2024



ncident Data by Year

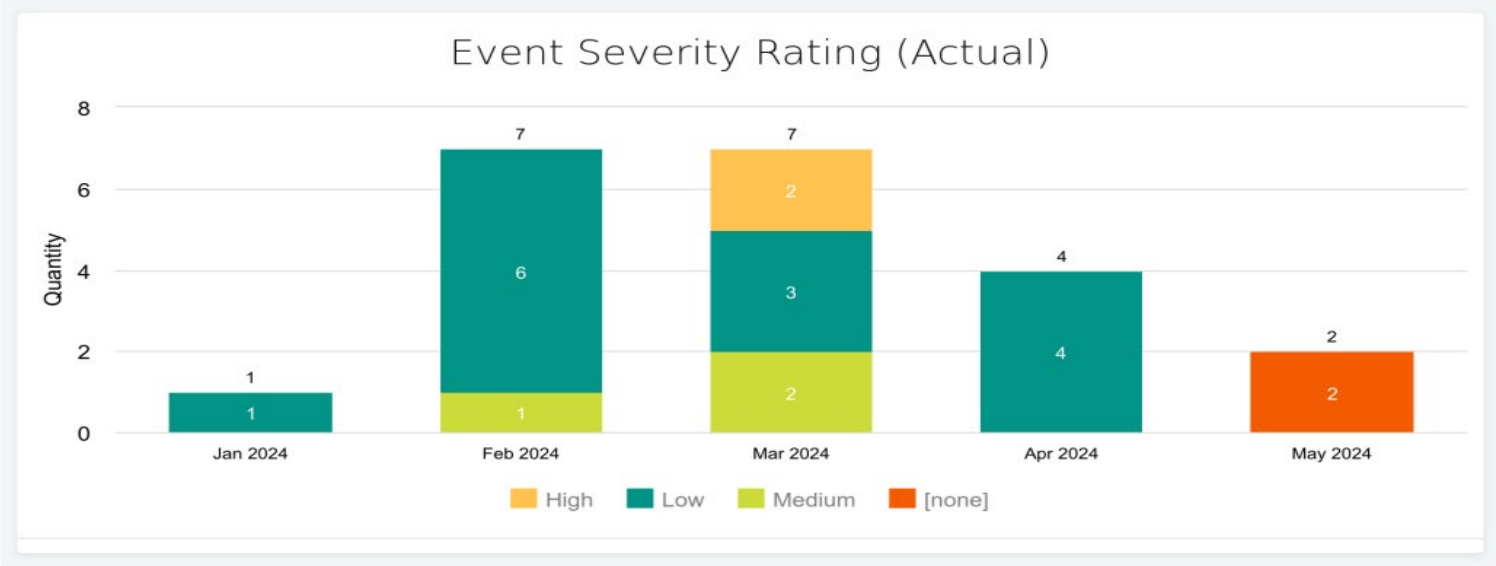
26/01/2024 - 10/05/2024



ncidents: 26 January 2024 - 10 May 2024

Total incidents = 21

26/01/2024 - 10/05/2024



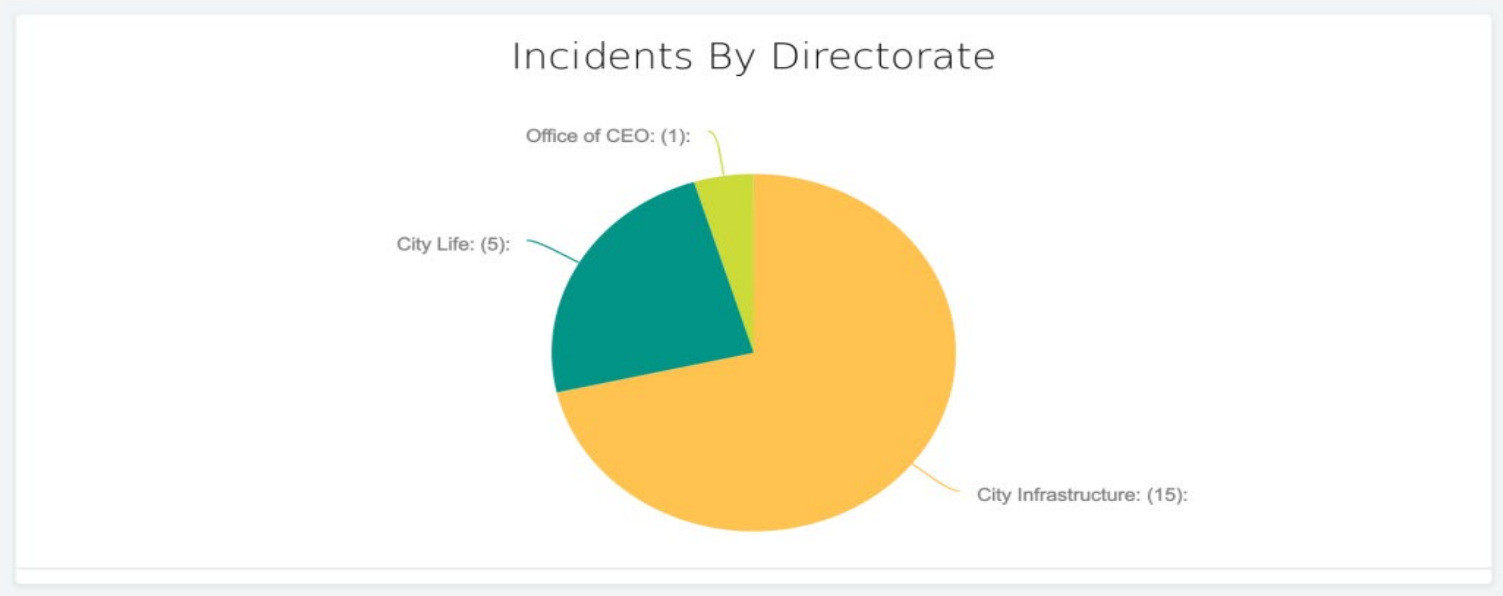
Total incident Count:

- Jan 24 = 1
- Feb 24 = 7
- Mar 24 = 7
- Apr 24 = 4
- May 24 = 2

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

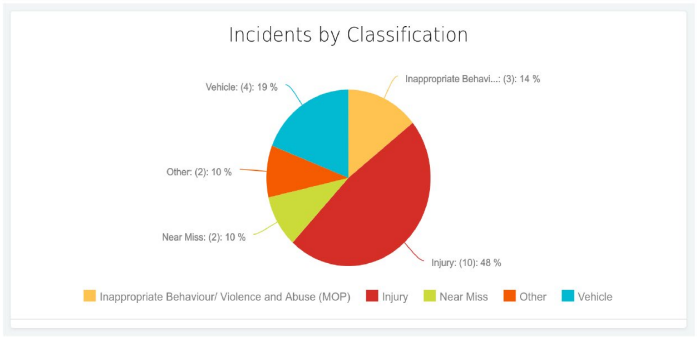
Incidents: 26 January 2024 - 10 May 2024

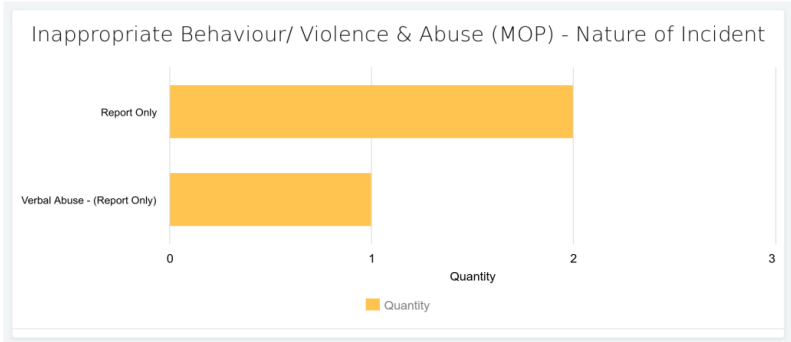
26/01/2024 - 10/05/2024



City Development & Sustainability	City Life	City Infrastructure	Office of the CEO
0/21	5/21	15/21	1/21

ncidents: 26 January 2024 - 10 May 2024





Incidents by clasification can include:

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

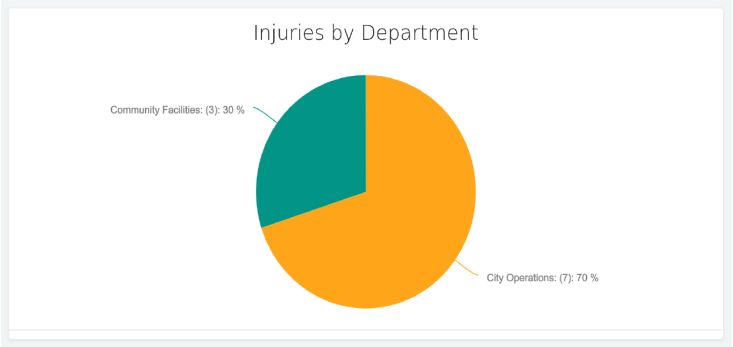
The 3 incidents listed as “Inappropriate Behavior/ Violence & Abuse (MOP)” are Verbal Abuse Report Only

njuries: 26 January 2024 - 10 May 2024

26/01/2024 - 10/05/2024



26/01/2024 - 10/05/2024



Total Injuries = 10

Out of 21 incidents reported in the Jan - May 2024 - 10 were reported as Injuries.

Injuries by clasification can include:

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

12.7 COUNCIL POLICY REVIEW - INVESTMENT POLICY

SUMMARY

Council policies are high-level statements articulating the intent of the City's strategic objectives as well as guiding the City's operations. Appropriate policies help strengthen the City's governance as well as support consistency in decision-making and outcomes.

Unlike the review of local laws, the *Local Government Act 1995* does not stipulate a specific timeframe for the review of Council policies. However, the City has established processes to ensure timely reviews based on necessity.

High-risk policies are to be reviewed every two years, while lower-risk policies may be reviewed every four years. Policies are required to be updated as needed even if the review timeframe is not due, in response to changes in legislation, procedures, and other relevant factors. The City's commitment to policy review ensures that no policy exceeds a four-year review timeframe, with the respective review dates clearly stated within the Policies reference section.

The Investment Policy – 2022 was due for review November 2024. Local Government Act 1995 Delegations Delegated Authority 1.1.16 Power to Invest contains the following conditions -

All investment activity must comply with the Financial Management Regulation 19C and Council Policies.

a. A report detailing the investment portfolio's performance, exposures and changes since the last reporting, is to be provided as part of the Monthly Financial Reports.
b. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.
c. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years.

As part of the Regulation 5 Financial Management Review audit in 2023, the current Investment Policy was examined against the Investment Register. Macri Partners found that the intent of the policy is to monitor single entity investment in comparison to the total portfolio of assets, but the policy is not clearly articulated and need to be updated accordingly. While reviewing the Investment Policy to make these changes, changes were also implemented to ensure the City is considering "Green" non-fossil fuel investments as part of the City's Investment portfolio.

As part of the City's policy review process and Regulation 5 Financial Management Review audit log, the following policy has undergone a thorough review and is recommended for adoption by Council:

- Investment Policy (**Attachment A**)

OFFICER RECOMMENDATION

That the Audit and Risk Committee in accordance with the *Local Government Act 1995* note and provide comment on the amended Investment Policy as detailed in Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note that the Audit and Risk Committee deferred this item to the next Audit and Risk Committee Meeting, to allow further consideration to potential risks.

Audit and Risk Committee Comments:

- Consideration be given to diversification of investments as it is a mitigation against financial loss.
- Encourage a maximum financial amount be set in monetary terms rather than a percentage that can vary.
- Suggested that 60% of a portfolio invested in any one investment is not good credential management.
- That the item be deferred to allow for consideration to the above comments.

VOTING REQUIREMENT

Simple majority .

DISCUSSION

As part of the City's policy review process and Regulation 5 Financial Management Review audit log, the Investment policy has been subject to review and assessment. After careful consideration this policy is now recommended for review by the Audit and Risk Committee and to be subsequently adopted or revoked by Council.
To facilitate this decision-making process, City officers have provided comments and insights related to the Investment policy and have provided comments below.

Amended to Investment Policy:

To facilitate this decision-making process, City officers have provided comments and insights related to the amendments to the Investment policy and have provided comments below regarding the changes:

- As per the Regulation 5 audit recommendations from Macri Partners, the two tables under Portfolio Credit Framework have been combined and percentages(%) refer to *Maximum % of investment with any one institution* and *Maximum % of Total Portfolio* to clearly articulate the investment percentages expected per bank and per risk rating type. The combined table has removed the anomaly that currently exist and has been benchmarked to other similar local governments.
- Additional information has been added under Environmentally and Socially Responsible Investment to ensure that the City is considering lending to eligible non-fossil fuels lending banks.
- Under Portfolio Credit Framework - the percentages per bank have been expanded as majority of eligible non-fossil fuels lending banks have a risk rating of BBB.
- The maximum percentage of investment with any one institution for BBB rated banks has increased from 10% to 20%.
- Maximum percentage of 'Total Portfolio for BBB' rated banks has increased from 20% to 40%. This will encourage investment in eligible non-fossil fuels lending banks while still permitting an acceptable level of risk.
- The percentage of investment in Bendigo Bank Kwinana Community Branch has been increased from 40% to 60% to encourage local investment and to recognise the Kwinana branch's contribution to the community.

- Under Reporting and Performance Monitoring there is an additional requirement to report on non-fossil fuel investment in the monthly financial report as part of the City's Sustainable Framework initiatives.
- Other minor formatting changes were made to align with current policy formatting.

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

(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.

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 - Investment Policy - 2024 ⇩

Council Policy

Investment Policy



Council Policy	
Legislation/local law requirements Legal Authority	*Local Government Act 1995* s. Section 2.7 – The Role of Ccouncil s.6.14 – .–Power to invest (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.
Relevant Delegation Department	See Delegated Authority Register Finance
Related policy procedures and documents	

Introduction1. Title

The City of Kwinana will invest surplus funds in accordance with the Local Government Act and Council Delegations.---

Investment Policy

2. Purpose

To provide a framework for the investment of the City's surplus funds that seeks to maximise the return to the City whilst having due consideration for the risk and security of each investment and social and environmental expectations are met-; and ensures that the City's liquidity requirements are being satisfied.

Objective

The purpose of this policy is to:
• Ensure the City takes a conservative approach to the investment of funds but will add value through prudent investment.
• Mmaximise investment returns.
• Aachieve a high level of security of the overall portfolio by using recognised rating criteria.
• Mmaintain an adequate level of diversification.
• Ggive preference to investments with institutions that are assessed to have a higher social and environmental responsibility rating.
•Cash flow requirements are maximised without incurring any penalties.

3. Scope

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This policy applies to all of the City's investments.

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Policy Provisions

4. Definitions

"Authorised Deposit Taking Institution (ADI)" means the same as that defined in Regulation 19C(1) of the Local Government (Financial Management) Regulations 1996 as amended.

"Counterparty" means the other party that participates in a financial transaction.

"Credit Rating" means an estimate of overall ability and willingness of an entity or person to fulfil financial obligations in full and on time, based on previous financial dealings. Ratings are opinions issued by credit rating agencies.

"Environmentally Responsible Investments" include (but are not limited to): Resource efficiency, especially water and energy (including reducing greenhouse gas emissions and renewable energy), Production of environmentally friendly products, Recycling and waste reduction.

~~**"Foreign Currency"** means a currency other than Australian Dollars (AUD). "Short-term" in relation to investments means it matures in 12 months or less. "Long term" in relation to investments means it matures in excess of 12 months.~~

"Short-term" in relation to investments means it matures in 12 months or less.

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"Socially Responsible Investments" include (but are not limited to): Fair trade and provision of a living wage, Equal opportunity employers and those that support the values of communities, indigenous peoples, and minorities, Provision of housing, especially affordable housing, Health and safety, Animal welfare.

Policy 5.

APolicy statement

All of the City's investments will be managed in accordance with the following framework.

1. 5.1 Prudent Person Standard

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The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

2. ~~5.2~~ Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the City's investment portfolio. This policy requires Officers to disclose any conflict of interest to the Chief Executive Officer.

3. ~~5.3~~ Authorised Investments

Authorised Investments shall be limited to Australian currency denominated:

- ~~Deposits (including Flexi and At Call deposits) with Authorised Deposit Taking Institutions;~~
- Deposits with Authorised Deposit Taking Institutions (ADIs) as defined in section 5 of the Banking Act 1959 (Commonwealth) with a Standard and~~&~~ Poor's (or its equivalent)
- ~~-~~credit rating of BBB or higher (subject to overall limits) ~~and~~;
- ~~the~~ Western Australian Treasury Corporation (WATC);~~,~~
- ~~for a~~ term not exceeding 3 years;
- Bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three years.

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4. ~~5.4~~ Prohibited Investments

4.1. ~~5.4.1~~ This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

4.2. ~~5.4.2~~ This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

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4.3. ~~5.4.3~~ This policy also requires that the City may not do any of the following when investing money, as per ~~r~~19C of the Local Government (Financial Management) Regulations 1996:

- Deposit with an institution except an authorised institution
- Deposit for a fixed term of more than 3 years
- Invest in bonds that are not guaranteed by the Commonwealth Government or a State or Territory government
- Invest in bonds with a term to maturity of more than 3 years; and
- Invest in a ~~foreign~~ currency other than Australian Dollars (AUD).

5. ~~5.5~~ Risk Management Guidelines

5.1. ~~5.5.1~~ Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Maximum % with any one Institution	Maximum % of Total Portfolio
Government Guaranteed Deposits	Government Guaranteed Deposits	100%	100%
Bendigo Bank Kwinana Community Branch	Bendigo Bank Kwinana Community Branch	60%	60%
AAA ~~and Bendigo Bank Kwinana Community Branch~~	A-1+ ~~and Bendigo Bank Kwinana Community Branch~~	45%	100%
AA	A-1+	45%	100%
A	A-1	25%	60%
BBB~~+~~	A-2	20%	40%

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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	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

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If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

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~~5.5.2 Portfolio Credit Framework~~

~~Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:~~

~~S&P Long Term Rating~~	~~S&P Short Term Rating~~	~~Direct Investment Maximum for category %Maximum % with any one Institution~~	~~Maximum % of Total Portfolio~~
~~Government Guaranteed Deposits~~	~~Government Guaranteed Deposits~~	~~100%~~	~~100%~~
~~AAA and Bendigo Bank Kwinana Community Branch~~	~~A-1+ and Bendigo Bank Kwinana Community Branch~~	~~45%~~	~~100%~~
~~AA~~	~~A-1+~~	~~45%~~	~~100%~~
~~A~~	~~A-1~~	~~25%~~	~~60%~~
~~BBB~~	~~A-2~~	~~10%20%~~	~~40%~~
~~BBB- & below~~		~~Nil~~	~~Nil~~

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

~~If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.~~

5.2. ~~5.5.3~~2 Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Investment Type	Term to Maturity

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ADI Deposits	≤ 3 years
State/Commonwealth Government Bonds	≤ 3 years

~~5.~~5.4~~3~~ Exceptions – Bendigo Bank – Kwinana Community Bank Branch. To recognise the contributions made to the community of Kwinana the following exceptions apply to the Bendigo Bank – Kwinana Community Bank Branch.

Under this policy Bendigo Bank - Kwinana Community Branch have the ~~same~~ limitations provided for in section ~~5.~~5.1 Portfolio Credit Framework ~~as the highest S&P long and short term rating.~~ . The maximum exposure to the Bendigo Bank - Kwinana Community Bank Branch as a single entity/institution is limited to a maximum direct investment of ~~45~~60%.%.

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6. ~~5.6~~ Professional Advice

6.1. ~~5.6.1~~ The City may from time to time engage the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

6.2. ~~5.6.2~~ Any such advisor must be licensed by the Australian Securities and Investment Commission and be within the allocated budget. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

6.3. ~~5.6.3~~ Any independent advisor engaged by the City is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

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7. ~~5.7~~ Reporting and Performance Monitoring

7.1. ~~5.7.1~~ A monthly report will be provided to Council in conjunction with the monthly Statement of Financial Activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

~~5.7.2 This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.~~

7.2. ~~5.7.3~~2 Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

7.3. ~~5.7.4~~3 Certificates must be obtained from the financial institutions confirming the amounts of investments held on the City's behalf as at 30 June~~, each year and reconciled to the Investment Register.~~

7.4. ~~5.7.4 The monthly financial statement and reports will include the percentage of funds in fossil fuel free (green) banks investments~~ The report will review exposure to non-fossil fuel investment risk.

8. ~~5.8~~ Environmentally and Socially Responsible Investment

The investment should align to Council values through Environmentally Responsible Investments and ~~Responsible Investment and~~ Socially Responsible Investment, subject to meeting the other objectives of this policy.

The City will ensure its financial investments consider the reduction of fossil fuels, by investing with non-fossil fuel lending banks. The City will refer to the research of third-party bank services to determine eligible non-fossil fuels lending banks.

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~~O~~OFFICER USE ONLY
Officers may amend this section without council approval.

Responsible Team	Finance
Initial Council adoption	Date: ~~<initial adoption date>~~8 April 2009 Ref#: 473~~<CM Ref>~~
Reviewed/amended	Date: ~~<approval date>~~10 June 2024 Ref#: <CM Ref>
Next Review Date	Date: <next review date>
Policy Document Number	D12/63257[v6]~~**/***~~

~~6. References~~

~~Date of adoption and resolution No.~~	~~08/04/2009 #473~~
~~Review dates and resolution No.~~	~~28/04/2010 #105~~ ~~11/07/2012 #163~~ ~~13/09/2017 #586~~ ~~11/11/2022 #263~~ ~~25/03/2024~~

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~~Next review due date~~	~~11/11/2024~~
~~Related documents~~	~~**Acts/Regulations**~~ ~~Local Government Act 1995~~ ~~Local Government (Financial Management) Regulations1996~~ ~~The Trustees Amendment Act 1997 – Part III Investments~~ ~~**Delegated Authority**~~ ~~1.1.21 Power to Invest~~

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

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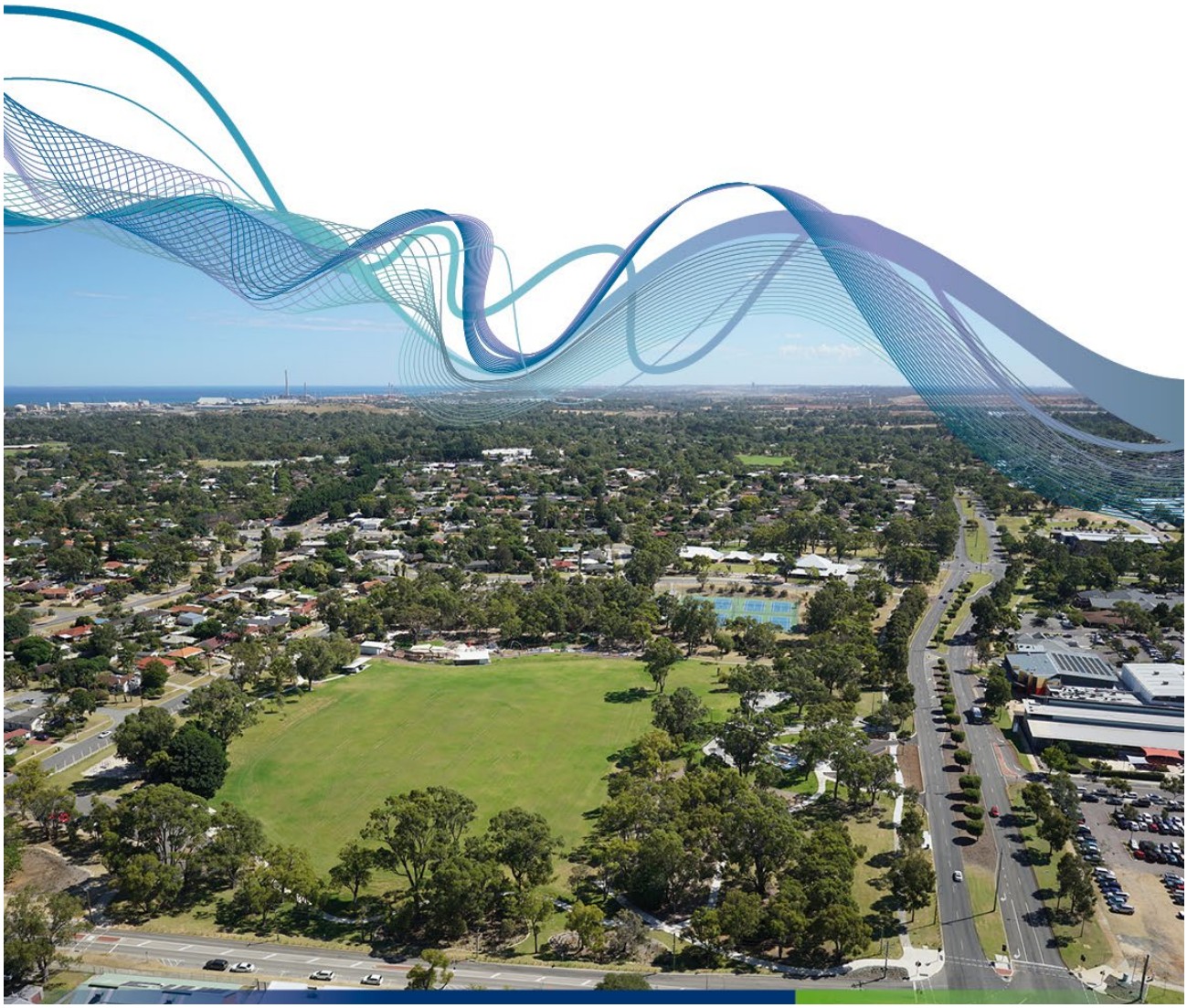
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Council Policy

Investment Policy



Legislation/local law requirements	*Local Government Act 1995* s.2.7 – Role of council s.6.14 – Power to invest
Relevant Delegation	See Delegated Authority Register
Related policy procedures and documents	

Introduction

The City of Kwinana will invest surplus funds in accordance with the Local Government Act and Council Delegations.

Purpose

To provide a framework for the investment of the City's surplus funds that seeks to maximise the return to the City whilst having due consideration for the risk and security of each investment and social and environmental expectations are met; and ensures that the City's liquidity requirements are being satisfied.

Objective

The purpose of this policy is to:
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• Maximise investment returns.
• Achieve a high level of security of the overall portfolio by using recognised rating criteria.
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• Give preference to investments with institutions that are assessed to have a higher social and environmental responsibility rating.
•Cash flow requirements are maximised without incurring any penalties

Scope

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Policy

All of the City's investments will be managed in accordance with the following framework.

1. Prudent Person Standard

The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

2. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the City's investment portfolio. This policy requires Officers to disclose any conflict of interest to the Chief Executive Officer.

3. Authorised Investments

Authorised Investments shall be limited to Australian currency denominated:

- Deposits with Authorised Deposit Taking Institutions (ADIs) as defined in section 5 of the Banking Act 1959 (Commonwealth) with a Standard and Poor's (or its equivalent)
- credit rating of BBB or higher (subject to overall limits);
- Western Australian Treasury Corporation (WATC);
- term not exceeding 3 years;
- Bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three years.

4. Prohibited Investments

4.1. This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

4.2. This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

4.3. This policy also requires that the City may not do any of the following when investing money, as per 19C of the Local Government (Financial Management) Regulations 1996:

- Deposit with an institution except an authorised institution
- Deposit for a fixed term of more than 3 years
- Invest in bonds that are not guaranteed by the Commonwealth Government or a State or Territory government
- Invest in bonds with a term to maturity of more than 3 years; and
- Invest in a currency other than Australian Dollars (AUD).

5. Risk Management Guidelines

5.1. Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	**S&P Short Term Rating**	**Maximum % with any one Institution**	**Maximum % of Total Portfolio**
Government Guaranteed Deposits	Government Guaranteed Deposits	100%	100%
Bendigo Bank Kwinana Community Branch	Bendigo Bank Kwinana Community Branch	60%	60%
AAA	A-1+	45%	100%
AA	A-1+	45%	100%
A	A-1	25%	60%
BBB	A-2	20%	40%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

5.2. Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Investment Type	Term to Maturity
ADI Deposits	≤ 3 years
State/Commonwealth Government Bonds	≤ 3 years

5.3 Exceptions – Bendigo Bank – Kwinana Community Bank Branch. To recognise the contributions made to the community of Kwinana the following exceptions apply to the Bendigo Bank – Kwinana Community Bank Branch.

Under this policy Bendigo Bank - Kwinana Community Branch have the limitations provided for in section 5.1 Portfolio Credit Framework. The maximum exposure to the Bendigo Bank - Kwinana Community Bank Branch as a single entity/institution is limited to a maximum direct investment of 60%.

6. Professional Advice

6.1. The City may from time to time engage the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

6.2. Any such advisor must be licensed by the Australian Securities and Investment Commission and be within the allocated budget. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

6.3. Any independent advisor engaged by the City is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

7. Reporting and Performance Monitoring

7.1. A monthly report will be provided to Council in conjunction with the monthly Statement of Financial Activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

7.2. Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

7.3. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the City's behalf as at 30 June.

7.4. The report will review exposure to non-fossil fuel investment risk.

8. Environmentally and Socially Responsible Investment

The investment should align to Council values through Environmentally Responsible Investments and Socially Responsible Investment, subject to meeting the other objectives of this policy.

The City will ensure its financial investments consider the reduction of fossil fuels, by investing with non-fossil fuel lending banks. The City will refer to the research of third-party bank services to determine eligible non-fossil fuels lending banks.

OFFICER USE ONLY
Officers may amend this section without council approval.

Responsible Team	Finance
Initial Council adoption	Date: 8 April 2009 Ref#: 473
Reviewed/amended	Date: 10 June 2024 Ref#: <CM Ref>
Next Review Date	Date: <next review date>
Policy Document Number	D12/63257[v6]

13 ENBLOC REPORTS

14 REPORTS – COMMUNITY

14.1 LOVE WHERE YOU LIVE PROGRAM INITIATIVE

SUMMARY

The City of Kwinana conducts a bi-annual community perception survey. The purpose of this survey is to measure the overall community perception of City services and to identify community priorities. This community feedback is then utilised to inform the City's Strategic Community Plan.

The City conducted a community perception survey in October 2022 and will be conducting another survey in 2024 to guide the City's new Strategic Community Plan. The results of the 2022 survey has guided this report which highlighted that the City rated very highly in numerous areas (Library Services, Recquatic) although the community highlighted several key priority areas that they were concerned about.

These areas included: community safety, community connection and the overall perception/image of Kwinana. Since then, the City have been implementing numerous activities and programs to address the feedback from the areas mentioned above.

This report details the programs developed to address this feedback as well as a new initiative *'Love Where You Live'* initiative which will provide a $200 subsidy to residents for front garden makeovers as well as community workshops on the benefits of waterwise gardening. The outcome of this initiative is the improvement to the aesthetic and ecological value of residential neighbourhoods across the City of Kwinana, while also ensuring community safety and community pride.

OFFICER RECOMMENDATION

That Council approve $25,000 to be included in the 2024/25 draft budget for the Love Where You Live initiative.

VOTING REQUIREMENT

Absolute Majority.

DISCUSSION

The bi-annual *community perceptions* and *community wellbeing* surveys (conducted in July 2022) was sent to 2,000 randomly selected households and emailed to 12,370 stakeholders/community members. The results represent a statistically sound sample, reflecting community sentiment in a range of key areas. The data from the surveys has also been aggregated against 70 other Councils, providing us with a wider lens on how the Kwinana community is tracking against other Western Australian communities. This report specifically focuses on the perceptions of Kwinana and the response from the City.

The number one community concern, according to our community, is C*ommunity Safety*. Residents and stakeholders noted low levels of social connectedness in two thirds of Kwinana suburbs, with the only exceptions being Medina, Calista, Casuarina and Wellard East.

Community pride in Kwinana was trending at 54 points (out of a possible 100), which is 12 basis points behind the industry average (66 points), and 22 basis points behind the industry high (76 points). When it came to *community spirit*, Kwinana was sitting at 43 basis points, 12 points behind the industry average (55 points).

The concept of *belonging* yielded varied results. Some suburbs, like Medina and Calista, reported strong levels (63 points), close to the industry average (65 points). In contrast, the suburb of Leda had relatively low levels, with just 19 points. These outcomes across these key areas have the potential to collectively influence several community outcomes including physical health, mental health, and rates of anti-social behaviour. As such, they are incredibly important and warrant careful consideration and planning.

Since receiving these results in October 2022, the City has implemented a wide range of programs and activities to address perceptions of Kwinana. Efforts have primarily focused on key priority areas such as community safety, belonging, connectedness, and enhancing the overall perception and image of Kwinana.

Listed below are just some of the initiatives the City has initiated and delivered over the past 18 months:

- ***Boutique Community Events –*** The City have focused efforts on engaging key sections of our community, in more intimate and meaningful ways. For example;
    - *Kwinana Connect* – A sold-out, outdoor event for 130+ people, held at Smirks Cottage, focused on sharing powerful stories of connection over a long-table dinner.
    - *Kwinana Youth Forum* – A sold-out youth event, held at Koorliny Arts Centre, delivering a range of unique learning opportunities to young people in Kwinana.
    - *Kwinana Community Services Sundowner* – A celebration and thank you for our key community sector organisations, celebrating their work and impact locally.

- ***Love My Leda*** – focusing on Sloan's Reserve in Leda, a shipping container was activated consistently over the course of several months, offering Leda residents opportunities to engage with City staff and external deliverers who delivered a range of programs.

- ***Street by Street Initiative*** – an innovative opportunity that focused on 10 streets in Leda. The City supported the residents to make-over the entire street (lawn mowing, front-yard beautification, mulch and native plants delivered etc.) before engaging in a local street party, where neighbours were able to meet one another and develop important social relationships. The Community Safety Team and the Waste Team, also used the opportunity to reimagine the City's bin-tagging program (a program that often meets much resistance and scrutiny) to deliver the *Face Your Waste* initiative – a project that educated and rewards community members for good waste management practices.

- ***Junior Neighbourhood Watch –*** an innovative program, educating and empowering primary school aged children to be active citizens in the Kwinana community, while also increasing the eyes on the streets, resulting in improved school engagement and improved community safety outcomes.

- ***Orelia Primary Bike Library –*** a collaboration between Orelia Primary School, their Junior Neighbourhood Watch members, Neighbourhood Watch, WA Police and City of Kwinana, this incredible program educates kids, reduces waste and encourages a rapid increase in physical activity.

- ***Sports Partnerships*** – The City have developed new partnerships with a range of State Sporting Associations and other key industry organisations, resulting in an increased delivery of local programs. Stakeholders include the WACA (kids programs and Deadly cricket), Football Futures (soccer programs), Reclink WA (multisport programs), Team Connect WA (engaging vulnerable young females)

- ***Community Services Working Group*** – Since the start of 2023, the City has embarked on a new approach to supporting our community service sector. This new approach is aimed at bringing a wide range of services to Kwinana, so that our residents have access to everything they may need right here in the local community. The City has also been active in advocating for key service gaps, and this approach has yielded over $400,000 of funding for local service organisations in areas such as early years, youth engagement and inclusive sporting initiatives.

- ***Inclusive procurement*** – With the Café at the Recquatic being vacant in 2022, the City marketed a tender and selected a disability provider, Good Sammy Enterprises, to operate the facility under a Social Enterprise model. This has offered employment traineeship opportunities for around 15 local people living with disabilities, while also reducing the historical outlay and investment in running the facility.

- ***Youth Engagement initiatives***
    - ***ARC Light*** – The City has taken the lead on delivering the ARC Light Youth Engagement initiative. This initiative, based on the Armadale Youth Intervention Project (AYIP) is aimed at supporting the most vulnerable young people, who have been chronically disengaged. The initiative is helping provide future employment opportunities, while drastically reducing anti-social behaviour and damage in the Town Centre and it involves a collaboration that includes WA Police, Child Protection, the Dept. of Education, Gilmore College, and other key local services.
    - ***Kwinana Youth Advisory Committee (KYAC)*** – The KYAC have been completely remodelled in the past year. They are incredibly diverse, and are also operating like a formal Board, with members taking on formal roles, enabling them to learn key skills that support future employment and volunteering opportunities. The Chair of the KYAC was also crowned WA Young Leader of the Year this year. The City have also increased the promotion of the YAC through the City's website and social channels.
    - ***Kwinana Beats –*** Through the vehicle of hip-hop, young people have been able to learn the craft of songwriting and artistic expression. Young people are supported to write and record their songs, with many using this as a form of therapy to help process complex issues in their lives. Recently, this program also received National media attention, with local 11-year-old Nyoongar Wongi hip-hop artist *Inkabee*, making his TV and radio debut.

- ***Public Art and Beautification*** – The City has worked tirelessly to improve the connection to place for local residents across Kwinana. This has seen several new public art and entry statement installations, increasing social interactions and connection to the public realm.
    - ***7 Day Makeover –*** One great example of creating a deeper connection to place has been the delivery of the 7-Day makeover in Wellard. The initiative, funded by RAC, and co-delivered with Creative Communities Australia, saw 170 local residents plan, budget for and renovate the Strand in Wellard. The project has won several State Awards and received a commendation at the National Planning Institute of Australia's National Awards for Planning Excellence.

- ***Assertive Outreach Service –*** In July 2023, the City engaged the services of St Patrick's Community Centre in delivering an assertive outreach service in Kwinana. This collaboration also involves the State Government's HEART Team, to ultimately deliver Kwinana a fit-for-purpose service is aimed at supporting our most vulnerable community members in maintaining safe and suitable accommodation.

In addition to these programs and pilots listed above, the City is also currently embarking on and supporting a range of new and exciting initiatives develop community leadership, that include the following amongst others:

- **Boola Maara Consultative Committee –** The Boola Maara Advisory Group has been elevated to a Committee of Council to advise Council on cultural and community matters.

- ***Senior Ambassador Program –*** An exciting multi-faceted program delivered in partnership with the Kwinana Senior Citizen's Centre. The initiative is aimed at making opportunities for Seniors, and Seniors themselves, more visible in and around the community.

- ***Community Champions Program*** – The City are working with a group of local community leaders to help shape Kwinana's future. This program will develop stronger mutually beneficial relationships with community leaders in the community, improve their skills and networks and facilitate opportunities for partnerships.

- ***Multicultural Action Group –*** A diverse group of residents, supported by the City, is working together to enhance the representation of various cultures in Kwinana's civic life. The City aims to uplift and empower members of the multicultural community in Kwinana to take ownership and become more actively involved***.***

- ***Disability Arts Program –*** The Koorliny Arts Team have partnered with disability service provider, Workpower, and are planning for the delivery of an inclusive arts program in 2024 at Koorliny Arts Centre.

Love Where You Live initiative

To complement the range of ongoing initiatives, the City proposes investment of $25,000 in an innovative project that leverages the insights gained from the *Love My Leda* and *Street-by-Street* initiatives. This proposed project, titled *Love Where You Live*, aims to improve:

- **Community Safety** outcomes, by ensuring that people develop a greater range of connections in their local neighbourhoods
- **The sense of belonging** for residents, as they focus on positives in their streets and suburbs
- **Social connectedness,** by connecting people to one another, while also encouraging community discussions and collaborations
- **General community pride** by empowering residents to do more for themselves and their neighbourhoods, and
- **The general perception and image of Kwinana –** as residents will be engaged in positive activities that encourage outdoor interaction, and ultimately also contribute to an increase in amenity and improvements in property image and value.

The *Love Where You Live* initiative will have the following key components:

- $200 subsidies for 100 houses evenly spread across Kwinana – to go towards general front-yard makeovers ($20,000)
- $50 vouchers for up to 30 houses, nominated under the banner of 'Proud of My Place' ($1,500), aimed at residents who already have developed gardens they are proud of.
- Community education workshops – a pre-requisite to receiving the subsidy. These will help build connections between residents and City officers.

The key outcomes of the Love Where You Live program will see improvements to the aesthetic and ecological value of residential neighbourhoods across Kwinana, while also ensuring community safety and community pride outcomes are realised.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	**Strategic Objective**	**Action in CBP (if applicable)**	**How does this proposal achieve the outcomes and strategic objectives?**
4 – A unique, vibrant and healthy City that is safe, connected and socially diverse	4.2 – Improve Kwinana's perception by leveraging and promoting the unique attributes of the area and supporting feelings of safety and security in community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	The *Love Where You Live* initiative will encourage social interactions, beautification of local residences, and a general improvement in the streetscapes. It will also see more eyes on the street, supporting the Crime Prevention Through Environmental Design (CPTED) concept.

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?**
2 – Connected and Inclusive	2.0 – Equitable and inclusive social connection and engagement with community life	2.1 – Facilitate improved stakeholder relationships and networks to enhance coordination and collaboration 2.3 – Value and support the importance of social connections and consider how new and existing programs and services can contribute to reducing social isolation 2.4 – Facilitate initiatives that	The proposed project will help achieve the social outcomes and objectives of increasing social connectivity and enhancing social relationships by empowering residents to take a lead in developing their streets and neighbourhoods.

		encourage social interaction and connection at both a local and community-wide level 2.5 – Support and deliver programs that promote awareness of diversity and the importance of inclusivity, tolerance and harmony 2.7 – Promote and provide opportunities for civic participation in leadership, engagement and decision making 2.6 – Facilitate and promote diverse opportunities for volunteering 2.9 – Demonstrate organisational leadership and best practice in inclusion and diversity including meeting all requirements under relevant Acts and regulations	
4 – Safe and Resilient	4.0 – Safe enjoyment of community life	4.1 – Develop awareness campaigns and initiatives to address priority safety issues 4.2 – Facilitate accurate crime and safety awareness to reduce misperception of crime 4.5 – Improve local community pride-of-place and neighbourliness 4.6 – Encourage community-led safety initiatives and reporting of crime	The *Love Where You Live* initiative will encourage neighbourliness and resource sharing. It will mean that more people, across Kwinana, will be in front yards and in streets, meaning that there will be a greater number of eyes on the streets. This is a primary tenant of the Crime Prevention Through Environmental Design (CPTED) concept.

5 – Caring and Supported	5.0 – Challenges to wellbeing are supported by a caring community	5.1 – Engage with at-risk community members proactively and connect them to relevant supports 5.2 – Support and provide programs and services to support community members facing barriers to their development and wellbeing	The *Love Where You Live* initiative will see a greater number of residents interacting with City staff from a range of different teams. This will enable staff to engage in discussions, and identify suitable opportunities for referrals to programs and services in the local community.
6 – Vibrant and Celebrated	6.0 – Vibrancy and creativity thrive and our unique identity and achievements are celebrated	6.1 – Encourage creative processes which explore and celebrate Kwinana's history, stories, identity and cultural diversity 6.3 – Support community activation and participation in arts, culture, events and heritage initiatives 6.6 – Provide opportunities to establish a thriving creative economy 6.7 – Highlight and acknowledge community achievements	The *Love Where you Live* initiative will encourage community-led activation right across the wider community. Residents will be able to use a range of local businesses to purchase goods from, supporting the local economy and contributing to a circular economy, where funds and interactions are prioritised locally.

LEGAL/POLICY IMPLICATIONS

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

FINANCIAL/BUDGET IMPLICATIONS

The inclusion of $25,000 in the 2024/25 draft budget to deliver the *Love Where You Live* initiative.

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

As the project will be primarily conducted on private property, there will be no major environmental or public health implications.

COMMUNITY ENGAGEMENT

The City will engage with the community through a range of mediums and networks. This includes the following, amongst others:

- Elected member briefing and marketing material being made available for promotion
- *Love My Kwinana* Engagement Platform – to encourage registration and ongoing engagement for residents
- City's Social Media – to adequately inform the wider community
- Community Services Working Group – 50+ organisations, all of whom have clientele locally
- The Spirit Newsletter
- Through flyers and marketing material on notice boards
- Through engaging our Community Champions, Senior Ambassadors and the Multicultural Action Group to disseminate information

ATTACHMENTS

Nil

15 REPORTS – ECONOMIC

15.1 BUDGET ADOPTION 2024-2025

SUMMARY

To consider and adopt the proposed budget for the 2024-2025 financial year, together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of Elected Members fees for the year, and other consequential matters arising from the budget papers.

The 2024/2025 budget has been prepared after taking into consideration the City's Strategic Community Plan (SCP), Long Term Financial Plan (LTFP), detailed business cases, organisational service reviews and budget workshops. The presented budget for 2024/2025 is a balanced budget.

OFFICER RECOMMENDATION

That Council adopts:

1. <u>Budget</u>
The 2024/2025 Budget as per Attachment A and Attachment B, pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996 and includes the following statements:

- **Statement of Comprehensive Income by Nature or Type showing a net result for that year of $2,384,001.**
- **Statement of Cash Flows showing a net cash provided by operations of $9,243,520 and net decrease in cash held of $2,751,343.**
- **Statement of Financial Activity, reflecting a balanced end of year position.**
- **Supporting notes to and forming part of the Statutory Budget.**
- **Capital Expenditure Budget by project showing a total of $27,623,119. (including 2023/2024 carry forward projects of $1,301,399).**
- **Transfers to/from Reserves as detailed on the Cash Backed Reserves Statement showing a 30 June 2025 closing balance of $55,917,115.**

2. <u>Rates</u>
The differential rates, based on zoning of the land and the purpose for which the land is held or used, with the imposition of the following rates in the dollar and minimum payments for the 2024/2025 financial year:

Rating Category	Minimum Payment ($)	Rate in the Dollar ($)
GRV Rating Categories		
Improved Residential	1,222	0.08846
Improved Commercial & Industrial	1,592	0.10667
Vacant	1,222	0.19415
UV Rating Categories		
General Industry	1,592	0.02029
Rural	1,222	0.00528
Mining & Industrial	1,592	0.00940

3. Waste Levy

Pursuant to the provisions of the Waste Avoidance and Resource Recovery Act 2007 Part 6, Division 3, section 67, levy a charge of $393 in respect of the removal of the contents of three refuse bins from all properties, one being weekly collection of 240L bin for general waste, one fortnightly collection of 240L or 360L bin for recyclable material and one organic 240L bin to be rolled out in the latter part of the financial year.

4. Instalments

Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, ADOPTS the following due dates for payment by instalments:

a) one (1) instalment option (full payment) – Friday 6 September 2024.

b) two (2) instalment option – first instalment Friday 6 September 2024 and second instalment Wednesday 5 February 2025.

c) four (4) instalment option - first instalment Friday 6 September 2024, second instalment Friday 8 November 2024, third instalment Wednesday 5 February 2025, and fourth instalment Monday 7 April 2025.

d) nineteen (19) fortnightly instalments (for direct debits only) commencing on Friday 6 September 2024; and

e) thirty-nine (39) weekly instalments (for direct debits only) commencing on Friday 6 September 2024.

5. Administration Charge

a) Pursuant to section 6.45(3) of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996 Council ADOPTS an administration charge of:

I. $7 fixed for the two (2) instalment plan; and
II. $21.00 fixed for the four (4) instalment plan.

on all accounts where the owner elects to pay rates and charges by those instalment options, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the Rates and Charges (Rebates and Deferments) Act 1992.

b) Impose a fixed administration charge of $55.00 where an alternative payment arrangement becomes necessary, other than in the case that the alternative payment arrangement is determined in accordance with the Council's Hardship Policy.

6. Instalment Interest

Pursuant to section 6.45(3) and 6.45(4)(e) of the Local Government Act 1995, impose interest of three percent (3%), as provided in regulation 68 of the Local Government (Financial Management) Regulations 1996, on all accounts where the owner elects to pay rates and charges by instalments and by alternate payment arrangements, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the Rates and Charges (Rebates and Deferments) Act 1992.

7. Penalty Interest

Pursuant to section 6.51(1) of the Local Government Act 1995, impose an interest rate of seven percent (7%), as provided in regulation 70 of the Local Government (Financial Management) Regulations 1996, and costs of proceedings to recover such charges, on all rates and charges that remain unpaid after becoming due and payable; either unpaid due to no election being made to pay the rates by instalments or alternative payment arrangements; or, where an election has been made to pay rates and charges by instalments or alternate payment arrangement, and an instalment remains unpaid after it is due and payable [other than rates and charges attributable to a property owned by an entitled pensioner/seniors under the Rates and Charges (Rebates and Deferments) Act 1992].

8. Sundry Debtor Interest

Pursuant to section 6.13 of the Local Government Act 1995, impose an interest rate of seven percent (7%), as provided in regulation 19A of the Local Government (Financial Management) Regulations 1996, on all money owed to the local government (other than rates and service charges) that is outstanding for more than 35 days after the date of issue of invoice.

9. Swimming Pool Inspection Fees

Impose a fee of $68 per annum, to cover the actual costs of mandatory swimming pool inspections, which occur every four years.

10. Elected Members' Fees and Allowances

Councillor fees and allowances, as reviewed per the Western Australian Salaries and Allowances Tribunal and broken down as follows:

a) Set the annual attendance fee at $34,278 for 2024/2025, to be paid monthly in arrears to Councillors pursuant to section 5.98(1)(b) of the Local Government Act 1995, Regulation 30 of the Local Government (Administration) Regulations 1996 and the Western Australia Salaries and Allowances Tribunal Determination pursuant to Western Australian Salaries and Allowances Act 1975 section 7B;

b) Set the annual attendance fee for the Mayor at $51,412 for 2024/2025, to be paid monthly in arrears, pursuant to section 5.98(1)(b) of the Local Government Act 1995, Regulation 30 of the Local Government (Administration) Regulations 1996 and the Western Australia Salaries and Allowances Tribunal Determination pursuant to Western Australia Salaries and Allowances Act 1975 section 7B;

c) Set the annual Mayoral Allowance at $97,115 for 2024/2025, to be paid monthly in arrears, pursuant to section 5.98(5) of the Local Government Act 1995 and the Western Australia Salaries and Allowances Tribunal Determination pursuant to Western Australia Salaries and Allowances Act 1975 section 7B;

d) Set the annual Deputy Mayoral Allowance at $24,279 for 2024/2025, to be paid monthly in arrears, pursuant to section 5.98A(1) of the Local Government Act 1995 and the Western Australia Salaries and Allowances Tribunal Determination pursuant to Western Australia Salaries and Allowances Act 1975 section 7A and 7B; and

e) Set an annual Information and Communications Technology Allowance of $3,500 for 2024/2025, to be paid monthly in arrears, pursuant to section 5.99A of the Local Government Act 1995 and the Western Australia Salaries and

Allowances Tribunal Determination pursuant to Western Australia Salaries and Allowances Act 1975 section 7A and 7B.

11. Fees and Charges
Pursuant to section 6.16 of the Local Government Act 1995 and other legislation, ADOPTS the fees and charges set out in Attachment B.

12. Material Variance for 2024/2025 Financial Year

ADOPTS the following:

a) In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996 adopts the level to be used in the monthly statements of financial activity in 2024/2025 for reporting material variances to be the greater of:
I. 10%; or
II. $50,000.
applicable to each revenue and expenditure item within the Nature or Type classification and capital income and expenditure.

b) Authorises the Chief Executive Officer to adjust budget line values to manage over and under expenditures within the adopted budget, noting that any new operating or capital expenditure will require an amendment to the budget by Council.

13. New Borrowings
Pursuant to section 6.20 of the Local Government Act 1995, AUTHORISE new borrowings of $6,800,000 for the refurbishment of the City's Administration building.

VOTING REQUIREMENT

Absolute Majority

DISCUSSION

The City's LTFP has been reviewed for the period 2025-2034. The previous Long Term Financial Plan (LTFP) was adopted in December 2021. As per the current Strategic Community Plan(SCP), and the current reviewed LTFP, there was a determination to prioritise asset renewal, keep rate rises minimal and indentify a number of projects and services for the City to pursue.

One of the key objectives of the LTFP was to address the City's asset sustainability. This budget has maintained this focus to ensure the City's vast asset base of over $800 million of physical assets are maintained as a priority to avoid the risk of asset failure and the subsequent inability of the City to be able to afford to repair failed assets. Furthermore, it is necessary to invest in asset renewals in order to maintain a level of service to the community, including a level of public safety.

The City is estimated to generate $52,862,845 in rate income, including estimated interim rates, in the 2024/2025 financial year. The rate income generated by the City for this budget comprises 61% of total revenue sources. In addition to rates revenue, funding is sourced from grants and contributions for operating and capital purposes (17%), fees and charges (17%), interest earnings (4%) and other revenue, such as reimbursements (1%).

2024/2025 Carried forward Projects
During May 2024, City officers undertook the May 2024 Budget Review. The main aim of the review is to account for any capital projects and operating projects that are forecasted to be incomplete at the end of the financial year and hence their expenditure together with relating fundings are to be carried forward to 2024/2025.

Several carry forwards totalling $1,301,399 have been included in the current capital budget are listed below:

Project description	**Amount**	**Reason**
Revitalising the Strand in Wellard	$50,000	This is the community-led projects and will be delivered to the Wellard community as they request.
Apex park upgrade	$103,500	Project delayed due to resourcing issue.
Kwinana loop trail upgrade	$153,857	Finalisation of consultation and design.
Enhance CCTV network/Purchase a Mobile CCTV Unit	$35,622	Purchase orders have been raised. Equipment expected to be delivered in July.
Darius Dome - Coolroom/freezer	$16,000	Additional work required due to legislation changes. Project scope currently reviewed.
Darius Dome - kitchen Evap Cooler	$15,000	Additional work required due to legislation changes. Project scope currently reviewed
IT-Server Replacement	$100,000	Project delayed due to resourcing issue.
Parks and Reserves - Abingdon Park - Recirculation System	$75,000	Further project investigation required.
POS Assets - Sandringham Park - Playgrounds - LRCI 4	$200,000	Community engagement process and equipment ordering lead time longer than anticipated.
Sandringham Park Upgrade	$39,600	Community engagement process and equipment ordering lead time longer than anticipated.
Building Contingency	$12,224	Purchase orders have been raised. Estimated works to commence in July.
Street Lighting New	$6,843	Application has been lodged, awaiting approval from Western Power.
Recquatic - Hydrotherapy Chiller AC Replacement	$9,753	Project has commenced but anticipated to be completed in 2024/25 financial year.
Bird Watering Stations	$14,000	Works to commence either end of June or early July.
Plant Replacement Program - Light Fleet	$60,000	Due to delays in delivery.
Plant Replacement Program- Heavy plant	$410,000	Due to delays in delivery.
Total	**$1,301,399**	

There was also a total of $482,842 of operating projects that were incomplete in 2023/2024 and have been carried forward to 2024/2025 budget.

Forecast Carried Forward Surplus
The opening surplus for 2024/2025 is $2,566,260 mainly due to carry over of capital projects as well as key operating projects and an assumption that 50% of Financial Assistance Grants to be paid in advance by Federal Government. The closing surplus for 2024/2025 is an estimate, as is the forecast for carry forward projects. Each of these will be submitted to Council for review following the annual audit of the 2023/2024 Financial Statements. In the interim, the estimates are considered reasonable for calculation of the 2024/2025 opening surplus.

Rates
The following rating categories, rates in the dollar and minimum payments for 2024/2025 are recommended for adoption:

Rating Category	Minimum Payment ($)	Rate in the Dollar ($)
GRV Rating Categories		
Improved Residential	1,222	0.08846
Improved Commercial & Industrial	1,592	0.10667
Vacant	1,222	0.19415
UV Rating Categories		
General Industry	1,592	0.02029
Rural	1,222	0.00528
Mining & Industrial	1,592	0.00940

At the Ordinary Council Meeting of 24 April 2024, Council resolved to advertise a 4.2% rate increase.

The Long-Term Financial Plan (LTFP) has been reviewed to account for the significant changes in the economic outlook over the past three years. The updated 2025-2034 LTFP has been aligned with the 2024/2025 budget and included for adoption in the Ordinary Council meeting on 26th June 2024.

In February 2024 the headline CPI was 3.9%, which is still higher than RBA benchmark of 2 to 3%. The Local Government Cost Index (LGCI), as published by WALGA in April 2024 is now forecast at 3.9% for June 2024. Although there is a decreasing trend in both the CPI and the LGCI Local Governments are still being impacted by increasing staff, material and contract costs which is impacting service delivery.

To provide financially sustainable services, the City relies on key metrics like the asset sustainability ratio. We have set an 80% target for this ratio in the 2021-2031 Strategic Community Plan. To maintain the renewals ratios for 2024/2025, we need a moderate rate increase of 0.3% above the LGCI to support the refurbishment of the City's Administration office, which is nearing the end of its life cycle, hence an increase to the overall rates levy of 4.2%, which will result in rates income of $52,862,845.

The minimum payment has increased by 4.2%. In accordance with section 6.35(3) of the *Local Government Act 1995,* the local government is to ensure that not more than 50% of the total of separately rated properties in the district or 50% of the number of properties in each category, are on the minimum rate. The 2024/2025 Vacant differential rate category has more than 50% of vacant properties on the minimum payment, requiring Ministerial approval, which has been provided.

In accordance with section 6.33(3) of the *Local Government Act 1995* the local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it. Based on the proposed advertised differential rates, the City has received approval of the Minister to impose differential rates for:

1. UV General Industry rate in the dollar is more than twice the value of the lowest UV rating category, Rural.

2. GRV Vacant rate in the dollar is more than twice the value of the lowest GRV rating category, Improved Residential.

Rates Payment Options and Hardship Relief
Penalty interest is being maintained at 7%, even though *Regulation 70 of the Local Government (Financial Management) Regulation 1996* stipulate that the maximum interest can be 11%.

Furthermore, the City is opting to maintain the reduced interest rate of 3% on instalment plan options despite *Regulation 68 of the Local Government (Financial Management) Regulation 1996* recommending a maximum rate of 5.5%. This reduced penalty interest and interest rates on instalment plan aim to assist residents facing difficulties in the current economic conditions.

Administration charges will be payable on instalment options two and two, however, those choosing to pay by direct debit will continue to not be charged.

The City offers a choice of options to pay rates, including a direct debit system that can be utilised to pay rates, waste fees and the State Government's Emergency Services Levy, in weekly (39 payments) or fortnightly (19 payments) repayment options.

The City continues to ensure the Hardship Policy is accessible to all ratepayers that are in financial stress or in a position of vulnerability.

Capital Expenditure
Total capital expenditure for 2024/2025 is $27,623,119, with $11,347,884 being funded from non-operating grants and contributions. The balance of the funding for the capital works program is from sale of assets, reserve funds, borrowings and municipal fund. The detailed capital expenditure is as per Appendix 1 of Attachment C.

Apart from the ongoing capital renewal projects this year there has been a significant increase in major capital projects which includes the renewal of the Administration building, Kwinana Loop Trail, Wellard West Community Facility and Thomas Oval changeroom upgrade. Further details of these projects totalling $16,077,017 are provided below:

<u>Administration Building Renewal</u>
The civic and administration building, aged 30 to 50 years, requires substantial funds for renewals due to aging components. Major expenses include over $1.5 million for an overdue HVAC system replacement, which will also necessitate replacing the ceiling and adding insulation. The fire alarm system is also at the end of its life, causing frequent false alarms due to corrosion. Overall, approximately $5 million will be needed over the next 10 years to address these issues, with most of the funding required in the next few years.

Consultants evaluated the refurbishment of the existing building, focusing on modernizing the internal layout and improving energy efficiency. The proposal includes reconfiguring the Council Chamber and Lounge, improving energy efficiency with solar panels and the option of allowing part of the building to remain operational during renovations. The refurbishment aligns with community feedback from the City Centre Precinct Structure Plan consultation which highlighted support to retain the Administration Building at the current site provide a 'like-new' building within the City's funding capacity and retains the building's significant embodied carbon.

The estimated cost of the refurbishment will be $9,020,000 which will be funded from the Asset Management Reserve with the remaining $6,800,000 funded through a loan. This project is estimated to span over 2 years with $6,800,000 included in the current budget.

Kwinana Loop Trail

The Kwinana Loop Trail is a 21-kilometre circuit around the perimeter of the City of Kwinana. The City has engaged consultants to develop a Master Plan which has identified the opportunity to improve the existing trail for mountain biking and hiking and opens the prospect to develop cultural tourism, interpretive signage and guided tours of significant Aboriginal sites and heritage assets along the trail. The total project budget is estimated to be around $10 million, to be delivered in three stages.

Stage 1, scheduled for construction in 2024/25 includes resurfacing, realignments and upgrade of directional signage and gates. This major project also requires a five-year contracted position for a Project Officer to engage with the community and key stakeholders and to manage the project.

The estimated cost of Stage 1 construction is $3,653,857 with $3,500,000 funded from the Western Australia Government Outdoor Adventure Tourism package (refer to Appendix 4 of Attachment C) and the balance of the funds was as per the LTFP allocation.

Wellard West Community Facility

The Wellard West Community Facility will address community infrastructure needs at the Wellard West Sportsground (McWhirter Oval). Construction is scheduled to commence in late 2024, and the new facility will meet community needs and the requirements outlined in the City's Community Infrastructure Plan 2021-2031.

The architects have designed the facility to ensure the best value for money outcome while meeting community needs. Sustainability is a priority, with the building incorporating energy-efficient features such as solar power. Functionality and user flow have been carefully considered to maximize community access, with separate areas designated for sporting and community use. Smart technology will be integrated for easy access, alongside features for disability access and inclusivity.

The estimated construction cost is $4,806,000 with $2,544,000 being included in the current budget and the balance included in the LTFP. This project will be funded from the Developer Contributions (DCA12).

Thomas Oval Changeroom Extension/Upgrade

In 2021, Madeline King MP pledged $2.4m to fund construction of the Thomas Oval Changerooms, bringing the project forward from 2028 as listed in the Community Infrastructure Plan 2021 - 2031. Confirmation of the grant was received by the City in December 2023.

The design was considered with a particular focus on functionality for the end user and feedback sought from existing sports clubs, and regular and casual hirers at Thomas Hall. With a commitment to sustainability, the building incorporates energy efficiency with low carbon construction materials, natural ventilation and lighting. The four changeroom spaces include treatment pods with direct access to outside the building.

The estimated cost of the construction is $2,283,350 which will be funded 100% from the Commonwealth of Australia, Department of Infrastructure, Transport, Regional Development, Communications and the Arts (refer to Appendix 4 of Attachment C).

Corporate Business System Upgrade
The final phase of the Corporate Business System upgrade is scheduled for 2024/2025 at a total cost of $795,810. This stage will make the City fully operational on the OneCouncil System, eventually phasing out the legacy system, Authority – Civica.

Fees and Charges
Each Division has reviewed the schedule of fees and charges applicable to their area and recommendations are submitted through this report to Council for consideration as part of the Budget adoption process. The consolidated schedule of fees and charges presented at Attachment B includes a description of the fee, how the fee or charge was calculated, the GST implication and any relevant legislation applicable to the fee or charge.

Refuse Collection and Three Bin Garden Organic (GO) implementation
The waste service charge has increased to $393 in 2024/2025 which is a 14% increase. This fee increase was necessary to cover the costs of the City's waste management contracts, waste operations and the roll out of the 3-bin Garden Organics (GO) service, scheduled to commence towards the end of the financial year.

The service includes weekly collection of a 140L or 240L general waste bin, fortnightly collection of a 240L or 360L recycling bin and fortnightly collection of a 240L GO bin once rolled out, in addition to two bulk waste and three green waste verge collections through the year. It should be noted that Council has resolved to change the verge collection service. This decision does not impact verge collection services for 2024/25.

The 3-Bin GO Rollout Project will cost $2,480,120, primarily covering the expense of the new bins, project management and communications costs. This cost will be paid from the Refuse Reserve, with plans to recoup 75% of the funds by charging residents $33 per year over the next three years. The Refuse Reserve is unable to be used to fully fund the project as it is required for contaminated sites liabilities and future strategic waste management projects.

Swimming Pool Inspection Fee
The mandatory swimming pool inspection fee will increase to $68.00 in the 2024/2025 financial year. The City has reviewed the cost of the swimming pool inspection fee and on average it costs the City $272 per inspection. A swimming pool is inspected once every four years.

Budget Variations and Material Variances
To reduce the administrative burden on City Officers and Council, it is proposed that budget variations presented to Council are limited to new operating and capital expenditure only. All under and over expenditures for adopted budget lines will be managed and authorised by the Chief Executive Officer.

Material variances of actual income and expenditure versus current budget will still be reported in the Monthly Financial Report. City Officers are recommending a reporting material variance of 10% or $50,000, whichever is the greater, that will be used in the monthly financial statements of financial activity.

New Borrowing
In the new financial year, a new loan for $6,800,000 has been included for the refurbishment of the Administration Building which is estimated to cost $9,020,000. This loan has an indicative interest rate of 4.80% provided by West Australian Treasury Corporation for a 15-year loan term, with total interest amounting to $2,820,438.

The additional loan will increase the City's total borrowings to $15,336,040 from $8,854,435 at the end of the financial year.

Reserves
The Reserve opening balance as of 1 July 2024, is estimated to be $58,251,511, as noted in Attachment A (note 9). This includes a transfer to the reserve of $8,661,177 and a transfer out of the reserve of $10,995,573, leaving an estimated closing balance of $55,917,115.

Transfer to reserve
The transfer to reserve of $8,661,177 is made of the following material movements:

- Asset Management Reserve ($2,342,303) - $1,720,000 of this amount is allocated for the Administrative Building renewal and $505,000 for future asset renewal expenditure.
- Plant and Equipment Replacement Reserve ($1,572,767) - this includes $687,750 from the transfer of proceeds from disposal of assets and $839,700 for future plant and equipment replacement expenditure.
- Refuse Reserve ($865,771) -$631,550 of this amount relates to recoupment of the 3-bin Go Rollout project and $101,293 relates to savings expected from the Waste to Energy initiative and operational savings.
- Interest on all reserves is forecasted to be $2,287,581 for this financial year.

Transfer from reserve
A total of $10,995,573 funds were transferred out of reserve and the items with significant movements are listed below:

- Asset Management Reserve ($2,684,857) - $985,380 for the renewal of various parks and reserves and $1,669,477 for various building renewal initiatives as per the City's asset management plans.
- Information Technology Reserve ($400,000) – this is for the final phase of the One Council project which is estimated to be $795,810.
- Plant and Equipment Replacement Reserve ($1,590,700) - $934,700 relates to Light Fleet and $556,000 are for other Plant items.
- Refuse Reserve ($2,480,120) – this cost is for 3-Bin Go Rollout project, a significant operating project and milestone for the City. The bins are expected to be rolled out towards the latter part of the financial year.

Family Day Care Reserve is not required and therefore this reserve will be closed this financial year as the Day care is not operational.

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

This Budget has been prepared in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

Section 6.2 of the *Local Government Act 1995* requires the Local Government to prepare an annual budget not later than 31 August in each financial year.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge for waster services.

Section 6.16 of the *Local Government Act 1995* requires Council to approves the City's Annual fees and charges.

Section 5. 5.98 and 5.98A of the *Local Government Act 1995* and Section 7B(2) of the *Salaries and Allowances Act* sets out the fees and allowances payable to the Council members, Deputy Mayor and Mayor.

FINANCIAL/BUDGET IMPLICATIONS

After considering all income and expenses and an estimated opening surplus this has resulted in a balanced budget for the City.

ASSET MANAGEMENT IMPLICATIONS

The allocation of funds towards the upgrading, renewal and maintenance of existing City assets in the budget is in line with the LTFP.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

Broad public health implications are identified as a result of this Budget. No specific environmental implications exist as a result of this recommendation that have not otherwise been identified.

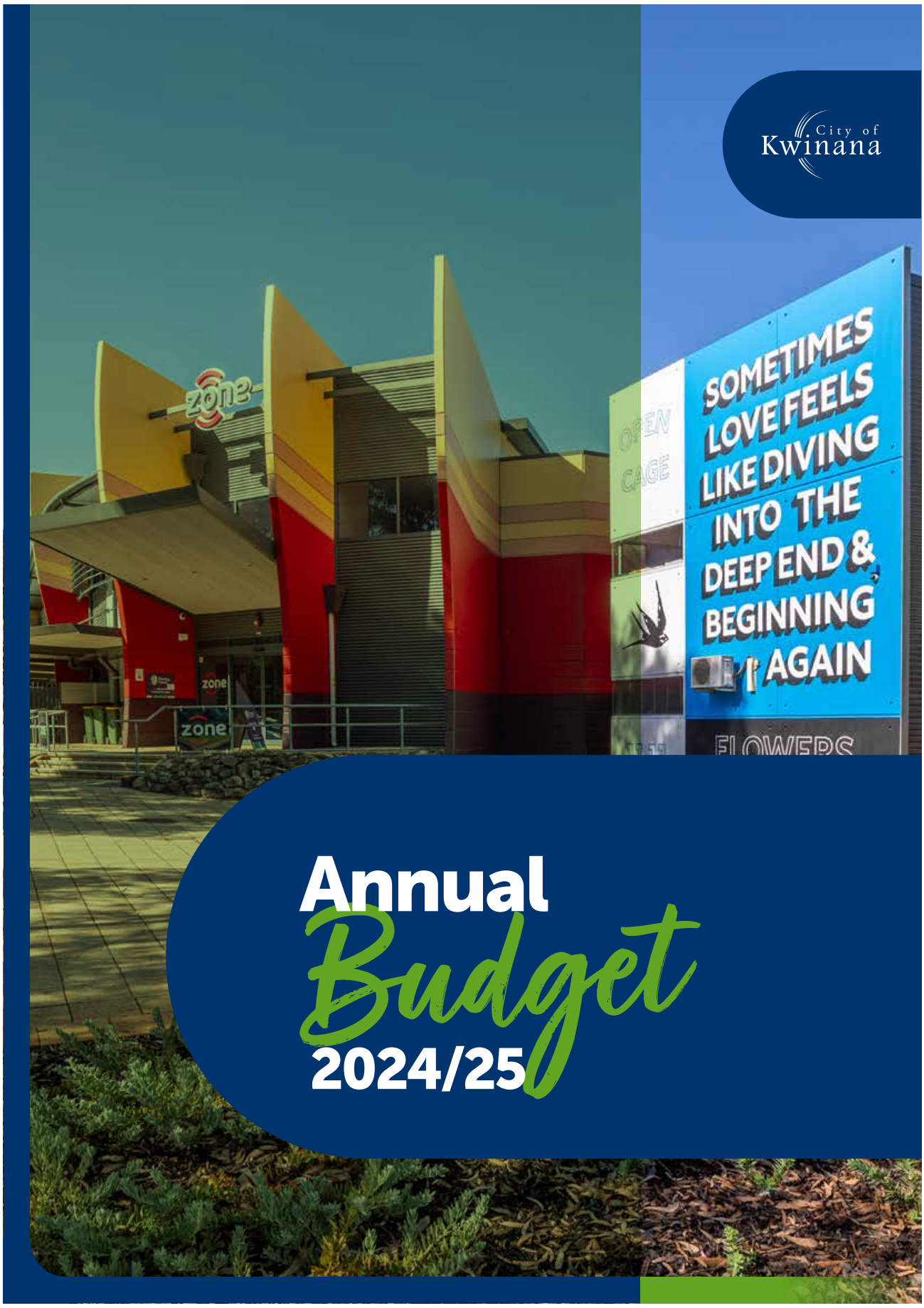
COMMUNITY ENGAGEMENT

The Budget is based on the City's LTFP, which is developed in parallel with the Strategic Community Plan. A comprehensive process of pre-engagement, community surveys and post engagement are used to develop these key strategic documents. Within the final consultation document, it was confirmed that the basis of rates would use the LGCI along with key new projects.

The proposed rates were advertised by local public notice in The West Australian newspaper and in the Sound Telegraph newspaper on 1 May 2024, detailing each rate in the dollar and minimum payment. A submission period of 21 days was provided. Submissions closed at 5pm, 23 May 2024 and 12 submissions were received.

ATTACHMENTS

A. 2024-2025 City of Kwinana Statutory Budget ⇩
B. 2024-2025 Fees & Charges ⇩
C. 2024-2025 Budget Appendix ⇩


City of Kwinana
zone
zone
zone
OPEN
CAGE
SOMETIMES LOVE FEELS LIKE DIVING INTO THE DEEP END & BEGINNING AGAIN
FLOWERS
Annual
Budget
2024/25

CITY OF KWINANA

ANNUAL BUDGET

FOR THE YEAR ENDED 30 JUNE 2025

LOCAL GOVERNMENT ACT 1995

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CITY'S VISION
A unique and liveable City, celebrated for and connected by its diverse community, natural beauty and economic opportunities.

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
Revenue		$	$	$
Rates	2(a)	52,862,845	49,801,472	48,733,255
Grants, subsidies and contributions		3,247,733	3,451,526	3,577,697
Fees and charges	15	14,781,629	14,410,231	13,482,258
Interest revenue	10(a)	3,336,708	4,778,355	3,166,112
Other revenue		1,209,234	1,550,911	506,909
		75,438,149	73,992,495	69,466,231
Expenses				
Employee costs		(32,335,160)	(29,832,796)	(29,903,156)
Materials and contracts		(30,073,881)	(27,311,697)	(26,444,818)
Utility charges		(2,787,943)	(2,710,609)	(2,689,795)
Depreciation	6	(22,431,400)	(23,690,988)	(18,086,055)
Finance costs	10(c)	(806,656)	(3,258,797)	(597,785)
Insurance		(826,314)	(720,332)	(741,288)
Other expenditure		(79,200)	(12,753,236)	(113,600)
		(89,340,554)	(100,278,455)	(78,576,497)
		(13,902,405)	(26,285,960)	(9,110,266)
Capital grants, subsidies and contributions		11,347,884	4,555,309	3,890,976
Profit on asset disposals	5	196,291	38,052	43,537
Loss on asset disposals	5	(25,771)	(55,041)	(108,836)
		11,518,404	4,538,320	3,825,677
Net result for the period		**(2,384,001)**	**(21,747,640)**	**(5,284,589)**
Other comprehensive income for the period				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus		0	0	0
Share of comprehensive income of associates accounted for using the equity method		0	0	0
Total other comprehensive income for the period		**0**	**0**	**0**
Total comprehensive income for the period		**(2,384,001)**	**(21,747,640)**	**(5,284,589)**

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

CITY OF KWINANA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
CASH FLOWS FROM OPERATING ACTIVITIES		$	$	$
Receipts				
Rates		53,097,890	49,760,387	48,343,389
Grants, subsidies and contributions		3,457,267	1,835,309	5,194,563
Fees and charges		14,781,629	14,410,231	13,507,258
Interest revenue		3,336,708	4,778,355	3,166,112
Goods and services tax received		123,450	521,227	0
Other revenue		1,209,234	1,550,911	506,909
		76,006,178	72,856,420	70,718,231
Payments				
Employee costs		(31,835,160)	(29,832,796)	(28,903,156)
Materials and contracts		(30,427,385)	(27,194,768)	(28,304,818)
Utility charges		(2,787,943)	(2,710,609)	(2,479,795)
Finance costs		(806,656)	(3,258,797)	(597,785)
Insurance paid		(826,314)	(720,332)	(741,288)
Other expenditure		(79,200)	(12,753,236)	(113,600)
		(66,762,658)	(76,470,538)	(61,140,442)
Net cash provided by (used in) operating activities	4	9,243,520	(3,614,118)	9,577,789
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(15,403,602)	(3,184,897)	(3,927,955)
Payments for construction of infrastructure	5(b)	(11,323,707)	(8,698,419)	(8,511,964)
Payments for intangible assets	5(c)	(895,810)	(876,083)	(789,680)
Capital grants, subsidies and contributions		11,208,164	4,225,357	4,390,976
Proceeds from sale of property, plant and equipment	5(a)	687,750	879,817	529,500
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	19,700	19,062	22,757
Net cash (used in) investing activities		(15,707,505)	(7,635,163)	(8,286,366)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(2,658,422)	(2,240,025)	(2,240,025)
Payments for principal portion of lease liabilities	8	(103,811)	(142,704)	(112,840)
Proceeds on disposal of financial assets at amortised cost - term deposits		(325,125)	13,246,258	1,231,735
Proceeds from new borrowings	7(a)	6,800,000	0	0
Net cash provided by (used in) financing activities		3,712,642	10,863,529	(1,121,130)
Net increase (decrease) in cash held		(2,751,343)	(385,752)	170,293
Cash at beginning of year		6,066,088	6,451,840	995,962
Cash and cash equivalents at the end of the year	4	**3,314,745**	**6,066,088**	**1,166,255**

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

CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025

OPERATING ACTIVITIES	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
Revenue from operating activities		$	$	$
General rates	2(a)(i)	49,051,641	46,084,431	44,795,733
Rates excluding general rates	2(a)	3,811,204	3,717,041	3,937,522
Grants, subsidies and contributions		3,247,733	3,451,526	3,577,697
Fees and charges	15	14,781,629	14,410,231	13,482,258
Interest revenue	10(a)	3,336,708	4,778,355	3,166,112
Other revenue		1,209,234	1,550,911	506,909
Profit on asset disposals	5	196,291	38,052	43,537
		75,634,440	74,030,547	69,509,768
Expenditure from operating activities				
Employee costs		(32,335,160)	(29,832,796)	(29,903,156)
Materials and contracts		(30,073,881)	(27,311,697)	(26,444,818)
Utility charges		(2,787,943)	(2,710,609)	(2,689,795)
Depreciation	6	(22,431,400)	(23,690,988)	(18,086,055)
Finance costs	10(c)	(806,656)	(3,258,797)	(597,785)
Insurance		(826,314)	(720,332)	(741,288)
Other expenditure		(79,200)	(12,753,236)	(113,600)
Loss on asset disposals	5	(25,771)	(55,041)	(108,836)
		(89,366,325)	(100,333,496)	(78,685,333)
Non cash amounts excluded from operating activities	3(c)	22,260,880	23,450,876	18,151,354
Amount attributable to operating activities		**8,528,995**	**(2,852,073)**	**8,975,789**
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		11,347,884	4,555,309	3,890,976
Proceeds from disposal of assets	5	687,750	879,817	529,500
Proceeds from financial assets at amortised cost - self supporting loans	7(a)	19,700	19,062	22,757
		12,055,334	5,454,188	4,443,233
Outflows from investing activities				
Payments for property, plant and equipment	5(a)	(15,403,602)	(3,184,897)	(3,927,955)
Payments for construction of infrastructure	5(b)	(11,323,707)	(8,698,419)	(8,511,964)
Payments for intangible assets	5(c)	(895,810)	(876,083)	(789,680)
		(27,623,119)	(12,759,399)	(13,229,599)
Non-cash amounts excluded from investing activities	3(d)	(1,899,633)	(218,453)	205,620
Amount attributable to investing activities		**(17,467,418)**	**(7,523,664)**	**(8,580,746)**
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from new borrowings	7(a)	6,800,000	0	0
Transfers from reserve accounts	9(a)	10,995,573	22,262,928	7,405,784
		17,795,573	22,262,928	7,405,784
Outflows from financing activities				
Repayment of borrowings	7(a)	(2,658,422)	(2,240,025)	(2,240,025)
Payments for principal portion of lease liabilities	8	(103,811)	(142,704)	(112,840)
Transfers to reserve accounts	9(a)	(8,661,177)	(11,253,479)	(6,581,129)
		(11,423,410)	(13,636,208)	(8,933,994)
Amount attributable to financing activities		**6,372,163**	**8,626,720**	**(1,528,210)**
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus at the start of the financial year	3	2,566,260	4,315,277	1,133,167
Amount attributable to operating activities		8,528,995	(2,852,073)	8,975,789
Amount attributable to investing activities		(17,467,418)	(7,523,664)	(8,580,746)
Amount attributable to financing activities		6,372,163	8,626,720	(1,528,210)
Surplus/(deficit) remaining after the imposition of general rates	3	**0**	**2,566,260**	**0**

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

CITY OF KWINANA
FOR THE YEAR ENDED 30 JUNE 2025
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CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

1 BASIS OF PREPARATION

The annual budget is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

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

The local government reporting entity
All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 to the annual budget.

2023/24 actual balances
Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

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

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

Rounding off figures
All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows
Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards
During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.
• AASB 2020-1 Amendments to Australian Accounting Standards
- Classification of Liabilities as Current or Non-current
• AASB 2022-5 Amendments to Australian Accounting Standards
- Lease Liability in a Sale and Leaseback
• AASB 2022-6 Amendments to Australian Accounting Standards
- Non-current Liabilities with Covenants
• AASB 2023-1 Amendments to Australian Accounting Standards
- Supplier Finance Arrangements
• AASB 2023-3 Amendments to Australian Accounting Standards
- Disclosure of Non-current Liabilities with Covenants: Tier 2
It is not expected these standards will have an impact on the annual budget.

• AASB 2022-10 Amendments to Australian Accounting Standards
- Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public *Sector Entities*, became mandatory during the budget year. Amendments to AASB 13 *Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes
No material impact is expected in relation to the 2024-25 statutory budget.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
• AASB 2014-10 Amendments to Australian Accounting Standards
- Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
• AASB 2021-7c Amendments to Australian Accounting Standards
- Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
• AASB 2022-9 Amendments to Australian Accounting Standards
- Insurance Contracts in the Public Sector
• AASB 2023-5 Amendments to Australian Accounting Standards
- Lack of Exchangeability

It is not expected these standards will have an impact on the annual budget.

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
• estimated fair value of certain financial assets
• estimation of fair values of land and buildings and investment property
• impairment of financial assets
• estimation uncertainties and judgements made in relation to lease accounting
• estimated useful life of assets
• estimation of provisions
• estimation of fair value of leases

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES

(a) Rating Information

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2024/25 Budgeted rate revenue	2024/25 Budgeted interim rates	2024/25 Budgeted total revenue	2023/24 Actual total revenue	2023/24 Budget total revenue
		$		$	$	$	$	$	$
(i) General rates									
Improved Residential	Gross rental valuation	0.08846	16,088	308,273,044	27,269,833	750,000	28,019,833	26,002,406	25,878,877
Improved Commercial and Industrial	Gross rental valuation	0.10667	530	137,496,767	14,666,780	0	14,666,780	14,058,770	12,626,259
Vacant	Gross rental valuation	0.19415	545	11,366,030	2,206,715	0	2,206,715	2,032,480	2,214,464
General Industrial	Unimproved valuation	0.02029	3	124,000,000	2,515,960	0	2,515,960	2,414,280	2,414,280
Mining and Industrial	Unimproved valuation	0.00940	29	54,017,000	507,760	0	507,760	454,908	474,687
Rural	Unimproved valuation	0.00528	126	214,885,000	1,134,593	0	1,134,593	1,121,587	1,187,166
Total general rates			17,321	850,037,841	48,301,641	750,000	49,051,641	46,084,431	44,795,733
		Minimum							
(ii) Minimum payment		$							
Improved Residential	Gross rental valuation	1,222	2,050	25,565,932	2,505,100	0	2,505,100	2,406,515	2,409,342
Improved Commercial and Industrial	Gross rental valuation	1,592	64	614,289	101,888	0	101,888	95,625	97,792
Vacant	Gross rental valuation	1,222	813	3,967,815	993,486	0	993,486	942,692	1,219,920
General Industrial	Unimproved valuation	1,592	0	0	0	0	0	0	0
Mining and Industrial	Unimproved valuation	1,592	14	120,288	22,288	0	22,288	20,728	21,392
Rural	Unimproved valuation	1,222	11	1,051,700	13,442	0	13,442	12,321	14,076
Total minimum payments			2,952	31,320,024	3,636,204	0	3,636,204	3,477,881	3,762,522
Total general rates and minimum payments			20,273	881,357,865	51,937,845	750,000	52,687,845	49,562,312	48,558,255
(iii) Ex-gratia rates									
Dampier to Bunbury Natural Gas Pipeline Corridor					175,000	0	175,000	239,160	175,000
					52,112,845	750,000	52,862,845	49,801,472	48,733,255
Total rates					52,112,845	750,000	52,862,845	49,801,472	48,733,255

The City did not raise specified area rates for the year ended 30th June 2025.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		$	%	%
Option one				
Single full payment	6/09/2024	0	0.0%	7.0%
Option two				
First instalment	6/09/2024	7.00	3.0%	7.0%
Second instalment	5/02/2025		3.0%	7.0%
Option three				
First instalment	6/09/2024	21.00	3.0%	7.0%
Second instalment	8/11/2024		3.0%	7.0%
Third instalment	5/02/2025		3.0%	7.0%
Fourth instalment	7/04/2025		3.0%	7.0%
Option four				
Direct Debit option is available on a fortnightly deduction cycle	19 fortnightly instalments commencing 06/09/2024	0.00	3.0%	7.0%
Option five				
Direct Debit option is available on a weekly deduction cycle	39 weekly instalments commencing 06/09/2024	0.00	3.0%	7.0%

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES (CONTINUED)

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the City the following rate categories have been determined for the implementation of differential rating.

Differential general rate and minimum payment

Description	Characteristics	Objects	Reasons
Gross Rental Value (GRV)			
Improved Residential	This differential rate category imposes a differential general rate on land valued on a gross rental value basis for rateable properties used for residential purposes where the zoning allows for residential use.	The object of this rate is to apply a base differential general rate to land zoned and used for residential purposes and to act as the City's benchmark differential rate by which all other GRV rated properties are assessed.	The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the City.
Improved Commercial and Industrial	This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is not used for residential purposes and is not vacant land.	The object of this rate category is to apply a higher differential rate so as to raise additional revenue to offset the increased costs associated with service provision to these properties.	The reason for this rate is that a higher differential rate is required to meet the higher level of service costs associated with Commercial and Industrial properties and the localities within which they are situated, including costs of: (a) provision and maintenance of transport and streetscape infrastructure including renewal/refurbishment infrastructure, car parking and traffic treatments; and (b) the management, administration and delivery of marketing activities aimed at enhancing the economic and social viability, and the general amenity of the Kwinana commercial and industrial areas.
Vacant	This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is vacant land.	The object of this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the City.	The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the City.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES (CONTINUED)

(c) Objectives and Reasons for Differential Rating (continued)

Unimproved Value (UV)			
General Industrial	This differential rate category imposes a differential general rate on land zoned for the purpose of General Industry under Local Planning Scheme No 2.	The object of this rate category is to raise additional revenue to offset the costs associated with increased maintenance of infrastructure and higher levels of service provided to or associated with properties in this category.	The reason for this rate is to meet a significant proportion of the additional costs involved in servicing properties within this rate category, which include but are not limited to major outlays for transport infrastructure maintenance and renewal/refurbishment and significant costs relating to monitoring of land use and environmental impacts.
Mining and Industrial	This differential rate category imposes a differential general rate on land valued on an unimproved value (UV) basis, which is: (a) zoned for the purpose of Rural B under Local Planning Scheme No 2; or (b) held or used for industrial, extractive industry or quarrying purposes under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup Redevelopment Act 2000; or (c) zoned for the purpose of Rural A under Local Planning Scheme No 2 and held or used for industrial, extractive industry or quarrying purposes.	The object of this rate category is to raise additional revenue to offset the costs associated with increased maintenance of infrastructure and higher levels of service provided to properties in this category.	The reason for this rate is the need to offset the higher level of costs associated in servicing these properties, including the costs of transport infrastructure maintenance and renewal/refurbishment, and costs relating to monitoring of land use and environmental impacts.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES (CONTINUED)

(c) Objectives and Reasons for Differential Rating (continued)

Rural	This differential rate category imposes a differential general rate on land valued on an unimproved value (UV) basis which is predominantly used or held for rural pursuits, rural industry or intensive agriculture, and: (a) is not zoned for the purpose of General Industry under Local Planning Scheme No 2; or (b) is not zoned for the purpose of Rural B under Local Planning Scheme No 2; or (c) is not held or used for industrial, extractive industry or quarrying purposes under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup Redevelopment Act 2000.	The object of this rate category is to impose a differential rate commensurate with the rural use of land, which additionally is to act as the City's benchmark differential UV rate and is considered to be the base rate by which all other UV rated properties are assessed.	The reason for this rate is to ensure that all ratepayers on rural land make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the City.

(d) Service Charges

The City did not raise service charges for the year ended 30th June 2025.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
Current assets		$	$	$
Cash and cash equivalents	4	3,314,745	6,066,088	1,166,255
Financial assets		56,810,293	56,482,954	65,052,795
Receivables		4,228,896	4,887,396	2,223,129
Other assets		1,327,785	1,827,785	322,910
		65,681,719	69,264,223	68,765,089
Less: current liabilities				
Trade and other payables		(25,740,675)	(26,094,179)	(20,744,553)
Contract liabilities		(16,072,134)	(16,111,943)	(39,575)
Capital grant/contribution liability		(370,000)	(509,720)	(1,250,000)
Lease liabilities	8	(5,312)	(103,811)	(112,840)
Long term borrowings	7	(2,658,422)	(2,658,422)	(2,240,025)
Employee provisions		(4,833,678)	(4,333,678)	(5,189,046)
Other provisions		(500,734)	(500,734)	0
		(50,180,955)	(50,312,487)	(29,576,039)
Net current assets		15,500,764	18,951,736	39,189,050
Less: Total adjustments to net current assets	3(b)	(15,500,764)	(16,385,476)	(39,189,050)
Net current assets used in the Statement of Financial Activity		0	2,566,260	0

(b) Current assets and liabilities excluded from budgeted deficiency

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: Cash - reserve accounts	9	(55,917,115)	(58,251,511)	(65,093,996)
Less: Current assets not expected to be received at end of year				
- Current financial assets at amortised cost - self supporting loans		0	0	(19,062)
- Unspent capital grants, subsidies and contributions liability - DCA		357,872	0	0
- Banksia Park DMF receivable		(145,521)	(150,000)	(252,000)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		2,658,422	2,658,422	2,240,025
- Current portion of lease liabilities		5,312	103,811	112,840
- Current portion of contract liability held in reserve		192,727	250,000	131,041
- Current portion of unspent capital grants held in reserve		170,000	2,098,423	1,219,912
- Banksia park unit contribution		34,008,641	33,793,754	17,183,145
- Current portion of employee benefit provisions held in reserve		3,168,898	3,111,625	5,289,045
Total adjustments to net current assets		(15,500,764)	(16,385,476)	(39,189,050)

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

3. NET CURRENT ASSETS

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency
When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as *provided by Local Government (Financial Management) Regulation 32 which will* not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*

	Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
Adjustments to operating activities		$	$	$
Less: Profit on asset disposals	5	(196,291)	(38,052)	(43,537)
Less: Movement in liabilities associated with restricted cash		0	(257,101)	0
Add: Loss on asset disposals	5	25,771	55,041	108,836
Add: Depreciation	6	22,431,400	23,690,988	18,086,055
Movement in current contract liabilities associated with restricted cash		(57,273)	0	0
Movement in current employee provisions associated with restricted cash		57,273	0	0
Non cash amounts excluded from operating activities		22,260,880	23,450,876	18,151,354

(d) Non-cash amounts excluded from investing activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*

	Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
Adjustments to investing activities		$	$	$
Movement in non-current unspent capital grants liability		28,790	179,528	500,000
Movement in current unspent capital grants associated with restricted cash		(1,928,423)	(397,981)	(294,380)
Non cash amounts excluded from investing activities		(1,899,633)	(218,453)	205,620

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

3. NET CURRENT ASSETS

(e) MATERIAL ACCOUNTING POLICIES

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

TRADE AND OTHER PAYABLES
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

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

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

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

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

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

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

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

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

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

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

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

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

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

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.
The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
		$	$	$
Cash at bank and on hand		3,314,745	6,066,088	1,166,255
Total cash and cash equivalents		3,314,745	6,066,088	1,166,255
Held as				
- Unrestricted cash and cash equivalents		3,314,745	6,066,088	1,166,255
	3(a)	3,314,745	6,066,088	1,166,255
Restrictions				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Restricted financial assets at amortised cost - term deposits		55,917,115	58,251,511	65,093,996
		55,917,115	58,251,511	65,093,996
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Financially backed reserves	9	55,917,115	58,251,511	65,093,996
		55,917,115	58,251,511	65,093,996
Reconciliation of net cash provided by operating activities to net result				
Net result		(2,384,001)	(21,747,640)	(5,284,589)
Depreciation	6	22,431,400	23,690,988	18,086,055
(Profit)/loss on sale of asset	5	(170,520)	16,989	65,299
(Increase)/decrease in receivables		658,500	(1,026,196)	1,252,000
(Increase)/decrease in other assets		0	0	50,000
Increase/(decrease) in payables		(353,504)	116,929	(700,000)
Increase/(decrease) in contract liabilities		(90,471)	(109,879)	0
Increase/(decrease) in unspent capital grants		(139,720)	(351,095)	500,000
Increase/(decrease) in other provision		0	21,143	0
Increase/(decrease) in employee provisions		500,000	0	0
Capital grants, subsidies and contributions		(11,208,164)	(4,225,357)	(4,390,976)
Net cash from operating activities		9,243,520	(3,614,118)	9,577,789

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2024/25 Budget					2023/24 Actual					2023/24 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
(a) Property, Plant and Equipment	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Buildings - specialised	13,495,827	0	0	0	0	2,045,328	0	0	0	0	2,485,973	0	0	0	0
Furniture and equipment	146,400	0	0	0	0	107,326	0	0	0	0	45,900	0	0	0	0
Plant and equipment	1,761,375	517,230	687,750	196,291	(25,771)	1,032,243	896,806	879,817	38,052	(55,041)	1,396,082	594,799	529,500	43,537	(108,836)
Total	15,403,602	517,230	687,750	196,291	(25,771)	3,184,897	896,806	879,817	38,052	(55,041)	3,927,955	594,799	529,500	43,537	(108,836)
(b) Infrastructure															
Infrastructure - roads	4,896,768	0	0	0	0	5,005,212	0	0	0	0	4,797,769	0	0	0	0
Infrastructure - footpaths	173,000	0	0	0	0	934,224	0	0	0	0	791,500	0	0	0	0
Infrastructure - drainage	116,000	0	0	0	0	79,104	0	0	0	0	67,055	0	0	0	0
Infrastructure - carparks	65,000	0	0	0	0	775,159	0	0	0	0	505,671	0	0	0	0
Infrastructure - parks and ovals	5,685,673	0	0	0	0	1,675,156	0	0	0	0	2,128,794	0	0	0	0
Infrastructure - Bus Shelters	37,000	0	0	0	0	12,300	0	0	0	0	0	0	0	0	0
Infrastructure - Street Lights	75,995	0	0	0	0	6,798	0	0	0	0	31,175	0	0	0	0
Infrastructure - Other	274,271	0	0	0	0	210,466	0	0	0	0	190,000	0	0	0	0
Total	11,323,707	0	0	0	0	8,698,419	0	0	0	0	8,511,964	0	0	0	0
(c) Intangible Assets															
Intangible assets - Computer Software dev	895,810	0	0	0	0	876,083	0	0	0	0	789,680	0	0	0	0
	895,810	0	0	0	0	876,083	0	0	0	0	789,680	0	0	0	0
Total	27,623,119	517,230	687,750	196,291	(25,771)	12,759,399	896,806	879,817	38,052	(55,041)	13,229,599	594,799	529,500	43,537	(108,836)

MATERIAL ACCOUNTING POLICIES

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

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

GAINS AND LOSSES ON DISPOSAL
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

6. DEPRECIATION

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	$	$	$
By Class			
Buildings - specialised	7,251,527	7,893,673	3,388,786
Furniture and equipment	261,453	264,010	148,145
Plant and equipment	972,581	978,574	1,272,471
Infrastructure - roads	8,579,374	8,583,180	7,685,980
Infrastructure - footpaths	869,264	578,910	619,744
Infrastructure - drainage	1,335,490	1,336,103	1,300,355
Infrastructure - carparks	345,700	345,853	319,501
Infrastructure - parks and ovals	2,250,321	2,287,042	2,221,429
Infrastructure - Bus Shelters	31,785	901,445	847,329
Infrastructure - Street Lights	175,230	175,308	177,589
Infrastructure - Other	35,692	23,762	98,024
Right of use - plant and equipment	6,714	6,719	6,702
Intangible assets - computer software development	316,269	316,409	0
	22,431,400	23,690,988	18,086,055
By Program			
Governance	41,947	42,160	34,870
Law, order, public safety	301,559	304,583	309,523
Health	11,172	11,482	12,580
Education and welfare	1,582,897	2,166,050	535,811
Housing	0	0	37,776
Community amenities	41,541	41,796	5,390,500
Recreation and culture	8,158,515	8,241,102	11,016,800
Transport	11,305,058	11,888,999	0
Economic services	0	0	748,195
Other property and services	988,711	994,816	0
	22,431,400	23,690,988	18,086,055

MATERIAL ACCOUNTING POLICIES

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

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

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

Major depreciation periods used for each class of depreciable asset are:

Buildings - specialised	2 to 100 years
Furniture and equipment	2 to 15 years
Plant and equipment	3 to 20 years
Infrastructure - roads (excluding sub grade)	12 to 80 years
Infrastructure - footpaths	40 - 80 years
Infrastructure - drainage	80 - 100 years
Infrastructure - carparks	5 to 30 years
Infrastructure - parks and ovals	10 to 50 years
Infrastructure - Bus Shelters	20 to 25 Years
Infrastructure - Street Lights	15 to 30 years
Infrastructure - Other	30 to 40 years
Right of use - plant and equipment	Based on the remaining lease
Intangible assets - computer software development	5 - 30 years

AMORTISATION
The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

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

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2024	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal outstanding 30 June 2025	2024/25 Budget Interest Repayments	Actual Principal 1 July 2023	2023/24 Actual New Loans	2023/24 Actual Principal Repayments	Actual Principal outstanding 30 June 2024	2023/24 Actual Interest Repayments	Budget Principal 1 July 2023	2023/24 Budget New Loans	2023/24 Budget Principal Repayments	Budget Principal outstanding 30 June 2024	2023/24 Budget Interest Repayments
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Administration Office Renovations	99	WATC	6.3%	129,871	0	(129,871)	0	(7,401)	251,990		(122,119)	129,871	(15,914)	251,989		(122,119)	129,870	(15,914)
Youth Specific Space Stage 2	100	WATC	4.7%	693,730	0	(161,615)	532,115	(35,521)	848,053		(154,323)	693,730	(43,763)	848,055		(154,323)	693,732	(43,763)
Orelia Oval Pavilion Stage 2	97	WATC	6.3%	287,367	0	(287,367)	0	(16,376)	557,581		(270,214)	287,367	(35,214)	557,582		(270,214)	287,368	(35,214)
Library & Resource Centre	102	WATC	4.5%	4,125,509	0	(752,731)	3,372,778	(207,679)	4,845,195		(719,686)	4,125,509	(245,182)	4,845,196		(719,686)	4,125,510	(245,182)
Recquatic Refurbishment	104	WATC	4.1%	2,168,522	0	(326,184)	1,842,338	(99,144)	2,481,886		(313,364)	2,168,522	(114,225)	2,481,887		(313,364)	2,168,523	(114,225)
Bertram Community Centre	105	WATC	3.3%	796,450	0	(128,085)	668,365	(29,717)	920,455		(124,005)	796,450	(34,566)	920,457		(124,005)	796,452	(34,566)
Calista Destination Park	106	WATC	3.1%	892,266	0	(115,867)	776,399	(33,144)	1,004,579		(112,313)	892,266	(37,513)	1,004,580		(112,313)	892,267	(37,513)
Industrial Area Streetscape	98	WATC	6.3%	175,325	0	(175,325)	0	(9,991)	340,186		(164,861)	175,325	(21,484)	340,188		(164,861)	175,327	(21,484)
City Centre Redevelopment	101B	WATC	1.2%	1,905,722	0	(243,282)	1,662,440	(37,027)	2,145,800		(240,078)	1,905,722	(41,954)	2,145,800		(240,078)	1,905,722	(41,954)
Administration building Upgrade / Renewal	TBA	WATC	4.8%	0	6,800,000	(318,395)	6,481,605	(322,967)	0			0		0		0	0	0
				11,174,762	6,800,000	(2,638,722)	15,336,040	(798,967)	13,395,725	0	(2,220,963)	11,174,762	(589,815)	13,395,734	0	(2,220,963)	11,174,771	(589,815)
Self Supporting Loans																		
Kwinana Golf Club Refurbishment	103B	WATC	3.3%	177,351	0	(19,700)	157,651	(6,925)	196,413	0	(19,062)	177,351	(7,701)	196,413	0	(19,062)	177,351	(7,701)
				177,351	0	(19,700)	157,651	(6,925)	196,413	0	(19,062)	177,351	(7,701)	196,413	0	(19,062)	177,351	(7,701)
				11,352,113	6,800,000	(2,658,422)	15,493,691	(805,892)	13,592,138	0	(2,240,025)	11,352,113	(597,516)	13,592,147	0	(2,240,025)	11,352,122	(597,516)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

7. BORROWINGS

(b) New borrowings - 2024/25

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
				%	$	$	$	$
Administration Building l	WATC	Debenture	15	4.8%	6,800,000	2,820,438	6,800,000	0
					6,800,000	2,820,438	6,800,000	0

(c) Unspent borrowings

The City had no unspent borrowing funds as at 30th June 2024 nor is it expected to have unspent borrowing funds as at 30th June 2025.

(d) Credit Facilities

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	$	$	$
Undrawn borrowing facilities credit standby arrangements			
Credit card limit	100,000	100,000	100,000
Credit card balance at balance date	(20,000)	(19,720)	(20,000)
Total amount of credit unused	80,000	80,280	80,000
Loan facilities			
Loan facilities in use at balance date	15,493,691	11,352,113	11,352,122

MATERIAL ACCOUNTING POLICIES

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

8. LEASE LIABILITIES

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2024	2024/25 Budget New Leases	2024/25 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2025	2024/25 Budget Lease Interest Repayments	Actual Principal 1 July 2023	2023/24 Actual New Leases	2023/24 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2024	2023/24 Actual Lease Interest repayments	Budget Principal 1 July 2023	2023/24 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2024	2023/24 Budget Lease Interest repayments
					$	$	$	$	$	$	$	$	$	$	$	$	$	$
Youth Services vehicle	1HFE114	Toyota Finance	2.20%	60	10,835		(6,837)	3,998	(94)	17,584		(6,749)	10,835	(181)	17,037	(6,745)	10,292	(62)
Gym equipment	E6N0163618-1	Maia Financial	2.79%	48	85,713		(85,713)	0	(436)	199,055		(113,342)	85,713	(1,594)	198,984	(85,423)	113,561	(66)
Adco - Floor Scrubber -	C12528	Adco	3.90%	36	9,019		(7,705)	1,314	(215)	16,429		(7,410)	9,019	(509)	20,353	(5,418)	14,935	(87)
Photocopiers / equipment	E6N0162743	Maia	1.80%	60	3,556		(3,556)	0	(19)	15,062		(11,506)	3,556	(177)	12,205	(11,558)	647	(22)
Photocopiers / equipment	5389066248AUS3	HP Financial	4.17%	36	0		0	0	0	3,697		(3,697)	0	(52)	3,696	(3,696)	0	(32)
					109,123	0	(103,811)	5,312	(764)	251,827	0	(142,704)	109,123	(2,513)	252,275	(112,840)	139,435	(269)

MATERIAL ACCOUNTING POLICIES

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

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

LEASE LIABILITIES
The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2024/25 Budget				2023/24 Actual				2023/24 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by legislation												
(a) Cash-in-lieu of public open space reserve	349,202	15,433	(103,500)	261,135	332,381	16,821	0	349,202	329,945	11,260	(103,500)	237,705
Developer contributions fund reserve												
(b) DCA 1 - Hard Infrastructure - Bertram	2,075,810	178,573	(37,574)	2,216,809	1,957,275	149,001	(30,466)	2,075,810	2,104,048	120,295	(21,725)	2,202,618
(c) DCA 2 - Hard Infrastructure - Wellard	1,918,291	175,116	(37,574)	2,055,833	1,792,021	150,136	(23,866)	1,918,291	1,750,232	131,685	(15,125)	1,866,792
(d) DCA 3 - Hard Infrastructure - Casuarina	122,394	103,640	(37,574)	188,460	93,041	63,905	(34,552)	122,394	85,860	60,533	(15,125)	131,268
(e) DCA 4 - Hard Infrastructure - Anketell	2,523,201	217,953	(37,574)	2,703,580	2,762,854	195,470	(435,123)	2,523,201	2,124,076	143,721	(15,125)	2,252,672
(f) DCA 5 - Hard Infrastructure - Wandi	2,360,076	194,929	(213,683)	2,341,322	2,220,210	163,732	(23,866)	2,360,076	2,215,223	136,867	(15,125)	2,336,965
(g) DCA 6 - Hard Infrastructure - Mandogalup	6,229,098	378,287	(37,574)	6,569,811	5,868,792	384,172	(23,866)	6,229,098	5,554,826	220,723	(15,125)	5,760,424
(h) DCA 7 - Hard Infrastructure - Wellard West	147,304	104,202	(37,574)	213,932	105,060	66,110	(23,866)	147,304	108,061	63,749	(15,125)	156,685
(i) DCA 8 - Soft Infrastructure - Mandogalup	1,647,862	164,848	(23,289)	1,789,421	4,161,798	239,315	(2,753,251)	1,647,862	3,886,999	181,531	(15,125)	4,053,405
	6,820,169	374,084	(23,289)	7,170,964	11,489,948	666,725	(5,336,504)	6,820,169	11,241,548	637,685	(24,875)	11,854,358
(j) DCA 9 - Soft Infrastructure - Wandi/Anketell												
DCA 10 - Soft Infrastructure -	182,620	105,976	(23,289)	265,307	176,830	69,058	(63,268)	182,620	173,578	68,013	(15,125)	226,466
(k) Casuarina/Anketell												
(l) DCA 11 - Soft Infrastructure - Wellard East	2,418,948	237,662	(23,289)	2,633,321	6,060,058	307,203	(3,948,313)	2,418,948	5,968,997	301,769	(15,125)	6,255,641
	8,986,738	500,018	(2,567,289)	6,919,467	11,312,966	579,817	(2,906,045)	8,986,738	11,370,728	491,015	(225,137)	11,636,606
(m) DCA 12 - Soft Infrastructure - Wellard West												
(n) DCA 13 - Soft Infrastructure - Bertram	300,982	110,830	(23,289)	388,523	251,563	73,285	(23,866)	300,982	247,980	70,973	(15,125)	303,828
(o) DCA 14 - Soft Infrastructure - Wellard/Leda	590,488	122,478	(23,289)	689,677	998,967	104,595	(513,074)	590,488	916,107	97,557	(15,125)	998,539
(p) DCA 15 - Soft Infrastructure - City Site	209,495	107,094	(23,296)	293,293	333,576	75,578	(199,659)	209,495	322,864	73,877	(15,125)	381,616
	36,882,678	3,091,123	(3,272,946)	36,700,855	49,917,340	3,304,923	(16,339,585)	36,882,678	48,401,072	2,811,253	(556,737)	50,655,588

9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement (continuted)

	2024/25 Budget				2023/24 Actual				2023/24 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council												
(q) Aged Persons Units Reserve	891,821	84,961	0	976,782	821,480	70,341	0	891,821	775,069	222,447	(190,000)	807,516
(r) Asset Management Reserve	4,958,685	2,342,303	(2,684,857)	4,616,131	2,966,022	3,367,223	(1,374,560)	4,958,685	2,198,759	1,258,025	(1,370,052)	2,086,732
(s) Banksia Park Reserve	357,995	16,173	(16,296)	357,872	331,297	26,698	0	357,995	209,946	81,409	(90,000)	201,355
(t) City Infrastructure Reserve	161,119	0	(148,336)	12,783	981,731	31,606	(852,218)	161,119	966,351	33,118	(957,120)	42,349
Community Services & Emergency Relief	361,481	15,978	0	377,459	344,018	17,463	0	361,481	336,774	11,620	0	348,394
(u) Reserve												
Contiguous Local Authorities Group	278,902	45,542	(46,400)	278,044	266,109	50,969	(38,176)	278,902	268,196	38,496	(77,500)	229,192
(v) Reserve												
(w) Employee Leave Reserve	3,011,655	137,343	0	3,148,998	2,955,674	55,981	0	3,011,655	2,656,458	103,496	0	2,759,954
(x) Employee Vacancy Reserve	563,268	40,396	0	603,664	876,684	39,828	(353,244)	563,268	872,827	17,690	(353,244)	537,273
(y) Family Day Care Reserve	0	0	0	0	0	0	0	0	9,889	0	0	9,889
(z) Golf Course Cottage Reserve	32,339	1,430	0	33,769	30,779	1,560	0	32,339	30,552	1,040	0	31,592
({) Golf Club Maintenance Reserve	32,737	5,946	(4,500)	34,183	31,197	6,622	(5,082)	32,737	27,826	602	0	28,428
(|) Information Technology Reserve	556,813	136,159	(400,000)	292,972	409,660	836,833	(689,680)	556,813	408,430	538,802	(689,680)	257,552
Plant and Equipment Replacement	1,107,689	1,572,767	(1,590,700)	1,089,756	992,590	1,180,768	(1,065,669)	1,107,689	896,780	680,690	(1,396,082)	181,388
(}) Reserve												
(~) Public Art Reserve	166,983	14,324	(8,000)	173,307	366,712	14,224	(213,953)	166,983	306,947	10,516	(250,000)	67,463
( ) Refuse Reserve	5,846,121	865,771	(2,480,120)	4,231,772	5,241,136	604,985	0	5,846,121	5,230,772	176,228	(48,558)	5,358,442
(€) Renewable Energy Efficiency Reserve	62,448	34,321	(20,500)	76,269	87,480	3,968	(29,000)	62,448	86,870	1,474	(16,000)	72,344
() Restricted Grants & Contributions Reserve	598,421	0	(322,918)	275,503	1,386,295	249,488	(1,037,362)	598,421	951,405	0	(896,525)	54,880
(‚) Settlement Agreement Reserve	315,446	8,075	0	323,521	307,428	8,018	0	315,446	141,383	5,938	0	147,321
(ƒ) Strategic Property Reserve	960,613	21,589	0	982,202	474,039	486,574	0	960,613	455,369	17,296	(270,000)	202,665
(„) Workers Compensation Reserve	617,231	26,340	0	643,571	473,289	244,341	(100,399)	617,231	686,976	19,324	(224,286)	482,014
(…) Strategic Initiative Reserve	321,083	21,993	0	343,076	0	485,083	(164,000)	321,083	0	359,165	(20,000)	339,165
(†) Election Expense Reserve	84,268	89,388	0	173,656	0	84,268	0	84,268	0	82,500	0	82,500
(‡) Valuation Expense Reserve	81,715	89,255	0	170,970	0	81,715	0	81,715	0	110,000	0	110,000
	21,368,833	5,570,054	(7,722,627)	19,216,260	19,343,620	7,948,556	(5,923,343)	21,368,833	17,517,579	3,769,876	(6,849,047)	14,438,408
	58,251,511	8,661,177	(10,995,573)	55,917,115	69,260,960	11,253,479	(22,262,928)	58,251,511	65,918,651	6,581,129	(7,405,784)	65,093,996

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

9. RESERVE ACCOUNTS (CONTINUTED)

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

	Reserve name	Anticipated date of use	Purpose of the reserve
(a)	Cash-in-lieu of public open space reserve	Ongoing	to be used to restrict funds that have been paid in lieu of open space as specified in the Western Australia Planning and Development Act 2005.
(b)	DCA 1 - Hard Infrastructure - Bertram	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 - Hard Infrastructure Bertram.
(c)	DCA 2 - Hard Infrastructure - Wellard	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 - Hard Infrastructure Wellard.
(d)	DCA 3 - Hard Infrastructure - Casuarina	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 3 - Hard Infrastructure Casuarina.
(e)	DCA 4 - Hard Infrastructure - Anketell	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 4 - Hard Infrastructure Anketell.
(f)	DCA 5 - Hard Infrastructure - Wandi	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 - Hard Infrastructure Wandi.
(g)	DCA 6 - Hard Infrastructure - Mandogalup	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 6 - Hard Infrastructure Mandogalup.
(h)	DCA 7 - Hard Infrastructure - Wellard West	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 7 - Hard Infrastructure Mandogalup West.
(i)	DCA 8 - Soft Infrastructure - Mandogalup	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 8 - Soft Infrastructure Mandogalup.
(j)	DCA 9 - Soft Infrastructure - Wandi/Anketell	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 - Soft Infrastructure Wandi/Anketell.
(k)	DCA 10 - Soft Infrastructure - Casuarina/Anketell	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 - Soft Infrastructure Casuarina/Anketell.
(l)	DCA 11 - Soft Infrastructure - Wellard East	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 - Soft Infrastructure Wellard East.
(m)	DCA 12 - Soft Infrastructure - Wellard West	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 - Soft Infrastructure Wellard West.
(n)	DCA 13 - Soft Infrastructure - Bertram	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 - Soft Infrastructure Bertram.
(o)	DCA 14 - Soft Infrastructure - Wellard/Leda	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 - Soft Infrastructure Wellard/Leda.
(p)	DCA 15 - Soft Infrastructure - City Site	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 - Soft Infrastructure City Site.
(q)	Aged Persons Units Reserve	Ongoing	to be used to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court.
(r)	Asset Management Reserve	Ongoing	to be used to provide funds for renewal projects for the City's building and infrastructure assets, thereby extending the useful economic life of such assets.
(s)	Banksia Park Reserve	Ongoing	to be used to provide funds for the capital acquisitions and maintenance of the Banksia Park Retirement Village.
(t)	City Infrastructure Reserve	Ongoing	to be used to fund the City's contributions to community infrastructure projects.
(u)	Community Services & Emergency Relief Reserve	Ongoing	to be used to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to develop community services.
(v)	Contiguous Local Authorities Group Reserve	Ongoing	to be used to restrict funds received for the prevention, control and education of mosquito management.
(w)	Employee Leave Reserve	Ongoing	to be used to ensure that adequate funds are available to finance employee leave entitlements.
(x)	Employee Vacancy Reserve	Ongoing	to be used to ensure that adequate funds are available to finance employee costs.
(y)	Family Day Care Reserve	Closed	to be used to provide for the capital acquisitions and maintenance of this facility.
(z)	Golf Course Cottage Reserve	Ongoing	to be used to provide funds for the maintenance of this building.
({)	Golf Club Maintenance Reserve	Ongoing	to be used to provide funds for the maintenance of this building.
(|)	Information Technology Reserve	Ongoing	to be used for the implementation and maintainance of the City's software requirements.
(})	Plant and Equipment Replacement Reserve	Ongoing	to be used to replace existing fleet, plant and other City assets.
(~)	Public Art Reserve	Ongoing	to be used to receive monies paid as cash in lieu for public art and the provision of public art expenditure under the Local Planning Policy 5.
( )	Refuse Reserve	Ongoing	to be used to provide funds for the costs and subsidy of Waste Management in the City.
(€)	Renewable Energy Efficiency Reserve	Ongoing	to be used to provide funds for renewable energy and water efficiency iniatives.

9. RESERVE ACCOUNTS (CONTINUTED)

(b) Reserve Accounts - Purposes (continued)

Reserve name	Anticipated date of use	Purpose of the reserve
() Restricted Grants & Contributions Reserve	Ongoing	to be used to restrict funds, being city funds, grants and contributions, required to complete projects from prior financial years.
(‚) Settlement Agreement Reserve	Ongoing	to be used to provide funds to account for future negotiated settlement agreement payments.
(ƒ) Strategic Property Reserve	Ongoing	to be used to provide funds for future investment opportunities.
(„) Workers Compensation Reserve	Ongoing	to be used to fund workers compensation costs incurred by the City where the maximum contribution amount for a previous year has been reached and there is a claim which remains open and requires the City to pay costs relating to the open claims in the current and future years.
(…) Strategic Initiative Reserve	Ongoing	to be used to provide fund for corporate business plan and strategic initiatives in the City.
(†) Election Expense Reserve	Ongoing	to be used to provide funds for cost of election in the City.
(‡) Valuation Expense Reserve	Ongoing	to be used to provide funds for cost of rate valuation in the City.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

10. OTHER INFORMATION

The net result includes as revenues	2024/25 Budget	2023/24 Actual	2023/24 Budget
	$	$	$
(a) Interest earnings			
Investments	2,658,353	4,210,208	2,749,090
Self supporting loan*	6,925	7,701	1,821
Other interest revenue	671,430	560,446	415,201
	3,336,708	4,778,355	3,166,112
* The interest of 3.32% with 15 years term to the Kwinana bowling club.			
The net result includes as expenses			
(b) Auditors remuneration			
Audit services	100,000	166,000	115,000
Other services	15,000	45,225	15,000
	115,000	211,225	130,000
(c) Interest expenses (finance costs)			
Borrowings (refer Note 7(a))	805,892	597,516	597,516
Interest on lease liabilities (refer Note 8)	764	2,513	269
Other finance costs	0	2,658,768	0
	806,656	3,258,797	597,785
(d) Write offs			
General rate	0	714	1,200
Fees and charges	12,700	10,489	10,000
	12,700	11,203	11,200
(e) Low Value lease expenses			
Office equipment	0	0	43,253
Gymnasium equipment	16,000	17,941	106,841
	16,000	17,941	150,094

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

11. ELECTED MEMBERS REMUNERATION

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	$	$	$
Mayor Peter Feasey			
Mayor's allowance	97,115	64764	0
Deputy Mayor's allowance	0	7,153	23,345
Meeting attendance fees	51,412	43,884	32,960
Other expenses	1,667	1,661	1,125
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	722	377	750
	154,416	121,339	61,680
Deputy Mayor Barry Winmar			
Deputy Mayor's allowance	24,279	16192	0
Meeting attendance fees	34,278	32,960	32,960
Other expenses	1,667	1,660	1,125
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	722	377	750
	64,446	54,689	38,335
Elected Member Sherilyn Wood			
Meeting attendance fees	34,278	32,960	32,960
Other expenses	1,667	1,660	1,125
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	722	377	750
	40,167	38,497	38,335
Elected Member Matthew Rowse			
Meeting attendance fees	34,278	32,960	32,960
Other expenses	1,667	1,660	1,125
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	722	377	750
	40,167	38,497	38,335
Elected Member Susan Kearney			
Meeting attendance fees	34,278	32,960	32,960
Other expenses	1,667	1,660	1,125
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	722	377	750
	40,167	38,497	38,335
Elected Member Ivy Penny			
Meeting attendance fees	34,278	22,859	0
Other expenses	1,667	1,660	0
Annual allowance for ICT expenses	3,500	2,427	0
Travel and accommodation expenses	722	377	0
	40,167	27,323	0
Elected Member David Acker			
Meeting attendance fees	34,278	22,859	0
Other expenses	1,667	1,660	0
Annual allowance for ICT expenses	3,500	2,427	0
Travel and accommodation expenses	722	377	0
	40,167	27,323	0
Elected Member Erin Sergeant			
Meeting attendance fees	34,278	22,859	0
Other expenses	1,667	1,660	0
Annual allowance for ICT expenses	3,500	2,427	0
Travel and accommodation expenses	722	377	0
	40,167	27,323	0
Elected Member Michael James Brown			
Meeting attendance fees	34,278	32,960	32,960
Other expenses	1,667	1,660	1,125
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	722	377	750
	40,167	38,497	38,335

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

11. ELECTED MEMBERS REMUNERATION

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	$	$	$
Former Mayor Carol Adams			
Mayor's allowance	0	28,616	93,380
Meeting attendance fees	0	15,149	49,435
Other expenses	0	0	1,125
Annual allowance for ICT expenses	0	1,073	3,500
Travel and accommodation expenses	0	0	750
	0	44,838	148,190
Former Elected Member Dennis Wood			
Meeting attendance fees	0	10,101	32,960
Other expenses	0	0	1,125
Annual allowance for ICT expenses	0	1,073	3,500
Travel and accommodation expenses	0	0	750
	0	11,174	38,335
Total Elected Member Remuneration	500,030	467,997	439,880
Mayor's allowance	97,115	93,380	93,380
Deputy Mayor's allowance	24,279	23,345	23,345
Meeting attendance fees	325,636	302,511	280,155
Other expenses	15,000	14,941	9,000
Annual allowance for ICT expenses	31,500	30,427	28,000
Travel and accommodation expenses	6,500	3,393	6,000
	500,030	467,997	439,880

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

12. TRUST FUNDS

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

Detail	Balance 30 June 2024	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2025
	$	$	$	$
APU Security Bonds	23,814	1,500	(1,000)	24,314
Contiguous Local Authorities Group (CLAG)	7,680	1,000	0	8,680
Uncollected Vehicles	25,338	3,000	(1,000)	27,338
	56,832	5,500	(2,000)	60,332

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

13. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS
All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current 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, 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.

INTEREST REVENUE
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 cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL
Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS
All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.
Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

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 (such as telephone and internet charges), 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 and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)
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
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation and amortisation expenses raised on all classes of assets.

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

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

13. REVENUE AND EXPENDITURE

(b) Revenue Recognition

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

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	After inspection complete based on a 4 year cycle
Waste management entry fees	Kerbside collection service	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Output method based on regular weekly and fortnightly period as proportionate to collection service
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Library fees, reinstatements, and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	Recquatic stock, Library stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

14. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Community Vision, and for each of its broad activities/programs.

OBJECTIVE	ACTIVITIES
Governance To provide a decision making process for the efficient allocation of scarce resources.	Members of Council & Governance (includes Audit & other costs associated with reporting to council). Administration, Financial and Information Technology Services are included.
General purpose funding To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.	Supervision of various local laws, fire prevention and animal control.
Health To provide an operational framework for environmental and community health.	Health services including inspection of premises, mosquito management , food quality, public health protection and promotion.
Education and welfare To provide services to disadvantaged persons, the elderly, children and youth.	Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, assistance to schools, and senior citizens support groups.
Community amenities To provide services required by the community.	City planning and development, rubbish collection services, storm water drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.
Recreation and culture To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate. This includes maintenance of halls, aquatic centre, recreation and community centres, parks, gardens, sports grounds and the operation of Libraries.
Transport To provide safe, effective and efficient transport services to the community.	Construction, maintenance and cleaning of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City depot, including plant purchase and maintenance.
Economic services To help promote the City and its economic wellbeing.	Tourism and area promotion, rural services and pest control and the implementation of building controls.
Other property and services To monitor and control the City's overhead operating accounts.	Private works, public works overheads, City plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the City.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

15. FEES AND CHARGES

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	$	$	$
By Program:			
Governance	5,350	1,906	0
General purpose funding	60,000	193,081	173,596
Law, order, public safety	179,420	176,475	184,420
Health	136,796	145,279	135,400
Education and welfare	852,174	940,295	826,799
Community amenities	674,260	640,194	674,040
Recreation and culture	4,023,142	4,129,228	3,400,574
Other property and services	8,850,487	8,183,773	8,087,429
	14,781,629	14,410,231	13,482,258



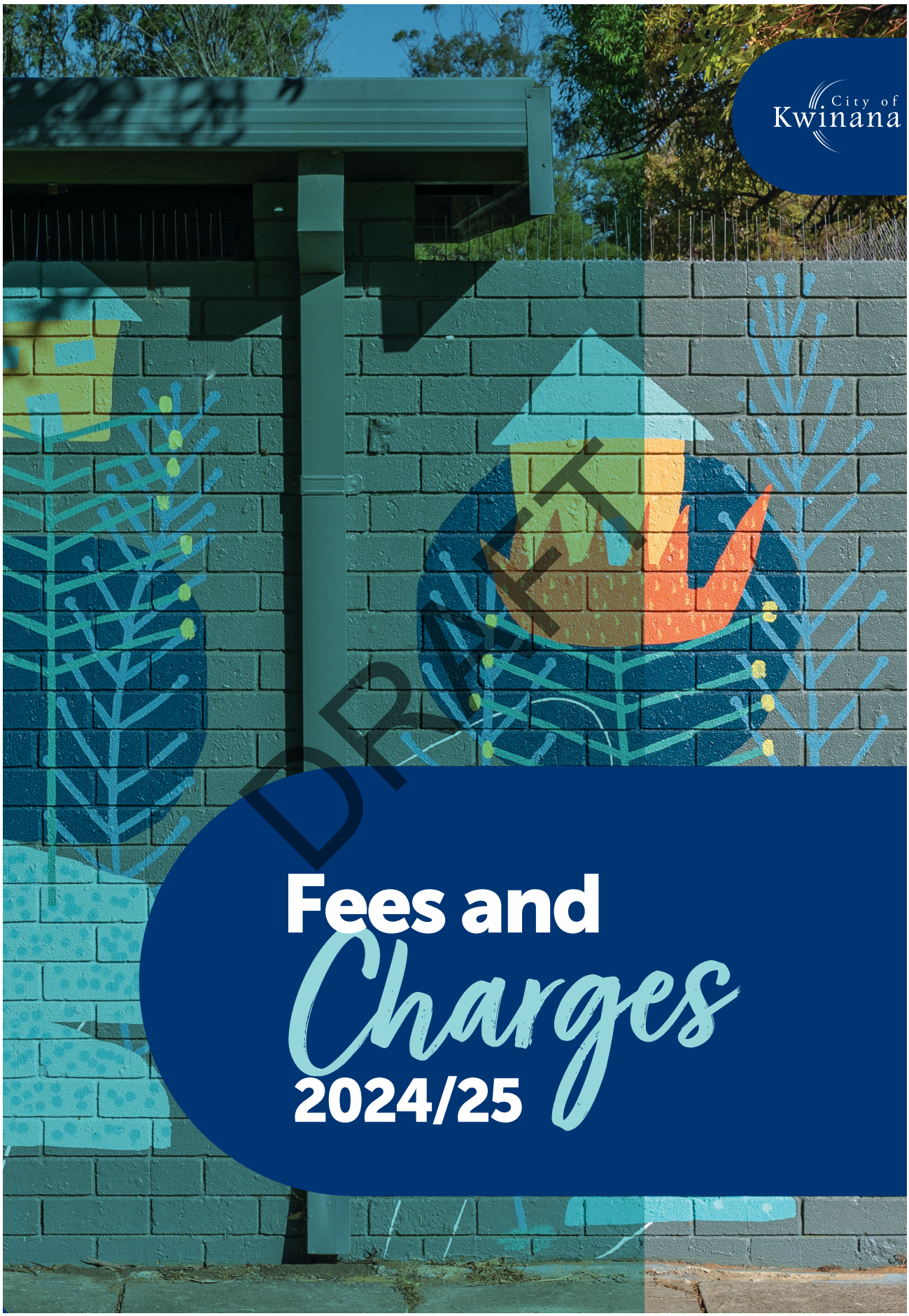
Administration

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City of Kwinana
DRAFT
Fees and Charges
2024/25

CITY OF KWINANA SCHEDULE OF FEES & CHARGES 2024/2025

All fees and charges imposed by the City of Kwinana are effective 01 July 2024.
Any Statutory Fees are fees imposed by other Government agencies
and are subject to change without warning.

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CITY OF KWINANA SCHEDULE OF FEES & CHARGES 2024/2025

All fees and charges imposed by the City of Kwinana are effective 01 July 2024.
Any Statutory Fees are fees imposed by other Government agencies and are subject to change without warning.

	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
Governance						
Administration						
	Owner and Occupier Roll	Each	Local Government Act Section 6.16	No	Yes	30.00
	Copies of Council Minutes (Hard copy)	Each		No	No	As per Administration photocopying charges
	Copies of Council Agenda or Minutes (Email)	Each		No	No	No charge
Lease Administration Fees						
Standard						
	Preparation of Lease	In-house	Local Government Act Section 6.16	No	Yes	821.00
	Preparation of Deed of Renewal	In-house		No	Yes	683.00
	Preparation of Deed of Variation	In-house		No	Yes	683.00
	Preparation of Deed of Agreement	In-house		No	Yes	550.00
	Preparation of Deed of Sub-Lease	In-house		No	Yes	683.00
	Preparation of Easement and other documents	In-house		No	Yes	206.00
	Preparation and lodgement of Caveat (including Caveat withdrawal)	In-house		No	Yes	206.00
	Landgate fees			No	No	Actual cost
	Legal fees			No	Yes	Actual cost
	Professional Valuation Fee			No	Yes	Actual cost
Community Groups						
	Preparation of Lease (Includes Professional Valuation Report)	In-house	Local Government Act Section 6.16	No	Yes	550.00
	Preparation of Deed of Renewal	In-house		No	Yes	411.00
	Preparation of Deed of Variation	In-house		No	Yes	411.00
	Preparation of Deed of Agreement	In-house		No	Yes	335.00
	Preparation of Deed of Sub-Lease	In-house		No	Yes	411.00
	Easement and other documents	In-house		No	Yes	181.00
	Preparation and lodgement of Caveat (including Caveat withdrawal)	In-house		No	Yes	181.00
	Landgate fees			No	No	Actual cost
	Legal fees			No	Yes	Actual cost
	Subsidised Rental Payment for Eligible Entities - As per Leasing of Community			No	Yes	127.00
	Note - Lease administration fees for service providers may be less than indicated as determined on an individual basis by resolution of Council					
Photocopying and Printing						
	Photocopying and printing - Black and white	Per A4 page	Local Government Act Section 6.16	No	Yes	0.30
	Photocopying and printing - Black and white	Per A3 page		No	Yes	0.60
	Photocopying and printing - Colour	Per A4 page		No	Yes	1.20
	Photocopying and printing - Colour	Per A3 page		No	Yes	2.50
Professional Fees						
	Professional Advice (Expert Witness Statement, Reports etc.)	Chief Executive Officer	Local Government Act Section 6.16	No	Yes	434.53
		Director		No	Yes	286.82
	Costs per hour for professional services provided by Officers	Corporate Lawyer (internal)		No	Yes	163.49
		Manager		No	Yes	203.65
		Senior Officer/Coordinator		No	Yes	137.68
		Technical Officer		No	Yes	122.50
		Administration Officer		No	Yes	108.02
Freedom of Information Requests						
	Freedom of Information Act 1992 - Application fee under section 12(1)(e) for an application for non-personal information	Per application	Freedom of Information Act 1992	Yes	No	30.00
	Freedom of Information Act 1992 - Charge for time taken by staff dealing with the application (per hour, or pro rata for part thereof)	Per hour		Yes	No	30.00
	Charge for time taken by staff photocopying for Freedom of Information applications (per hour, or pro rata for part thereof)	Per hour		Yes	No	30.00
	Charge per copy for photocopying documentation in response to a Freedom of Information application	Per A4 Black and White page		Yes	No	0.20
	Charge for delivery, packaging and postage Freedom of Application response	Actual cost of postage		Yes	No	Actual cost
Marketing						
Promotional Street Banners - Gilmore Avenue						
Hire Fee (per Banner Pole)						
	3 month block		Local Government Act Section 6.16	No	Yes	1087.00
	6 month block			No	Yes	1807.00
	12 month block			No	Yes	2894.00
	Month by month			No	Yes	363.00
	Hire fee for community groups or where it is deemed use is for a social or community			No	Yes	No charge

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CITY OF KWINANA SCHEDULE OF FEES & CHARGES 2024/2025

All fees and charges imposed by the City of Kwinana are effective 01 July 2024.
Any Statutory Fees are fees imposed by other Government agencies and are subject to change without warning.

	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
Filming Application Fee						
	Filming Application Fee - Commercial Application	Per Application	Local Government Act Section 6.16	No	Yes	91.00
Animal Control						
Cats						
	Cat impound fee	Per animal	Local Government Act Section 6.16	No	No	62.00
	Cat Surrender/Disposal fee	Per animal		No	No	67.00
	Daily sustenance of cat in pound	Per animal		No	No	20.00
	Sale of cat (excluding registration)	Per animal		No	Yes	60.00
	Registration fees: Cat - One year	Yearly fee	Cat Act 2011	Yes	No	20.00
	Registration fees: Cat - Part Year New Registration (after 31 May)	Half yearly fee if registering after 31st May		Yes	No	50% of Full Registration Fee
	Registration fees: Cat - Three years	Three Year fee		Yes	No	42.50
	Registration fees: Cat - Life	One off fee that covers the life of the animal		Yes	No	100.00
	Cat Registration concessions: Pensioner Concession Card Holders - Half fee	Per animal		Yes	No	50% of Full Registration Fee
	Application fee to grant or renewal of approval to breed cats	Per animal		Yes	No	100.00
	Cat microchipping fee	When claimed from Animal Management Facility	Local Government Act Section 6.16	No	Yes	Actual cost
	Application to keep 3 or more cats	Application to keep 3 or more, and up to 6 cats permanently at a property that is not a Cattery		No	No	260.00
Dogs						
	Dog impound fee	Per animal	Local Government Act Section 6.16	No	No	93.00
	Dog Surrender/Disposal fee	Per animal		No	No	129.00
	Daily sustenance of dog in pound	Per animal		No	No	30.00
	Sale of dog (excluding registration)	Per animal		No	Yes	60.00
	Registration fees: Unsterilised dog - One year	Yearly fee	Dog Act 1976	Yes	No	50.00
	Registration fees: Unsterilised dog - Three years	Three Year fee		Yes	No	120.00
	Registration fees: Unsterilised dog - Life	One off fee that covers the life of the animal		Yes	No	250.00
	Registration fees: Sterilised dog - One year	Yearly fee		Yes	No	20.00
	Registration fees: Sterilised dog - Three years	Three Year fee		Yes	No	42.50
	Registration fees: Sterilised dog - Life	One off fee that covers the life of the animal		Yes	No	100.00
	Dog Registration concessions: Pensioner Concession Card Holders - Half fee	Per animal		Yes	No	50% of Full Registration Fee
	Dogs bona fide used for droving and tending livestock	25% of applicable fee		Yes	No	25% of Full Registration Fee
	State Emergency Services tracker dogs	Yearly fee	Local Government Act Section 6.16	No	No	1.00
	Section 26 Application - Application to keep 3 or more dogs	Application to keep 3 or more, and up to 6 dogs permanently at a property that is not a kennel		No	No	260.00
	Dog microchipping fee	When claimed from Animal Management facility	Dog Act 1976 / Local Government Act Section 6.16	No	Yes	Actual cost
	Registration Fees: Dog - Part Year New Registration (after 31 May)	Half yearly fee if registering after 31st May	Dog Regulations 1976 Reg 31	Yes	No	50% of Full Registration Fee
	Dangerous dog compliance inspection fee	An annual fee placed on owners of dangerous dogs that needs to be paid annually for inspections by City's officers	Local Government Act Section 6.16	Yes	No	100.00
Livestock						
	Roaming Livestock Attendance Fee	City Assist to attend to roaming livestock	Local Government Act Section 6.16	No	No	370.00
	Livestock Impound Fee	Per animal		No	No	93.00
	Livestock Surrender Fee	Per animal		No	No	104.00
	Livestock Impound Sustenance Fee	Per animal per day		No	No	31.00
	Livestock Sale Fee	Per animal		No	Yes	83.00
Banksia Park Retirement Estate						
Fees						
	A deferred Management fee of 2.5% per annum for a maximum of 10 years is charged when the resident sells the lease to another person	Subject to market value	Local Government Act Section 6.16	No	No	Subject to Market Value
	Maintenance fee charged per month	Total cost of maintenance is divided by the number of units - 78 Units	Retirement Village Act 1992	No	No	409.00
	Administration fee	Applicable when a lease is sold or amended	Local Government Act Section 6.16	No	No	550.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
Building						
General						
	Monthly Building Approval Statistics	For 3 copies	Local Government Act Section 6.16	No	No	436.00
	Application to vary a component(s) of an already approved Building Permit	Based on the change in contract value, but not less than fee listed	Building Services (Complaint Resolution and Administration)	Yes	No	0.32% of the change in construction value or 114.30
	Building Services Levy (applicable on above applications)	0.137% where construction value >$45,000 or $61.65 minimum fee or as prescribed by the Department Building and Energy	Regulations 2011 Reg Part 3	Yes	No	0.137% or $61.65 minimum fee
	BSL Commission (on the above applications)	Administration fee retained by City of Kwinana for collection of BSL Levy		Yes	No	5.00
	Construction Training Fund (CTF) - Payable on all applications where value of works is >$20,000	0.2% where construction value >$20,000 (less $8.25 commission) or as prescribed by the Department Building and Energy	Building & Construction Industry Training Fund Levy Act 1990 S 5	Yes	No	0.2% where construction value >$20,000
	CTF Commission	Retained by City of Kwinana for collection of CTF Levy		Yes	No	8.25
	Building Administration Fee	Single charge	Local Government Act Section 6.16	No	Yes	120.00
	Application for approval of battery powered smoke alarms	As prescribed by the Department Building and Energy	Building Regulations 2012 r. 61(3b)	Yes	No	179.40
	Conduct a site inspection	Per hour	Local Government Act Section 6.16	No	Yes	201.00
	Scanning fee	Scanning documents for any building approval		No	Yes	57.00
	Request seeking Confirmation	Confirmation that Planning, Environmental Health, Infrastructure etc. requirements have been met		No	Yes	120.00
	Property Report of Compliance	Identifying approved and unauthorised building works on the property. Includes an inspection fee as listed above		No	Yes	323.00
	Resend Building Permit	Where recipient hasn't downloaded the approved documents and they've been deleted from file share		No	Yes	53.00
	Copy of a Report of Compliance	Where the property is up for sale		No	Yes	53.00
	Property Status Report	Identifying approved and unauthorised building works on the property. Includes one site inspection		No	Yes	404.00
Building Permit Fees (Building Act 2011)						
	Extension of time during which a building permit has affect	As per s32(3)f of the Building Act 2011	Building Act 2011 s 32(3)f	Yes	No	110.00
	Un-Certified Building Permit	0.32% of estimated building works value but not less than $110.00 or as prescribed by the Department Building and Energy	Building Act 2011 s 16(1)	Yes	No	0.32% or 110.00
	Certified Building Permit Class 1 & 10	0.19% of estimated building works value but not less than $110.00 or as prescribed by the Department Building and Energy		Yes	No	0.19% or 110.00
	Certified Building Permit Class 2 to 9	0.09% of estimated building works value but not less than $110.00 or as prescribed by the Department Building and Energy		Yes	No	0.09% or 110.00
	Building Services Levy (applicable on above applications)	0.137% where construction value >$45,000 or $61.65 minimum fee or as prescribed by the Department Building and Energy	Building Act 2011 s 16(k)	Yes	No	0.137% or $61.65 minimum fee
	Construction Training Fund (CTF) - Payable on all applications where value of works is >$20K	0.2% where construction value >$20,000 (less $8.25 commission) or as prescribed by the Construction Training Fund	Building and Construction Industry Training Fund and Levy Collection Act 1990	Yes	No	0.2% where construction value >$20,000

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
Verge Permit Fees						
	Application to deposit building materials and/or a bulk bin on a road verge	Includes two inspections and is non refundable	Local Government Act Section 6.16	No	No	199.00
	Depositing building materials and/or a bulk rubbish bin on a road verge	$1.00 per month per m² of area used in thoroughfare	Local Government (Uniform Local Provisions) Regulations 1996	Yes	No	$1.00 per month per m²
	Penalty for using the verge/public thoroughfare without approval	Modified penalty in accordance with Local Government [ULP] Reg 6(1)		Yes	No	$5,000 plus a daily penalty of $500
	Penalty for not using the verge/public thoroughfare in accordance with conditions of permit granted by City	Penalty in accordance with Local Government [ULP] Reg 6(7)		Yes	No	$5,000 plus a daily penalty of $500
	Storage Container Permit (including sea containers)	Verge permit for the placement of a storage container on a verge for a duration of no more than four days. Includes two inspections	Local Government Act Section 6.16	No	No	199.00
	Additional Verge Inspection	Per inspection		No	No	98.00
Pool Inspections						
	Mandatory Swimming Pool Inspection Levy	Inspection is every 4 years - inspection cost is included on the rates	Building Act 2011 and the Building Regulations 2012 r. 53	Yes	No	68.00 per year
	Additional inspections or other non-mandatory inspections	Each	Building Act 2011 and the Building Regulations 2012 r. 28	No	No	120.00
	Provision of a preliminary inspection including follow up inspections to achieve compliance within a 60 day period for a swimming pool barrier upon completion (new and unauthorised swimming pools)	Each	Building Act 2011 and the Building Regulations 2012 r. 29	No	No	272.00
Building Record Search						
	Building Search Fee (Payable on all requests at time of request)	Fee plus copying charges	Building Act s129 s131	No	No	$43.00 + copying charges
	Copies of Commercial Plans - A4 to A0	Per set	Local Government Act Section 6.16	No	No	43.00
	Copies of Residential Plans - A4 to A3	Per set		No	No	21.00
	Copies of Plans - Larger than A3	Single copy		No	No	14.00
	Copies of Plans - A4 to A3	Single copy		No	No	See Photocopy charges Page 1
Demolition Licences - DEMO (Building Act 2011)						
	Extension of time during which a demolition permit has affect	As per s32(3)f of the Building Act 2011	Building Act 2011 s32(3)f	Yes	No	110.00
	Demolition Permit Class 1 & 10	Flat rate as prescribed by the Department Building and Energy	Building Act 2011 s 16(1)	Yes	No	110.00
	Demolition Permit Class 2 to 9	$110.00 for each storey of the building as prescribed by the Department Building and Energy		Yes	No	$110.00 per storey
	Building Services Levy (BSL) (applicable on the above applications)	Building Services (Complaint Resolution & Administration) Regulations 2011. r12 as prescribed by the Department Building and Energy	Building Act 2011 s 16(k)	Yes	No	0.137% or $61.65 minimum fee
	Construction Training Fund (CTF) - Fee required on all applications where value of works is >$20k	0.2% where construction value >$20,000 (less $8.25 commission) or as prescribed by the Construction Training Fund	Building and Construction Industry Training Fund and Levy Collection Act 1990	Yes	No	0.2% where construction value >$20,000
Building Approval Certificate - BAC (Building Act 2011)						
	Building Approval Certificate for Unauthorised Works (s51(3))	0.38% of construction value but not less than $110.00 as prescribed by the Department Building and Energy	Building Act 2011 s 51(3	Yes	No	0.38% or $110.00
	Building Services Levy for unauthorised work (s51)	0.274% where construction value >$45,000 or $123.30 minimum as prescribed by the Department Building and Energy	Building Act 2011 s 51	Yes	No	0.274% where construction value >$45,000 or $123.30 minimum fee
	Construction Training Fund (CTF) - Payable on all applications where value of works is >$20,000	0.2% of construction value where >$20,000 (less $8.25 commission) or as prescribed by the Construction Training Fund	Building and Construction Industry Training Fund and Levy Collection Act 1990	Yes	No	0.2% of construction value where >$20,000
	Building Services Levy (BSL) (applicable on the above application)	As prescribed by the Department Building and Energy	Building Act 2011	Yes	No	61.65
	Building Approval Certificate for an existing building (no work has commenced or been done)		Building Act 2011 s 52(2)	Yes	No	110.00

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Occupancy Permits (Building Act 2011)						
	Occupancy Permit for a completed Building	with existing approval (s46) as prescribed by the Department Building and Energy	Building Act 2011 s 46	Yes	No	110.00
	Modification of Occupancy Permit for additional use on a temporary basis	(s48) As prescribed by the Department Building and Energy	Building Act 2011 s 48	Yes	No	110.00
	Application to extend the time for an occupancy permit or building approval certificate	(s65(3)a) As prescribed by the Department Building and Energy	Building Act 2011 s 65(3)a	Yes	No	110.00
	Temp Occupancy Permit for incomplete building	(s47) As prescribed by the Department Building an Energy	Building Act 2011 s 47	Yes	No	110.00
	Replacement Occupancy Permit for permanent change of building use	(s49) As prescribed by the Department Building and Energy	Building Act 2011 s 49	Yes	No	110.00
	Replacement Occupancy Permit for an existing building	(s52(1)) As prescribed by the Department Building and Energy	Building Act 2011 s 52(1)	Yes	No	110.00
	Occupancy Permit or BAC for the registration of Strata Scheme, plan or subdivision (s50(1) & (2))	$11.60 each unit covered by the application but not less than $115.00	Building Act 2011 s 50(1) & (2)	Yes	No	$11.60 each unit covered by the application but not less than $115.00
	Building Services Levy (BSL) (applicable on the above application except s46 & s48)	As prescribed by the Department Building and Energy	Building Act 2011	Yes	No	61.65
	Occupancy Permit for which unauthorised work has been done	(s51(2)) As prescribed by the Department Building and Energy	Building Act 2011 s 51(2)	Yes	No	0.18% of construction value but not less than $110.00 minimum fee
	Building Services Levy for unauthorised work (s51)	As prescribed by the Department Building and Energy	Building Act 2011 s 51	Yes	No	0.274% where construction value >$45,000 or $123.30 minimum
	Construction Training Fund (CTF) - Fee required on above applications where value of works is $20,000 or more	As prescribed by the Construction Training Fund	Building and Construction Industry Training Fund and Levy Collection Act 1990	Yes	No	0.2% of construction value where >$20,000 (less $8.25 commission)
Building/Certification Fees (including External of City's District) - (Refer Building Act 2011)						
	Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought)	As prescribed by the Department Building and Energy	Building Act 2011	Yes	No	2160.15
	Building Compliance Inspection Class 1 and Class 10a Buildings (residential)	To confirm compliance with NCC		No	Yes	$195 per hour / $195 minimum
	Building Compliance Inspection Class 2 to 9 Buildings (commercial)	To confirm compliance with NCC		No	Yes	$210 per hour / $250 minimum
	Provision of information and advice from Building Services Class 1 and 10 Buildings	Per hour	Local Government Act Section 6.16	No	Yes	120.00
	Provision of information and advice from Building Services Class 2 - 9 Buildings	Per hour		No	Yes	201.00
	Compile a performance solution for class 1 and 10 buildings	Minimum of listed fee for first two hours or part thereof. Then half this fee per hour thereafter		No	Yes	$242.00 minimum
	Compile a performance solution for class 2 to 9 buildings	Minimum starting rate. Priced on application		No	Yes	$392.00 minimum
	DFES Consultation	Class 2 - 9 Buildings		No	Yes	117.00
	Certificate of Construction Compliance	Includes one site inspection; additional inspections charged as per fee listed below. Priced on application		No	Yes	$818.00 minimum
	Certificate of Building Compliance - Class 1 and 10	Includes one site inspection; additional inspections charged as per fee listed below. Priced on application		No	Yes	$500.00 minimum + 0.32% Construction value
	Certificate of Building Compliance - Class 2 - 9	Includes one site inspection; additional inspections charged as per fee listed below. Priced on application		No	Yes	$900.00 minimum + 0.1% of Construction Value
	Additional inspections	Per hour		No	Yes	201.00
	Certificate of Design Compliance - Class 1 and 10 Buildings	Class 1 and 10 Buildings		No	Yes	$392.00 minimum
	Certificate of Design Compliance - Class 2 - 9 Buildings	Class 2 - 9 Buildings		No	Yes	$818.00 minimum + 0.1% of Construction Value
	Site inspection Class 10a buildings	Includes one site inspection		No	Yes	250.00
	Staged inspections for Class 1 buildings	Includes one site inspection and certificate of compliance		No	Yes	350.00

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Callistemon Court Aged Persons Unit						
Rental Charges						
	One Bedroom unit	Per fortnight	Residential Tenancies Act 1987	Yes	No	305.00
	Two Bedroom unit	Per fortnight		Yes	No	355.00
	Carports (enclosed)	Per fortnight	Local Government Act Section 6.16	No	No	15.00
	Tenant Bond	Payable on signing of lease agreement		No	No	500.00
	Pet Bond - Per Animal	Only applicable if tenant has a pet Payable on signing of lease agreement		No	No	260.00
	Administration Fee - Moving Units	Only applicable if resident wants to move to a different unit		No	No	500.00
Community Events and Activities						
General						
	Event fees, tickets and programs	Amount depending on cost of the delivery of the event / program	Local Government Act Section 6.16	No	Yes	2.00 to 538.00
Stallholder Hire Fees - Level 3 Events						
	Standard	Fee charged per stall	Local Government Act Section 6.16	No	Yes	0.00 to 311.00
	Community Group	Fee charged per stall		No	Yes	0.00 to 78.00
Engineering						
Infrastructure Inspection/Crossovers						
	Infrastructure Inspection	For first and each subsequent inspection and administration of infrastructure asset inspection including inspection of footpath, kerb drainage etc., following completion of building construction (cost per inspection)	Local Government Act Section 6.16	No	No	161.00
	Crossover Rebate	The rebate in accordance with the Local Government [ULP] 1996 Reg 15 – 50% of the cost of a standard crossover	Local Government (Uniform Local Provision) Regulations 1996, Reg 15(b)	Yes	No	$125.00 per linear metre of crossover
Developer Fees						
	Supervision Fees - Developers (when Consulting Engineer has been engaged)	When Consulting Engineer has been engaged. Total cost of construction of the roads and drainage works	Planning Development Act 2005, Division 4, Section 158 (3) (b) / Local Government Act Section 6.16	Yes	No	1.5% of GST Exclusive Total Cost
	Supervision Fees - Developers (when Consulting Engineer has not been engaged)	When Consulting Engineer has not been engaged. Total cost of construction of the roads and		Yes	No	3.0% of GST Exclusive Total Cost
	Subdivision Early Clearance Administration Fee	For when developers request early clearance of a stage of their development, prior to reaching practical completion of that stage and outstanding works are bonded	Local Government Act Section 6.16	No	No	1076.00
	Cost for planting / replacement of 100L tree (including watering for 2 years)	Payment made prior to practical completion of civil works. Cost includes supply and installation of tree (including two years watering)		No	No	901.00
	Relocate street trees as per Local Planning Policy 2 at the City's discretion	Where an applicant requests that a street tree be removed and planted in a different location on the verge		No	No	712.00
	Variation to Street Tree Council Policy	Assessment of application and preparation of variation recommendation to the City (Officer time)		No	No	Refer to Governance/ Professional Fees
	Variation to maintenance agreement in relation to street trees	Where an applicant requests change to the original maintenance agreement		No	No	Refer to Governance/ Professional Fees and actual third party costs

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	Infrastructure Protection Bond	To cover the cost of repairing damages to the public thoroughfare or public place resulting from construction (private) works on, over, or under a public thoroughfare or other public place by the applicant, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant. Reference - Local Government [ULP] 1996 Reg 17(5)(a)&(b)	Local Government [ULP] 1996 Reg 17(5)(a)&(b) Local Government Act 1995 Sch.9.1 Cl.8	Yes	No	2000.00
Extractive Industry						
	Accelerated Pavement Depreciation Fee due to Extractive Industry Operations	Fee calculated based on quantity of material extracted from the quarry and the distance travelled on the City of Kwinana roads (Cost/Ton/Km)	Local Government Act Section 6.16	No	No	1.39/ton/km
	Annual Licence Fee	Extraction of materials less than 50,000 cubic metres per annum		No	No	5215.00
	Annual Licence Fee	Extraction of materials greater than 50,000 cubic metres per annum		No	No	7965.00
Restricted Access Vehicle						
	Restricted Access Vehicle permit	Permit for vehicles to travel on unauthorised roads within the City of Kwinana boundaries - to be granted in conjunction with Main Roads Permit. At Cost Administration Fee rate for the first hour and half rate per hour thereafter	Local Government Act Section 6.16	No	No	Administration Fee $121.90 first hour and $60.50 per hour thereafter plus Actual Cost
	Concessional Loading Administration Fees	A cost fee to recoup administration costs of approving concessional loading applications including an onsite assessment of related locations		No	Yes	212.39
Accelerated Pavement Depreciation due to Concessional Mass Loads						
	Accelerated Pavement Depreciation Fee due to Concessional Mass Loads	Subject to legal agreement	Local Government Act Section 6.16	No	No	Subject to Legal Agreement
Concessional Load Charge (Predefined)						
	Tandem drive - Level 1 - Network 2.1 - (A) Truck Towing a 6 Axle Dog Trailer	The fee is calculated based on the marginal cost of accelerated depreciation of road pavement due to vehicle type's mass (tonnes) and the distance travelled on the City of Kwinana roads (Km).	Local Government Act Section 6.16	No	No	0.28
	Tandem drive - Level 2 - Network 2.1 -(B) Prime Mover Towing Semi Trailer			No	No	0.17
	Tandem drive - Level 3 - Network 2.1 -(C) B-Double			No	No	0.28
	Tandem drive - Level 4 - Network 3.1 -(A) Prime Mover, Semi-Trailer Towing 5 Axle Dog Trailer			No	No	0.34
	Tandem drive - Level 5 - Network 4.1 -(A) Prime Mover, Semi-Trailer Towing 6 Axle Dog Trailer			No	No	0.39
	Tandem drive - Level 6 - Network 6.1 -(B) B-Triple			No	No	0.39
	Tandem drive - Level 7 - Network 7.1 -(A) Prime Mover Towing Semi-Trailer and B Double			No	No	0.50
	Tandem drive - Level 2 - Network 2.2 -(A) Truck Towing a 6 Axle Dog Trailer			No	No	0.46
	Tandem drive - Level 2 - Network 2.2 - (B) Prime Mover Towing Semi Trailer			No	No	0.26
	Tandem drive - Level 2 - Network 2.2 - (C) B-Double			No	No	0.46
	Tandem drive - Level 2 - Network 3.2 - (A) Prime Mover, Semi-Trailer Towing 5 Axle Dog Trailer			No	No	0.52
	Tandem drive - Level 2 - Network 4.2 - (A) Prime Mover, Semi-Trailer Towing 6 Axle Dog Trailer			No	No	0.65
	Tandem drive - Level 2 - Network 6.2 - (B) B-Triple			No	No	0.65

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	Tandem drive - Level 2 - Network 7.2 - (A) Prime Mover Towing Semi-Trailer and B Double	The fee is calculated based on the marginal cost of accelerated depreciation of road pavement due to vehicle type's mass (tonnes) and the distance travelled on the City of Kwinana roads (Km).	Local Government Act Section 6.16	No	No	0.85
	Tandem drive - Level 3 - Network 2.3 - (A) Truck Towing a 6 Axle Dog Trailer			No	No	0.72
	Tandem drive - Level 3 - Network 2.3 - (B) Prime Mover Towing Semi Trailer			No	No	0.43
	Tandem drive - Level 3 - Network 2.3 - (C) B-Double			No	No	0.72
	Tandem drive - Level 3 - Network 3.3 - (A) Prime Mover, Semi-Trailer Towing 5 Axle Dog Trailer			No	No	0.86
	Tandem drive - Level 3 - Network 4.3 - (A) Prime Mover, Semi-Trailer Towing 6 Axle Dog Trailer			No	No	1.02
	Tandem drive - Level 3 - Network 6.3 - (B) B-Triple			No	No	1.02
	Tandem drive - Level 3 - Network 7.3 - (A) Prime Mover Towing Semi-Trailer and B Double			No	No	1.32
	Tri-drive - Level 1 - Network 2.1 - (A) Prime Mover Towing a Tri Axle Semi-Trailer			No	No	0.22
	Tri-drive - Level 1 - Network TD2.1 - (B) Truck Towing a 6 Axle Dog Trailer			No	No	0.33
	Tri-drive - Level 1 - Network TD3.1 - (A) B-Double			No	No	0.33
	Tri-drive - Level 1 - Network TD3.1 - (C) Prime Mover, Semi-Trailer Towing a Dog Trailer			No	No	0.44
	Tri-drive - Level 1 - Network TD4.1 - (A) Truck Towing 2 X 6 Axle Dog Trailers			No	No	0.55
	Tri-drive - Level 1 - Network TD4.1 - (A) Prime Mover, Semi-Trailer Towing a Dog Trailer			No	No	0.44
	Tri-drive - Level 1 - Network TD4.1 - (D) B-Triple			No	No	0.44
	Tri-drive - Level 1 - Network TD4.1 - (E) Prime Mover Semi-Trailer Towing a B-Double			No	No	0.55
	Tri-drive - Level 2 - Network 2.2 - (A) Prime Mover Towing a Tri Axle Semi-Trailer			No	No	0.39
	Tri-drive - Level 2 - Network TD2.2 - (B) Truck Towing a 6 Axle Dog Trailer			No	No	0.59
	Tri-drive - Level 2 - Network TD3.2 - (A) B-Double			No	No	0.59
	Tri-drive - Level 2 - Network TD3.2 - (C) Prime Mover, Semi-Trailer Towing a Dog Trailer			No	No	0.79
	Tri-drive - Level 2 - Network TD4.2 - (A) Truck Towing 2 X 6 Axle Dog Trailers			No	No	0.99
	Tri-drive - Level 2 - Network TD4.2 - (A) Prime Mover, Semi-Trailer Towing a Dog Trailer			No	No	0.79
	Tri-drive - Level 2 - Network TD4.2 - (D) B-Triple			No	No	0.79
	Tri-drive - Level 2 - Network TD4.2 - (E) Prime Mover Semi-Trailer Towing a B-Double			No	No	0.99
	Tri-drive - Level 3 - Network 2.3 - (A) Prime Mover Towing a Tri Axle Semi-Trailer			No	No	0.59
	Tri-drive - Level 3 - Network TD2.3 - (B) Truck Towing a 6 Axle Dog Trailer			No	No	0.89
	Tri-drive - Level 3 - Network TD3.3 - (A) B-Double			No	No	0.89
	Tri-drive - Level 3 - Network TD3.3 - (C) Prime Mover, Semi-Trailer Towing a Dog Trailer			No	No	1.19
	Tri-drive - Level 3 - Network TD4.3 - (A) Truck Towing 2 X 6 Axle Dog Trailers			No	No	1.49
	Tri-drive - Level 3 - Network TD4.3 - (A) Prime Mover, Semi-Trailer Towing a Dog Trailer			No	No	1.19
	Tri-drive - Level 3 - Network TD4.3 - (D) B-Triple			No	No	1.19
	Tri-drive - Level 3 - Network TD4.3 - (E) Prime Mover Semi-Trailer Towing a B-Double			No	No	1.49
Directional Signs						
	Application fee	Application fee	Local Government Act Section 6.16	No	No	32.65
	Sign cost	Administration Fee rate for the first hour and half rate per hour thereafter, plus cost of sign		No	Yes	Administration Fee $121.90 first hour and $60.50 per hour thereafter plus Actual Cost

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Sign Assessment Fee	At cost fee to recoup administration costs associated with Officers time spent assessing requests for directional signage. At Cost Administration Fee rate for the first hour and half rate per hour thereafter	Local Government Act Section 6.16	No	Yes	Administration Fee $121.90 first hour and $60.50 per hour thereafter plus Actual Cost
Annual Fee for Signs on Local Government Property and Road Reserves						
	Illuminated Street Name Sign	For each sign per annum	Local Government Act Section 6.16	No	Yes	$10,350 per annum + CPI All Groups Perth average over the previous financial year quarters
	Illuminated Street Name Sign - reduced rate	For each sign		No	Yes	$7,957 per annum + CPI All Groups Perth average over the previous financial year quarters
	Illuminated Advertising Sign Application Assessment Fee	For each sign		No	Yes	306.00
	An Illuminated Sign	For each sign per annum		No	Yes	624.00
	Any other Sign	For each sign per annum		No	Yes	247.00
Traffic Services						
	Collect New Traffic Count Data and Supply	At cost plus private works administration fee (refer Private Works section under Governance) - Non ratepayers	Local Government Act Section 6.16	No	Yes	Administration Fee plus Actual Cost
	Traffic Count Data Services -Supply Existing Data	Rate for the first hour and half of rate per hour thereafter to external parties (non ratepayers)		No	Yes	118.49
	Accelerated Pavement Depreciation Fee due to Concessional Mass Loads	Subject to legal agreement		No	No	Subject to Legal Agreement
Road Closures						
	Thoroughfare Closure Application – Permanent – Administration		Local Government Act Section 6.16	No	No	Charged at the actual cost of the provision of this service, including advertising, legal fees and incidentals
	Thoroughfare Closure Application – Temporary – over 4 weeks – Administration			No	No	Charged at the actual cost of the provision of this service, including advertising, legal fees and incidentals
Works within Existing Thoroughfares and other City Reserves						
	Non-Utility Minor Service Works Approval – Permit for Works in Thoroughfare or other Council Reserve		Local Government [ULP] 1996 Reg 17(4). And Sect 6.16 of LGA 1995	No	No	205.00
Engineering Drawings						
	Supply "As Constructed Drawings "	Standard Charge - To external parties (non rate-payers). Rate for the first hour and half rate per hour thereafter to external parties (non ratepayers)	Local Government Act Section 6.16	No	Yes	121.84
Traffic Management						
	Traffic Management Plan Review - standard	For the first and each subsequent standard TMP review of up to 1 hour. Cost per assessment.	Local Government Act Section 6.16	No	Yes	200.00
	Traffic Management Plan Review - complex	For the first and each subsequent Complex TMP review exceeding one hour. Rate per hour and per assessment.		No	Yes	Administration Fee $200.00 initial assessment plus $60.50 per hour thereafter plus Actual Cost of advertising, legal fees and incidentals.

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Parking Prohibition Sign						
	Sign assessment fee		Local Government Act Section 6.16	No	Yes	Administration Fee $121.80 first hour and $60.40 per hour thereafter
	Sign installation fee	If Actual Cost is less than $400		No	Yes	Administration Fee $121.80 first hour and $60.40 per hour thereafter
	Sign installation fee	If Actual Cost is $400 or more		No	Yes	Actual Cost plus 30% of Actual Cost (administration fee)
Electric Vehicle (EV) Charging Cost						
	EV Charging Station	Per Kilo Watt	Local Government Act Section 6.16	No	Yes	$0.47 per kWh (kilo Watts hour) between 9:01am to 5:00pm $1.04 per kWh from 5:01pm to 9:00pm $0.47 per KWh from 9.01pm to 9.00am
Private Works						
	Private Works	Includes Administration Fee	Local Government Act Section 6.16	No	No	Actual cost + 30% admin fee
Environmental Health						
General Administration, Certification and Inspection Fees						
	All completed applications are to be lodged allowing for 14 business days processing time. Refusals, cancellations and withdrawals (in writing). No refund of application or administrative fees, referred to below, being refused, cancelled or withdrawn in writing, except where specified. An expedited fee applies for less than 10 business days processing time. If Council approval is required, a minimum of 90 days are required for processing the approval. Refund of the inspection or permit fees will be upon written request, with a deduction of an administration fee. For food business fees, please see specific requirements. No refund requests for the previous financial years will be considered.					
	Administration Fee	Charge to process refund of surveillance/inspection and permit fees.	Local Government Act Section 6.16	No	Yes	42.00
	Expedited Service Fee for applications received between 3-10 working days before the approval is required	This fee applies to all late applications including from charitable and community organisations. Applications received between 0-2 working days before the required approval will not be approved		No	No	168.00
	Health (Miscellaneous Provisions) Act, Food Act, Environment and other legislative report requested by Settlement Agents, Lawyers, Vendors and/or Purchasers and other parties to a settlement for property enquiries without an inspection	Desktop review per request per legislative enquiry without inspection per hour or part thereof		No	No	84.00
	Health (Miscellaneous Provisions) Act, Food Act, Environment and other legislative report requested by Settlement Agents, Lawyers, Vendors and/or Purchasers and other parties to a settlement for property enquiries with an inspection	Desktop review per request per legislative enquiry with site, property or business inspection per hour or part thereof		No	No	252.00
	Health (Miscellaneous Provisions) Act and Food Act - reissue approvals or registration or other documentation	Re-issue, replacement or issue amended Certificates of Licence, registration, transfer, variation or other approval documentation		No	No	42.00
	Any type of Local Government Certification or Letter of Support / Permission of any application to an external Department, Agency or Approving Authority	For an Activity or Service being carried out within the City including Wildlife Carers or any type of voluntary or business operations		No	No	84.00
	Late applications - additional fee	Excluding Statutory timeframes - see Noise Legislation		No	No	84.00
	Re-inspection fee to resolve any non-compliance(s) following the issue of an improvement notice; prohibition order and/ or infringement notice, charged at the hourly rate or part thereof until compliance is reached to the satisfaction of the EHO or authorised officer	Per hour or part thereof after the first hour - minimum fee		No	No	168.00

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Mosquito Management Contribution Fees and Charges						
	Developer contribution per Lot including subsequent lots being subdivided or developed as strata lots where each allotment shall pay a contribution by the development prior to lot clearance	To be paid prior to the signing of the approval of the subdivision plan	Local Government Act Section 6.16	No	No	72.70
	Land owner contribution per Lot to be paid where no fees have been paid at the time of subdivision	The fees shall be paid prior to granting a Building Licence for development on the Lot and interest is payable where not paid by the due date		No	No	72.70
	Mosquito Investigation Fees	Minimum charge per hour or part thereof after the first two hours plus sample costs		No	No	168.00
	Assessment and approval of the Mosquito and Midge Management Plan	The fee shall be paid prior to subdivision clearance		No	No	336.00
Properties and Premises Activities						
	Property inspection on request or as result of a customer action request to resolve a nuisance, non-compliance or complaint under any statute administered by Council and its authorised officers: No report required or requested; Notices or directions may be issued by authorised officer	Minimum charge per hour or part thereof after the first hour	Local Government Act Section 6.16	No	No	168.00
	Detailed written report with recommendations	Minimum charge per hour or part thereof after the first hour		No	No	168.00
	Temporary Accommodation application fee where no caravan is provided on site (associated with a building licence for a proposed permanent dwelling on the property)	For each period of six months.		No	No	168.00
	Plus Inspection fee	Minimum charge per hour or part thereof after the first hour		No	No	168.00
	Renewal of Temporary Accommodation where no caravan is provided (associated with a building licence for a proposed permanent dwelling on the property)	For each period of six months		No	No	168.00
	Plus Inspection fee	Minimum charge per hour or part thereof after the first hour		No	No	168.00
	Temporary Accommodation application fee where caravan is provided (associated with a building licence for a proposed permanent dwelling on the property)	For each period of 12 months		No	No	168.00
	Plus Inspection fee	For 12 month period		No	No	336.00
	Renewal of Temporary Accommodation application fee where caravan is provided (associated with a building licence for a proposed permanent dwelling on the property)	For each period of 12 months		No	No	168.00
	Plus Inspection fee	For 12 month period		No	No	336.00
Caravan and Camping (including Temporary Accommodation)						
	Application for caravan and camping including temporary accommodation at approved events	Initial Application fee for one month or any period less than one month and includes one off or annual events approved by Manager or Coordinator Environmental Health Services (per event)	Local Government Act Section 6.16	No	No	168.00
	Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28 consecutive days) - Three months	Initial Application fee for up to three months and each three month renewal thereafter. Under Regulation 11 (2)(a) of the Caravan Parks and Camping Grounds Regulations 1997	Regulation 11 (2)(a) of the Caravan Parks and Camping Grounds Regulations 1997	No	No	168.00
	Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28 consecutive days) - Six months	Initial Application for up to six months and each six month renewal thereafter. Under Regulation 11 (2)(c) of the Caravan Parks and Camping Grounds Regulations 1997	Regulation 11 (2)(c) of the Caravan Parks and Camping Grounds Regulations 1997	No	No	336.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28 consecutive days) - Nine months	Initial Application for up to nine months and each nine month renewal thereafter. Under Regulation 11 (2)(c)of the Caravan Parks and Camping Grounds Regulations 1997	Regulation 11 (2)(c) of the Caravan Parks and Camping Grounds Regulations 1997	No	No	504.00
	Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28 consecutive days) - 12 months	Initial Application for up to 12 months and each 12 renewal thereafter. Under Regulation 11 (2)(c) of the Caravan Parks and Camping Grounds Regulations 1997		No	No	840.00
	Plus inspection fee associated with application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28 consecutive days)	Per hour	Local Government Act Section 6.16	No	No	168.00
	Application for grant or renewal of Caravan Park and Camping Grounds Licence under Section 7(4) of Caravan Park and Camping Grounds Act 1995	Annual fee under Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45	Yes	No	Minimum $200.00 or cost of different category of camp sites by the maximum number of sites, whichever is the greater amount.
	Caravan Parks and Camping Ground Licence - Long stay sites (per site)	Annual fee under Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45	Yes	No	6.00
	Caravan Parks and Camping Ground Licence - Short stay sites (per site)	Annual fee under Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45		Yes	No	6.00
	Caravan Parks and Camping Ground Licence - Camp site (per site)	Annual fee under Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45		Yes	No	3.00
	Caravan Parks and Camping Ground Licence - Overflow site (per site)	Annual fee under Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45		Yes	No	1.50
	Caravan Parks and Camping Ground Licence - Additional fee by way of penalty for renewal after expiry	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45		Yes	No	20.00
	Caravan Parks and Camping Ground Licence - Temporary licence (less than one year)	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 54. Pro rata amount of the fee payable under annual licence for the period of time for which the licence is to be in force	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 54	Yes	No	Minimum $100.00
	Transfer of Caravan Parks and Camping Ground Licence	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 55	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 55	Yes	No	100.00
Miscellaneous Applications						
	Aquatic facility inspection, sampling and delivery fee under the Health (Aquatic Facilities) Regulations 2007 & Code of Practice compliance	Fee may include inspection, chemical and bacteriological sampling and delivery of samples to an approved laboratory each session Fees shall be calculated on a pro-rata basis by the month for aquatic facility that are opened on a seasonal basis.	Local Government Act Section 6.16	No	No	$672.00 per year for single water body and $336.00 per year for every additional water body
	Aquatic facility reinspection, assessment for reopening of a closed pool, resampling and delivery fee under the Health (Aquatic Facilities) Regulations 2007 & Code of Practice	Fee may include inspection, chemical and bacteriological sampling and delivery of samples to an approved laboratory each session		No	No	168.00
	Water samples on request: Bacteriological analysis	Fee for laboratory analysis of water or sewer - regulatory		No	No	168.00

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	Water samples on request: Chemical analysis	Fee for laboratory analysis of water or sewer - private request	Local Government Act Section 6.16	No	Yes	504.00
	Water samples on request: All other samples at cost charged to City, plus labour & transportation	Minimum charge/per hour or part thereof after the first hour plus sample costs and administration fee		No	Yes	$168.00 minimum charge per hour plus cost of analysis per sample as quoted by laboratory, plus administration fee of 30% of the cost
	Liquor Act Certification – Environmental Health	In addition to a food Business application or notification		No	No	168.00
	Gaming and Wagering Commission Act – Section 55 Certificate of Local Government Authority (new application or renewal)	Public Building Health approval. Completion of the Certificate requires Council determination. Application should be lodged 90 days before proposed gaming activities		No	No	168.00
	Pyrotechnics and Fireworks Permits	All pyrotechnic and fireworks permit requires Council acknowledgement. Application should be lodged 90 days before the event		No	No	336.00
Public Buildings - Fixed Structures						
	Maximum Fee permitted for consideration of the application for approval	Maximum amount to be charged for the application and inspection fees	Local Government Act Section 6.16	Yes	No	871.00
	Initial application for public building approval (no Building Licence)			No	No	504.00
	Public Building inspection for approval certification, transfer and variation of uses			No	No	168.00
	Variation to any existing Public Building and includes variation of approved uses			No	No	336.00
Public Building - Events						
	Initial application for public building approval (markets and events)	Annual application for ongoing event/market	Local Government Act Section 6.16	No	No	336.00
	Initial application for public building approval (markets and events)- charitable, not-for-profit and community groups organising community events	Available at no cost. The completed event application form must be lodged with the City more than 14 working days prior to the event. Applications received between three to ten working days prior to the event will be charged the standard rate. Applications received between zero to two days will not be approved		No	No	No charge
	Based on the maximum numbers of persons on the Occupancy Certificate issued under the Health (Miscellaneous Provisions) Act 1911. When any Public Building, defined in the Act, is monitored during an event as determined by the Coordinator Environmental Health, a service fee shall be charged	Minimum fee is hourly rate or part thereof after the first hour during working hours. Min three hours on weekends and public holidays shall be charged plus penalty rates where applicable. No fee for charitable, not-for-profit and community groups organising community events		No	No	168.00
	Issue of Certificate of Approval with maximum accommodation numbers for markets and events (include transfer and variation of uses)			No	No	168.00
	Issue of Certificate of Approval with maximum accommodation numbers for events - charitable, not-for-profit and community groups organising community events	Available at no cost. The completed event application form must be lodged with the City more than 10 working days prior to the event. Applications received between three to ten working days prior to the event will be charged the standard rate. Applications received between zero to two days will not be approved		No	No	No charge
	Tax invoice shall be issued and authorised by the Manager and Coordinator Environmental Health					

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All Other Applications and Work Not Specified						
	All other applications, assessments, analysis, approvals and enquiries on Licences, Registrations or properties where fees are not prescribed by Legislation. Where site inspections and any site verification is required to make a determination it will be costed at the hourly rate or part thereof	Per hour or part thereof after the first hour - minimum fee	Local Government Act Section 6.16	No	No	168.00
	Where re-inspection of compliance work is required by EHO or authorised officer due to incomplete or unsatisfactory work and requires more than 2 visits, the 3rd and subsequent visits shall be charged at the Hourly Rate or part thereof until compliance is reached to the satisfaction of the EHO	Per hour or part thereof after the first hour - minimum fee		No	No	168.00
Overdue and Expired Notices						
	Ongoing inspection fee after a Statutory Notice has expired more than seven days and is not compliant	Fee for each inspection per hour or part thereof for the EHO inspection and issued by Tax Invoice to the Owner or Occupier as the case requires	Local Government Act Section 6.16	No	No	168.00
	Interest charge for overdue notices issued to property owner or occupier	Interest will apply as per Regulation 19A of the Local Government (Financial Management) Regulations 1996 for any money owing after the due date for overdue amount on tax invoice on outstanding fees on non compliances with notices or service requests	Regulation 19A of the Local Government (Financial Management) Regulations 1996	Yes	No	Outstanding fee plus interest
Food Section						
	Analysis of food samples and other samples on request (rate per sample unit as confirmed by the Laboratory approved by NATA to carry out the test analysis) plus administration fees	Fee includes sample collection, packaging, transport, analysis and reporting by a NATA accredited analyst - up to two hours officer time. Charges will be upon quotation plus administration cost	Local Government Act Section 6.16	No	Yes	$335.00 minimum fee plus analysis fee by quotation and administration cost at 30%
	Verification of Food Safety Programs or Statements required by Food Standards Code	Including but not limited to Food Safety Programs for Vulnerable Persons and Primary Production and Processing Standards		No	No	168.00
Food Act Fees and Charges						
	Food Business Proprietor Notification/Registration Fee	Food Business Proprietor Notification to conduct a food business under Section 107 (3) and notification for certain changes to a food business under Section 113. Registration requirements as per Section 110	Section 107 (3), Section 113 of the Food Act 2008	No	No	84.00
	Proprietor Notification Fee to conduct a retail pet meat shop or animal food processing plant	Notification as per requirement under Regulation 40 of the Food Regulations 2009	Regulation 40 of the Food Regulations 2009	No	No	84.00
	Assessment fee for lodgement of construction and fit-out plans for a food business, retail pet meat shop or animal food processing plant	Includes one site inspections if required, classification, assessment and approval of plans and specifications with or without conditions of approval	Local Government Act Section 6.16	No	No	252.00
	Site inspection fee for retail pet meat shop or animal food processing plant	Annual surveillance fee for notified retail pet meat shop or animal food processing plant		No	No	168.00
	Multiple site visits made by a Food Act Authorised Officer (Env Health Officer) to any proposed Food Business up to the stage of the approval being granted	Where more than the allocated 2 site visits by authorised Officer charges will be applied at the minimum hourly rate or part thereafter for each 15 minute in attendance	Local Government Act Section 6.16	No	No	168.00

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	Additional food business inspection fee	For businesses with more than one classification under a Certificate of Registration issued to the same business owner (including Supermarket and Motorplex units and vans)	Local Government Act Section 6.16	No	No	168.00
	High Risk Food Business /Food vehicle with an	Above requirements apply		No	No	504.00
Annual Fees - Food Business						
	Fees are payable prior to the commencement of, or continued operation of a Food Business. Annual Inspection & Ongoing Surveillance Fees for any Registered Food Business paid after 30 September each year shall be calculated on a pro-rata basis by the month. For food businesses of continued operation, payment by due date of invoice + interest after due date. Refund of annual fees will be upon request, calculated on a pro-rata basis by the month with a deduction of an administration fee. No refund requests for the previous financial years will be considered. A modified version of the WA Department of Health 'Food Business Risk Profiling' is used to as the primary guide to classify food businesses by risk. The Coordinator Environmental Health may re-classify businesses based on maintenance/non-maintenance of good food hygiene standards. The provisions of the Food Act provide for the recovery of Annual Fees imposed. Overdue fees may result in the Food Business having the Registration cancelled and the Business being closed. Annual Surveillance Fees paid after 30 September will be on a pro rata basis. Renewal letter will advise of the annual fee payment due date for the financial year, as below:					
	High Risk Food Business /Food vehicle with no Food Safety Plan	Above requirements apply.	Section 140 of the Food Act 2008 and the Local Government Act Section 6.16	No	No	672.00
	High Risk Food Business /Food vehicle with an audited Food Safety Plan	Above requirements apply.		No	No	504.00
	Medium Risk Food Business - Premises/Vehicle	Above requirements apply.		No	No	504.00
	Low Risk Business-Premises/Vehicle and any community, charitable or sporting clubs with liquor licence	Above requirements apply.		No	No	168.00
	Medium and Low risk Food Business-Premises/Vehicle conducted by community, charitable and educational organisations may have their annual fee waived in the interest of community development except where they are the holder of any class of liquor licence to generate an income stream	The annual fees levied on all medium and low risk food businesses conducted by community, charitable, sporting clubs and educational organisations may be waived at the discretion of the Coordinator Environmental Health in the interest of community development. The Fee value shall be reported and debited as a donation of services to the community and credited to the Health - Food Act fees from Community Services Donation Account		No	No	No charge
	Assessment and advice to prospective purchasers and proponents establishing, amending or altering Food Businesses and Food Vehicles including Residential Food businesses prior to the lodgement of formal application for approval	Per hour. Minimum fee one hour or part thereof after one hour consultation including site visits		No	No	168.00
	Very Low Risk Food Business - Premises/ Vehicle	Very low risk food businesses are exempt from registration but are still required to notify. This category covers businesses that sell only packaged low risk foods. No routine inspections are taken		No	No	No charge
Not-For-Profit Organisations and Community Groups including School Canteens Food Business						
	Re-inspection fee to resolve any non-compliance(s) following the issue of an improvement notice; prohibition order and/ or infringement notice, charged at the hourly rate or part thereof until compliance is reached to the satisfaction of the EHO or authorised officer	Per hour or part thereof after the first hour - minimum fee	Local Government Act Section 6.16	No	No	168.00
	Assessment and advice to prospective purchasers and proponents establishing, amending or altering Food businesses and Food Vehicles including Residential Food businesses prior to the lodgement of formal application for approval	Minimum fee one hour or part thereof after one hour consultation including site visits		No	No	168.00

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	Interest charge for overdue notices issued to Food Businesses	Interest will apply as per Regulation 19A of the Local Government (Financial) Regulations for any money owing after the due date for overdue amount on tax invoice on outstanding food business inspection and surveillance fees.	Local Government Act Section 6.16	No	No	Outstanding fee plus interest
Noise Management Plan Lodgement Fee						
	Noise Management for non complying event at venues for sporting, entertainment purposes etc. Environmental Protection (Noise) Regulation 1997	Non complying event Application Fee specified under Regulation 18 (6)(b) Lodged 60 days before event	Environmental Protection (Noise) Regulation 1997, Regulation 18 (6)(b)	Yes	No	530.00
	Noise Call Out After Hours Fee - Minimum (Three hours @ 1.5 x Hourly rate)	Minimum (3 hours@1.5) payable where a Noise Abatement Direction is issued to an owner or occupier named in the written issued Noise Direction for unreasonable noise emission by a Department of Environment and Regulation (DER) authorised person	Local Government Act Section 6.16	No	No	756.00
	Assessment of Noise Management Plan more than specified assessment time	Min fee per hour or part thereof		No	No	168.00
	Noise Investigation Fees- payable on the second and subsequent noise complaint for similar types of unreasonable noise emissions & complaints where the complaint is deemed to be justified by the Environmental Health Officer/ DER Authorised Officer	Fee is payable for each subsequent inspection required to investigate the complaint and until such time that the noise emitting premises is deemed to comply with noise legislation		No	No	168.00
	Application Fee for Approval of a Noise Management Plan applicable to an Occupier - Noise Management Plan Lodgement Fee	Construction Sites Reg 13 under Environmental Protection (Noise) Regulation 1997 from 5 December 13. Application must be made at least 7 days before proposed construction work. Expedited fees are not applicable	Environmental Protection (Noise) Regulation 1997	No	No	252.00
	Application Fee for Approval of a Noise Management Plan with required Local Public Notice for carrying out class 2 works applicable to a person, other than a Local Government - Noise Management Plan Lodgement Fee Includes two hours assessment time	Waste Collection and Other Works Reg 14A Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 14A (7)	Other Works Reg 14A Environmental Protection (Noise) Regulation 1997	Yes	No	500.00
	Application Fee for Approval of Noise Management Plan or for Approval to Amend an Approved Noise Management Plan for the Motor Sports Venue applicable to an occupier - Noise Management Plan Lodgement Fee Includes two hours assessment time	Motor Sports Venue Reg 16AA Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 14A (7)		Yes	No	500.00
	Application Fee for Approval of Noise Management Plan or for Approval to Amend an Approved Noise Management Plan for the Shooting Venue applicable to an occupier - Noise Management Plan Lodgement Fee Includes two hours assessment time	Shooting Venue Reg 16BA Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 16BA (2)	Other Works Reg 14A Environmental Protection (Noise) Regulation 1997	Yes	No	500.00
Environmental Protection Noise Fees						
	Application Fee for Approval of a Sporting, Cultural or Entertainment Event that is open to the Public and the application is lodged 60 days before the event is proposed to commence	Approved Sporting, Cultural or Entertainment Events Reg 18(3) Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 18(15) payable under reg18(6)	Approved Sporting, Cultural or Entertainment Events Reg 18(3) Environmental Protection (Noise) Regulation 1997	Yes	No	1000.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Application Fee for Approval of a Sporting, Cultural or Entertainment Event that is open to the Public and the application is lodged between 59 and 21 days before the event is proposed to commence and there are exceptional circumstances for the application not being made earlier a late fee is also payable equal to one quarter of the Application Fee	Approved Sporting, Cultural or entertainment Events Reg 18(3) Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 18(15) payable underReg18(7A)	Approved Sporting, Cultural or Entertainment Events Reg 18(3) Environmental Protection (Noise) Regulation 1997	Yes	No	1250.00
	Application Fee for Approval of a Sporting, Cultural or Entertainment Event that is open to the Public and the application is lodged less than 21 days before the event is proposed to commence a late fee is also payable equal to one quarter of the Application Fee	Approved Sporting, Cultural or entertainment Events Reg 18(3) Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 18(15) payable under Reg18(7B)		Yes	No	1250.00
	Noise Monitoring Fee for Sporting, Cultural or Entertainment Events	Fee to be specified by the CEO as per Reg 18(8) as condition of an approved Event		Yes	No	Maximum of $5,000
	Application Fee for Approval of a Venue for Sporting, Cultural or Entertainment for a number of Notifiable Events that would be open to the Public, the noise emissions do not comply with the standard prescribed under regulation 7 and is not an approved event or for which an application for approval under Regulation 18 has been made. The Occupier may apply for approval of the venue or an amendment of a venue approval (other than an amendment of the period of the approval)	Approval of a Venue for Sporting, Cultural or Entertainment for a number of Notifiable Events Reg 19 (B) and after the application is made the CEO is to estimate the cost of assessing and processing the application under Reg19 B(3) and paid by the applicant before the assessment commences. Environmental Protection (Noise) Regulation 1997 from 5 December 2013		Yes	No	Maximum of $15,000
	Lodgement of a Notice in a form approved by the CEO to hold an event at an Approved venue that is a Notifiable event of a type specified in the conditions of approval of the Venue under regulation 19B(12)(a) of the Environmental Protection (Noise) Regulations 1997 to be lodged not later than 60 days before the event is proposed to commence	Notice to hold an event at an approved venue that is a notifiable event for the approved venue approved under Reg 19B (12(a)) Environmental Protection (Noise) Regulation 1997 from 5 December 2013	Environmental Protection (Noise) Regulations 1997 regulation 19B(12)(a)	Yes	No	Maximum of $5,000
	Lodgement of a Notice in a form approved by the CEO to hold an event at an Approved venue that is a Notifiable event of a type specified in the conditions of approval of the Venue under regulation 19B(12)(a) of the Environmental Protection (Noise) Regulations 1997 may be given between 59 and 21 days before the event to which the Notice relates is proposed to commence and the Notice is accompanied by a late fee	Late Fee for giving Notice to hold an event at an approved venue that is a notifiable event for the approved venue approved under Reg 19B (12(a)) where given less than 60 days. Environmental Protection (Noise) Regulation 1997 from 5 December 2013		Yes	No	Maximum of $15,000
	Lodgement of a Notice in a form approved by the CEO to hold an event at an Approved venue that is a Notifiable event of a type specified in the conditions of approval of the Venue under regulation 19B(12)(a) of the Environmental Protection (Noise) Regulations 1997 may be given less than 21 days before the event to which the Notice relates is proposed to commence and the Notice is accompanied by a late fee	Late Fee for giving Notice to hold an event at an approved venue that is a notifiable event for the approved venue approved under Reg 19B (12(a)) where less than 21 days and CEO is satisfied exceptional circumstances for the notice not being given earlier than within that period. Environmental Protection (Noise) Regulation 1997 from 5 December 2013. Late fee as specified under Reg 19D (3) and 19D (4)		Yes	No	500.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Noise Monitoring Fee for a person who gives the CEO Notice of a Notifiable Event as per regulation 19D(1)	Person must pay the CEO within the time specified by the CEO, any noise monitoring fee specified by the CEO for that Notifiable Event under Reg 19D (8) . If not paid in time specified the venue is not approved venue for the purpose of that Event. The Monitoring Fee is based on the Event as determined by CEO	Environmental Protection (Noise) Regulations 1997 regulation 19D	Yes	No	Fee determined for each Notifiable Event at an approved venue
	Treatment of Sewerage and Disposal of Effluent and Liquid Waste (Health Regulations)					
	Application for Approval – Local Government	For each septic application including any application to vary or amend an application	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	Yes	No	118.00
	Application for Approval – EDPH - with Local Government report			Yes	No	93.00
	Application for Approval – EDPH - without Local Government report			Yes	No	110.00
	Application for Approval – EDPH - provision of Local Government Report by Council EHO Reg.4A			Yes	No	118.00
	Issue of a "Permit to Use an Apparatus" by EHO	Issued when all work is completed and compliant		Yes	No	118.00
	Fee for any compliance inspection of an apparatus after corrective works have been issued by an EHO before or after the issue of a Permit to use an Apparatus	Minimum fee per hour or part thereof after the first hour	Local Government Act Section 6.16	No	No	168.00
	Lodging Houses - Health (Miscellaneous Provision) Act					
	Registration of lodging house each year	Approval fee payable by 1 July each year	Part V, By-Law 2, City of Kwinana Health Local Laws 1963	No	No	345.00
	Equine Premises					
	Initial application fee for approval, transfer or to		Health (Keeping of Horses and Equine	No	No	168.00
	Initial Equine Premises Registration Fee	Per property		No	No	168.00
	Poultry and Pigeon Licence Fees					
	Initial Application fee: up to 20 birds, poultry or pigeons		Part I, By-Law 29A and 29B City of Kwinana Health Local Laws 1963	No	No	No charge
	Initial Application for: 20 to 150 birds, poultry or pigeons	With certificate from an accredited organisation		No	No	42.00
	Site inspection fee initial visit prior to approval for keeping birds	For over 20 birds		No	No	168.00
	Site inspection fees after initial approval for annual inspection	For over 20 birds		No	No	84.00
	Poultry and Pigeon Annual Registration Fee					
	When Planning approval is granted in Rural Zone and special rural zone in excess of 20 poultry or pigeons and up to maximum of 150 birds not including young up to three months of age contained within pens and cages. Where not for commercial purposes	With certificate from an accredited organisation	Part I, By-Law 29A and 29B City of Kwinana Health Local Laws 1963	No	No	71.00
	Removal of pigeons based on quote in response to written request or Notice to remove issued by Coordinator Environmental Health Services	Requires written quotation	Local Government Act Section 6.16	No	No	$168.00 plus cost of Contractor plus administration fee of 30% of the cost
	Bees					
	Application for Permit to keep Bees	For up to two hives	Local Government Act Section 6.16	No	No	42.00
	Application for Permit to keep Bees	For more than two hives		No	No	84.00
	Site inspection fee	For more than two hives		No	No	168.00
	Permit Fee			No	No	84.00
	Removal of bees based on quotation in response to written request or Notice to remove bees issued by Coordinator Environmental Health	Requires written quotation and letter of agreement from owner or occupier. Any outstanding service Fees and charges remaining after the due date shall have imposed a late fee		No	No	$168.00 plus cost of contractor plus $81.00 administration fee
	Proposed Animal, Environment and Amenity Local Law 2024 (after 1 July, likely September - December 2024)					
	Application for Permit to keep more than 25 poultry or 50 pigeons in a rural zone		Local Government Act Section 6.16	No	No	42.00
	Application for Permit to keep more than two bee hives			No	No	42.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Site inspection fee initial visit prior to approval for keeping of poultry, pigeons or bees		Local Government Act Section 6.16	No	No	168.00
	Removal of pigeons or bees based on quotation in response to written request or Notice to remove bees	Requires written quotation		No	No	$168.00 plus cost of Contractor plus administration fee of 30% of the cost
	Trading activities on Thoroughfares and Public Places and Local Government Properties					
	All categories of Traders, Stall Holders and Service Providers are due for payment and Licence renewal with current Public Liability Insurance cover certificate to be provided with the application and be valid for the duration of the licence. Where an Insurance Certificate is not available by any Charitable or community Not For Profit organisations for a community event it shall be provided and be covered by a separate Public Liability Certificate held by the event co-ordinator and provided with the event application. For events with multiple traders and activities, one trading in public places application will cover the whole event subject to applicant providing all required documentations. Food vendors registered with a Local Government other than the City of Kwinana are required to submit a separate application					
	Trading & Services Fees and Charges					
	Initial and Renewal Application fee	A. All categories of Traders, Stall Holders and Service Providers with current public liability insurance cover certificate to be provided with application. Also applicable for Umbrella Trader's Permits and Mobile Food Vendors (Food Trucks) Permits for Designated Trading Area.	Local Government Act Section 6.16	No	No	42.00
	Plus Licence Fees: daily fee	B. All categories of Traders, Stall Holders and Service Providers for any day in a given financial year		No	No	42.00
	Plus Licence Fees: one week	C. All categories of Traders, Stall Holders and Service Providers for any week in a given financial year		No	No	168.00
	Plus Licence Fees: one month	D. All categories of Traders, Stall Holders and Service Providers for any month in a given financial year		No	No	252.00
	Plus Licence Fees: three months	E. All categories of Traders, Stall Holders and Service Providers for any three months in a given financial year		No	No	420.00
	Plus Licence Fees: six months	F. All categories of Traders, Stall Holders and Service Providers for any six months in a given financial year. May include designated trading area with no additional fee		No	No	588.00
	Licence Fees: one year - all categories of traders including designated trading area and approved markets/ events	G. All categories of Traders, Stall Holders and Service Providers are due for renewal with current public liability insurance cover certificate to be provided with application. May include designated trading area and approved markets/ events		No	No	1092.00
	Plus Licence Fees - Mobile Food Vendors at Designated Trading Area - six months	Applies to mobile Food Vendors (Food Trucks) - exclusive to Designated Trading Area. No fee payable for food vendors who hold a food business registration certificate with City of Kwinana		No	No	168.00
	Plus Licence Fees - Mobile Food Vendors at Designated Trading Area and approved markets/ events - one year	Applies to mobile Food Vendors (Food Trucks) - exclusive to Designated Trading Area and approved markets/ events. No fee payable for food vendors who hold a food business registration certificate with City of Kwinana		No	No	294.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Licence Fee for a notified or registered food business to attend any approved markets/events - one year	Includes application and one inspection per annum. No fee payable by community groups and food vendors who hold a food business registration certificate with City of Kwinana	Local Government Act Section 6.16	No	No	126.00
	Charitable and not for profit organisations and community events available free of charge to the community	Applies to all Categories A - J if completed applications are received at least 10 working days prior to the event or trading day		No	No	No charge
	Charge per non-food stall holder/trader trading under an Umbrella Trading Permit issued to the event organiser - one year	J. Event organisers are to provide a list of all stall holders and traders trading at the event at least two weeks prior to the event		No	No	11.00
	Licence fees: one year for approved markets/ events	Applies to the event organiser. No fee payable by community groups		No	No	336.00
Trading in Public Places - Outdoor Dining						
	Initial Application or Variation Dining Area on Public Land	With plans and specifications	Local Government Act Section 6.16	No	No	No charge
	Outdoor Dining Area on Public Land Annual fee for renewal application			No	No	No charge
	Outdoor Eating Area Fee per square metre of outdoor dining area allocated	Note - introductory charge to encourage Alfresco dining		No	No	No charge
	Transfer application for Outdoor Dining Area on Public Land	Application shall be lodged 10 days before change of proprietor		No	No	No charge
	Cleaning Fee for Outdoor Eating Area for up to 30 square metres & part thereof thereafter for non compliance of cleaning notice	Per incident		No	No	Actual cost
	Provision of Alfresco Area boundary delineators (per disk)	Per disk		No	No	No charge
Contaminated Sites and Environmental Management						
	Application fee for Contaminated Site desk top audit with report based on 3 hours minimum officer time, then hourly rate per additional hours	Per Desk top Audit	Local Government Act Section 6.16	No	No	504.00
	Application fee for Contaminated Site audit with report (site inspection extra) site inspection fee based on a minimum hourly rate per hour	Per site inspection based Audit		No	No	168.00
	Site inspection fee (where requested)	Per site inspection based Audit		No	No	168.00
	Any samples at client cost per hour or part thereof	Per set of samples per hour or part thereof		No	No	168.00
	All sample collection and analysis at client's cost plus transportation fees, all charged at cost of service/s plus GST based on confirmed written quotation/invoice	As per agreed sampling requirements for site		No	No	$168.00 plus actual cost of sampling plus administration cost at 30%
	Assessment of any Environmental Management Plans consisting of but not limited to the impacts from the following topics; Contaminated Sites, Dust, Acid Sulphate Soils, Odour emissions, Asbestos contamination, Lead or any other likely chemicals use or associated activity, Noise (excluding outside hours) and Vibration impacts, Light spill, handling and management of Waste and Resource Recycling, and any other potential impacts that may adversely affect the local or regional environment or the health comfort and amenity of the community	Generally, these Management Plans are imposed on development approvals or other licences and approvals to limit the impact of the development or activity. The minimum fee allows for 2 hours processing and any additional time is to be charged at fee listed per hour or part thereof plus any sampling/time costs		No	No	Minimum of $168.00 includes 1 hour assessment time, plus $168.00 per hour or part thereof after the first hour, plus actual cost of any expert referrals.
Approval of Air Handling and Water Supply Systems						
	Note: Does not apply to private dwellings					
	Application for approval of the installation or modification of an air handling system or water supply system for air and or water based on plans submitted for approval		Local Government Act Section 6.16	No	No	168.00
	Inspection of premises	Minimum fee per hour or part thereof after one hour		No	No	168.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
Fire and Emergency Management						
Emergency Services Charges						
	Deliberate False alarm	Per hour	Local Government Act Section 6.16	No	No	311.00
	Direct Brigade alarm - False alarm	Per hour		No	No	311.00
	Call out to illegal burn	Per hour		No	No	367.00
	Reconnaissance Vehicles	Per hour		No	No	72.00
	Light tanker equivalent	Per hour		No	No	88.00
	1.4 Equivalent	Per hour		No	No	145.00
	2.4 Equivalent	Per hour		No	No	300.00
	3.4 Equivalent	Per hour		No	No	362.00
	Bulk Water Tanker Equivalent	Per hour		No	No	300.00
	Specialist Equipment Equivalent	Per hour		No	No	626.00
	Pumper Vehicles Equivalent	Per hour		No	No	626.00
	Incident Control Vehicle Equivalent	Per hour		No	No	637.00
	Air support equipment	At cost plus % administration fee		No	No	At cost plus 5% administration fee
	Earth moving and general equipment	At cost plus % administration fee		No	No	At cost plus 5% administration fee
	Any other equipment, personnel or items	At cost plus % administration fee		No	No	At cost plus 5% administration fee
Fire Inspection						
	Fire Inspection fee - Prescriptions		Local Government Act Section 6.16	No	No	129.00
Hireable Spaces						
Darius Wells Library and Resource Centre						
	Alf Lydon - Community Group	Per hour	Local Government Act Section 6.16	No	Yes	13.50
	Alf Lydon - Standard	Per hour		No	Yes	16.50
	David Nelson - Community Group	Per hour		No	Yes	21.00
	David Nelson - Standard	Per hour		No	Yes	25.30
	Frank Baker - Community Group	Per hour		No	Yes	13.50
	Frank Baker - Standard	Per hour		No	Yes	16.50
	Frank Konecny - Community Group	Per hour		No	Yes	21.00
	Frank Konecny - Standard	Per hour		No	Yes	25.30
	John Slinger - Community Group	Per hour		No	Yes	21.00
	John Slinger - Standard	Per hour		No	Yes	25.30
	Ken Jackman Hall half (north or south) - Community Group	Per hour		No	Yes	26.90
	Ken Jackman Hall half (north or south) -Standard	Per hour		No	Yes	32.30
	Ken Jackman Hall whole - Community Group	Per hour		No	Yes	51.60
	Ken Jackman Hall whole - Standard	Per hour		No	Yes	62.40
Toddler Town Centre Crèche						
	Toddler Town Crèche	Per hour, per child	Local Government Act Section 6.16	No	Yes	4.70
	Toddler Town - After hours group bookings, minimum two creche staff required	Per hour		No	Yes	91.00
William Bertram Community Centre						
	Bertram Consult Room - Community Group	Per hour	Local Government Act Section 6.16	No	Yes	13.50
	Bertram Consult Room - Standard	Per hour		No	Yes	16.50
	Marri Room - Community	Per hour		No	Yes	21.00
	Marri Room - Standard	Per hour		No	Yes	25.30
	Tuart Room - Community Group	Per hour		No	Yes	26.90
	Tuart Room - Standard	Per hour		No	Yes	32.30
John Wellard Community Centre						
	Boronia Room - Community Group	Per hour	Local Government Act Section 6.16	No	Yes	26.90
	Boronia Room - Standard	Per hour		No	Yes	32.10
	Hovea - Community Group	Per hour		No	Yes	21.00
	Hovea - Standard	Per hour		No	Yes	25.30
	Pixie Mops - Community Group	Per hour		No	Yes	21.00
	Pixie Mops - Standard	Per hour		No	Yes	25.30
	Wisteria - Community Group	Per hour		No	Yes	21.00
	Wisteria - Standard	Per hour		No	Yes	25.30
Kiosk Hire						
	Kiosk - Community Group	Per hour	Local Government Act Section 6.16	No	Yes	14.60
	Kiosk - Seasonal	Per hour		No	Yes	4.10
	Kiosk - Standard	Per hour		No	Yes	17.40
Other Hireable Spaces						
	Casuarina Hall - Community Group	Per hour	Local Government Act Section 6.16	No	Yes	21.00
	Casuarina Hall - Standard	Per hour		No	Yes	25.30
	Fiona Harris Ground floor - Community Group	Per hour		No	Yes	21.00
	Fiona Harris Ground floor - Seasonal	Per hour		No	Yes	4.10
	Fiona Harris Ground floor - Standard	Per hour		No	Yes	25.30
	Fiona Harris Level one - Community Group	Per hour		No	Yes	26.90

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	Fiona Harris Level one - Seasonal	Per hour	Local Government Act Section 6.16	No	Yes	6.20
	Fiona Harris Level one -Standard	Per hour		No	Yes	32.30
	Gilmore College Indoor Multi Purpose Court - Community Group	Per hour		No	Yes	45.20
	Gilmore College Indoor Multi Purpose Court - Seasonal	Per hour		No	Yes	4.10
	Gilmore College Indoor Multi Purpose Court - Standard	Per hour		No	Yes	55.30
	Honeywood Pavilion - Community Group	Per hour		No	Yes	26.90
	Honeywood Pavilion - Seasonal	Per hour		No	Yes	6.20
	Honeywood Pavilion - Standard	Per hour		No	Yes	32.30
	Isabella Corker - Community Group	Per hour		No	Yes	21.00
	Isabella Corker - Standard	Per hour		No	Yes	25.30
	Medina Hall - Community Group	Per Hour		No	Yes	26.90
	Medina Hall - Standard	Per hour		No	Yes	32.30
	The Patio - Community Group	Per hour		No	Yes	18.30
	The Patio - Standard	Per hour		No	Yes	22.80
	Thomas Hall - Community Group	Per hour		No	Yes	21.00
	Thomas Hall - Seasonal	Per hour		No	Yes	6.20
	Thomas Hall - Standard	Per hour		No	Yes	25.30
	Thomas Kelly Pavilion - Community Group	Per hour		No	Yes	26.90
	Thomas Kelly Pavilion - Seasonal	Per hour		No	Yes	6.20
	Thomas Kelly Pavilion - Standard	Per hour		No	Yes	32.30
	Storage - Seasonal / Regular Hirers	Per year, Per storage area		No	Yes	70.50
	Wellard Pavilion - Community Group	Per hour		No	Yes	21.00
	Wellard Pavilion - Seasonal	Per hour		No	Yes	6.20
	Wellard Pavilion - Standard	Per hour		No	Yes	25.30
Outdoor Netball Court Hire						
	Netball Court - Community Group	Per hour, per court	Local Government Act Section 6.16	No	Yes	10.10
	Netball Court - Seasonal	Per hour, per court		No	Yes	2.10
	Netball Court - Standard	Per hour, per court		No	Yes	12.10
Public Open Space						
	Public Open Space - Seasonal	Per hour, per public open space	Local Government Act Section 6.16	No	Yes	4.10
	Public Open Space Community Group	Per hour		No	Yes	11.30
	Public Open Space group Personal Trainers businesses Hire Fee	Per hour		No	Yes	4.10
	Public Open Space Special Event Weekly Hire Fee (Community Group ticketed events)	Per week		No	Yes	1400.00
	Public Open Space Standard	Per hour		No	Yes	13.50
	Public Open Space Special Event Bond (to make good)	Per booking		No	No	Actual cost of making good
	Public Open Space Special Event Hire Fee	Per hour		No	Yes	41.30
Sporting Reserve Change Rooms						
	Sporting Reserve Change Room - Community Group	Per hour, per changeroom set	Local Government Act Section 6.16	No	Yes	15.60
	Sporting Reserve Change Room - Seasonal	Per hour, per changeroom set		No	Yes	4.10
	Sporting Reserve Change Room - Standard	Per hour, per changeroom set		No	Yes	18.40
Bus Hire						
	Bus Bond	Per Booking	Local Government Act Section 6.16	No	No	500.00
	Community Bus Hire - Driver fee	At cost as charged by external provider		No	Yes	Actual cost
	Additional Fuel Charge	Additional charge if bus not returned with a full tank of fuel, plus cost of filling the bus with fuel		No	Yes	$88.00 plus fuel costs
	Bus - Community	Per hour, including km charges		No	Yes	28.20
	Bus - Standard	Per hour, including km charges		No	Yes	59.50
Hireable Spaces - Additional Fees & Charges						
	Administration Fee	Multiple booking changes, cancellation charge and other administration charges	Local Government Act Section 6.16	No	Yes	27.00
	Booking support	Hourly rate for City of Kwinana staff to set up and pack up and direct support to hirer. Charge per staff member needed to assist, minimum 2 staff members & 2 consecutive hours per staff member		No	Yes	$64.00 (min total $256.00)

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	Building Maintenance Space Protect - Cost Recovery	Actual cost recovery plus an administration fee, minimum charges apply	Local Government Act Section 6.16	No	Yes	Actual Cost Recovery, plus a $50 admin fee. Minimum cost recovery charge of $60 (minimum $110.00 total)
	Floodlights	Per hour per playing area		No	Yes	13.60
	Function Rate - Additional Item charge to be applied to any space where the customer is having a Function	Per hour, minimum of 6 hours		No	Yes	31.00
	Guest Booking Fee	A non-refundable Guest Booking Fee (GBF) is included in the final price at the checkout (SpacetoCo) for all casual bookings and is calculated on the maximum final value of an individual booking This fee is only non-refundable under the circumstance of a full cancellation or refund/discount.		No	Yes	2.5% ($1.00 minimum per transaction)
	Key Replacement (applicable to key borrowed to view halls without a booking)	Included in hall bond if booking taken		No	Yes	54.00
	Liquor Permit - Seasonal Hire (consumption only)	Per season		No	No	55.90
	Liquor Permit Casual Hire (consumption only)	Per booking		No	No	39.20
	Security Fee	Per call out		No	Yes	135.00
	SpaceProtect (Pre-Authorisation). Amount depending on level of risk associated with hire	Per booking		No	No	$0-$5,000
	Seasonal Hirer Fee Change Discount (all facilities)			No	Yes	0 - 90%
Koorliny Arts Centre						
Theatre One						
	Theatre Hire	Full Day Hire (max 8hrs)	Local Government Act Section 6.16	No	Yes	621.00
	Theatre Hire	Per Hour		No	Yes	83.00
	Bare Stage Hire	Per Hour		No	Yes	62.00
	Standard Lighting	Per Day		No	Yes	155.00
	Standard Audio	Per Day		No	Yes	155.00
	Service Charge	Per Event		No	Yes	41.00
	Cleaning Fee	Per Event		No	Yes	155.00
Theatre Two						
	Theatre Hire	Full Day Hire	Local Government Act Section 6.16	No	Yes	290.00
	Theatre Hire	Per Hour		No	Yes	57.00
	Standard Lighting	Per Day		No	Yes	104.00
	Standard Audio	Per Day		No	Yes	104.00
	Service Charge	Per Event		No	Yes	36.00
	Cleaning Fee	Per Event		No	Yes	155.00
Studio / Room						
	Studio One	Per Hour - Community Group	Local Government Act Section 6.16	No	Yes	26.00
	Studio One	Per Hour - Standard		No	Yes	36.00
	Studio Two	Per Hour - Community Group		No	Yes	26.00
	Studio Two	Per Hour - Standard		No	Yes	36.00
	Studio Three	Per Hour - Community Group		No	Yes	26.00
	Studio Three	Per Hour - Standard		No	Yes	36.00
	Training Room	Per Hour - Community Group		No	Yes	19.00
	Training Room	Per Hour - Standard		No	Yes	29.00
	Music Room	Per Hour - Community Group		No	Yes	19.00
	Music Room	Per Hour - Standard		No	Yes	29.00
Staff						
	Front of House Staff	Per Hour	Local Government Act Section 6.16	No	Yes	39.00
	Technician	Per Hour		No	Yes	50.00
	Security			No	Yes	Actual Cost
Dance Concerts						
	Kwinana Dance Festival Entry Fees	Per person	Local Government Act Section 6.16	No	Yes	12.00
Admin Charges						
	Booking Fee per ticket - up to $25.00	Per ticket	Local Government Act Section 6.16	No	Yes	2.00
	Booking Fee per ticket - $25.00 and above	Per ticket		No	Yes	3.00
Law, Order And Public Safety						
Abandoned Trolleys						
	Shopping trolley removal	Each	Local Government Act Section 6.16	No	No	140.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
Abandoned Vehicles						
	Impounded vehicles Admin Fee		Local Government Act Section 6.16	No	No	300.00
	Daily Vehicle Impound Fee	Private		No	No	35.00
Vehicle Towing						
	Towing Fee - Vehicle		Local Government Act Section 6.16	No	Yes	300.00
	Towing Fee - Trail Bike			No	No	160.00
Officer Call Out Fee						
	Call out Fee to City's Facilities (User Error)	May be imposed on users of Council facilities who set off City alarms due to neglect or without due care and attention at the discretion of Manager Essential Services	Local Government Act Section 6.16	No	No	135.00 for first 20min then $1/min thereafter
Illegal Signs						
	Impounded illegal signs		Local Government Act Section 6.16	No	No	65.00
Library						
General						
	Pocket Laminating	Per card	Local Government Act Section 6.16	No	Yes	3.00
	Pocket Laminating	Per A5 sheet		No	Yes	4.50
	Pocket Laminating	Per A4 sheet		No	Yes	6.50
	Pocket Laminating	Per A3 sheet		No	Yes	11.00
	Convenience items e.g. USB, plastic sleeves, ear buds, library bags	Amount depending on supplier costs of goods and services available		No	Yes	0.00 - 54.00
	Replacement Membership Cards	Per card		No	No	5.50
	Charges for lost and damaged resources	Cost to City		No	Yes	Actual cost
	Scanning/Emailing Documents	Up to 10 pages if a staff member is processing the item. Free scanners are also available		No	Yes	2.30
	A4 black and white print/copy	Per page		No	Yes	0.20
	A4 colour print/copy	Per page		No	Yes	1.20
	A3 black and white print/copy	Per page		No	Yes	0.60
	A3 colour print/copy	Per page		No	Yes	2.40
	Kwinana History book	Each		No	Yes	1.00
	Medina in the 50's book	Each		No	Yes	35.00
Planning						
Administration						
	Large Maps/Plans	Per A1 size	Local Government Act Section 6.16	No	No	22.10
	Large Maps/Plans	Per A0 size		No	No	58.90
	Zoning Certificate - Application Fee for Zoning Certificate	Proforma advising of current zoning under Town Planning Scheme and any changes to Scheme being considered by Council, does not include site inspection	Planning and Development Regulations 2009	Yes	No	73.00
	Written advice - Application Fee for Written Planning Advice	Proforma advising of current zoning under Town Planning Scheme and any changes to Scheme being considered by Council, does not include site inspection		Yes	No	73.00
	Clause 61A Deemed to Comply Check	Applicable for Single House		Yes	No	295.00
	Clause 61A Deemed to Comply Check	Applicable for Alterations/Additions to Single House only		Yes	No	147.00
Subdivision Clearance (per lot)						
	a) not more than 5 lots	Per lot	Planning and Development Regulations 2009	Yes	No	73.00
	b) more than 5 lots but not more than 195 lots			Yes	No	$73.00 per lot for the first 5 lots and then $35.00 per lot thereafter
	c) more than 195 lots			Yes	No	7393.00
Development Application						
	Development Cost <$50,000	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)	Planning and Development Regulations 2009	Yes	No	147.00
	Development Cost $50,000 - $500,000	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)		Yes	No	0.32% of estimated cost of development

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	Development Cost $500,000 - $2,500,000	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)	Planning and Development Regulations 2009	Yes	No	$1,700 + .257% for every $1 in excess of $500,000
	Development Cost $2,500,000 - $5,000,000	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)		Yes	No	$7,161 + .206% for every $1 in excess of $2.5 million
	Development Cost $5,000,000 - $21,500,000	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)		Yes	No	$12,633 + .123% for every $1 in excess of $5 million
	Development Cost >$21,500,000	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)		Yes	No	34196.00
	Amendment to Development Approval	Amendment/s to or cancellation of previously assessed and approved development application		Yes	No	147.00
	Development Application - Extractive Industry	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)		Yes	No	739.00
	Advertising - Development Application	51+ Letters	Local Government Act Section 6.16	No	No	Actual Cost
	Change of Use/Continuation of Non-Conforming Use	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)	Planning and Development Regulations 2009	Yes	No	295.00
	Liquor Act Certification – Planning		Local Government Act Section 6.16	No	No	200.00
	Building Envelope Modification			No	No	147.00
	Home Business	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)	Planning and Development Regulations 2009	Yes	No	222.00
Property Certificate						
	Proforma circulated to Council's Planning, Building, Health and Engineering sections and involves a search of Council's records but with no site inspection. A Rates Enquiry is a separate fee. Fees from each department listed below	Total Fee Payable (comprised of the below)	Planning and Development Regulations 2009 and Local Government Act Section 6.16	Per Below	No	191.00
	All fees listed below to be paid:					
	Property Certificate - Planning Fee	As per Zoning Certificate above	Planning and Development Regulations 2009	Yes	No	73.00
	Property Certificate - Health Fee		Local Government Act Section 6.16	No	No	85.00
	Property Certificate - Building Fee			No	No	33.00
Strata Title Fees						
	Fees payable for the following services provided - (a) approval to amend or repeal scheme by-laws under section 22(1); or (b) approval of a subdivision under section 23(1); or (c) a determination under section 24; or (d) approval of the discharge of an easement under Schedule 2A clause 21W(3)(b) of the Act	Fees to be calculated in accordance with Section 170, Part 17 of the Strata Titles (General) Regulations 2019	Planning and Development Regulations 2009	Yes	No	Actual Costs
Documents						
	Town Planning Scheme 2 Text		Local Government Act Section 6.16	No	No	78.00
	Town Planning Scheme 3 Text			No	No	78.00
	Other Council Reports/Structure Plans etc			No	No	78.00
	Digital Information (e.g. Local Planning Strategy Reports on CD)			No	No	78.00
	Maps			No	No	36.00
Development Assessment Panel (DAP) Applications						
	Fees Payable where the estimated cost of the development is:					
	Less than $2 million		Planning and Development Regulations 2011	Yes	No	5341.00
	Not less than $2 million and less than $7 million			Yes	No	6168.00
	Not less than $7 million and less than $10 million			Yes	No	9522.00
	Not less than $10 million and less than $12.5 million			Yes	No	10361.00
	Not less than $12.5 million and less than $15 million			Yes	No	10656.00
	Not less than $15 million and less than $17.5 million			Yes	No	10952.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Not less than $17.5 million and less than $20 million		Planning and Development Regulations 2011	Yes	No	11249.00
	Not less than $20 million and less than $50 million			Yes	No	11544.00
	Not less than $50 million			Yes	No	16680.00
	An application under regulation 17	Minor Amendment application		Yes	No	264.00
Fees for Applications for approval under the Hope Valley-Wattleup Redevelopment Amendment Regulations 2011						
	Estimated value of development not more than $50,000	As per Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Yes	No	139.00
	Estimated value of development more than $50,000 but not more than $500,000			Yes	No	0.32% of the estimated cost of the development
	Estimated value of development more than $500,000 but not more than $2.5m			Yes	No	$1,600 plus 0.257% for every $1 in excess of $500,000
	Estimated value of development more than $2.5m but not more than $5m			Yes	No	$6,740 plus 0.206% for every $1 in excess of $2.5m
	Estimated value of development more than $5m but not more than $21.5m			Yes	No	$11,890 plus 0.123% for every $1 in excess of $5m
	Estimated value of development more than $21.5m			Yes	No	32185.00
Local Development Plans						
	Council Adoption of Local Development Plans		Planning and Development Regulations 2009	Yes	No	Actual cost
	Modification of Adopted Local Development Plans			Yes	No	Actual cost
	Expert Advice		Local Government Act Section 6.16	No	Yes	Actual cost
Scheme Amendments						
	Complex amendments	Fees calculated and applied in accordance with Part 7 of the Planning and Development Regulations 2009	Planning and Development Regulations 2009	Yes	No	Actual cost
	Standard amendments	Fees calculated and applied in accordance with Part 7 of the Planning and Development Regulations 2009		Yes	No	Actual cost
	Basic amendments	Fees calculated and applied in accordance with Part 7 of the Planning and Development Regulations 2009		Yes	No	Actual cost
Structure Plans						
	New Local Structure Plan	Fees calculated and applied in accordance with Part 7 of the Planning and Development Regulations 2009	Planning and Development Regulations 2009	Yes	No	Actual cost
	Amendment to Local Structure Plan	Fees calculated and applied in accordance with Part 7 of the Planning and Development Regulations 2009		Yes	No	Actual cost
Pedestrian Access Way and Road Closure						
	Fees are not refundable regardless of whether the proposal is successful. Fees for closure of roads and pedestrian access ways remains the same whether permanent or temporary					
	Administration Fee		Local Government Act Section 6.16	No	No	1797.00
	Advertising Fee			No	No	Actual cost
	Signage/gates/fencing			No	No	Actual cost
Parking Permit - Commercial Vehicle						
	Parking Permit - Commercial Vehicle	Annual	Local Government Act Section 6.16	No	No	248.00
Parking Permit Replacement						
	Parking Permit Replacement		Local Government Act Section 6.16	No	No	26.00
Rating Services and Financial Services						
Rating Services						
	Property Ownership Details - Rate book/electoral roll enquiry	Other than by inspection at local government office (1 property)	Local Government Act Section 6.16	No	No	19.00
	Property Ownership Details - Rate book/electoral roll enquiry	Other than by inspection at local government office (for 5 or more properties)		No	No	94.00

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	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Property Ownership Details - Rate book/electoral roll enquiry	No charge for inspection at local government office	Local Government Act Section 6.16	No	No	No charge
	Rate Enquiry			No	No	43.00
	Copy of Certificate of Title	Standard		No	No	Actual cost
	Administration fee on rates instalments – 4 instalments	Instalment Plan	Local Government Act Section 6.45, Local Government(Financial Management)	No	No	21.00
	Administration fee on rates instalments – 2 instalments	Instalment Plan		No	No	7.00
	Administration fee on special rates payment arrangements	Per year, per arrangement	Local Government Act Section 6.16	No	No	55.00
	Dishonoured Cheque/ Direct Debit Processing Fee			No	No	16.20
	Legal fees	Actual legal fees incurred		No	No	Actual cost
	Legal Fees - Title Search Fee	At cost		No	No	Actual cost
	Direct Debit Arrangement Cancellation Fee	Cancellation of Direct Debit after 3 dishonours due to non compliance		No	No	55.00
	Ad hoc Arrangement Cancellation Fee	Cancellation of Ad Hoc Arrangement due to non compliance		No	No	55.00
	Notice of Discontinuance	Actual cost incurred		No	No	Actual cost
	Debt Clearance Letter			No	No	29.00
	Unpaid Rates Interest Rate	Penalty Interest applied to a rate account or balance that has not been paid by the due date.	Section 6.45(3) and 6.45(4)(e) of the Local Government Act 1995	No	No	7.00%
	Instalment Interest Rate	Interest applied to rate accounts opting for the 2 or 4 instalment options. This interest amount is calculated based on the balance (not including the ESL balance) after each instalment due date. The fee is levied at the time of choosing the instalment option.	Section 6.51(4) of Local Government Act 1995	No	No	3.00%
Financial Services						
	Sundry Debtor Interest Charges (on overdue accounts)	Impose an interest rate of seven percent (7%) on all money owed to the local government (other than rates and service charges) that is outstanding for more than 35 days after the date of issue of invoice.	Section 6.13 of Local Government Act 1995, 19A of the Local Government (Financial Management) Regulations 1996	No	No	7.00%
Recquatic						
General						
	Concession discount - (where not specified)	Health Care Card, Seniors Card, Veteran, Students, disability support pension - 15% discount	Local Government Act Section 6.16	No	Yes	15% discount (rounded as required)
	Group Discount	Corporate, community groups, family etc. Minimum of 4 people		No	Yes	15% discount (rounded as required)
	Promotional Activities	Centre Marketing Activities		No	Yes	up to 100% discount
	Carer/Companion	Per person		No	Yes	No charge
	Spectator	Per person, attending with paid participants for aquatic or stadium services		No	No	No charge
	Refund administrative charge	Per request		No	Yes	25.00
	Pro Shop Goods	Amount depending on supplier costs of goods and services available		No	Yes	0.00 - 323.00
Facility Hire						
	Cleaning Cost	Per hour	Local Government Act Section 6.16	No	Yes	59.00
	Locker Use at Recquatic	Lockers take $1.00 for single use		No	Yes	1.00
	Hire of Staff	ie.. Swim instructor or Lifeguard. Amount subject to individual employee pay rate and oncosts. Rate per hour. Minimum 2 hours		No	Yes	32.00 - 108.00
Recquatic Hireable Spaces						
	Recquatic / Group Fitness Studio hire - Standard	Prices per hour	Local Government Act Section 6.16	No	Yes	27.00
	Recquatic / Group Fitness Studio hire - Community	Prices per hour		No	Yes	22.00
	Refer to Community Halls and Centres Fees & Charges for definitions and other applicable fees					

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Gym and Group Fitness						
	Casual Gym Entry	Per person	Local Government Act Section 6.16	No	Yes	19.00
	Casual Group Fitness Class Entry	Per person		No	Yes	19.00
	Concession - Casual Gym Entry	Per person		No	Yes	16.00
	Concession - Casual Group Fitness Class Entry	Per person		No	Yes	16.00
Membership						
	Replacement of Membership Frequency Operated Button (FOB)	Per item	Local Government Act Section 6.16	No	Yes	6.00
	Direct debit membership establishment fee	Per new direct debit membership registration		No	Yes	0.00 - 15.00
	Direct debit membership dishonour fee	Per dishonoured transaction of direct debit payment schedule		No	Yes	0.00 - 20.00
	Fitness Passport fee	as per agreement per month		No	Yes	70.00 - 100.00
Membership Standard - Fitness						
	Adult - Twelve month upfront	Twelve months. 10% discount from direct debit	Local Government Act Section 6.16	No	Yes	819.00
	Adult - Direct debit	Per fortnight		No	Yes	35.00
	Concession - Twelve month upfront	Twelve months. 10% discount from direct debit		No	Yes	696.00
	Concession - Direct debit	Per fortnight		No	Yes	29.75
Membership Premium - Recquatic						
	Adult - Twelve month upfront	Twelve months. 10% discount from direct debit	Local Government Act Section 6.16	No	Yes	1030.00
	Adult - Direct debit	Per fortnight		No	Yes	44.00
	Concession - Twelve month upfront	Twelve months. 10% discount from direct debit		No	Yes	875.00
	Concession - Direct debit	Per fortnight		No	Yes	37.40
	FIFO Membership	Per person. Annual up front payment only. 50% discount on Premium - Recquatic membership		No	Yes	515.00
	Senior/Pension Off-Peak Off-Peak Memberships - 12 months up front	Monday to Sunday - 12pm-3pm and Monday to Friday 5.30am-8.30am (Seniors Card, Veteran, disability support pension)		No	Yes	364.00
	Senior/Pension Off-Peak Off-Peak Memberships - Direct Debit per fortnight	Monday to Sunday - 12pm-3pm and Monday to Friday 5.30am-8.30am (Seniors Card, Veteran, disability support pension)		No	Yes	14.00
Membership Standard - Aquatics						
	Adult - Twelve month upfront	Twelve months. 10% discount from direct debit	Local Government Act Section 6.16	No	Yes	819.00
	Adult - Direct debit	Per fortnight		No	Yes	35.00
	Concession - Twelve month upfront	Twelve months. 10% discount from direct debit		No	Yes	696.00
	Concession - Direct debit	Per fortnight		No	Yes	29.75
	Junior Aquatic Memberships (12 - 15 years old) - 12 months up front	Twelve months		No	Yes	364.00
	Junior Aquatic Memberships (12 - 15 years old) - Direct Debit	Per fortnight		No	Yes	14.00
Personal Training						
	Casual - 30 to 90 minutes			No	Yes	0.00 - 108.00
	Block of ten (one-hour) sessions - 10% discount	Ten one-hour sessions purchased in bulk		No	Yes	10% discount
Small Group Training						
	Casual - 30 to 90 minutes		Local Government Act Section 6.16	No	Yes	0.00 - 108.00
	Block of ten (one-hour) sessions - 10% discount	Ten one-hour sessions purchased in bulk		No	Yes	10% discount
Rehabilitation						
	Premium	Per 3 months	Local Government Act Section 6.16	No	Yes	475.00
	Standard Fitness or Aquatics	Per 3 months		No	Yes	375.00
Sports Stadium						
	Full court - Standard	Per hour	Local Government Act Section 6.16	No	Yes	66.00
	Half court - Standard	Per hour		No	Yes	39.00
	Full court - Community Group	Per hour		No	Yes	56.00
	Half court - Community Group	Per hour		No	Yes	33.00
	Badminton / Pickleball court	Per hour		No	Yes	22.00
	Casual Court use per person i.e. Basketball Shoots	Per hour		No	Yes	6.00
	Concession - Casual Court use per person i.e. Basketball Shoots	Per hour		No	Yes	5.50

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Junior Sports - Term fee based on ten week term (one class per week – pro rata)						
	Junior Team Nomination fee (per team)	Per season	Local Government Act Section 6.16	No	Yes	33.00
	Game Fee – Junior Sports competition	Per team		No	Yes	58.00
Adult Team Sports						
	Game Fee – Adult Sports (Seven a side)	Per team	Local Government Act Section 6.16	No	Yes	72.00
	Game Fee – Adult Sports (Five a side)	Per team		No	Yes	72.00
	Team Nomination fee (Seven a side)	Per season		No	Yes	72.00
	Team Nomination fee (Five a side)	Per season		No	Yes	72.00
	Forfeit fine (Netball)	Per forfeit within 24 hours		No	Yes	129.00
	Forfeit fine (Soccer)	Per forfeit within 24 hours		No	Yes	129.00
Lifestyle Programs - Course Fee Ten Week Term (one class per week – pro rata)						
	Adult programs - term	Amount depending on cost of delivery of the program activity. Cost per week charged as a term amount	Local Government Act Section 6.16	No	Yes	20.00 - 207.00
	Adult programs - casual	Amount depending on cost of delivery of the program activity. Cost per casual visit		No	Yes	5.00 - 67.00
	Junior programs - term	Amount depending on cost of delivery of the program activity. Cost per week charged as a term amount		No	Yes	20.00 - 207.00
	Junior programs - term. Second child 10% discount	Amount depending on cost of delivery of the program activity. Cost per week charged as a term amount. 10% discount		No	Yes	10% discount
	Junior programs - casual	Amount depending on cost of delivery of the program activity. Cost per casual visit		No	Yes	5.00 - 67.00
Aquatic Centre						
	Adult entry	Per person	Local Government Act Section 6.16	No	Yes	7.00
	Concession - Adult entry	Per person		No	Yes	6.00
	Child entry (Three - fifteen years)	Per person		No	Yes	6.00
	Child entry (under Three)	Per person		No	Yes	No Charge
	Education Department child entry (School bookings, In term etc). Includes free spectator entry	Per person		No	Yes	3.50
	Family entry (One adult and three children) or (Two Adults and two children)	Per family		No	Yes	20.00
	Family 10 entry pass(One adult and three children) or (Two Adults and two children)	Ten pack of passes (per family)		No	Yes	200.00
	Adult swim multi-entry (10 entry pass)	Ten pack of passes (per person)		No	Yes	70.00
	Concession - Adult swim multi-entry (10 entry pass)	Ten pack of passes (per person)		No	Yes	60.00
	Children swim multi-entry (10 pass)	Ten pack of passes (per person)		No	Yes	60.00
	Spa, Steam Room and Swim (over 16 years only)	Per person		No	Yes	12.50
	Concession - Spa, Steam Room and Swim (over 16 years only)	Per person		No	Yes	10.50
	Inflatable-pool game hire	Per hour		No	Yes	5.00 - 21.00
	Special event entry ie. pool party	Per person		No	Yes	2.00 - 26.00
	Swim Club membership	Entry charged per quarter per member		No	Yes	47.00
	Vac Swim child entry	Per person per day		No	Yes	5.00
	Pool Lane Hire: Per hour - Community	Subject to availability. Patrons also charged casual entry on top of this fee per person		No	Yes	14.30
	Pool Lane Hire: Per hour - Standard	Subject to availability. Patrons also charged casual entry on top of this fee per person		No	Yes	17.90
Hydrotherapy Pool						
	General entry	Per person	Local Government Act Section 6.16	No	Yes	8.00
	Concession - General entry	Per person		No	Yes	7.00
	Multi-entry Hydro Pool (10 pass)	Per person		No	Yes	80.00
	Concession - Multi-entry Hydro Pool (10 pass)	Per person		No	Yes	70.00
	Hydro pool Hire - Standard	Per hour		No	Yes	125.00
	Hydro pool Hire - Community	Per hour		No	Yes	69.00

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Group Bookings						
	School Carnival - Full Day (spectator fee inclusive)	Per session (full day is anything more than 3 hours)	Local Government Act Section 6.16	No	Yes	732.00
	School Carnival - Half Day (spectator fee inclusive)	Per session (half day is anything less than 3 hours)		No	Yes	365.00
Birthday Parties						
	Birthday Parties	Per child (two hour lane hire for 2 lanes and access to birthday party area)	Local Government Act Section 6.16	No	Yes	15.00
Swim School - Term Fee based on ten week term (one class per week – pro rata)						
	Private class (30 minute 1:1)	Per person	Local Government Act Section 6.16	No	No	54.00
	Private class (30 minute class) - Term Fee (10 visits)	Per person		No	No	540.00
	SAIL classes (30 min class) Term Fee (10 visits)	Per person		No	No	215.00
	Child Term fee (30 minute class) - First child	Per person		No	No	160.00
	Child Term fee (30 minute class) - Second child	Per person. 10% discount		No	No	144.00
	Child Term fee (30 minute class) - Third child	Per person. 20% discount		No	No	128.00
	Complimentary Pass with any 10 week term of swimming purchased and can only be used during this period of swimming lesson (10 weeks). No entry will be allowed for other programs. Only general swim and spectator allowed. No hydro entry	Max - child enrolled in swimming lessons and one parent		No	No	No charge
	Swim School Swimming Assessments	Per assessment, includes entry		No	No	16.00
	Swim School Aqua Playgroup - 10 weeks	Term price. Per person		No	No	83.00
	Swim School Aqua Playgroup	Casual Price. Per person		No	No	10.20
	Swim School Junior Lifeguard Club	Per person		No	No	16.00
	Swim School - Lap it up	Per person		No	No	16.00
	Swim School - Other programs	Per person		No	No	0.00 - 207.00
	Swim School Discounts - Holiday programs			No	No	0% - 25% discount
	Swim School lessons for adults - 45 minutes	Per lesson. Per person		No	No	20.00
Crèche						
	Casual users	Per hour	Local Government Act Section 6.16	No	Yes	4.70
	Standard Fitness - member usage	Per hour		No	Yes	3.50
	Standard Aquatic - member usage	Per hour		No	Yes	3.50
Waste Management						
General						
	Bokashi starter kit (until stock runs out) – Subsidised	Bokashi starter kits for residents. Includes Bokashi bucket and 1 x 1kg Bokashi Mix packet / spray	Local Government Act Section 6.16	No	Yes	50.00
Rubbish and Recycling - Annual Fees						
	Residential Standard Waste Services Charge per property or tenement (pursuant to s67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act 2007))	Includes one waste (240/140L) bin, one recycling (360/240L) bin, one organics (240L) bin for eligible/opt-in properties (once rolled-out), bulk and green verge collections,-promotional and educational items. Annual Fee excludes extra bins	Waste Avoidance and Resource Recovery Act 2007 (WARR Act 2007) Part 6, Division 3, section 67	No	No	393.00
	Commercial Standard Waste Services Charge per property or tenement	Includes one waste (240L) and one recycling (360/240L) bin, promotional and educational items. Annual Fee excludes extra bins		No	No	393.00
	Additional Bin Service Charge - Waste 140L bin	Annual Service Fee per extra bin. Excludes supply of bin	Local Government Act Section 6.16	No	No	226.00
	Additional Bin Service Charges - Waste 240L bins	Annual Service Fee per extra bin. Excludes supply of bin. Only available to commercial clients following residential 3-bin system introduction.		No	No	265.00
	Additional Bin Service Charges - Recycling 360/240L bin	Annual Service Fee per extra bin. Excludes supply of bin		No	No	55.00
	Additional Bin Service Charges - Organics 240L bin	Annual Service Fee per extra bin. Excludes supply of bin		No	No	76.00
Event Waste and Recycling Bins Provision, Collection and Disposal Services						
	Events - All 240 litre waste bins - for bin supply and waste collection and for disposal of waste	Per bin. This is a contracted service. Minimum 10 days notice applies to this service. Subject to contractor acceptance of the service request.	Local Government Act Section 6.16	No	Yes	34.00

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CITY OF KWINANA SCHEDULE OF FEES & CHARGES 2024/2025

All fees and charges imposed by the City of Kwinana are effective 01 July 2024.
Any Statutory Fees are fees imposed by other Government agencies and are subject to change without warning.

	Fees & Charges	Details	Reference (Act, Regulation, Local Law, Policy)	Statutory Fee	GST	24/25 Draft Fee $
	Events - All 240 litre recycling bins - for bin supply, collection of resources for recycling processing and disposal	Per bin. This is a contracted service. Minimum 10 days notice applies to this service. Subject to contractor acceptance of the service request	Local Government Act Section 6.16	No	Yes	34.00
New Bins or Replacement Bins for Waste or Recycling Services - Supply and Delivery for all Properties						
	Supply and delivery of replacement 140L bin when lost or stolen	Half the cost of purchase and supply	Local Government Act Section 6.16	No	No	42.00
	Supply and delivery of replacement 240L bin when lost or stolen	Half the cost of purchase and supply		No	No	45.00
	Supply and delivery of replacement 360L bin when lost or stolen	Half the cost of purchase and supply		No	No	62.00
	Waste and Recycling Services Establishment fee	240/140L Waste and 360/240L Recycle bins delivered to new client - Price for two bins - Excludes pro-rata service charge		No	No	214.00
	Additional bin - Supply and delivery of new 140/240/360L bin for additional service	New bin delivered to client for additional service - Price for one bin - Excludes pro-rata service charge		No	No	124.00
Zone Youth Centre						
Hire Fees						
	Zone Activity Room - Standard	Per hour	Local Government Act Section 6.16	No	Yes	33.00
	Zone Activity Room - Community	Per hour		No	Yes	27.00
	Zone Counselling Room - Standard	Per hour		No	Yes	20.00
	Zone Counselling Room - Community	Per hour		No	Yes	14.00
	Zone Lounge and Kitchen - Standard	Per hour		No	Yes	44.00
	Zone Lounge and Kitchen - Community	Per hour		No	Yes	33.00
	Zone Meeting Room Level one - Standard	Per hour		No	Yes	17.00
	Zone Meeting Room Level one - Community	Per hour		No	Yes	15.00
	Zone Multipurpose Hall - Court use only - Standard	Per hour		No	Yes	29.00
	Zone Multipurpose Hall - Court use only - Community	Per hour		No	Yes	21.00
	Zone Multipurpose Hall (full court including viewing area) - Standard	Per hour		No	Yes	52.00
	Zone Multipurpose Hall (full court including viewing area) - Community	Per hour		No	Yes	39.00
	Zone Multipurpose Hall - Casual use	Per person		No	Yes	2.00
Other Fees and Charges						
	Stage Hire (within Zone)	Per day. Use of portable stage only in Zone building	Local Government Act Section 6.16	No	Yes	62.00
	Security Fee	Fee charged per call out		No	Yes	120.00
	Storage	Cost per m² per month		No	Yes	7.00
	Conference/large booking hire discount	Continuous hire for 2 days or more will receive a 20% discount				
Program, Activities and Events Fees and Charges						
	School Holiday program	Dependant on cost of delivery of the program activity	Local Government Act Section 6.16	No	Yes	Actual cost
	Youth Programs			No	Yes	Actual cost
	Youth Events			No	Yes	Actual cost
	Facilitated Youth Activities			No	Yes	Actual cost
	Administration Fee	Charge for making more than six changes to a regular hire booking. Charge for each additional change including cancellations and late payment		No	Yes	27.00
	Cleaning Fee	Fee charged for additional cleaning required		No	Yes	57.00
Additional Information						
Definitions						
	Community Group - Any Not-For-Profit organisation, Charitable organisation, charitable event or community groups / sport clubs.					
	Standard - Government Departments and Agencies, Businesses, both commercial and individuals.					
	Seasonal - Sports Clubs who use the facilities for only part of the year during their sport season.					
Pensioner Rebate						
	Pensioners who qualify for the 50% rebate on their rates are also entitled to a 50% discount on fees and charges not included in their rates assessment notice.					
	The fees and charges must be directly attributable to activities at their principal place of residence, which must also be their rateable property.					
	This discount does not apply to any legislative or statutory fees, or any fees and charges not associated with the pensioners principal place of residence e.g. Hall Hire, Reserve Hire etc.					

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City of Kwinana

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Administration

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CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
ANNUAL BUDGET 2024/25

Project Name	Responsible Team	Type of Expenditure	2024/2025 Budget	Funding - Muni	Funding - Grant	Funding-IT Reserve	Funding- Plant and Equipment reserve	Public Open Space Reserve	Funding- Asset Management Reserve	Funding - Infrastructure Reserve	Funding - DCA Reserve	Restricted Contributions & Grants Reserve	Borrowings	Proceeds from Disposal
Buildings														
C/FWD Animal Shelter - design	Asset Management	New	60,000									60,000		
2 Budden Way Remove/replace asbestos entrance lining and gables	Facilities Maintenance	Renewal	10,000						10,000					
Koorliny CCAC Replace electrical mounting boards x 8 in large theatre	Facilities Maintenance	Renewal	35,000						35,000					
Kwinana Senior Citizens Centre Games room Internal & external paint asbestos	Facilities Maintenance	Renewal	14,500						14,500					
156 Medina Avenue (degraded asbestos) Remove & dispose Large Shed, remove & replace west boundary fencing	Facilities Maintenance	Renewal	20,000						20,000					
Rhodes Park Toilets and Kiosk Plumbing void / Store electrical mounting board	Facilities Maintenance	Renewal	3,500						3,500					
Casuarina Hall Blinds Replacement	Facilities Maintenance	Renewal	6,500						6,500					
2 Stidworthy Court (DoH) Roof plumbing - Gutters / Downpipes / Eaves Sheets	Facilities Maintenance	Renewal	30,000						30,000					
Business Incubator - Roof plumbing - Gutters/Downpipes	Facilities Maintenance	Renewal	17,000						17,000					
Koorliny CAC – various required remedial works	Facilities Maintenance	Renewal	85,500						85,500					
Recquatic Centre - Roof replacement gym & Wirrapanda	Facilities Maintenance	Renewal	250,000						250,000					
Sloan Cottage - Conservation Works as per strategy	Facilities Maintenance	Renewal	7,000						7,000					
Smirk Cottage, Museum, Soldiers Cottage - Conservation Works as per strategy	Facilities Maintenance	Renewal	7,000						7,000					
Wheatfield Cottage - Conservation Works as per strategy	Facilities Maintenance	Renewal	7,000						7,000					
Koorliny CAC – replacement of window treatments	Facilities Maintenance	Renewal	15,000						15,000					
Recquatic Centre - annual internal painting program	Facilities Maintenance	Renewal	10,000						10,000					
Darius Wells Library and Resource Centre - annual internal painting program	Facilities Maintenance	Renewal	10,000						10,000					
Zone Youth Centre - annual internal painting program	Facilities Maintenance	Renewal	10,000						10,000					
John Wellard Community Centre - annual internal painting program	Facilities Maintenance	Renewal	8,000						8,000					
William Bertram Community Centre - annual internal painting program	Facilities Maintenance	Renewal	8,000						8,000					
Ops Mechanic/Carpenter workshop Office & crib room- internal painting	Facilities Maintenance	Renewal	6,500						6,500					
Ops Mechanic/Carpenter workshop - External repaint/rust treatment	Facilities Maintenance	Renewal	20,000						20,000					
Fiona Harris Pavilion - External repaint	Facilities Maintenance	Renewal	30,000						30,000					
2 Budden Way - External repaint	Facilities Maintenance	Renewal	12,000						12,000					
Wellard Pavilion - External repaint	Facilities Maintenance	Renewal	15,000						15,000					
Casuarina/Wellard Hall - External repaint	Facilities Maintenance	Renewal	5,500						5,500					
Recquatic Centre - A/C 17 Gym Office (backlog), A/C13 Gym Package (Actron Air), EC 6 kitchen (Evap), Air Curtain 1 & 2	Facilities Maintenance	Renewal	64,500						64,500					
Recquatic Centre - AC 18, 19, 20, 21 Upstairs Tenancy (replacing concurrent with roof replacement)	Facilities Maintenance	Renewal	60,000						60,000					
Recquatic Centre - CH-02 Ground Floor/Hydrotherapy Screw Chiller	Facilities Maintenance	Renewal	139,753						139,753					
18 Maydwell, Victory for life - Main Area left and Coolroom AC units Replacement	Facilities Maintenance	Renewal	13,000						13,000					
Leda Hall - Hall Area A/C 1 replace	Facilities Maintenance	Renewal	10,000						10,000					
Mandogalup Fire Station - A/C 1, 2, 3, 4, 5 FAIR (24/25) - Hi wall splits	Facilities Maintenance	Renewal	25,000						25,000					
Bright Futures - A/C 1, 2 Creche RAC, A/C 4, 5 Lunch room & office Hi wall splits	Facilities Maintenance	Renewal	14,800						14,800					
Zone Youth Centre - Ventilation Fans RF1, S1, S2, S3, S4, EF 1A & 1B, EF 2, EF 3, EF 4A & 4B, EF 5A & FB, EF6A & 6B EF 7 As per HVAC report	Facilities Maintenance	Renewal	42,700						42,700					
Margaret Feilman - A/C replacements as per HVAC report	Facilities Maintenance	Renewal	181,000						181,000					
Senior Citizens - EAC-4 Kitchen Evap	Facilities Maintenance	Renewal	5,000						5,000					
Wandi Hall / The Pavilion - Services Plumbing Plant - Aquarius or Rainwater as per report	Facilities Maintenance	Renewal	10,000						10,000					
Recquatic - Replacement of Domestic Gas Hot Water Systems with Electric Heat Pump Hot (or similar) water systems	Facilities Maintenance	Renewal	65,000						65,000					

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
ANNUAL BUDGET 2024/25

Project Name	Responsible Team	Type of Expenditure	2024/2025 Budget	Funding - Muni	Funding - Grant	Funding-IT Reserve	Funding- Plant and Equipment reserve	Public Open Space Reserve	Funding- Asset Management Reserve	Funding - Infrastructure Reserve	Funding - DCA Reserve	Restricted Contributions & Grants Reserve	Borrowings	Proceeds from Disposal
Recquatic Centre - BMS Renewal (BMS to include energy consuming equip)	Facilities Maintenance	Renewal	80,000						80,000					
Zone Youth Centre - Solar inverter renewal 10 years	Facilities Maintenance	Renewal	21,000						21,000					
Leda Hall - Fitout renewal	Facilities Maintenance	Renewal	15,000						15,000					
Recquatic Centre - café and spa/sauna bulkhead replacement due to corrosion	Facilities Maintenance	Renewal	40,000						40,000					
Operations Centre Cribroom - Benchtop replacement/repair	Facilities Maintenance	Renewal	8,500						8,500					
Business Incubator - Security systems renewals	Facilities Maintenance	Renewal	35,000						35,000					
Multiple locations - Various Security hardware renewals	Facilities Maintenance	Renewal	20,000						20,000					
Recquatic Centre - Stadium annual floor maintenance program	Facilities Maintenance	Renewal	13,000						13,000					
Zone Youth Centre - Flooring roller rink reseal/line mark	Facilities Maintenance	Renewal	40,000						40,000					
Zone Youth Centre - Fishbowl & office carpet replacement	Facilities Maintenance	Renewal	4,500						4,500					
Business Incubator - Board Room carpet replacement	Facilities Maintenance	Renewal	6,500						6,500					
Civic Administration Centre - Upgrade or Renewal	Asset Management	Upgrade	6,800,000										6,800,000	
DCA 12 - Local Sporting Ground with Community Centre / Clubroom - Wellard West	Asset Management	New	2,544,000								2,544,000			
Public Art for new facility - Local Sporting Ground with Community Centre / Clubroom - Wellard West	Community Facilities Planning	New	48,000	48,000										
Thomas Oval Changeroom Extension/Upgrade	Asset Management	Upgrade/New	2,283,350		2,283,350									
Public Art for new facility-Thomas Oval Changeroom Extension/Upgrade	Community Facilities Planning	New	20,000	20,000										
Disability Access and Inclusion - Minor Improvements	Community Facilities Planning / Asset Mgmnt	Upgrade	5,000	5,000										
Darius Wells East Elevation	Facilities Maintenance	New	35,000	31,810						3,190				
2024/25 Building Contingency	Facilities Maintenance	Renewal	100,000						100,000					
C/F 2023/24 Building Contingency	Facilities Maintenance	Renewal	12,224						12,224					
C/F 2023/24 Darius Dome - Coolroom/freezer CR-010 & FR-01 - FAIR CONDITION		Renewal	16,000							16,000				
C/F 2023/24 Darius Dome - kitchen Evap Cooler EVC-R-01 - FAIR (24/25)		Renewal	15,000							15,000				
Buildings Total			**13,495,827**	**104,810**	**2,283,350**	**0**	**0**	**0**	**1,669,477**	**34,190**	**2,544,000**	**60,000**	**6,800,000**	**0**
Bus Shelters														
Bus Shelters Renewal	City Operations	Renewal	30,000						30,000					
Bus Shelter - New/ Upgrade	Engineering Services	Upgrade/New	7,000	7,000										
Bus Shelters Total			**37,000**	**7,000**	**0**	**0**	**0**	**0**	**30,000**	**0**	**0**	**0**	**0**	**0**
Car Parks														
Car Park Renewal - Thomas oval - netball club carpark	Engineering Services	Renewal	65,000							65,000				
Car Parks Total			**65,000**	**0**	**0**	**0**	**0**	**0**	**0**	**65,000**	**0**	**0**	**0**	**0**
Drainage														
Drainage New - The Horseshoe, Wandi drainage improvement	Engineering Services	New	60,000	60,000										
Drainage New- Port Road, Kwinana Beach drainage improvement	Engineering Services	New	30,000	30,000										
Drainage Renewals- Anketell and Abercrombie Drainage Pit Renewal	City Operations	Renewal	26,000	26,000										
Drainage Total			**116,000**	**116,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Footpaths														
Footpaths - Lyon Road, Honeywood	Engineering Services	Upgrade/New	20,000	20,000										
Footpath-Repair and/Replace Damaged Footpath	Engineering Services	Renewal	153,000	153,000										
Footpaths Total			**173,000**	**173,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
ANNUAL BUDGET 2024/25

Project Name	Responsible Team	Type of Expenditure	2024/2025 Budget	Funding - Muni	Funding - Grant	Funding-IT Reserve	Funding- Plant and Equipment reserve	Public Open Space Reserve	Funding- Asset Management Reserve	Funding - Infrastructure Reserve	Funding - DCA Reserve	Restricted Contributions & Grants Reserve	Borrowings	Proceeds from Disposal
Parks & Reserves														
POS/Parks & Reserve Renewal - Centennial Park - Shade Sail	Facilities Maintenance	Renewal	10,000						10,000					
POS/Parks & Reserve Renewal - Centennial Park - Playground	Facilities Maintenance	Renewal	67,764						67,764					
POS/Parks & Reserve Renewal - Djilba Park - Playgrounds	Facilities Maintenance	Renewal	80,000						80,000					
POS/Parks & Reserve Renewal - Moombaki Park - Playground	Facilities Maintenance	Renewal	60,000						60,000					
POS/Parks & Reserve Renewal - Skottowe Park - Playground	Facilities Maintenance	Renewal	80,525						80,525					
POS/Parks & Reserve Renewal - Rushbrook Park - Playground	Facilities Maintenance	Renewal	100,162						100,162					
POS/Parks & Reserve Renewal - Whyatt Green (Gabor Park) - Playground	Facilities Maintenance	Renewal	10,000						10,000					
POS/Parks & Reserve Renewal - Kwinana Adventure Park - Playground	Facilities Maintenance	Renewal	40,000						40,000					
POS/Parks & Reserve Renewal - Various - amenities	Facilities Maintenance	Renewal	30,000						30,000					
POS/Parks & Reserve Renewal - Gilmore #1 - Electric Cubicle Renewal including Headworks	City Operations	Renewal	34,600						34,600					
POS/Parks & Reserve Renewal - Bertram School - Electric Cubicles Renewal	City Operations	Renewal	22,600						22,600					
POS/Parks & Reserve Renewal - Warner Road - Electric Cubicles Renewal	City Operations	Renewal	22,600						22,600					
POS/Parks & Reserve Renewal - Medina Oval Main & Outer - Hydrometers	City Operations	Renewal	7,000						7,000					
POS/Parks & Reserve Renewal - McWhirther Prom - Iron Filter	City Operations	Renewal	80,000						80,000					
POS/Parks & Reserve Renewal - Leda POS - In-field Pipe Areas	City Operations	Renewal	245,192						245,192					
POS/Parks & Reserve Renewal - Morrit Way - Fencing - Rail and Post	City Operations	Renewal	31,000						31,000					
POS/Parks & Reserve Renewal - Welbourne Heights - Gate, Chain Gate & Post/Rail Fencing	City Operations	Renewal	17,900						17,900					
POS/Parks & Reserve Renewal - Whyatt Green - Fencing - Rail and Post	City Operations	Renewal	13,700						13,700					
POS/Parks & Reserve Renewal - Rogan Park - Fencing & Bollards	City Operations	Renewal	22,337						22,337					
POS/Parks & Reserve Renewal - Various - Garden Bed Kerbing	City Operations	Renewal	10,000						10,000					
C/F 2023/24 Parks and Reserves - Abingdon Park - Recirculation System	City Operations	Renewal	75,000	75,000										
Park Upgrade Strategy - Berry Park	Engineering Services	Upgrade/New	15,000	15,000										
Park Upgrade Strategy - Djilba Reserve	Engineering Services	Upgrade/New	34,500	34,500										
Park Upgrade Strategy - Whyatt Green	Engineering Services	Upgrade/New	100,000	100,000										
Streetscape Strategy - Sulphur road	Engineering Services	Upgrade/New	90,000	90,000										
Urban Tree Planning	Engineering Services	New	180,000	180,000										
DCA 5 - Galati Triangle, Honeywood oval	Engineering Services	Upgrade/New	176,109								176,109			
C/F 2023/24 Parks Upgrade Apex Park	Engineering Services	Upgrade/New	136,227					103,500				32,727		
C/F 2023/24 POS Assets - Sandringham Park - Playgrounds - LRCI 4	Engineering Services	Upgrade/New	200,000	60,280	139,720									
C/F 2023/24 Sandringham Park Upgrade	Engineering Services	Upgrade/New	39,600	39,600										
C/F 2022/23 Kwinana Loop Trail Upgrade	Engineering Services	Upgrade/New	3,653,857	153,857	3,500,000									
Parks & Reserves Total			**5,685,673**	**748,237**	**3,639,720**	**0**	**0**	**103,500**	**985,380**	**0**	**176,109**	**32,727**	**0**	**0**
Roads														
Blackspot Program														
Blackspot - Marri Park Drive (stage 1)	Engineering Services	Upgrade/New	473,320	155,107	318,213									
Blackspot - Wellard Road and Henley Blvd Roundabout (stage 1)	Engineering Services	Upgrade/New	485,333	0	485,333									
MRRG Road Renewals/Rehabilitation														
MRRG - Mandurah Road, Kwinana Beach	Engineering Services	Renewal	655,000	257,306	397,694									
MRRG - Cockburn Road, Naval Base	Engineering Services	Renewal	537,485	206,905	330,580									
MRRG - Gilmore Ave (B), Leda	Engineering Services	Renewal	285,285	125,213	160,072									

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
ANNUAL BUDGET 2024/25

Project Name	Responsible Team	Type of Expenditure	2024/2025 Budget	Funding - Muni	Funding - Grant	Funding-IT Reserve	Funding- Plant and Equipment reserve	Public Open Space Reserve	Funding- Asset Management Reserve	Funding - Infrastructure Reserve	Funding - DCA Reserve	Restricted Contributions & Grants Reserve	Borrowings	Proceeds from Disposal
Muni Funded Road Renewals/Rehabilitation														
Muni Funded - Gilmore Ave (A), Leda	Engineering Services	Renewal	129,010	129,010										
Muni Funded - Braddock Road, Wellard	Engineering Services	Renewal	90,000	90,000										
Muni Funded - Alexander Parkway, Wellard	Engineering Services	Renewal	72,500	72,500										
Muni Funded - Woolcoot Rd, Wellard	Engineering Services	Renewal	45,000	45,000										
Muni Funded - Brooks Pl, Wandi	Engineering Services	Renewal	57,000	57,000										
Muni Funded - Lill Pl, Anketell	Engineering Services	Renewal	50,000	50,000										
Muni Funded - Barker Road, Wellard	Engineering Services	Renewal	108,000	108,000										
Muni Funded - Chapman Road, Calista	Engineering Services	Renewal	337,500	337,500										
Muni Funded - Brookes Way, Calista	Engineering Services	Renewal	140,000	140,000										
Muni Funded - Wells Pl, Calista	Engineering Services	Renewal	61,000	61,000										
Muni Funded - Magenup Dr, Wandi	Engineering Services	Renewal	161,000	161,000										
Muni Funded - Jarrah Cl, Wandi	Engineering Services	Renewal	39,000	39,000										
Muni Funded - Miles Pl, Wandi	Engineering Services	Renewal	45,000	45,000										
Roads To Recovery - Road Reseal														
R2R - Battersby Road	Engineering Services	Renewal	468,225	168,225	300,000									
R2R - Harlow Road	Engineering Services	Renewal	487,110	289,110	198,000									
Traffic Safety Projects														
Traffic calming projects	Engineering Services	Upgrade/New	70,000	70,000										
Traffic safety - Paroo Way, Wandi	Engineering Services	Upgrade/New	10,000	10,000										
Traffic safety - Bellingham Parade, Wellard	Engineering Services	Upgrade/New	10,000	10,000										
Traffic safety - Honeywood Ave, Wandi	Engineering Services	Upgrade/New	10,000	10,000										
Road Others														
Resurfacing of Telephone Lane - Baldivis	Engineering Services	Renewal	70,000	70,000										
Roads Total			**4,896,768**	**2,706,876**	**2,189,892**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Street Lighting														
Street Lighting Renewal per Asset Management Plan	City Operations	Renewal	33,500	33,500										
Street Lighting New	Engineering Services	Upgrade/New	35,652	35,652										
C/F 2023/24 Street Lighting New	Engineering Services	Upgrade/New	6,843	6,843										
Street Lighting Total			**75,995**	**75,995**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Plant, Furniture & Equipment														
Furniture & Equipment														
Furniture and Fittings Renewal	Asset Management	New	20,000	20,000										
Furniture & Fittings - Local Sporting Ground with Community Centre / Clubroom - Wellard West	community Facilities Planning	New	48,400	48,400										
Furniture & Fittings - Thomas Oval Changeroom Extension/Upgrade	Community Facilities Planning	New	16,000	16,000										
Community Facilities Furniture and Fittings Renewal	Community Facilities Planning	Renewal	25,000	25,000										
Library -Replacement couches and chairs to replace existing furniture	Library Services	Renewal	12,000	12,000										
Replacement public computer chairs	Library Services	Renewal	4,000	4,000										
Laptop lockers-laptop docking station with capacity to charge,wipe and secure laptops for public use.	Library Services	Upgrade/New	11,000	11,000										
Library services outreach equipment	Library Services	New	10,000	10,000										
Furniture & Equipment Total			**146,400**	**146,400**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
ANNUAL BUDGET 2024/25

Project Name	Responsible Team	Type of Expenditure	2024/2025 Budget	Funding - Muni	Funding - Grant	Funding-IT Reserve	Funding- Plant and Equipment reserve	Public Open Space Reserve	Funding- Asset Management Reserve	Funding - Infrastructure Reserve	Funding - DCA Reserve	Restricted Contributions & Grants Reserve	Borrowings	Proceeds from Disposal
Plant & Equipment														
2024/25 Plant Replacement Program - Light Fleet (Detail refer to Appendix 2)	City Operations	Renewal	874,700				874,700							-452,000
C/F 2023/24 Plant Replacement Program - Light Fleet (Detail refer to Appendix 2)	City Operations	Renewal	60,000				60,000							-78,500
2024/25 Plant Replacement Program - Plant (Detail refer to Appendix 2)	City Operations	Renewal	146,000				146,000							-50,000
C/F 2023/24 Plant Replacement Program - Plant (Detail refer to Appendix 2)	City Operations	Renewal	410,000				410,000							-107,000
100-110KVA trailer mounted generator	Facilities Maintenance	New	40,000	40,000										
Recquatic - Pool Plant Renewals	Facilities Maintenance	Renewal	100,000				100,000							
Revolving Energy Fund - Project 1 Recquatic Solar PV	Facilities Maintenance	New	114,000	114,000										
Recquatic Pool Deck Tile Treatment	Facilities Maintenance	Renewal	16,675	16,675										
Plant & Equipment Total			**1,761,375**	**170,675**	**0**	**0**	**1,590,700**	**0**	**0**	**0**	**0**	**0**	**0**	**-687,500**
Computing Equipment														
Corporate Business Systems	IT Services	Upgrade	795,810	395,810		400,000								
C/F 2023/24 IT-Server Replacement	IT Services	Renewal	100,000	100,000										
Computing Equipment Total			**895,810**	**495,810**	**0**	**400,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Others														
EV Charger														
EV charger - Kwinana Town Centre	Engineering Services	New	25,519		11,095					14,424				
EV charger - Medina Local Centre	Engineering Services	New	31,726		11,579					20,147				
EV charger - John Wellard Community Centre	Engineering Services	New	25,787		11,212					14,575				
EV charger - City of Kwinana Works Depot	Engineering Services	New	31,617	20,027	11,590									
C/F 2023/24 Bird Watering Stations		New	14,000	14,000										
CCTV Renewals	IT Services	Renewal	60,000	60,000										
C/F 2023/24 Enhance CCTV network/Purchase a Mobile CCTV Unit		New	35,622	35,622										
C/F 2023/24 Revitalising the Strand in Wellard		New	50,000	50,000										
Others Total			**274,271**	**179,649**	**45,476**	**0**	**0**	**0**	**0**	**49,146**	**0**	**0**	**0**	**0**
Total capital expenditure			**27,623,119**	**4,924,452**	**8,158,438**	**400,000**	**1,590,700**	**103,500**	**2,684,857**	**148,336**	**2,720,109**	**92,727**	**6,800,000**	**-687,500**

:ITY OF KWINANA
\PPENDIX 2 FLEET REPLACEMENT BUDGET
\NNUAL BUDGET 2024/25

Asset Ref.	Asset description	2024/25 Budget Net Book Value	2024/25 Budget Sale Proceeds	2024/25 Budget Profit	2024/25 Budget (Loss)	Replacement Costs	Reserve Transfer
		$	$	$	$	$	$
	Motor Vehicles						
000336	C/F Holden Colorado 4x4 Retic Ute KWN2050	20,250	20,250	0	0	60,000	(39,750)
000359	C/F Holden SC4X4 Retic KWN2112	22,857	28,500	5,643	0	0	28,500
000360	2019 Holden Colorado LS Space Cap KWN2133	25,425	28,000	2,575	0	40,000	(12,000)
000363	2019 Holden Colorado Space Cab 4x4 KWN2131	24,300	28,000	3,700	0	33,500	(5,500)
000366	2020 Isuzu Dmax SX Crew Cab KWN1934	7,910	26,000	18,090	0	60,000	(34,000)
000367	2020 Isuzu Dmax SX Single Cab KWN1933	0	24,000	24,000	0	43,000	(19,000)
000369	2020 Subaru XV 2.0 AWD 1HAR956	22,688	20,000	0	(2,688)	36,000	(16,000)
000372	2020 Isuzu Dmax SX Space Cab KWN2150	19,029	24,000	4,971	0	44,000	(20,000)
000479	2019 Holden Colorado 4x4 Cr/cap P/up Ls Auto Td Re KWN2108	20,000	30,000	10,000	0	0	30,000
000480	2019 Holden Colorado LS Crew Cap KWN2109	20,000	23,000	3,000	0	43,500	(20,500)
000482	2019 Holden Colorado LS Crew Cap KWN2111	17,500	26,000	8,500	0	44,000	(18,000)
000487	2019 Holden Colorado LS Space Cap KWN2134	25,425	28,000	2,575	0	40,000	(12,000)
000488	2019 Holden Colorado LS Space Cap KWN2129	19,125	24,000	4,875	0	44,000	(20,000)
000489	2019 Holden Colorado LS Space Cap KWN2128	20,250	24,000	3,750	0	44,000	(20,000)
000490	2019 Holden Colorado LS Space Cap KWN2132	25,425	28,000	2,575	0	40,000	(12,000)
000498	2020 Isuzu Dmax SX Crew Cab KWN2147	19,029	26,000	6,971	0	43,500	(17,500)
000500	2020 Isuzu Dmax SX Crew Cab KWN2148	19,029	26,000	6,971	0	43,500	(17,500)
000503	2020 Isuzu Dmax SX Crew Cab KWN2149	19,029	26,000	6,971	0	48,000	(22,000)
000504	2020 Isuzu Dmax SX Crew Cab KWN700	19,029	26,000	6,971	0	60,000	(34,000)
000510	2021 Mazda CX5 AWD SUV 1HIF278	1,010	22,000	20,990	0	44,000	(22,000)
000512	2021 Volkswagon Tiguan 2WD SUV 1HIF339	1,446	23,000	21,554	0	44,000	(21,000)
IEW	New vehicle for Property Maintenance Officer position	0	0	0	0	40,000	(40,000)
IEW	New vehicle for Engineering Technical Officer (project management) position	0	0	0	0	39,700	(39,700)
	Plant & Equipment						
000344	C/F Hino 300 Series Concrete Crew	0	0	0	0	125,000	(125,000)
000365	C/F Razorback 4 wheel drive mower	5,083	2,000	0	(3,083)	30,000	(28,000)
000453	C/F Isuzu Tip Truck 6x4	80,000	60,000	0	(20,000)	190,000	(130,000)
000455	C/F Toyota HiAce	38,391	45,000	6,609	0	65,000	(20,000)
000463	2017 Hino 300	25,000	50,000	25,000	0	130,000	(80,000)
	Mowing Deck	0	0	0	0	8,000	(8,000)
	Mowing Deck	0	0	0	0	8,000	(8,000)
		517,230	**687,750**	**196,291**	**(25,771)**	**1,490,700**	**(802,950)**

6

TY OF KWINANA
PPENDIX 3 GRANTS, SUBSIDIES AND CONTRIBUTUIONS
NNUAL BUDGET 2024/25

Provider	2024/25 Budget
	$
General purpose funding	
Local Government General Purpose Grant	966,668
Local Government General Purpose Grant - Roads	550,000
Law, order, public safety	
Department Fire and Emergency Services - ESL	202,890
DFES Mitigation Activity Fund Grant	69,536
DFES - All WA's Reducing Emergencies Grant	15,000
Health	
Mosquito Management Contributions (CLAG)	32,660
Department of Health - Larvicide	2,000
Education and welfare	
Banksia Park Operating Cost Contribution	374,120
Aboriginal Resource Program Grant - National Indigenous Australians Agency	31,430
NGALA My Time Program	11,704
Youth Social Justice Program	195,932
Youth Leadership and Development LYRIK (Alcoa Grant)	10,000
Youth Leadership and Development LYRIK (Coogee Chemical Sponsorship)	20,000
ArcLight Initiative - Federal Grant via Curtin University	0
Community amenities	
PTA Bus Shelter Subsidy	11,000
RAC WA-Calista Oval Bike Program	0
Depart of Transport - Active Travel Officer	37,500
Kwinana Trails Network Master Plan- DLGSC	25,000
Kwinana Club Network Scheme - DLGSC	10,000
Dept Communities - Thank a Volunteer Grant	2,500
Recreation and culture	
Shared Use Agreements - Department of Education - Facilities & Sportsgrounds	118,668
Koorliny Arts Centre Management - Misc Grants	60,000
Koorliny Arts Centre Management - Sponsorships	35,000
Koorliny Arts Centre Management - Contributions and donations	0
Library - Other donations	200
Event Sponsorship	40,000
Event Sponsorship - Lolly Run	10,000
Community Development Fund - Kwinana Community Chest	20,000
Main Roads WA - Maximising indigenous Participation as per City's Reconciliation Action Plan	0
Recquatic - Royal Lifesavings Sponsorship	10,000
Dept Communities - Thank a Volunteer Day	0
Transport	
Main Roads Annual Direct Grant	241,487
Main Roads Street Light Subsidy	6,200
Main Roads Verge Maintenance Contribution	138,238
TOTALS	**3,247,733**

CITY OF KWINANA
APPENDIX 4 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTUIONS
ANNUAL BUDGET 2024/25

Provider	2024/25 Budget
	$
Recreation and culture	
Local Roads and Community Infrastructure Program (Phase 4)	
POS Assets - Sandringham Park - Playgrounds	139,720
Department of Infrastructure, Transport, Regional Development, Communications and the Arts	
Thomas Oval Changeroom Extension/Upgrade	2,283,350
State Government Funding	
Kwinana Loop Trail Upgrade	3,500,000
Transport	
Main Roads MRRG Funding	
MRRG - Mandurah Road, Kwinana Beach	397,694
MRRG - Cockburn Road, Naval Base	330,580
MRRG - Gilmore Ave (B), Leda	160,072
Roads to Recovery	
R2R - Battersby Road	300,000
R2R - Harlow Road	218,000
Blackspot	
Blackspot - Marri Park Drive (Stage 1)	318,213
Blackspot - Wellard Rd & Henley Blvd Roundabout (Stage 1)	485,333
WA Government Grants for workplace electric vehicle charging infrastructure	
EV charger - Kwinana City Centre	11,095
EV charger - Pace Road, Medina	11,579
EV charger - John Wellard Community Centre	11,212
EV charger - City of Kwinana Works Depot	11,590
Community amenities	
DCA 1 - Hard Infrastructure - Bertram	37,574
DCA 2 - Hard Infrastructure - Wellard	37,574
DCA 3 - Hard Infrastructure - Casuarina	37,574
DCA 4 - Hard Infrastructure - Anketell	37,574
DCA 5 - Hard Infrastructure - Wandi	213,683
DCA 6 - Hard Infrastructure - Mandogalup	37,574
DCA 7 - Hard Infrastructure - Mandogalup (west)	37,574
DCA 8 - Soft Infrastructure - Mandogalup	23,289
DCA 9 - Soft Infrastructure - Wandi / Anketell	23,289
DCA 10 - Soft Infrastructure - Casuarina/Anketell	23,289
DCA 11 - Soft Infrastructure - Wellard East	23,289
DCA 12 - Soft Infrastructure - Wellard West	2,567,289
DCA 13 - Soft Infrastructure - Bertram	23,289
DCA 14 - Soft Infrastructure - Wellard / Leda	23,289
DCA 15 - Soft Infrastructure - Townsite	23,296
TOTALS	**11,347,884**

15.2 LONG TERM FINANCIAL PLAN 2025-2034

SUMMARY

In accordance with section 5.56 of the Local Government Act 1995, Council is required to plan for the future of the district. As part of the integrated planning framework set out by the Department of Local Government, Sport and Cultural Industries, the Long Term Financial Plan balances the financial capacity of the City with the outcomes from the Strategic Community Plan (SCP), Corporate Business Plan (CBP), Community Infrastructure Plan, Workforce Plan, various plans and strategies and Asset Management Plans.

The Long-Term Financial Plan is an 'informing strategy' within the Integrated Planning and Reporting Framework and plays a vital role in prioritisation and integration, supporting the local government in current and future decision making. It enables the local government to achieve SCP and CBP outcomes, based on their resourcing capabilities, for the delivery of short, medium, and long-term community priorities. It is also an indicator of a local government's long term financial sustainability and allows early identification of financial issues and their longer-term impacts. The LTFP highlights linkages between specific plans and strategies and enhances the transparency and accountability of the council to the community.

In June 2021, Council adopted the Strategic Community Plan, Corporate Business Plan, 20 year Long Term Financial Plan 2022 – 2042, Infrastructure Strategy and Workforce Plan. Later, in December 2021, Council adopted an updated 4-year LTFP for 2023 to 2026.

Significant changes in the economic landscape rendered the assumptions of both the 4-year and 20-year Long-Term Financial Plans (LTFP) outdated. As a result, a revised LTFP had to be developed for a 10-year period, covering 2025 to 2034. Creating a 10-year Long-Term Financial Plan (LTFP) is more prudent than a 20-year plan due to its greater accuracy, flexibility, and manageability in adapting to economic changes and uncertainties, ensuring the City can effectively address its updated financial needs and projections amidst evolving economic conditions.

OFFICER RECOMMENDATION

That Council adopt the Long Term Financial Plan 2024/2025 to 2033/2034 detailed in Attachment A.

VOTING REQUIREMENT

Simple majority.

DISCUSSION

The City of Kwinana's Long Term Financial Plan 2025-2034 is a comprehensive review of the 10-year Long Term Financial Plan. This plan forecasts the income and expenditure the City expects to incur over the coming years. It is a crucial document to ensure that the City meets its objectives set by the Strategic Community Plan (SCP) while maintaining financial sustainability.

The attached report has been prepared in consultation with the Elected Members at briefing sessions in April. Consideration was given to:

- Current levels of service
- Introduction of new services
- New infrastructure
- Workforce growth
- Community growth

Assumptions must be made when creating a forward-looking plan. With this in mind, the assumptions around growth and cost increases have been conservative, and this is reflected in the planned rate increases.

The City's strategy to tie rate increases to the Local Government Cost Index (LGCI) and any infrastructure project aimed at improving the City's asset sustainability ratio is to ensure a consistent approach to rate increases. As costs increase for the City; labour, construction, contractors, utilities; the rate rises will mirror that increase.

The draft budget for 2024-2025 is used as the baseline data for the 10yr LTFP. Assumptions are then made to the baseline data, which are detailed in the attached report and a summary is provided below, to project the budgets for future years. The Long-Term Financial Plan will be reviewed annually.

A summary of the key assumptions within the Long Term Financial Plan (LTFP) includes:

- Service levels are maintained at current levels.
- Income and expenditures are escalated based on relevant index rates.
- Rate increases: 4.2% for the first year, then 4% (2025/26), 3.88% (2026/27), 4.38% (2027/28), and 3.88% for the remaining years.
- Employee costs: 3.5% (2025/26), 3.30% (2026/27), 3.3% (2027/28), 2.80% for remaining years, subject to enterprise bargaining.
- Superannuation Guarantee: 12.5% (2024/25), increasing to 13% for subsequent years, including a 1% additional co-contribution.
- Conservative increase in staff numbers to reflect population growth and expanded services.
- Fees and charges increased by the LGCI.
- Interest earnings based on 5-year borrowing rates of WATC less one percent.
- Conservative estimates for Perth CPI and LGCI for remaining costs.
- Loan borrowings based on WATC's 15-year and 25-year borrowing rates.

Below are some of the key projects that have been included within the LTFP. It should be noted that some of these projects are still in the feasibility phase, and their project timelines are subject to change and will be subsequently refined during the annual review of the LTFP. These projects are:

- Wellard West Community Facility
- Administration Building
- Kwinana Loop Trail
- Thomas Oval Changeroom
- Recquatic Upgrade
- Corporate Business System
- 3 Bin Garden Organics rollout project

The LTFP is a robust and dynamic document that will be continuously reviewed and aligned with the City's evolving strategies and plans, allowing for adjustment to changes in the external environments.

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	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	The CIP and asset management plans will inform the LTFP
5 – Visionary leadership dedicated to acting for its community	5.1 – Model accountable and ethical governance, strengthening trust with the community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	The SCP and CBP will provide direction for the LTFP

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

Section 5.56 of the *Local Government Act 1995* states:

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

Section 6.2(2) of the *Local Government Act 1995* states:

In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —

(a) the expenditure by the local government; and
(b) the revenue and income, independent of general rates, of the local government; and
(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

The Integrated Planning and Reporting Long Term Financial Plan Guidelines issued by the Department of Local Government and Communities in September 2016 states:

> *To retain alignment with the Corporate Business Plan, the Long Term Financial Plan needs to be a rolling and iterative document that is subject to annual review. More substantial reviews occur in conjunction with the two-yearly Strategic Reviews, alternating between the Minor Strategic Review and the Major Strategic Review.*

FINANCIAL/BUDGET IMPLICATIONS

The Long-Term Financial Plan is a key element of the Integrated Planning and Reporting Framework and is the informing strategy that enables the City to determine its capability to sustainably deliver assets and services to the community. It allows the City to set priorities, within its resourcing capabilities, to deliver short, medium and long term community needs.

The Long Term Financial Plan outlines the City's long term financial sustainability, allows early identification of financial issues and the longer term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the City to the community.

There are no direct financial implications to Council from the adoption of the Long-Term Financial Plan and the Plan will be used as a guide when considering the budget for the next financial year. The LTFP has been modelled on the 2024/25 Budget being the first year of a 10-year rolling plan. It is assumed that it is updated annually when the Annual Budget are reviewed and adopted.

ASSET MANAGEMENT IMPLICATIONS

The Long-Term Financial Plan addresses the funding gap of the renewal of assets. There is a planned approach to achieve an 80% ratio of investment in the renewal of assets. A 10-year capital programme has been developed to identify forecast capital expenditure.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

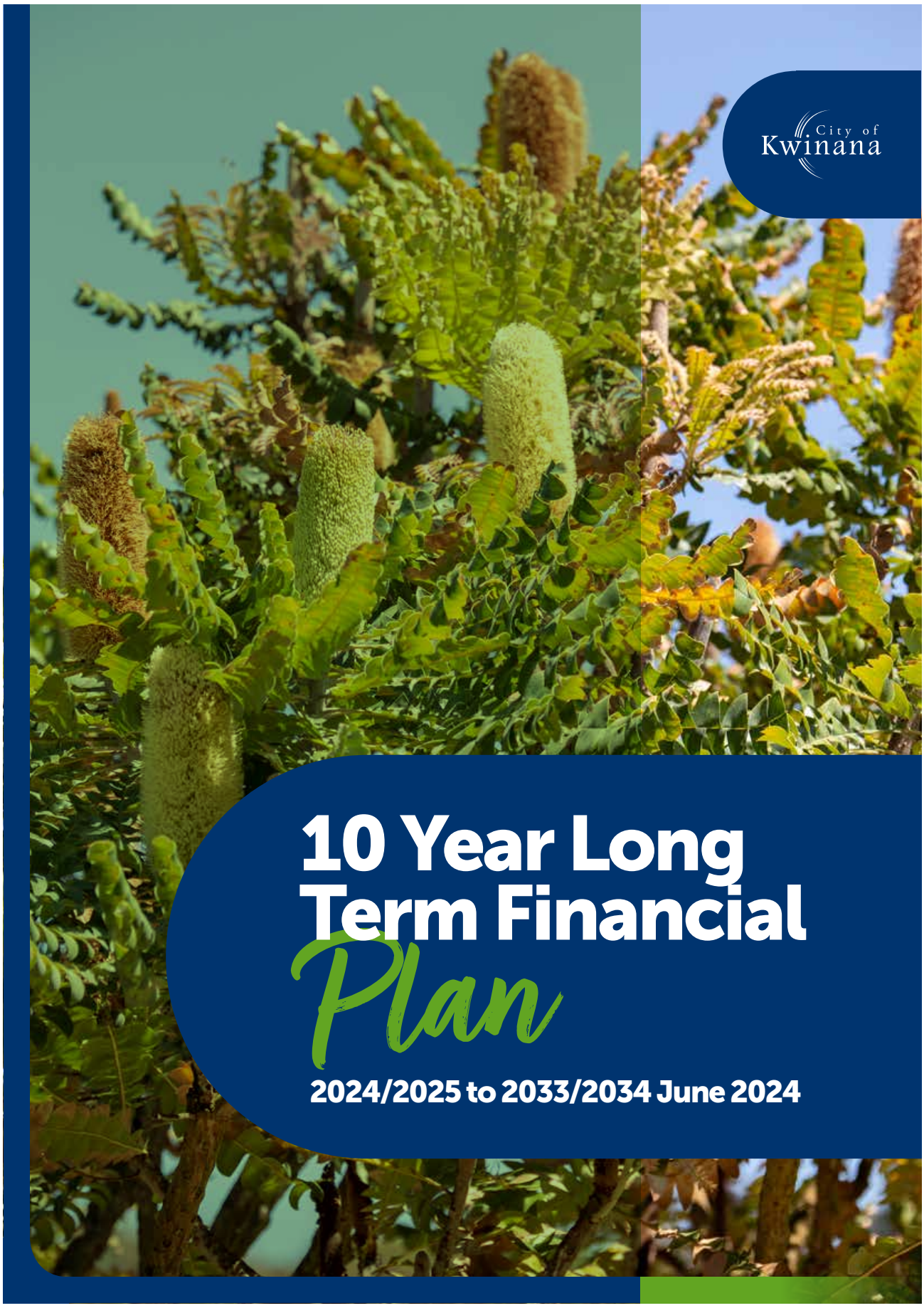
A key aim of the Long-Term Financial Plan is to enhance the City's financial sustainability, which will in turn contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

COMMUNITY ENGAGEMENT

The LTFP is an internal planning tool used to support the City's broader strategic planning framework, and particularly the Strategic Community Plan.

ATTACHMENTS

A. 2025-2034 Long Term Financial Plan ⇩


City of Kwinana
10 Year Long Term Financial Plan
2024/2025 to 2033/2034 June 2024

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Long Term Financial Plan

Background

The City of Kwinana's Long Term Financial Plan (LTFP), also referred to as 'The Plan' is an important financial tool for the City. Alongside the Strategic Community Plan, Corporate Business Plan, Asset Management Plans, Community Infrastructure Plan (CIP), specific plans and strategies and Workforce Plan, the LTFP helps the city achieve its goals and realize its vision of being "A Unique and livable city, celebrated for and connected by its diverse community, natural beauty, and economic opportunities."

In June 2021, Council adopted a 20-year LTFP covering 2021 to 2041. Later, in December 2021, they adopted an updated 4-year LTFP for 2023 to 2026, which formed the basis for the 2022-2023 Statutory Budget.

However, significant changes in the economic landscape rendered the assumptions of both the 4-year LTFP and the 20-year LTFP outdated. As a result, a revised Long-Term Financial Plan (LTFP) has to be developed for a 10-year period, namely from 2025 to 2034.

To ensure the LTFP stays relevant amid economic uncertainties and shifting population dynamics, regular reviews of the plan will be conducted. This will help the city meet evolving community needs and expectations, maintain essential services and programs, uphold capital renewal initiatives, and launch new capital projects, thereby ensuring Kwinana's overall financial sustainability.

Purpose of the LTFP

The Long Term Financial Plan (LTFP) helps ensure the City of Kwinana's long-term financial sustainability while meeting the needs and expectations of our communities and delivering the Council's objectives as specified in the Strategic Community Plan. Aligning the financial information in the LTFP with the community priorities outlined in the Strategic Community Plan is paramount. This plan, while ensuring the overall financial sustainability of the City, also directly achieves outcomes and strategic objectives in the Strategic Community Plan, namely:

- Strategic Outcome 3 – Infrastructure and services that are affordable and contribute to health and wellbeing

- Strategic Outcome 5 – Visionary leadership dedicated to acting for its community.

A major review of the Strategic Community Plan (SCP) has commenced, and this extensive community exercise is anticipated to be completed by 2024/2025 financial year. The outcome of this review will significantly impact the Long Term Financial Plan (LTFP) and will necessitate revisiting the LTFP to align with the updated community expectations.

Plan Framework

The LTFP's assumptions and modelling provides the City with reliable, robust information to assess our capacity to maintain overall financial sustainability into the Long-Term and, most importantly, to ensure that we have in place the necessary funding arrangements to support proposed capital replacement programs and new capital projects. The Plan is expected to influence the City's Annual Budget each year, but it is recognised that the Plan is a dynamic and evolving document that responds to changing strategic priorities, service level expectations and economic conditions. In regularly reviewing the plan, where such changes occur and the impact is significant, the financial modelling will be adjusted to reflect these changes. This iterative approach reflects responsible business practice.

The LTFP has been modelled on the 2024/25 Budget, being the first year of a 10-year rolling plan. It is assumed that it will be updated annually.

The LTFP has been prepared under the following guidelines:

- Supports the Strategic Community Plan (SCP), Community Infrastructure Plan (CIP), Asset management Plans and the Corporate Business Plan (CBP)
- Maintains a balanced budget throughout (i.e. zero surplus)
- Focused on improving the asset sustainability ratio to a minimum of 80%
- Continues to maintain the level of service currently provided to the community

In preparing the LTFP the following assumptions and variables have been applied:

- Unless otherwise indicated through new proposals, service delivery levels are maintained at current levels (refer Appendix 3)
- All income and expenditures throughout the LTFP have been escalated based on relevant index rates
- Rates are planned to increase by 4.2% for the first year to reflect the Local Government Cost Index (LGCI) plus the cost of new renewal projects. Subsequent rate increases are set at 4% in 2025/26, 3.88% in 2026/27, 4.38% in 2027/28, and 3.88% for the remaining years of the LTFP.
- Employee costs are based on LGCI for employee costs, projected to be 3.5% in 2025/26, 3.30% in 2026/27, 3.3% in 2027/28, and 2.80% for the remaining years of the LTFP. These increases are still dependent on the outcome of enterprise bargaining negotiations, which are scheduled to commence later this year.
- Superannuation Guarantee is set at 12.5% for 2024/25 and will increase to 13% for the remaining years in the LTFP. This includes the City of Kwinana's Collective agreement to provide an additional co-contribution of 1%.
- Staff numbers have increased conservatively reflecting the growing population and expanding services provided by the City (refer Appendix 4).
- Fees and charges have been increased by the LGCI.
- Interest earnings have increased by the 5 year borrowing rates of WATC less one percent.
- Perth Consumer Price Index (CPI) and Local Government Cost Index (LGCI) have been estimated conservatively and used for the remainder of the costs.
- Loan Borrowings from WATC are based on WATC's 15-year and 25-year borrowing rates.

Rates Strategy

Council's rating strategy takes into consideration the key values contained within *Rating Policy Differential Rates (s.6.33) March 2016* released by the then Department of Local Government and Communities being:

- Objectivity
- Fairness and Equity
- Consistency
- Transparency and Administrative Efficiency.

Over time, the costs associated with providing City services will increase. To ensure the same level of service every year, the City will progress towards improved financial sustainability by developing its Long Term Financial Plan, guided by the City's Rate Strategy which includes rate increases based on the movement of the WA Local Government Cost Index (LGCI).

Much like the Consumer Price Index (CPI), which indicates how much the cost of general household items has increased, the LGCI indicates how much the cost of items that a local government would typically purchase have increased. Increases to levels of service and additional projects can be factored in addition to the LGCI.

To achieve an 80% Asset Sustainability Ratio, the City plans to incrementally increase expenditure on asset renewal and replacement each year. This approach will necessitate rate increases beyond the Local Government Cost Index (LGCI). Efforts will be made to implement modest rate adjustments and reorganize the budget accordingly, although this may require reprioritizing other City services.

The Community's Capacity to Pay

The City understands that imposing rate increases on a community that can't afford them is unsustainable. Although the City has indicated minimal rate increases as part of this plan, there are a range of flexible options to ensure that members of the community can find an arrangement to suit their circumstances in the payment of their rates. These are:

- Hardship Policy
- Rates Deferrals – Pensioners
- Variety of payment options
- Reduced penalty and instalment interest
- Direct debit arrangements with no administration fee

Asset Management Sustainability

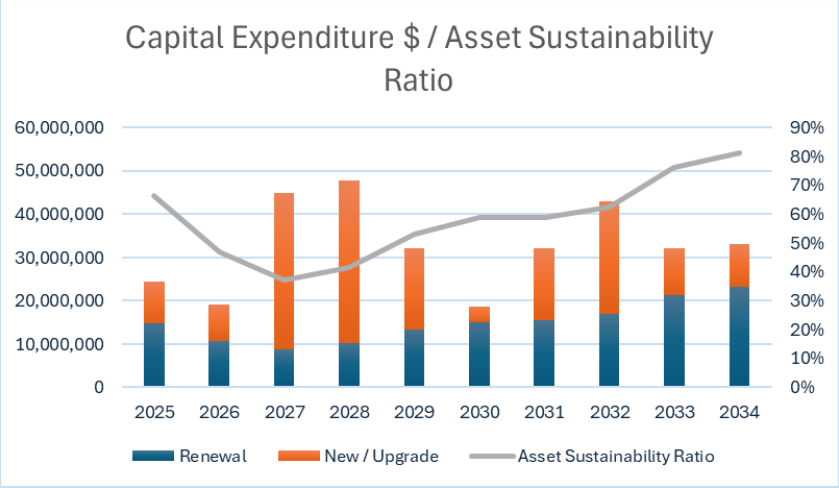
City of Kwinana has identified it must strike a balance between maintaining our current asset portfolio and the scale of ageing assets whilst meeting the needs of a growing and diverse community and a changing environment. This needs to happen within our means and be financially sustainable in the long term.

To ensure the City is on track with providing financially sustainable services, it measures its performance against several key financial ratios including the Asset Sustainability Ratio (refer appendix 2). The Asset Sustainability Ratio measures the amount a local government spends on maintaining its assets against how much those assets are depreciating.

Notably, the asset management strategy identifies two major capital projects requiring investment namely, the City's Administration building and Recquatic Centre. Both these facilities are ageing and have increased demands of community expectations. The City has looked at various options for a new administration center and the most economical and practical option was to renew the current building. This was presented and accepted by Council in May 2024. Further the City is in the process of developing a feasibility study for the Recquatic Centre to better understand the asset management plan, risk and financial investment required over the next 4-10 years.

Capital Expenditure Overview

The City's Asset Management Plans detail information about our assets and define the services to be provided. There are a few new projects planned over the next 10 years, as well as significant investment in the renewal of our existing assets. As per the City's aim to be financially sustainable, there is a steady increase in the amount to be spent on renewal projects as the plan progresses. With this approach, the City will achieve the goal of an 80% asset sustainability ratio by 2034 which is indicated in the below table.



Some of the new projects to be undertaken over future years will be funded by the Developer Contribution scheme. Funds are collected upon each new subdivision and put aside in Reserve (DCA Reserve). Once the community need for each project is determined, the new infrastructure items can be constructed, using the funds collected.

Key Capital Projects

The detailed listing of key capital expenditures over the 10-year period of the Long-Term Financial Plan (LTFP) is provided in Appendix 5. Some of the major outcomes and projects included in the LTFP are:

- Wellard West Community Facility
  The Wellard West Community Facility will address community infrastructure needs at the Wellard West Sportsground (McWhirter Oval), with construction starting in late 2024. Designed for value and sustainability, the facility will feature energy-efficient elements like solar power and accommodate both sporting and community uses. The project emphasizes functionality, accessibility, and inclusivity, incorporating smart technology for easy access. The estimated cost is $4,806,000, funded by Developer Contributions Scheme (DCA12) funds, with $2,544,000 included in the 2024/2025 budget and the remaining balance in the 2025/2026 budget.

- Administration Building Renewal/Upgrade
  The civic and administration building, aged 30 to 50 years, requires $5 million over the next decade for essential renewals, including $1.5 million for an overdue HVAC replacement and a failing fire alarm system. Consultants proposed a $9,020,000 refurbishment to modernize the layout and improve energy efficiency, funded through a combination of the Asset Management Reserve and a $6,800,000 loan. The project aligns with community feedback, retains embodied carbon, and will be completed by 2025/2026.

- Kwinana Loop Trail
  The Kwinana Loop Trail is a 21-kilometre circuit around the City of Kwinana, with a $10 million improvement project planned in three stages. Stage 1, costing $3,653,857 and funded mainly by the State Government, includes resurfacing, realignments, and signage upgrades, and is set for construction in 2024/25. Stages 2 and 3, estimated at $7,786,000, will further enhance the trail and develop cultural tourism features.

- Thomas Oval Changeroom Extension
  In 2021, Madeline King MP pledged $2.4 million to fund the construction of the Thomas Oval Changerooms, moving the project ahead from its original 2028 schedule. The design focuses on functionality, incorporating feedback from users and sustainable features such as energy efficiency and low-carbon materials. The construction, costing $2,283,350, will be fully funded by the Commonwealth of Australia.

- Recquatic upgrade and Renew
  The Kwinana Recquatic is scheduled for an upgrade in 2027/28 as identified in the Community Infrastructure Plan (2011 – 2036) revised 2022. The City has commenced a feasibility and business case of the Recquatic precinct (encompassing the Zone) to ascertain the future community need and requirements of the facility. The Feasibility and Business case will include community engagement to determine need.

- Corporate Business System implementation
  The final phase of the Corporate Business System upgrade is scheduled for 2024/2025 at a total cost of $795,810. This stage will make the City fully operational on the OneCouncil System, eventually phasing out the legacy system, Authority – Civica.

- Implementation of the Community Infrastructure Plan

- Renewal of Buildings, Roads, Bus Shelters, Car Parks, Drainage, Parks and reserves, street lighting, footpaths
- New bushland reserves
- New parks, Drainage, Bus Shelter, footpaths, street lighting
- Plant item replacements (both minor and major plant items)

Waste Management Services

The project of 3 bin GO (Garden Organics) rollout project will commence at the latter of 2024/2025 financial year and will monitor the progression for the City towards alignment with the waste strategy 2030 and a 14% increase in material recovery; albeit at the expense of 10% higher emissions and $0.8M higher annual costs (10-year average including roll-out cost). Changing to a 3-bin GO Waste to Energy (WtE) system would maintain a low to moderate risk profile.

The 3-Bin GO Rollout Project will cost $2,480,120, primarily covering the expense of the new bins, project management and communications costs. This cost will be paid from the refuse reserve, with plans to recoup 75% of the funds by charging residents $33 per year over the next three years. The refuse reserve is unable to be used to fully fund the project as it is required for contaminated sites liabilities and future strategic waste management projects.

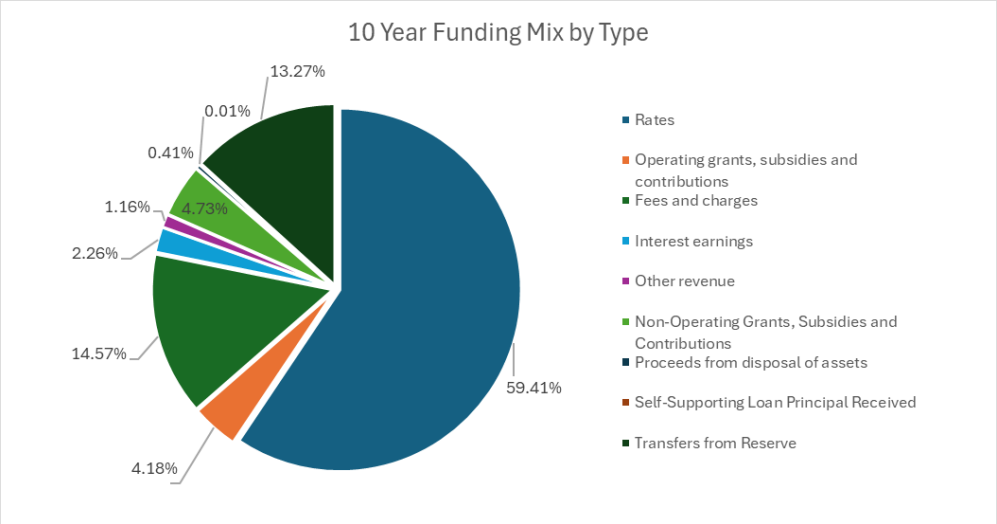
The City plans to reassess the feasibility of implementing a FOGO (Food Organics and Garden Organics) service by 2029/30, anticipating that the processing industry and market for FOGO-derived products may have advanced sufficiently to enhance its viability by that time.

Starting in 2024, the City has begun sending its waste to the Avertas Energy Waste to Energy (WtE) facility, thereby bringing substantial environmental benefits and avoiding increasing Waste Levy charges.

Additionally, the City will continue to implement tailored waste education programs aimed at residents to avoid waste generation, maximise recycling and reduce contamination levels to further improve environmental outcomes, reduce costs, and improve operational efficiencies.

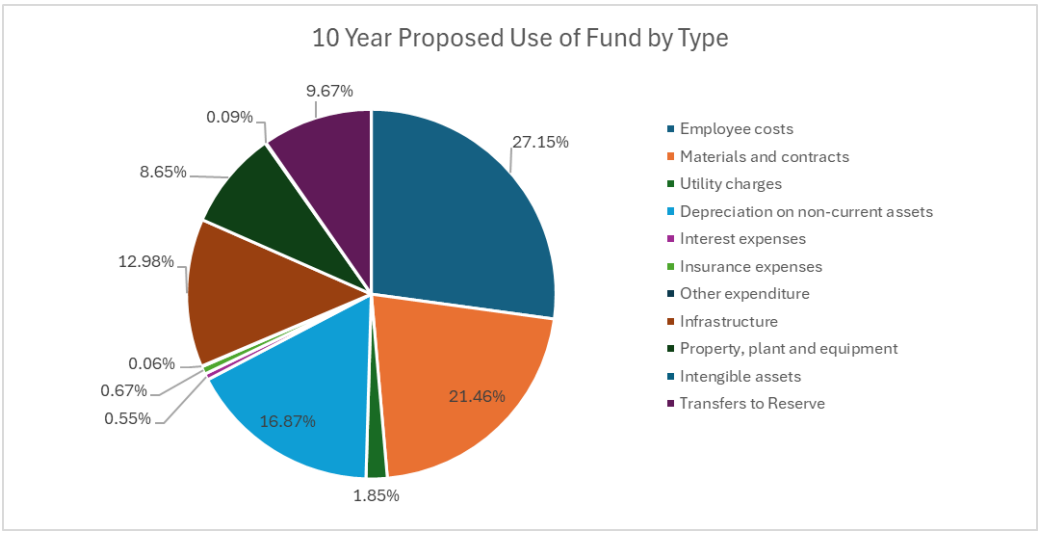
Source of Funding

The below chart indicates the respective contributions of the various funding sources over the ten-year period covered by the plan. The major elements of the funding model are rates (59.41%), fees and charges (14.57%), reserves (13.27%), operating & non-operating grants (8.91%), proceed on disposal of assets (0.41%), interest revenue (2.26%) and other revenue (1.16%).



Operating Expenditure

The proposed expenditure program reveals that approximately 27.15% of cash expenditure relates to employee costs and another 21.46% to materials and contracts, 1.85% to utilities,0.67% to insurances, 0.55% towards loan servicing and interest, 0.06% for other expenditure with 21.72% applied to capital expenditure, 16.87% for depreciation, with the remaining 9.67% going to Reserves.



Over the life of the plan, funds will be applied towards meeting the costs of operational service delivery as well as expenditure on the capital expenditure including infrastructure renewals, debt servicing and replenishing Reserves.

Cashflows

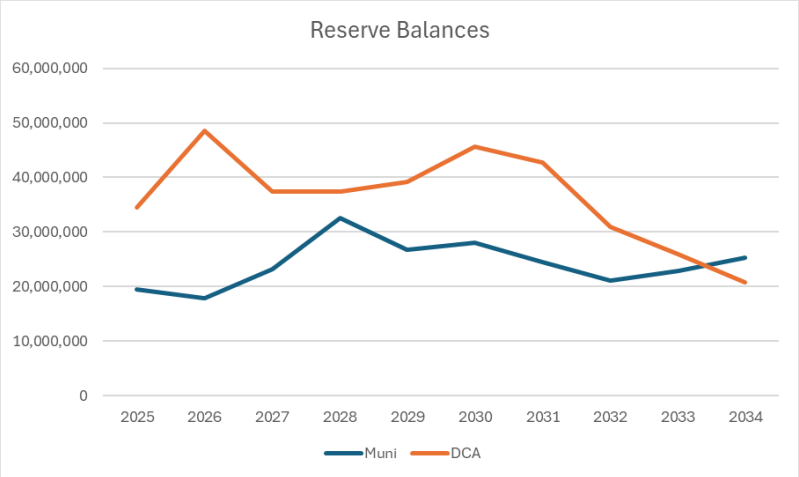
The LTFP sets out to achieve a “balanced budget”. This occurs when the municipal closing surplus/(deficit) is nil. This means that the municipal funds available at the end of each financial year is zero, with the exception of cash held in reserve funds which are set aside for a particular purpose.

Reserve Fund Analysis

Local governments rely heavily on own source income, with rates being a major component. To fund ongoing operations and major projects, they require strategies to avoid significant variations in fund demand and impact on ratepayers. Reserves are established to set aside funds from current and past years for future projects and services. These financial reserves are an effective mechanism to manage financial stability sustainably, helping to prevent large or irregular rate increases when projects are delivered by spreading or smoothing the financial implications. This approach eases the financial impact on the community when a project needs to be delivered in a single year by using monies collected over time.

The City has reserves for both Municipal Reserves and Developer Contribution Reserves (DCA Reserves) (refer Appendix 8). DCA reserves hold monies collected from new developments and these contribute to the infrastructure required to support the community as it grows.

Below table shows a snapshot of both the Municipal and Developer contribution reserves over the 10-year LTFP period.

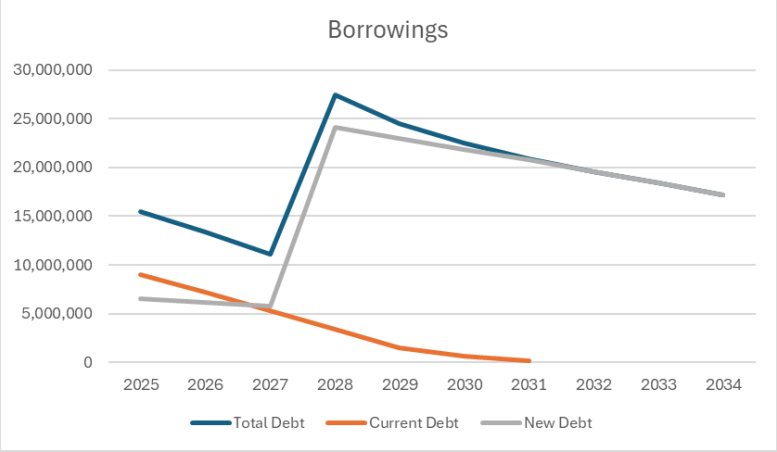


Loan Borrowings

Loan borrowings are a financing facility available to local governments to sustainably meet the long-term needs of its community, particularly in respect to major capital works projects. The Local Government Act empowers the City to borrow within a financial strategy as part of a balanced funding package and are included in the City's Long Term Financial Plan where appropriate.

The City invests in capital expenditure that benefits inter-generations. Loan borrowings can be the most equitable finance option to fund capital expenditure. The 10-year review of the LTFP includes an increase in borrowings to mainly renew the City's ageing facilities but will see the full repayment of the existing loans by 2031 (refer Appendix 7). There are two new loans incorporated within the plan (refer below table):

- Loan of $6,800,000 with a 15 years term for the Administration Building in 2024/2025
- Loan of $19,354,585 with 25 years terms for the Recquatic facility in 2027/2028.



Key Financial Indicators

There are a number of statutory financial indicators that a local government was required to calculate and disclose in both their financial planning and financial reporting documents. This mandatory requirement was removed from the Local Government Financial Management Regulations in June 2022.

Kwinana will continue to monitor these indicators until new ratios are developed by the Department of Local Government, Sport, and Cultural Industries, as they serve as a useful gauge of the City's operational sustainability. However, it must be appreciated that there is no single indicator that demonstrates a local government's financial sustainability - nor does it necessarily mean that it is fatal if a particular local government falls below the 'preferred' benchmark for that particular indicator in a single year.

It is important to understand not only the trend in a particular indicator but also the circumstances leading to the calculation of that particular indicator value to ensure that it is interpreted 'in context'. Appendix 2 has a summary of the key indicators for the LTFP.

Financial Statements and Supporting Schedules

The ten-year LTFP is presented as a suite of summarised financial statements:

Appendix 1 - Statement of Financial Activity

Appendix 2 – Key Financial Indicators

Appendix 3 – New Operating Expenses

Appendix 4 - New Workforce Plan Expenses

Appendix 5 - Capital Expenditure

Appendix 6 - Summary Capital Expenditure Funding

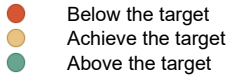
Appendix 7 – Loan Borrowings

Appendix 8 - Reserves

City of Kwinana
Appendix 1
Statement of Financial Activity
Note figures are 000's

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$	$	$	$	$	$	$	$	$	$
Opening funding surplus / (deficit)	1,500	0	0	0	0	0	0	0	0	0
Revenue from operating activities										
Rates	52,863	55,760	61,269	64,628	68,187	71,967	75,983	80,252	84,790	88,584
Operating grants, subsidies and contributions	3,188	4,752	4,845	4,940	5,038	5,139	5,243	5,350	5,460	5,574
Fees and charges	14,782	16,358	17,262	17,050	16,667	17,135	17,617	18,112	18,622	19,146
Interest earnings	3,337	3,239	2,601	2,843	2,717	2,532	2,525	2,517	2,337	2,102
Other revenue	1,216	1,249	1,283	1,318	1,354	1,391	1,429	1,468	1,508	1,550
	75,385	**81,359**	**87,260**	**90,780**	**93,963**	**98,164**	**102,796**	**107,699**	**112,718**	**116,957**
Expenditure from operating activities										
Employee costs	(31,792)	(33,680)	(35,145)	(36,706)	(38,223)	(39,847)	(41,589)	(43,462)	(45,481)	(47,662)
Materials and contracts	(26,437)	(28,144)	(28,144)	(29,925)	(30,576)	(31,623)	(32,310)	(33,416)	(34,144)	(35,312)
Utility charges	(2,788)	(2,832)	(2,959)	(3,033)	(3,109)	(3,187)	(3,266)	(3,348)	(3,432)	51
Depreciation on non-current assets	(22,431)	(23,059)	(23,705)	(24,369)	(25,051)	(25,753)	(26,474)	(27,215)	(27,977)	(28,760)
Interest expenses	(807)	(790)	(774)	(927)	(903)	(878)	(852)	(825)	(797)	(768)
Insurance expenses	(826)	(920)	(947)	(976)	(1,005)	(1,035)	(1,066)	(1,098)	(1,131)	(1,165)
Other expenditure	(79)	(81)	(84)	(86)	(88)	(91)	(93)	(96)	(99)	(102)
	(85,161)	**(89,507)**	**(91,758)**	**(96,022)**	**(98,955)**	**(102,413)**	**(105,652)**	**(109,461)**	**(113,062)**	**(113,718)**
Non-cash amounts excluded from operating activities	22,431	23,059	23,705	24,369	25,051	25,753	26,474	27,215	27,977	28,760
Amount attributable to operating activities	**12,656**	**14,911**	**19,207**	**19,126**	**20,059**	**21,503**	**23,618**	**25,453**	**27,633**	**31,999**
New Operating Proposals										
New Employment Expenses	(458)	(736)	(858)	(1,187)	(1,744)	(1,855)	(2,282)	(2,346)	(2,411)	(2,576)
New Service/Changes to Services Proposals	(3,218)	(1,502)	(1,333)	(1,246)	(1,437)	(1,048)	(1,000)	(1,292)	(816)	(1,190)
New Operating Proposals	**(3,676)**	**(2,239)**	**(2,191)**	**(2,433)**	**(3,181)**	**(2,903)**	**(3,282)**	**(3,638)**	**(3,227)**	**(3,766)**
Amount available for capital and other commitments	**8,980**	**12,672**	**17,015**	**16,694**	**16,878**	**18,600**	**20,337**	**21,815**	**24,406**	**28,234**
Investing activities										
Non-Operating Grants, Subsidies and Contributions	6,019	4,096	7,754	13,190	9,370	2,470	2,545	4,964	2,703	2,785
Reimbursement of Developer Contributions										
Proceeds from disposal of assets	521	328	410	619	705	662	392	329	514	426
Self-Supporting Loan Principal Received	20	20	21	22	22	23	24	25		
New / Upgrade Asset Expenditure	(9,479)	(8,379)	(36,082)	(37,780)	(18,860)	(3,451)	(16,565)	(26,011)	(10,900)	(9,787)
Renewal Asset Expenditure	(14,932)	(10,800)	(8,861)	(10,143)	(13,313)	(15,155)	(15,550)	(17,007)	(21,335)	(23,349)
	(17,851)	**(14,734)**	**(36,758)**	**(34,092)**	**(22,075)**	**(15,451)**	**(29,155)**	**(37,701)**	**(29,018)**	**(29,925)**
Non-cash amounts excluded from investing activities		16,750	16,060	10,560	4,060	6,560	4,060	2,060	2,560	61
Amount attributable to investing activities	**(17,851)**	**2,016**	**(20,698)**	**(23,532)**	**(18,015)**	**(8,891)**	**(25,095)**	**(35,641)**	**(26,458)**	**(29,864)**
Financing Activities										
Proceeds from new debentures	6,800	0	0	19,355	0	0	0	0	0	0
Repayment of debentures	(2,658)	(2,149)	(2,235)	(3,020)	(2,926)	(2,041)	(1,564)	(1,322)	(1,192)	(1,221)
Payments for principal portion of lease liabilities	(129)	(104)	(5)	0	0	0	0	0	0	0
Transfer from reserves	10,032	11,837	32,863	16,251	14,279	7,314	14,342	22,302	14,796	13,331
Transfer to reserves	(6,673)	(24,273)	(26,940)	(25,748)	(10,216)	(14,981)	(8,020)	(7,154)	(11,552)	(10,480)
Amount attributable to financing activities	**7,371**	**(14,688)**	**3,683**	**6,838**	**1,137**	**(9,708)**	**4,758**	**13,826**	**2,052**	**1,630**
Closing funding surplus / (deficit)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Appendix 2
Key Ratios and Indicators



	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Operating Surplus Ratio - measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.										
Target: > 2% with aim to achieve > 15%	-19%	-13%	-7%	-8%	-8%	-7%	-5%	-4%	-2%	1%
Asset Sustainability Ratio - indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.										
Target: 80% - 110%	67%	47%	37%	42%	53%	59%	59%	62%	76%	81%
Debt Service Coverage Ratio - measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.										
Target: > 3.00 with aim to achieve > 5.00	2.82	4.58	5.91	4.46	4.64	6.67	8.77	10.55	12.67	14.58
Rates Percentage Increase										
Target: < 5%	4.20%	4.00%	3.88%	4.38%	3.88%	3.88%	3.88%	3.88%	3.88%	3.88%
Balanced Cash Budget										
Target: Balanced Budget = 0	0	0	0	0	0	0	0	0	0	0

City of Kwinana
Appendix 3
New Operating Expenses
Note: Figures are 000's and costs are escalated

Project	Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
City Development and Sustainability		**2,799**	**594**	**727**	**612**	**964**	**646**	**782**	**689**	**708**	**856**
Environment and Health Services	Annual revegetation program	3	3	3	3	3	3	4	4	4	4
Environment and Health Services	Delivery of bin-stock, additional project staff, communications and education	2,480									
Environment and Health Services	Implementation of Sustainability Education Program	8	8	8	9	9	9	9	10	10	10
Environment and Health Services	Net cost increase to overall service (including EfW)	72	443	455	468	481	495	509	523	538	553
Environment and Health Services	Subscription based software utilises AI to process, analyse and report complex mixed format data from all utilities to accurately and quickly capture emissions, utilisation and accounts payable	25	26	26	27	28	29	30	30	31	32
Environment and Health Services	Trapping of foxes, cats, rabbits, bees to protect native fauna and flora	16	16	17	17	18	18	19	19	20	21
Environment and Health Services	Cyclical increased chemical treatment of waterbodies to reduce mosquito borne virus transmission2			11				12			
Planning and Development	City Lead assessments to inform Compliance and planning Frameworks	10	10	11	11	11	11				
Planning and Development	Ongoing Roll our of pilot program following 2024 program evaluation		31	32	33	34	34	35	36	37	38
Planning and Development	Prioritise a policy review each year	15	15	16					18	19	19
Planning and Development	Undertake PSPs as per the Local Planning Strategy Action List	0		106		112		118			
Planning and Development	Prepare a Heritage List and review Local Heritage Inventory	30									
Planning and Development	Yearly subscription for a demographic profiling provider (e.g. .id or REMPLAN).	40	41	42	43	45	46	47	49	50	51
Planning and Development	Local planning strategy - Department requirement for review in 5 years					112					128
Planning and Development	DCP 1-7 review Statutory Requirement - Deputation of Council.	100									
Planning and Development	DCP 8-15 Statutory Requirement - Deputation of Council.					112					
City Infrastructure		**268**	**488**	**652**	**476**	**332**	**173**	**236**	**257**	**327**	**220**
Asset Management	Asset Management Consultant Fees	120	113	116	92	134	126	151	85	150	141
City Operations	New Estate Maintenance - Parks	97	285	391	319	159	32	66	146	150	61
City Operations	New Estate Maintenance - Infrastructure	11	28	39	32	16	3	7	15	15	6
City Operations	New Estate Maintenance - Playground	40	62	106	33	22	11	12	12	12	13
City Life		**58**	**77**				**86**				**96**
Community Engagement Admin	Strategy / policy / implementation plan / CAP / DAIP review every four years following SCP review		77				86				96
Community Engagement Admin	Arts and Culture Strategy	50									
Community Facilities Planning	One additional Christmas Light structure in addition to the three year contract. Following Counillor feedback in 2023.	8									
Office of the CEO		**93**	**343**		**205**	**190**	**188**	**30**	**405**		**242**
Governance and Legal	Local government election expenses		169		178		188		199		210
Governance and Legal	Strategic community plan review	68									
Human Resources	EBA Negotiations	25			27			30			32
Rates	GRV Valuation year		175			190			206		
City infrastructure/City Life				**(45)**	**(47)**	**(48)**	**(46)**	**(47)**	**(59)**	**(219)**	**(225)**
Facilities Maintenance/Facilities Planning	New Facility - Net Cost/(Net income)			(45)	(47)	(48)	(46)	(47)	(59)	(219)	(225)
Grand Total		**3,218**	**1,502**	**1,333**	**1,246**	**1,437**	**1,048**	**1,000**	**1,292**	**816**	**1,190**

City of Kwinana
Appendix 4
New Workforce Plan Expenses
Note: Figures are 000's

Position	Service Area	Award Level	FTE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
City Life				**308**	**356**	**368**	**380**	**488**	**406**	**514**	**529**	**543**	**559**
CDO - Community Safety (increase in FTE)	Community Development	Band 7	0.35	34	35	37	38	39	40	41	42	43	45
Early Years Officer	Community Services and Partnerships	Band 6	1	89	92	95	98	101	104	107	110	113	116
Events Officer	Community Development	Band 6	0.16	14	15	15	16	16	17	17	18	18	19
Facility Planning Officer	Community Facilities Planning	Band 7	1							97	100	102	105
Healthy Lifestyle Officer	Community Development	Band 6	1	89	92	95	98	101	104	107	110	113	116
Place Leader	Engagement and Place	Band 7	1					97	100	102	105	108	111
Trails Officer (contract and funded for 5 yrs)	Community Facilities Planning	Band 7	0.84	82	85	88	91	93					
Volunteer Coordinator	Community Facilities Planning	Band 5	0.45		37	39	40	41	42	43	45	46	47
Development and Sustainability					**264**	**272**	**379**	**379**	**472**	**485**	**499**	**513**	**624**
Compliance Officer	Essential Services	Band 7	1				97	100	103	106	109	112	115
Emergency Mgmt. Support Officer	Essential Services	Band 5	1		83	86	89	91	94	96	99	102	105
Environmental Health Officer	Environmental and Health Services	Band 7	1					97	100	102	105	108	208
Planning / Environmental Management Role	Planning and Development	Band 7	1		98	101	104						
Ranger	Essential Services	Band 5	1		83	86	89	91	176	181	186	191	197
Infrastructure				**76**	**79**	**81**	**287**	**371**	**381**	**669**	**688**	**707**	**727**
Engineering Technical Officer - Design	Engineering Services	Band 8	1				105	108	111	115	118	121	124
Engineering Technical Officer - Projects	Engineering Services	Band 7	1							97	100	102	105
Engineering Technical Officer - Traffic	Engineering Services	Band 8	1							105	108	111	114
Parks Supervisor	City Operations	Band 7	1				97	100	103	106	109	112	115
Property Services Officer	City Operations	Band 4	1					76	78	80	82	85	87
Property Services Officer - Playground	City Operations	Band 4	1	76	79	81	84	87	89	167	172	177	182
Office of the CEO				**73**	**37**	**136**	**141**	**506**	**596**	**613**	**630**	**647**	**665**
Communications Officer	Marketing and Communications	Band 6	0.42		37	39	40	41	42	43	45	46	47
Customer Relations Officer	Customer Service	Band 4	1						76	78	80	82	85
Finance Officer – Revenue Collection	Rates	Band 5	0.37					31	31	32	33	34	35
Industrial Relations Role	HR Services	Band 9	0.6	73									
Legal and Governance Officer	Governance and Legal	Band 8	1					105	108	111	114	117	120
New Director	New Directorate	Neg.	1					226	232	239	246	253	260
Property Management Officer	Governance and Legal	Band 7	1			97	101	103	106	109	112	116	119
Grand Total				458	736	858	1,187	1,744	1,855	2,282	2,346	2,411	2,576

City of Kwinana
Appendix 5
Capital Expenditure
Note: Figures are 000's and costs are escalated

Project	Description	Type of Expenditure	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Buildings			**13,480**	**7,046**	**1,966**	**15,509**	**11,991**	**3,483**	**16,481**	**19,427**	**11,018**	**11,007**
Animal Shelter	Staged - Yr 1 Design, Y3 Construct	New	60	411	106							
Arts and Cultural Facility - Koorliny Community Arts Centre	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	Upgrade								53	108	1,215
Building Contingency	Contingency to cover unexpected breakdowns/repairs	Renewal	100	103	106	109	112	115	118	121	125	128
Building Renewals	As per forward works Program	Renewal	1,561	1,885	1,538	1,623	2,500	2,547	2,602	2,426	3,131	4,334
DCA 12 Local Sporting Ground with Community Centre / Clubroom Wellard West	Sporting clubrooms and Community Pavilion	New	2,544	2,262								
DCA10 Local Sporting Ground with Large Community Facility (Casuarina Highschool)	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	New						69	271	2,794	2,872	
DCA14 - Local Sporting Ground with Changeroom(Wellard Village Primary School)	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	New		51	106	440	447					
Disability Access and Inclusion - Minor Improvements	Minor DAI initiatives identified by the DAIP Committee	Upgrade	5	5	5	5	6	6	6	6	6	6
District Dry Recreation Centre (serves District A&B) - to be located within District A	Public Art for new facility	New							12	127		
District Dry Recreation Centre (serves District A&B) - to be located within District A	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	New					73	287	6,558	6,742		
District Multi purpose community facility (serves District A&B) – to be located within District A	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	New									81	321
District Sports Ground Precinct Redevelopment – Medina Oval	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	New					73	287	6,424	6,604		
Recquatic Centre - Staff and Manager Office alterations	removal of built in furniture increase in power/data allocations, painting, ergonomic desks to allow for better staff functionality/numbers and improved customer perception as totally visible to the public	Upgrade	25									
Recquatic Centre - Team leaders office alterations	remove small/unfunctional offices and make open workspace, section off part for meeting room	Upgrade		82								
Recreation and Aquatic Facility - Recquatic	Public Art for new facility	New				132	88					
Recreation and Aquatic Facility - Recquatic	Staged - Yr 1 Design, Y2&3 Construct	Upgrade			106	13,199	8,655					
District Hard Courts (serves District A&B) - to be located within District A	Public Art for new facility	New									6	92

City of Kwinana
Appendix 5
Capital Expenditure
Note: Figures are 000's and costs are escalated

Project	Description	Type of Expenditure	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
District Hard Courts (serves District A&B) - to be located within District A	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct DCA funded	New							77	303	4,590	4,718
DCA8 Local Sporting Ground with Changeroom	Mandogalup Shared Use with Planned Primary School	New					39	172	413	246		
DCA9 Local Sporting Ground with Changeroom (Treeby Road)	Staged - Yr 1 Feasibility, Yr2 Design, Y3&4 Construct	New									44	192
Darius Wells East Elevation	Solar shading to second storey reduce het load, energy consumption and occupant comfort	New	35									
Recquatic Pool Deck Tile Treatment	Application of a specialised treatment to the pool deck tiles to enhance their non-slip properties and ensure compliance with safety standards. Cost as quoted, with 15% contingency added.	Renewal	17									
Civic Administration Centre - Upgrade/Renewal	Upgrade - Y1 Detailed Design and Construct, Y2 Construct	Renewal	6,800	2,220								
Muni-Local Sporting Ground with Community Centre / Clubroom Wellard West	Public Art for new facility	New	25	26								
Muni-Local Sporting Ground with Large Community Facility (Casuarina	Public Art for new facility	New								5	55	
Thomas Oval Changeroom Extension/Upgrade	Construction of New Changerooms and Upgrade of Kiosk Facility	New	2,283	0								
Thomas Oval Changeroom Extension/Upgrade	Public Art for new facility	New	24									
Bus Shelters			**37**	**42**	**50**	**56**	**64**	**72**	**80**	**84**	**89**	**92**
Bus Shelter - New/ Upgrade	One New Bus Shelter per Year	New	7	7	7	8	9	9	9	10	11	12
Bus Shelters Renewal	Replace existing old and non compliant bus shelters and platforms	Renewal	30	35	42	49	55	63	71	74	77	81
Car Parks			**65**	**78**	**89**	**101**	**115**	**130**	**136**	**142**	**150**	**156**
Car Park Renewal	Resurface existing carpark and replace associated damaged kerbs and stormwater runoff drainage system.	Renewal	65	78	89	101	115	130	136	142	150	156

City of Kwinana
Appendix 5
Capital Expenditure
Note: Figures are 000's and costs are escalated

Project	Description	Type of Expenditure	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Drainage			**116**	**1,474**	**2,951**	**337**	**723**	**380**	**402**	**416**	**448**	**469**
Drainage New	(blank)	Upgrade/New	90	235	280	294	308	324	339	345	373	391
Drainage New - DCA3	DCA 3 - Peel Sub O Drian - Casuarina	Upgrade/New			927							
Drainage New - DCA3	DCA 3 - Peel Sub P1 Drain - Casuarina	Upgrade/New			1,041							
Drainage New - DCA3	DCA 3 - Peel Sub P1A Drain - Casuarina	Upgrade/New			408							
Drainage Renewals per Asset Management Plan	Peplaceasswets that reach end of usable life	Renewal	26	31	36	42	49	56	64	72	75	78
DCA3 - Drainage New	DCA 3 - Peel Sub P1 Drain - Anketell South & Casuarina	Upgrade/New		1,208								
Drainage New - DCA2	Peel Sub N Drain - Wellard - 170m	Upgrade/New					365					
Drainage New - DCA2	Peel Sub N1 Drain - Wellard - 313m	Upgrade/New			259							
Furniture & Equipment			**206**	**309**	**166**	**360**	**564**	**156**	**223**	**524**	**345**	**336**
CCTV Renewals	Allocation to replace cameras and equipment to ensure ongoing service provision	Renewal	60	31	32	33	34	34	35	36	37	38
District Dry Recreation Centre (serves District A&B) - to be located within District A	Furnitures & Fittings for new facility	New							59	328		
Recreation and Aquatic Facility - Recquatic	Furnitures & Fittings for new facility	New				217	402					
District Hard Courts (serves District A&B) - to be located within District A	Furnitures & Fittings for new facility	New									81	192
Replacement public computer chairs	Adjustable chairs for customers using computers in the library	Renewal	4									
Furniture and Fittings Renewal	Allocation for new furniture and fittings required throughout the year	New	20	21	21	22	22	23	24	24	25	26
Community Facilities Furniture and Fittings Renewal	One full replacement project per year at facilities. Darius has been forecast for 2027/28 and increased budget due to higher number of spaces. Note that this is for hireable spaces and not Library, Recquatic, Zone, Koorliny.	Renewal	25	26	26	27	28	29	30	30	31	32
Darius Wells Library - Couches, furniture	Replacement couches and chairs to replace existing furniture	Renewal	12	12							15	15
Library services outreach equipment	Selection of equipment for officers undertaking outreach: marquee, tables, chairs, podium, trestle tables, shelves. Also corflute signs, table cloth, and merchandise.	New	10									
Local history space	Creation of a dedicated local history study and research space on the library floor	New		26								
CCTV - New	Installation of new CCTV as per City's CCTV strategy	New	0	51	53	54	56	57	59	30	31	32
Local Sporting Ground with Changeroom (Mandogalup Shared Use with Planned Primary School)	Furnitures & Fittings for new facility	New							6	19		

City of Kwinana
Appendix 5
Capital Expenditure
Note: Figures are 000's and costs are escalated

Project	Description	Type of Expenditure	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Muni-Local Sporting Ground with Community Centre / Clubroom Wellard West	Furnitures & Fittings for new facility	New	48	103								
Muni-Local Sporting Ground with Large Community Facility (Casuarina Highschool)	Furnitures & Fittings for new facility	New								42	125	
Muni-Local Sporting Ground with Changeroom(Wellard Village Primary School)	Furnitures & Fittings for new facility	New				7	22					
Thomas Oval Changeroom Extension/Upgrade	Furnitures & Fittings for new facility	New	16	21								
Darius Wells Library - 2 x All in one self check PCs	Replacement for self check PCs	Renewal			10				11			
Darius Wells Library - coin and bill acceptor	Replacement unit for ageing machine	Renewal		7								
Darius Wells Library - S2 self loan station	Replacement for self loan machine near entrance	Renewal						13				
Darius Wells Library - X11 self-check machine	Replacement self checkout station for junior area	Renewal		12						15		
Darius Wells Library -laptop lockers	laptop docking station with capacity to charge,wipe and secure laptops for public use.	Upgrade/New	11									
Darius Wells Library - Returns chute/dump bin	Replacement smart returns chute and bin for after hours returns	Renewal			24							
Parks & Reserves			**3,081**	**3,747**	**2,921**	**7,964**	**2,733**	**3,660**	**4,152**	**5,245**	**7,030**	**7,619**
Public Open Space/Parks & Reserves Renewals	As per forward works programs	Renewal	985	1,178	1,119	889	2,160	3,067	3,529	4,596	6,354	6,914
Parks Upgrade Strategy	(blank)	Upgrade/New	150	160	168	176	178	181	191	200	210	219
Kwinana Loop Trail Stage 1	As per Master Plan, funding from state government grant	New	1,500	2,056								
Kwinana Loop Trail Stage 2 and 3	As per Master Plan Grant funding would be required - election advocacy opportunity. Projects have been timed to commence 12months after approx dates of Federal elections.	New			1,268	6,518						
Urban Tree Planning	(blank)	Upgrade/New	180	198	207	217	228	239	251	263	276	290
Streetscape Strategy	(blank)	Upgrade/New	90	154	159	163	168	172	181	186	191	196
DCA 5 - Galati Triangle, Honeywood oval	Upgrade the Galati Triangle section of Honeywood Oval with the construction of a new garden bed, concrete path, kerb, and turf.	Upgrade/New	176									

City of Kwinana
Appendix 5
Capital Expenditure
Note: Figures are 000's and costs are escalated

Project	Description	Type of Expenditure	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Plant & Equipment			**1,396**	**1,001**	**1,201**	**2,121**	**1,876**	**2,100**	**1,416**	**1,108**	**1,910**	**1,857**
Council chambers IT refresh	based on 7 year cycle	Renewal									62	
End user devices	laptop reserve to manage replacement of initial 330 devices with a 4-5 year lifespan. Escalation based on workforce planning numbers	Renewal	121	126	131	136	141	146	152	158	164	170
Network Refresh	replacement of cities networking gear (switches, routers, wireless), escalation based on CIP growth	Renewal				185					249	
Plant Replacement Program - Light Fleet	Sum of proposed Upfront total Expenditure Required	Renewal	875	640	848	640	742	1,059	757	793	1,026	468
Plant Replacement Program - Plant & Equipment	Heavy Plant and Equipment - upfront expenditure required	Renewal	146	144	190	1,052	994	677	330	158	370	1,091
Printer Fleet Refresh	replacement of printer hardware (not maintenance contract) no ramping as we expect to reduce usage	Renewal	0					184				
Recquatic - Pool Plant Renewals	Allocation to replace pool plant as required	Renewal	100			109			118			128
Server Hardware	Initial system deployment with 3 yearly cycle, 10 year aim to remove platform entirely	Renewal			32			34			37	
Revolving Energy Fund - Project 1	Requatic Solar PV Cost: $114k Savings pa: $25k ROI: 4.6 years	New	114									
Revolving Energy Fund - Project 2	Zone Solar PV + battery Cost: $88k Savings pa: $16k ROI: 5.5 years	New		90								
100-110KVA trailer mounted generator	Trailer to be used at admin and depot building and events as requried.	New	40									
Meeting room refresh	replacement of meetingroom hardware 7-10 year lifespan	Renewal							59			
Roads			**4,877**	**4,928**	**34,798**	**20,595**	**13,144**	**7,597**	**7,994**	**14,762**	**9,854**	**10,265**
Blackspot Program	(blank)	Upgrade/New	959	771	793	815	838	861	885	910	935	962
DCA 1 - Wellard Road Upgrade	Culvert and road crossing over the Peel Main Drain Linking Lots 661 and 670 (Item M)	Upgrade/New					825					
DCA 1 - Wellard Road Upgrade	Wellard Road Upgrade: Bertram Road to Cavendish Road (Item J)	Upgrade/New			14,698							
DCA 1 - Wellard Road Upgrade	Wellard Road Upgrade: Cavendish Road to Millard Road (Item j) - remaining costs	Upgrade/New				8,619						
DCA 1 -Betram Road Upgrade	Betram Road Upgrade: Challenger Road to Wellard Road (Item k)	Upgrade/New					5,322					
DCA 2 - Millar Road	Road Upgrade/New	Upgrade/New			806							
DCA 2 - Sunrise Boulevard	Sunrise Boulevard: Internal Collector Road (a) - Lot 28	Upgrade/New			421							
DCA 2 - Sunrise Boulevard	Sunrise Boulevard: Internal Collector Road (b) - Lot 59	Upgrade/New			414							
DCA 2 - Sunrise Boulevard	Sunrise Boulevard: Internal Collector Road (c) - Lot 440	Upgrade/New			220							

City of Kwinana
Appendix 5
Capital Expenditure
Note: Figures are 000's and costs are escalated

Project	Description	Type of Expenditure	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
DCA 2,3 - Mortimer Road	Road Upgrade/New	Upgrade/New				6,199						
DCA 4,5 - Anketell Rad	Road Upgrade/New	Upgrade/New			10,353							
DCA 5 - Honeywood Avenue	Honeywood Avenue: Internal Collector Road Upgrade/New	Upgrade/New			2,595							
DCA 6 - Hammond Road Extension	Road Extension/New	Upgrade/New								3,010		
DCA 6 - Internal Collector Road	(blank)	Upgrade/New								3,097		
MRRG Road Renewals/Rehabilitation	Road Renewal per Asset Management Plan	Renewal	1,478	1,388	1,427	1,467	1,508	1,550	1,593	1,638	1,684	1,731
Muni Funded Road Renewals/Rehabilitation	Road Renewal per Asset Management Plan	Renewal	1,253	2,151	2,433	2,838	3,972	4,484	4,792	5,360	6,464	6,777
Road To Recovery - Road Reseal	Surface Reseal	Renewal	1,018	512	526	541	556	572	588	604	621	639
Traffic Safety Projects	(blank)	Upgrade/New	100	107	112	117	123	130	136	142	150	156
Resurfacing of telephone lane - Baldivis	Resurfacing the section of telephone lane that crosses from the City of Rockingham into the City of Kwinana. City requires to contribute $70K to the City of Rockingham to complete the works	Renewal	70									
Street Lighting			**69**	**81**	**83**	**93**	**103**	**113**	**124**	**135**	**148**	**162**
Street Lighting New	(blank)	Upgrade/New	36	43	44	47	49	52	54	57	60	63
Street Lighting Renewal per Asset Management Plan	One Complete replacement and 2 Pole Replacement based on 22/23 Condition inspection report and Streetlight replacement	Renewal	34	38	39	47	54	61	70	78	89	99
Intengible Assets			**796**						**118**	**279**	**125**	
Website Redevelopment	New Content Management System – Including development and design of the City's website infrastructure (incl Corporate and Recquatic)	Renewal							118	279	125	
Corporate Business System	OneCouncil project phase 2	Upgrade	796									
Footpaths			**173**	**471**	**719**	**785**	**860**	**916**	**989**	**897**	**1,119**	**1,173**
Footpath-Other Footpaths/Cyclepath	Upgrade existing footpaths and/or construct missing links and new path as per the Strategy Community Plan (Bike and Walk Plan).	Upgrade/New	20					582	610	470	671	704
Footpath-Parmelia Avenue Shared Path Construction	Parmelia Avenue Shared Path Construction: Sulphur Rd to Tunnicliffe St	Upgrade/New		289	505							
Footpath-Parmelia Avenue Shared Path Construction	Parmelia Avenue Shared Path Construction: Tunnicliffe St to Wellard Rd	Upgrade/New				529	566					
Footpath-Repair and/Replace Damaged Footpath	Replace assets that have reached end of usable life	Renewal	153	182	213	256	294	334	379	427	448	469
Other Structures			**115**									
EV Charging station	EV charging station at multiple locations	New	115									
Grand Total			**24,411**	**19,178**	**44,943**	**47,923**	**32,172**	**18,606**	**32,116**	**43,018**	**32,235**	**33,136**

City of Kwinana
Appendix 6
Summary Capital Expenditure Funding
Note: Figures are 000's and costs are escalated

Year	Municipal Funds	Federal / State Grant	Plant & Equipment Reserve	Asset Management Reserve	Information Technology Reserve	Infrastructure Reserve	Proceeds from Sale	DCA Reserve	Loan	Total Funding
2025	4,561	6,019	600	2,676	400	114	521	2,720	6,800	24,411
2026	4,061	4,096	456	6,713		3	328	3,521		19,178
2027	4,825	7,754	629	3,305			410	28,021		251
2028	6,149	13,190	1,182	2,670			619	10,913	13,199	47,923
2029	3,014	9,370	1,030	9,294			705	2,603	6,155	32,172
2030	9,745	2,470	1,074	4,128			662	528		18,606
2031	15,872	2,545	814	5,173			392	7,319		32,116
2032	17,061	4,964	622	6,277			329	13,766		43,018
2033	15,351	2,703	883	5,197			514	7,587		32,235
2034	18,066	2,785	1,261	5,366			426	5,231		33,136
Grand Total	**98,705**	**55,895**	**8,552**	**50,800**	**400**	**117**	**4,904**	**82,209**	**26,155**	**327,738**

City of Kwinana
Appendix 7
Information on Borrowings

	2025					2026				
Particulars	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**
	$	$	$	$	$	$	$	$	$	$
Governance										
Loan 99 - Administration Office Renovations	129,871	0	129,871	0	7,401	0	0	0	0	0
Education & Welfare										
Loan 100 - Youth Specific Space	693,731	0	161,614	532,116	35,519	532,116	0	169,250	362,866	26,905
Recreation and Culture										
Loan 97 - Orelia Oval Pavilion Extension	287,367	0	287,367	0	16,376	0	0	0	0	0
Loan 102 - Library & Resource Centre	4,125,508	0	752,731	3,372,778	207,680	3,372,778	0	787,292	2,585,485	168,560
Loan 104 - Recquatic Refurbishment	2,168,523	0	326,184	1,842,339	99,144	1,842,339	0	339,528	1,502,812	83,498
Loan 105 - Bertram Community Centre	796,451	0	128,085	668,366	29,717	668,366	0	132,298	536,068	24,728
Loan 106 - Destination Park - Calista	892,267	0	115,867	776,399	33,144	776,399	0	119,534	656,865	28,660
Transport										
Loan 98 - Streetscape Beautification	175,326	0	175,326	0	9,991	0	0	0	0	0
Loan 101B - City Centre Redevelopment	1,905,722	0	243,282	1,662,440	37,027	1,662,440	0	246,529	1,415,911	32,068
New Loans										
Administration Building Renewal / Upgrade	0	6,800,000	318,395	6,481,605	322,967	6,481,605	0	333,878	6,147,727	307,484
Recquatic Building Renewal / Upgrade	0	0	0	0	0	0	0	0	0	0
Self Supporting Loans										
Recreation and Culture										
Loan 103B - Golf Club Refurbishment	177,351	0	19,700	157,652	6,925	157,652	0	20,359	137,293	6,126
	11,352,116	**6,800,000**	**2,658,420**	**15,493,695**	**805,892**	**15,493,695**	**0**	**2,148,668**	**13,345,027**	**678,029**

City of Kwinana
Appendix 7
Information on Borrowings

	2027					2028				
Particulars	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**
	$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Governance										
Loan 99 - Administration Office Renovations	0	0	0	0	0	0	0	0	0	0
Education & Welfare										
Loan 100 - Youth Specific Space	362,866	0	177,246	185,620	17,880	185,620	0	185,620	0	8,419
Recreation and Culture										
Loan 97 - Orelia Oval Pavilion Extension	0	0	0	0	0	0	0	0	0	0
Loan 102 - Library & Resource Centre	2,585,485	0	823,441	1,762,044	127,632	1,762,044	0	861,250	900,794	84,868
Loan 104 - Recquatic Refurbishment	1,502,812	0	353,418	1,149,394	67,213	1,149,394	0	367,876	781,518	50,267
Loan 105 - Bertram Community Centre	536,068	0	136,651	399,417	19,573	399,417	0	141,146	258,271	14,252
Loan 106 - Destination Park - Calista	656,865	0	123,317	533,548	24,033	533,548	0	127,220	406,329	19,271
Transport										
Loan 98 - Streetscape Beautification	0	0	0	0	0	0	0	0	0	0
Loan 101B - City Centre Redevelopment	1,415,911	0	249,819	1,166,093	27,035	1,166,093	0	253,153	912,940	21,956
New Loans										
Administration Building Renewal / Upgrade	6,147,727	0	350,114	5,797,613	291,249	5,797,613	0	367,139	5,430,473	274,223
Recquatic Building Renewal / Upgrade	0	0	0	0	0	0	19,354,585	694,790	18,659,795	170,074
Self Supporting Loans										
Recreation and Culture										
Loan 103B - Golf Club Refurbishment	137,293	0	21,041	116,252	5,300	116,252	0	21,745	94,507	4,449
	13,345,027	**0**	**2,235,046**	**11,109,981**	**579,914**	**11,109,981**	**19,354,585**	**3,019,939**	**27,444,626**	**647,778**

City of Kwinana
Appendix 7
Information on Borrowings

	2029					2030				
Particulars	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**
	$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Governance										
Loan 99 - Administration Office Renovations	0	0	0	0	0	0	0	0	0	0
						0				
Education & Welfare						0				
Loan 100 - Youth Specific Space	0	0	0	0	0	0	0	0	0	0
						0				
Recreation and Culture						0				
Loan 97 - Orelia Oval Pavilion Extension	0	0	0	0	0	0	0	0	0	0
Loan 102 - Library & Resource Centre	900,794	0	900,794	0	39,950	0	0	0	0	0
Loan 104 - Recquatic Refurbishment	781,518	0	382,926	398,592	32,589	398,592	0	398,592	0	14,215
Loan 105 - Bertram Community Centre	258,271	0	145,790	112,481	8,742	112,481	0	112,481	0	2,826
Loan 106 - Destination Park - Calista	406,329	0	131,246	275,083	14,341	275,083	0	135,399	139,684	9,256
						0				
Transport						0				
Loan 98 - Streetscape Beautification	0	0	0	0	0	0	0	0	0	0
Loan 101B - City Centre Redevelopment	912,940	0	256,532	656,408	16,773	656,408	0	259,955	396,453	11,541
						0				
New Loans						0				
Administration Building Renewal / Upgrade	5,430,473	0	384,993	5,045,480	256,370	5,045,480	0	403,714	4,641,766	237,648
Recquatic Building Renewal / Upgrade	18,659,795	0	700,964	17,958,831	163,900	17,958,831	0	707,193	17,251,637	157,671
						0				
Self Supporting Loans						0				
Recreation and Culture						0				
Loan 103B - Golf Club Refurbishment	94,507	0	22,473	72,034	3,565	72,034	0	23,225	48,809	2,654
	27,444,626	**0**	**2,925,717**	**24,518,909**	**536,230**	**24,518,909**	**0**	**2,040,560**	**22,478,349**	**435,811**

City of Kwinana
Appendix 7
Information on Borrowings

	2031					2032				
Particulars	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**
	$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Governance										
Loan 99 - Administration Office Renovations	0	0	0	0	0	0	0	0	0	0
Education & Welfare										
Loan 100 - Youth Specific Space	0	0	0	0	0	0	0	0	0	0
Recreation and Culture										
Loan 97 - Orelia Oval Pavilion Extension	0	0	0	0	0	0	0	0	0	0
Loan 102 - Library & Resource Centre	0	0	0	0	0	0	0	0	0	0
Loan 104 - Recquatic Refurbishment	0	0	0	0	0	0	0	0	0	0
Loan 105 - Bertram Community Centre	0	0	0	0	0	0	0	0	0	0
Loan 106 - Destination Park - Calista	139,684	0	139,684	0	4,015	0	0	0	0	0
Transport										
Loan 98 - Streetscape Beautification	0	0	0	0	0	0	0	0	0	0
Loan 101B - City Centre Redevelopment	396,453	0	263,425	133,028	6,245	133,028	0	133,028	0	885
New Loans										
Administration Building Renewal / Upgrade	4,641,766	0	423,346	4,218,420	218,016	4,218,420	0	443,933	3,774,487	197,430
Recquatic Building Renewal / Upgrade	17,251,637	0	713,478	16,538,160	151,386	16,538,160	0	719,818	15,818,342	145,046
Self Supporting Loans										
Recreation and Culture										
Loan 103B - Golf Club Refurbishment	48,809	0	24,003	24,806	1,713	24,806	0	24,806	0	739
	22,478,349	**0**	**1,563,935**	**20,914,414**	**381,376**	**20,914,414**	**0**	**1,321,584**	**19,592,830**	**344,100**

City of Kwinana
Appendix 7
Information on Borrowings

	2033					2034				
Particulars	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**	**Principal Outstanding at Beginning of Year**	**New Loans**	**Principal Repayments**	**Principal Outstanding at End of Year**	**Interest Repayments**
	$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Governance										
Loan 99 - Administration Office Renovations	0	0	0	0	0	0	0	0	0	0
									0	
Education & Welfare									0	
Loan 100 - Youth Specific Space	0	0	0	0	0	0	0	0	0	0
									0	
Recreation and Culture									0	
Loan 97 - Orelia Oval Pavilion Extension	0	0	0	0	0	0	0	0	0	0
Loan 102 - Library & Resource Centre	0	0	0	0	0	0	0	0	0	0
Loan 104 - Recquatic Refurbishment	0	0	0	0	0	0	0	0	0	0
Loan 105 - Bertram Community Centre	0	0	0	0	0	0	0	0	0	0
Loan 106 - Destination Park - Calista	0	0	0	0	0		0			
									0	
Transport									0	
Loan 98 - Streetscape Beautification	0	0		0	0	0	0	0	0	0
Loan 101B - City Centre Redevelopment	0	0	0	0	0	0	0	0	0	0
									0	
New Loans									0	
Administration Building Renewal / Upgrade	3,774,487	0	465,520	3,308,967	175,842	3,308,967	0	488,158	2,820,809	153,205
Recquatic Building Renewal / Upgrade	15,818,342	0	726,214	15,092,128	138,650	15,092,128	0	732,668	14,359,460	132,196
Self Supporting Loans										
Recreation and Culture										
Loan 103B - Golf Club Refurbishment	0	0	0	0	0	0	0	0	0	0
	19,592,830	**0**	**1,191,735**	**18,401,095**	**314,492**	**18,401,095**	**0**	**1,220,826**	**17,180,269**	**285,401**

City of Kwinana
Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
MUNICIPAL RESERVES										
Aged Persons Units Reserve										
Opening Balance	892	977	1,007	1,032	1,055	1,078	1,100	1,121	1,141	1,160
Interest	33	30	25	24	23	22	21	20	19	17
Transfer to Reserve	52	0	0	0	0	0	0	0	0	0
Transfer FromReserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**977**	**1,007**	**1,032**	**1,055**	**1,078**	**1,100**	**1,121**	**1,141**	**1,160**	**1,177**
Asset Management Reserve										
Opening Balance	4,959	4,625	1,502	4,693	14,097	7,851	8,656	4,709	1,367	1,913
Interest	137	143	37	108	307	160	164	83	22	29
Transfer to Reserve	2,205	3,448	6,459	11,966	2,741	4,773	1,062	2,851	5,721	7,348
Transfer From Reserve	(2,676)	(6,713)	(3,305)	(2,670)	(9,294)	(4,128)	(5,173)	(6,277)	(5,197)	(5,366)
Balance 30 June	**4,625**	**1,502**	**4,693**	**14,097**	**7,851**	**8,656**	**4,709**	**1,367**	**1,913**	**3,924**
Banksia Park Reserve										
Opening Balance	358	374	386	395	404	413	422	430	437	444
Interest	12	12	9	9	9	8	8	8	7	7
Transfer to Reserve	4	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**374**	**386**	**395**	**404**	**413**	**422**	**430**	**437**	**444**	**451**
City Infrastructure Reserve										
Opening Balance	117	3	0	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0	0	0
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(114)	(3)	0	0	0	0	0	0	0	0
Balance 30 June	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Community Services & Emergency Relief Reserve										
Opening Balance	361	377	389	399	408	417	425	433	441	448
Interest	16	12	10	9	9	9	8	8	7	7
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**377**	**389**	**399**	**408**	**417**	**425**	**433**	**441**	**448**	**455**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
Contiguous Local Authorities Group Reserve										
Opening Balance	279	278	273	265	256	246	235	224	211	197
Interest	13	9	7	6	6	5	4	4	3	3
Transfer to Reserve	33	34	35	35	36	37	39	40	41	42
Transfer From Reserve	(46)	(48)	(49)	(50)	(52)	(53)	(55)	(56)	(58)	(59)
Balance 30 June	**278**	**273**	**265**	**256**	**246**	**235**	**224**	**211**	**197**	**182**
Employee Leave Reserve										
Opening Balance	3,012	3,149	3,246	3,326	3,403	3,477	3,548	3,615	3,679	3,739
Interest	137	97	80	77	74	71	67	64	60	56
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**3,149**	**3,246**	**3,326**	**3,403**	**3,477**	**3,548**	**3,615**	**3,679**	**3,739**	**3,795**
Employee Vacancy Reserve										
Opening Balance	563	604	622	638	652	667	680	693	705	717
Interest	40	19	15	15	14	14	13	12	11	11
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**604**	**622**	**638**	**652**	**667**	**680**	**693**	**705**	**717**	**727**
Family Day Care Reserve										
Opening Balance	0	0	0	0	0	0	0	0	0	0
Interest										
Transfer to Reserve	0									0
Transfer From Reserve	0									0
Balance 30 June	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Golf Course Cottage Reserve										
Opening Balance	32	34	35	36	36	37	38	39	39	40
Interest	1	1	1	1	1	1	1	1	1	1
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**34**	**35**	**36**	**36**	**37**	**38**	**39**	**39**	**40**	**41**
Golf Club Maintenance Reserve										
Opening Balance	33	34	35	36	37	38	39	39	40	41
Interest	1	1	1	1	1	1	1	1	1	1
Transfer to Reserve	5	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(5)	0	0	0	0	0	0	0	0	0
Balance 30 June	**34**	**35**	**36**	**37**	**38**	**39**	**39**	**40**	**41**	**41**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
Information Technology Reserve										
Opening Balance	557	173	178	183	187	191	195	199	202	405
Interest	16	5	4	4	4	4	4	4	3	6
Transfer to Reserve	0	0	0	0	0	0	0	0	200	0
Transfer From Reserve	(400)	0	0	0	0	0	0	0	0	0
Balance 30 June	**173**	**178**	**183**	**187**	**191**	**195**	**199**	**202**	**405**	**411**
Plant and Equipment Replacement Reserve										
Opening Balance	638	620	1,236	1,958	1,640	1,439	1,643	1,573	1,308	1,760
Interest	45	19	30	45	36	29	31	28	21	26
Transfer to Reserve	1,057	1,381	1,731	1,438	1,499	1,910	1,105	658	1,828	1,953
Transfer From Reserve	(1,121)	(784)	(1,038)	(1,801)	(1,735)	(1,736)	(1,206)	(951)	(1,397)	(1,687)
Balance 30 June	**620**	**1,236**	**1,958**	**1,640**	**1,439**	**1,643**	**1,573**	**1,308**	**1,760**	**2,052**
Public Art Reserve										
Opening Balance	167	181	187	191	196	200	204	208	212	215
Interest	14	6	5	4	4	4	4	4	3	3
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**181**	**187**	**191**	**196**	**200**	**204**	**208**	**212**	**215**	**218**
Public Open Space										
Opening Balance	349	365	376	385	394	403	411	419	426	433
Interest	15	11	9	9	9	8	8	7	7	6
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**365**	**376**	**385**	**394**	**403**	**411**	**419**	**426**	**433**	**439**
Refuse Reserve										
Opening Balance	5,846	4,334	5,227	6,124	6,348	6,563	6,767	6,957	7,132	7,288
Interest	133	134	128	141	138	134	129	123	116	109
Transfer to Reserve	835	810	820	136	132	126	119	111	101	88
Transfer From Reserve	(2,480)	(50)	(52)	(53)	(55)	(56)	(58)	(59)	(61)	(63)
Balance 30 June	**4,334**	**5,227**	**6,124**	**6,348**	**6,563**	**6,767**	**6,957**	**7,132**	**7,288**	**7,422**
Renewable Energy Efficiency Reserve										
Opening Balance	62	76	83	107	131	156	182	209	237	265
Interest	9	2	2	2	3	3	3	4	4	4
Transfer to Reserve	25	26	43	44	45	46	48	49	50	51
Transfer From Reserve	(21)	(21)	(22)	(22)	(23)	(24)	(24)	(25)	(26)	(26)
Balance 30 June	**76**	**83**	**107**	**131**	**156**	**182**	**209**	**237**	**265**	**294**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
Restricted Grants & Contributions Reserve										
Opening Balance	598	598	598	598	598	598	598	598	598	598
Interest										
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**598**	**598**	**598**	**598**	**598**	**598**	**598**	**598**	**598**	**598**
Settlement Agreement Reserve										
Opening Balance	315	324	334	342	350	357	364	371	378	384
Interest	8	10	8	8	8	7	7	7	6	6
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**324**	**334**	**342**	**350**	**357**	**364**	**371**	**378**	**384**	**390**
Strategic Property Reserve										
Opening Balance	961	982	1,013	1,037	1,061	1,084	1,107	1,128	1,148	1,166
Interest	22	30	25	24	23	22	21	20	19	17
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**982**	**1,013**	**1,037**	**1,061**	**1,084**	**1,107**	**1,128**	**1,148**	**1,166**	**1,184**
Workers Compensation Reserve										
Opening Balance	617	644	663	680	695	711	725	739	752	764
Interest	26	20	16	16	15	14	14	13	12	11
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**644**	**663**	**680**	**695**	**711**	**725**	**739**	**752**	**764**	**776**
Strategic Initiative Reserve										
Opening Balance	321	343	354	362	371	379	387	394	401	407
Interest	22	11	9	8	8	8	7	7	7	6
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	0	0	0	0	0	0	0	0	0	0
Balance 30 June	**343**	**354**	**362**	**371**	**379**	**387**	**394**	**401**	**407**	**413**
Election Expense Reserve										
Opening Balance	84	174	97	189	107	205	119	222	132	240
Interest	4	5	2	4	2	4	2	4	2	4
Transfer to Reserve	85	87	90	92	95	98	100	103	106	109
Transfer From Reserve	0	(170)	0	(178)	0	(187)	0	(197)	0	(207)
Balance 30 June	**174**	**97**	**189**	**107**	**205**	**119**	**222**	**132**	**240**	**146**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
Valuation Expense Reserve										
Opening Balance	82	171	99	191	115	213	133	236	153	261
Interest	4	5	2	4	3	4	3	4	2	4
Transfer to Reserve	85	87	90	92	95	98	100	103	106	109
Transfer From Reserve	0	(164)	0	(173)	0	(182)	0	(191)	0	(200)
Balance 30 June	**171**	**99**	**191**	**115**	**213**	**133**	**236**	**153**	**261**	**174**
SUB-TOTAL MUNICIPAL RESERVES										
Opening Balance	21,204	19,439	17,940	23,166	32,543	26,724	27,980	24,557	21,140	22,888
Interest	712	582	425	521	696	533	520	424	335	332
Transfer to Reserve	4,386	5,873	9,267	13,804	4,643	7,088	2,573	3,914	8,152	9,700
Transfer From Reserve	(6,863)	(7,954)	(4,466)	(4,948)	(11,159)	(6,365)	(6,516)	(7,755)	(6,739)	(7,609)
Balance 30 June	**19,439**	**17,940**	**23,166**	**32,543**	**26,724**	**27,980**	**24,557**	**21,140**	**22,888**	**25,311**
DEVELOPER CONTRIBUTION RESERVES										
DCA 1 - Hard Infrastructure - Bertram										
Opening Balance	2,076	2,117	10,158	3,269	1,872	1,706	1,713	1,717	1,717	1,713
Interest	79	65	249	76	41	35	33	30	28	26
Transfer to Reserve	0	8,000	6,000	5,000	1,500	0	0	0	0	0
Transfer From Reserve	(38)	(24)	(13,138)	(6,473)	(1,707)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**2,117**	**10,158**	**3,269**	**1,872**	**1,706**	**1,713**	**1,717**	**1,717**	**1,713**	**1,706**
DCA 2 - Hard Infrastructure - Wellard										
Opening Balance	1,918	1,956	3,492	2,633	654	276	254	230	204	176
Interest	75	60	86	61	14	6	5	4	3	3
Transfer to Reserve		1,500	1,200	0	0	0	0	0	0	0
Transfer From Reserve	(38)	(24)	(2,145)	(2,039)	(392)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**1,956**	**3,492**	**2,633**	**654**	**276**	**254**	**230**	**204**	**176**	**146**
DCA 3 - Hard Infrastructure - Casuarina										
Opening Balance	122	88	109	211	177	154	129	102	74	44
Interest	4	3	3	5	4	3	2	2	1	1
Transfer to Reserve	0	1,250	2,500	2,000	0	0	0	0	0	0
Transfer From Reserve	(38)	(1,232)	(2,401)	(2,039)	(27)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**88**	**109**	**211**	**177**	**154**	**129**	**102**	**74**	**44**	**12**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
DCA 4 - Hard Infrastructure - Anketell										
Opening Balance	2,523	2,604	4,160	1,353	1,358	1,360	1,360	1,357	1,351	1,341
Interest	118	80	102	31	30	28	26	24	22	20
Transfer to Reserve	0	1,500	1,500	0	0	0	0	0	0	0
Transfer From Reserve	(38)	(24)	(4,409)	(26)	(27)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**2,604**	**4,160**	**1,353**	**1,358**	**1,360**	**1,360**	**1,357**	**1,351**	**1,341**	**1,329**
DCA 5 - Hard Infrastructure - Wandi										
Opening Balance	2,360	2,241	4,786	1,456	1,463	1,468	1,470	1,469	1,465	1,457
Interest	95	69	117	34	32	30	28	26	24	22
Transfer to Reserve	0	2,500	2,500	0	0	0	0	0	0	0
Transfer From Reserve	(214)	(24)	(5,948)	(26)	(27)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**2,241**	**4,786**	**1,456**	**1,463**	**1,468**	**1,470**	**1,469**	**1,465**	**1,457**	**1,446**
DCA 6 - Hard Infrastructure - Mandogalup										
Opening Balance	6,229	6,470	6,646	6,783	6,914	7,038	7,153	7,260	3,677	3,706
Interest	278	200	163	157	151	144	136	129	60	55
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(38)	(24)	(25)	(26)	(27)	(28)	(29)	(3,711)	(31)	(33)
Balance 30 June	**6,470**	**6,646**	**6,783**	**6,914**	**7,038**	**7,153**	**7,260**	**3,677**	**3,706**	**3,728**
DCA 7 - Hard Infrastructure - Wellard West										
Opening Balance	147	114	93	100	107	112	116	119	121	122
Interest	4	4	2	2	2	2	2	2	2	2
Transfer to Reserve	0	0	30	30	30	30	30	30	30	30
Transfer From Reserve	(38)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**114**	**93**	**100**	**107**	**112**	**116**	**119**	**121**	**122**	**121**
DCA 8 - Soft Infrastructure - Mandogalup										
Opening Balance	1,648	1,689	1,717	1,734	1,748	1,707	1,541	1,128	872	855
Interest	65	52	42	40	38	35	29	20	14	13
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(23)	(24)	(25)	(26)	(80)	(200)	(442)	(276)	(31)	(33)
Balance 30 June	**1,689**	**1,717**	**1,734**	**1,748**	**1,707**	**1,541**	**1,128**	**872**	**855**	**835**
DCA 9 - Soft Infrastructure - Wandi/Anketell										
Opening Balance	6,820	7,071	8,265	9,443	10,635	11,753	13,678	9,280	2,344	2,226
Interest	274	218	202	218	232	240	260	164	38	33
Transfer to Reserve	0	1,000	1,000	1,000	1,000	2,000	2,000	0	0	0
Transfer From Reserve	(23)	(24)	(25)	(26)	(114)	(315)	(6,658)	(7,100)	(156)	(546)
Balance 30 June	**7,071**	**8,265**	**9,443**	**10,635**	**11,753**	**13,678**	**9,280**	**2,344**	**2,226**	**1,714**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
DCA 10 - Soft Infrastructure - Casuarina/Anketell										
Opening Balance	183	165	1,146	2,149	4,173	5,223	9,232	11,031	10,099	5,270
Interest	6	5	28	50	91	107	175	195	165	79
Transfer to Reserve	0	1,000	1,000	2,000	1,000	4,000	2,000	2,000	2,500	0
Transfer From Reserve	(23)	(24)	(25)	(26)	(41)	(97)	(377)	(3,127)	(7,493)	(4,751)
Balance 30 June	**165**	**1,146**	**2,149**	**4,173**	**5,223**	**9,232**	**11,031**	**10,099**	**5,270**	**597**
DCA 11 - Soft Infrastructure - Wellard East										
Opening Balance	2,419	2,533	2,587	2,626	2,660	2,677	2,704	2,726	2,744	2,758
Interest	138	78	63	61	58	55	51	48	45	41
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(23)	(24)	(25)	(26)	(41)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**2,533**	**2,587**	**2,626**	**2,660**	**2,677**	**2,704**	**2,726**	**2,744**	**2,758**	**2,766**
DCA 12 - Soft Infrastructure - Wellard West										
Opening Balance	8,987	6,819	4,744	4,836	4,921	4,988	5,061	5,128	5,189	5,242
Interest	400	211	116	112	107	102	96	91	85	78
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(2,567)	(2,286)	(25)	(26)	(41)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**6,819**	**4,744**	**4,836**	**4,921**	**4,988**	**5,061**	**5,128**	**5,189**	**5,242**	**5,288**
DCA 13 - Soft Infrastructure - Bertram										
Opening Balance	301	289	273	255	235	199	175	149	122	92
Interest	11	9	7	6	5	4	3	3	2	1
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Transfer From Reserve	(23)	(24)	(25)	(26)	(41)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**289**	**273**	**255**	**235**	**199**	**175**	**149**	**122**	**92**	**61**
DCA 14 - Soft Infrastructure - Wellard/Leda										
Opening Balance	209	209	140	312	353	373	853	840	825	807
Interest	22	6	3	7	8	8	16	15	13	12
Transfer to Reserve	0	0	300	500	500	500	0	0	0	0
Transfer From Reserve	(23)	(76)	(131)	(466)	(488)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**209**	**140**	**312**	**353**	**373**	**853**	**840**	**825**	**807**	**786**
DCA 15 - Soft Infrastructure - City Site										
Opening Balance	207	191	172	181	190	183	188	193	196	198
Interest	7	6	4	4	4	4	4	3	3	3
Transfer to Reserve	0	0	30	30	30	30	30	30	30	30
Transfer From Reserve	(23)	(24)	(25)	(26)	(41)	(28)	(29)	(30)	(31)	(33)
Balance 30 June	**191**	**172**	**181**	**190**	**183**	**188**	**193**	**196**	**198**	**198**

Appendix 8
Information on Reserves

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s	$000s
SUB-TOTAL DEVELOPER CONTRIBUTION RESERVES										
Opening Balance	36,150	34,556	48,490	37,341	37,460	39,217	45,629	42,730	30,999	26,007
Interest	1,576	1,068	1,188	863	817	800	867	756	505	387
Transfer to Reserve	0	16,750	16,060	10,560	4,060	6,560	4,060	2,060	2,560	60
Transfer From Reserve	(3,169)	(3,884)	(28,397)	(11,304)	(3,120)	(948)	(7,826)	(14,547)	(8,058)	(5,722)
Total Reserves 30 June	**34,556**	**48,490**	**37,341**	**37,460**	**39,217**	**45,629**	**42,730**	**30,999**	**26,007**	**20,733**
TOTAL RESERVES										
Opening Balance	57,354	53,995	66,430	60,507	70,004	65,941	73,609	67,286	52,139	48,895
Interest	2,288	1,650	1,613	1,384	1,513	1,333	1,387	1,180	840	720
Transfer to Reserve	4,386	22,623	25,327	24,364	8,703	13,648	6,633	5,974	10,712	9,760
Transfer From Reserve	(10,032)	(11,837)	(32,863)	(16,251)	(14,279)	(7,314)	(14,342)	(22,302)	(14,796)	(13,331)
Total Reserves 30 June	**53,995**	**66,430**	**60,507**	**70,004**	**65,941**	**73,609**	**67,286**	**52,139**	**48,895**	**46,044**



Administration

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16 REPORTS – NATURAL ENVIRONMENT

Nil

17 REPORTS – BUILT INFRASTRUCTURE

Nil

18 Reports – Civic Leadership

18.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 MAY 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 May 2024, as required by the *Local Government (Financial Management) Regulations 1996.*

OFFICER RECOMMENDATION

That Council:

1. **Accepts the list of accounts, totalling $11,201,919.26 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 May 2024, as detailed at Attachment A.**

2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 May 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 *	$ 21,826.24
Cheque	$ 278.75
EFT Payments	$ 8,971,744.93
Payroll Payments	$ 2,208,069.34
Total Attachment A	**$ 11,201,919.26**

*Automatic Payment deductions include a payment of **$19,720.75** for credit card payments. A detailed transaction listing of credit card expenditure paid for the period ended 31 May 2024 is included at Attachment B.

A detailed listing of May 2024 payments, including short descriptions for each payment, is provided in Attachment A. The May payments include $2,515,824.26 to various developers for refunds related to DCA 8-15, following the Gazettal of Amendment 145 and the adoption of the Cost Apportionment Schedule in January 2024. These refunds were the final payments for DCA 8-15.

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 - May 2024 ⇩
B. Credit Card Transactions Report - May 2024 ⇩

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
Cheques			
Cheques 09-May-2024			
10537	City Of Kwinana - Pay Cash	Petty Cash Reimbursement	278.75
		Total Cheques	**278.75**
EFT			
EFT 02-May-2024			
11949	Jade Louise McCallum	Reimbursement	14.98
10368	AAA Windscreens & Tinting	Plant Repairs and Maintenance	442.00
11520	AE Hoskins Building Services	Cleaning Services	12,056.12
10093	Allstate Kerbing and Concrete	Kerbing - Naval Base & Matson St upgrade	67,447.51
11797	Allways Property Maintenance	Facility Maintenance - Banksia & Callistemon Villages	13,838.00
10848	ALSCO Pty Ltd	Linen hire	69.61
11171	Auscontact Association Limited	Membership Fee	548.90
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	3,459.85
10376	Australian Institute of Building Surveyors	Employee Training/professional development	77.00
10584	Australian Native Nurseries Group	Plant Purchase	230.00
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	233,628.00
11974	Bamboozled Quizmasters	Performers/Entertainment	645.00
11145	Beards Security Doors and Awnings	Facility Maintenance	2,111.00
12197	Bee Delighted Pty Ltd	Catering	352.00
10840	Birdlife Australia WA	Environmental and Health	300.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	693.12
10914	Bolinda Digital Pty Ltd	Books/CDs/DVDs	793.03
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	261.71
12356	Brett P Johnson	Uniforms for Recquatic	4,250.00
10400	Bunnings Building Supplies	Hardware	363.03
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	290.95
10404	Cannon Hygiene Australia Pty Ltd	Cleaning Services	25.82
10805	Centrecare	Human Resources/Payroll	3,057.48
10932	Challenger Veterinary Hospital	Animal Services	70.00
10005	Child Support Agency	Child Support Agency Payments	586.60
11922	ChoiceOne Pty Ltd	Human Resources/Payroll - Personnel hire	17,515.39
11650	Chourasia Family Trust	Event expenses	346.50
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,470.00
10414	City of Rockingham	Waste removal/services/fees	149,652.84
10585	Coles Group & Myer	Vouchers/gift cards	2,514.85
10704	Commercial Aquatics Australia	Recquatic Expenses	902.00
11338	Community Resources Limited T/As Soft Landing	Waste removal/services/fees	50,732.66
10761	Complete Office Supplies Pty Ltd	Stationery	441.53
11610	D&M Waste Management	Waste removal/services/fees	265,860.78
10589	Dell Australia Pty Ltd	Leased equipment	2,706.00
12268	Diplomatik Pty Ltd	Medical Examinations	2,693.23
11252	DNR Contracting Pty Ltd	Matson St and Reilly St upgrade	14,256.00
10649	Downer EDI Works Pty Ltd	Matson St upgrade	54,580.82
11246	Dowsing Group Pty Ltd	Matson St & Thomas Rd upgrade	100,728.15
10867	Drainflow Services Pty Ltd	Drainage Maintenance	9,963.32
10168	Easifleet	Novated Leases	27,755.83
10698	Eclipse Soils Pty Ltd	Sand/soil	495.00
10793	Eco Resources Pty Ltd	Waste removal/services/fees	2,528.75
10870	Elexacom	Electrical Services	8,275.26
10151	Eurofins ARL Pty Ltd	Roadworks/upgrades/asphalt	165.00
12004	Farm & Turf Equipment	Pole saw & various hardware	10,763.50
11842	Fatal FX Panel and Paint	Plant Repairs and Maintenance	1,160.00
80028	Felix Leutert	Reimbursement	40.00
10743	Fence Hire WA	Event expenses	660.00
12347	Fraser & Jenkenson Pty Ltd	Printing/Graphic Design Expenses	804.54
11012	Fridgair Industries Pty Ltd	Airconditioning/Refrigeration Maintenance	170.50
10940	Frontline Fire and Rescue Equipment	Safety Clothing/Equipment/Uniforms	55.00
12446	Global (WA) P/L	Office Furniture	3,987.50
10124	Good Samaritan Industries	Event expenses	510.40
10434	Goodchild Enterprises	Hardware	484.00
12376	GRA Partners Pty Ltd	Provision of Consulting Services - Advocacy Strategy	13,750.00
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	399.81
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)	395.50
10691	HECS Fire	Fire Equipment/Service	2,257.76
12385	Housing Authority	Rates Refunds	9,687.60
10103	HP Financial Services Pty Ltd	Leased equipment	588.85
10305	Iconic Property Services Pty Ltd	Cleaning Services	6,395.21
10720	Infiniti Group	Recquatic Expenses	179.53
10451	Jason Signmakers	Signage	1,347.53
11547	Jax Tyres Kwinana	Plant Repairs and Maintenance	1,245.00
10753	Jaycar Pty Ltd	Plant Repairs and Maintenance	19.95
11512	JD's Sound and Lighting Lty Ltd	Community Engagement	562.00
12159	Jonathan Hoey	Performers/Entertainment	262.50
10310	Julian Corliss	Environmental and Health	176.00
11477	Kadeklerk Photography (Wildfolie)	Photography/Videography	575.00
12311	Katharina Brieden	Computer Repairs	105.00
10725	Kelyn Training Services	Employee Training/professional development	1,790.00
11350	Kwinana Butcher Pty Ltd T/As Kwinana Meat and Poultry	Catering	160.00
10942	Kwinana Veterinary Hospital Pty Ltd	Animal Services	75.05

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
10195	Left Back Consulting Pty Ltd	Provision of Consulting Services - Data migration	20,307.67
10003	LGRCEU	Union Membership	519.39
10011	Lo-Go Appointments	Labour/Personnel Hire	4,106.90
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	2,265.69
10586	Maia Financial Pty Ltd	Leased equipment (Gym)	31,587.97
10813	Master Lock Service	Locksmith Services	4,154.00
10367	Maxxia Pty Ltd	Novated Leases	1,725.59
11882	Meshed Pty Ltd	Software Maintenance and Professional Fees	1,617.00
10635	Modern Teaching Aids Pty Ltd	Books/CDs/DVDs	76.95
11317	Moore Australia (WA) Pty Ltd	Employee Training/professional development	2,200.00
11024	Natsales Advertising Pty Ltd	Advertising/Marketing Expenses	193.00
10758	Natsync Environmental	Community Workshops/Facilitation	440.00
10639	Natural Area Consulting Management	Drainage Maintenance	3,960.00
10742	NearMap Pty Ltd	Software Maintenance - renewal of annual fee	18,975.00
11623	Nordic Fitness Equipment	Recquatic Expenses	949.00
10573	Officeworks BusinessDirect	Stationery	170.14
11004	Ohura Consulting	Human Resources/Payroll	1,125.00
12002	Omnicom Media Group Aust P/L	Advertising/Marketing Expenses	4,931.36
10486	Paint Industries	Facility Maintenance	877.65
11522	Palm Lakes Garden and Landscape Services	Maintenance of Streetscapes/Landscapes	2,005.00
12146	Perth Energy P/L	Utility Service Locations	6,516.21
11690	Perth Playground and Rubber Pty Ltd	Playground and Parks Equipment/Inspections/Repairs	40,425.00
11225	Pool Robotics Perth	Recquatic Expenses	1,952.60
12150	Poolshop Online P/L	Recquatic Expenses	955.90
10281	Potholes WA Pty Ltd	Roadworks/upgrades/asphalt repair	1,559.80
11175	QTM Pty Ltd	Traffic Management for street upgrade	4,443.90
10904	Quantum Building Services	Facility Maintenance	1,688.50
11293	Repco (GPC Asia Pacific)	Plant Repairs and Maintenance	6.22
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	2,429.46
10504	Sai Global Ltd	Subscriptions - licence renewal	12,044.91
10505	Satellite Security Services	Security Services	363.00
10501	Shack Motors Pty Ltd	Plant Repairs and Maintenance	176.00
10491	Sonic Health Plus	Medical Examinations	229.90
11233	Sound Cabinets P/L	Facility Maintenance	2,970.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	634.00
11382	Standards Australia Limited	Subscriptions	232.32
11407	State Wide Turf Services	Turf Maintenance	14,311.72
12343	Stephen Phillip Carr	Performers/Entertainment	720.00
10524	Stewart & Heaton Clothing Co Pty Ltd	Safety Clothing/Equipment/Uniforms	320.30
99999	Sundry EFT	Sundry EFT	2,520.07
10008	SuperChoice	Superannuation contribution	145,349.23
80001	Susan Michele Wiltshire	Reimbursement	420.00
10600	Synergy	Utilities	8,260.14
10745	T J Depiazzi & Sons	Gardening - Plants/Supplies	4,480.78
10572	Taylor Tyres Pty Ltd	Plant Repairs and Maintenance	387.20
10526	Telstra Limited	Phone/Internet expenses	9,696.76
10019	The Local Farmers Market	Community Engagement	500.00
11236	The Mighty Booths	Performers/Entertainment	880.00
10959	The Smart Security Company P/L	Security Services	1,385.75
12449	The Trustee for AAFC Family Trust	Advertising/Marketing Expenses	195.00
12287	The Trustee for Park Trading (2016) Unit Trust	Fleet management - purchase of new vehicle	66,183.10
11400	Tomlinson Energy Service	Electrical Services	1,346.40
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation Parts & Repairs	363.28
11118	Tutt Bryant Hire Pty Ltd	Plant/Equipment Hire	465.01
11009	Vocus Communications	Phone/Internet expenses	2,271.50
10551	Water Corporation of Western Australia	Utilities	2,799.57
10768	Web In A Box	Digital Certificate for Website Verification	30.00
10554	Westbooks	Books/CDs/DVDs	969.51
11149	Wheelie Clean	Cleaning Services	642.03
10640	Wilson Security Pty Ltd	Security Services	1,032.46
10422	Winc Australia Pty Ltd	Stationery	860.97
11605	Woolworths Group Open Pay	Groceries	1,967.85
10842	Zenien Pty Ltd T/as ATFT Astuta Trust	Records Storage/Retrieval	17,318.51
12476	Zoho Corporation P/L	Phone/Internet expenses - New Ticket management system	30,110.30
EFT 09-May-2024			
11965	Felicity Jayne Townsend	Reimbursement	22.00
11914	Jared Bert Veenendaal	Reimbursement	31.71
10613	ABCO Products	Cleaning Products	1,601.07
10898	Advance Scanning Services	Utility Service Locations	5,717.25
11017	Air Liquide Australia	Recquatic Expenses	58.56
11746	All Lines	Line marking	2,733.50
11797	Allways Property Maintenance	Facility Maintenance - Banksia & Callistemon Villages	8,041.00
10848	ALSCO Pty Ltd	Linen hire	219.13
10889	Alyka Pty Ltd	Printing/Graphic Design Expenses	6,930.00
10049	Anna Kelly	Performers/Entertainment	1,200.00
10678	Arbor Logic	Maintenance of Streetscapes/Landscapes	2,150.50
12491	Armana Holdings P/L	DCA11 Contribution/refund due to finalisation of amendment 145	1,592,834.29
11595	Asbestos Masters WA	Waste removal/services/fees	220.00
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	25,981.10
11633	Auto Pro-Dent	Plant Repairs and Maintenance	869.00
11524	Automation Group	Plant/Equipment Hire	528.00
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	58,367.53
12404	BEST Consultants Pty Ltd	Engineering Design Works - Recquatic	4,950.00

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
11268	Biffa Mini Bins	Waste removal/services/fees	240.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	537.47
10713	Bladon WA Pty Ltd	Event expenses	671.00
10764	Boffins Bookshop Pty Ltd	Books/CDs/DVDs	184.28
11975	Broderick & Associates	Facilitation services for PSWMA	10,225.71
10418	BullAnt Security Pty	Locksmith Services	2,185.26
10400	Bunnings Building Supplies	Hardware	1,821.42
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	1,277.78
10404	Cannon Hygiene Australia Pty Ltd	Cleaning Services	14.89
10780	Castledex Pty Ltd	Office Furniture - Pavilion Chairs	28,443.80
10854	Castrol Lubricants	Fuel, Oil, Additives	3,414.14
10805	Centrecare	Human Resources/Payroll	198.00
10204	CFW Australia (Earthside Eco Bums)	Community Workshops/Facilitation	220.00
10406	Chadson Engineering	Recquatic Expenses	1,010.90
11922	ChoiceOne Pty Ltd	Human Resources/Payroll - Personnel hire	9,275.42
11650	Chourasia Family Trust	Event expenses	280.00
12394	City of Kwinana -PSWMA	Member Council contribution 2023-24	25,850.00
10414	City of Rockingham	Waste removal/services/fees	297,890.27
10704	Commercial Aquatics Australia	Recquatic Expenses - Pool maintenance	8,677.30
11619	Common Ground Trails Pty Ltd	Incursions/Excursions - Kwinana Loop Trail	5,455.90
12454	Dinh Diem Phuong	Catering	200.00
12268	Diplomatik Pty Ltd	Medical Examinations	7,259.96
10430	Domino's Pizza - Kwinana Market Place	Catering	35.00
10649	Downer EDI Works Pty Ltd	Bodeman Rd/Melaleuca Cl/Valle Crt upgrade	134,486.91
10867	Drainflow Services Pty Ltd	Drainage Maintenance	11,440.28
11356	Dux Nuts Entertainment P/L	Performers/Entertainment	605.00
10698	Eclipse Soils Pty Ltd	Sand/soil	3,094.30
10793	Eco Resources Pty Ltd	Waste removal/services/fees	1,442.14
10870	Elexacom	Electrical Services - various locations	10,251.95
10760	Elliotts Irrigation Pty Ltd	Reticulation Parts & Repairs	352.00
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	1,592.25
10912	Exit Waste	Facility Maintenance	1,303.50
10437	Fire & Emergency Services, Dept of	Emergency Services Levy	47,944.91
10972	Fire And Safety Australia Pty Ltd	Safety Clothing/Equipment/Uniforms	3,080.00
12336	Fractel Athletic Pty Ltd	Advertising/Marketing Expenses	2,011.64
12347	Fraser & Jenkenson Pty Ltd	Printing/Graphic Design Expenses	248.70
11063	Freedom Fairies	Community Workshops/Facilitation	803.00
11680	Galaxy 42 Pty Ltd (Attura)	Provision of Consulting Services - Customer support	41,647.65
12391	Gate Boys Pty Ltd	Fencing maintenance	3,980.00
10124	Good Samaritan Industries	Event expenses	705.80
10434	Goodchild Enterprises	Hardware	176.00
11989	Gordon Smith	Performers/Entertainment	600.00
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	730.87
12228	Gresley Abas Pty Ltd	Kwinana Civic Feasibility Study	11,431.75
10691	HECS Fire	Fire Equipment/Service	8,829.70
12456	Heritage Way P/L	Gardening - Plants/Supplies	228.91
11582	Hydraulink Australia Pty Ltd	Fire Equipment/Service	1,777.60
11244	i2C Design & Management	Engineering Design Works - various fees/projects	31,458.80
10305	Iconic Property Services Pty Ltd	Cleaning Services	18,889.78
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	1,405.80
10879	Isentia Pty Limited	Advertising/Marketing Expenses	864.88
10849	Isubscribe	Books/CDs/DVDs	70.00
10621	Ixom Operations Pty Ltd	Cleaning Products	1,371.24
10918	Jasman Enterprises Pty Ltd	Tools/Tool Repairs	530.75
11477	Kadeklerk Photography (Wildfolie)	Photography/Videography	525.00
80104	Kate Djundiet	Reimbursement	58.65
12139	Kim Lapere	Community Engagement	400.00
10624	Konnect	Plant Repairs and Maintenance	76.39
12346	Kulbardi Pty Ltd	Advertising/Marketing Expenses	2,365.00
10427	Landgate	Title Searches/Valuations	803.10
11006	Landscape and Maintenance Solutions	Mowing and Pruning	30,812.58
10731	LD Total	Maintenance of Streetscapes/Landscapes	123,042.95
10472	Local Government Professionals Australia WA	Subscriptions	1,880.00
10011	Lo-Go Appointments	Labour/Personnel Hire	2,574.09
11833	LOTE Libraries Direct Pty Ltd	Books/CDs/DVDs for the Library	999.02
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services - various location	8,268.05
12481	Marcson Enterprises Pty Ltd	Computer Software Maintenance/equipment	80.00
10813	Master Lock Service	Locksmith Services	3,911.00
11013	McLeods Barrister & Solicitors	Legal Expenses	3,057.45
11882	Meshed Pty Ltd	Software Maintenance and Professional Fees	2,957.80
12398	Millennium Kids Inc	Community Workshops/Facilitation	620.00
10717	MRP General Pest/Termite Division 43 07	Pest Control	609.00
11674	Murray Forrest Friends Pty Ltd	Community Engagement	946.00
12482	Natalie Leanne Ripepi	Performers/Entertainment	1,000.00
10639	Natural Area Consulting Management	Drainage Maintenance	6,380.00
11817	Netsight Consulting Pty Ltd ATF	Subscriptions	1,157.20
10162	Nori Food Pty Ltd	Catering	95.00
10573	Officeworks BusinessDirect	Stationery	52.13
11245	One 20 Productions and Phase 1 Audio	Photography/Videography	1,324.40
11390	Online Social Butterfly	Community Workshops/Facilitation	660.00
12099	Oracle Customer Management Solutions	Phone/Internet expenses	1,645.83
11209	Outback Handyman	Facility Maintenance	1,012.00
10486	Paint Industries	Facility Maintenance - painting	1,185.10

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
11589	Parkin Print	Printing/Graphic Design Expenses	2,629.00
10926	Pickles Auctions	Fleet management	143.00
12235	PJA Holdings (Australia) Pty Ltd	Provision of Consulting Services	8,800.00
11019	Planning Institute of Australia Pty Ltd	Provision of Consulting Services	570.00
10339	Play Check	Playground and Parks Equipment/Inspections/Repairs	605.00
10490	Port Printing Works	Printing/Graphic Design Expenses	102.85
12416	PowerPlay IE P/L	Incursions/Excursions	600.00
12400	Pretzos Holding P/L	Mower Parts & Repairs	671.10
10824	Programmed Property Services Pty Ltd	Mowing and Pruning	14,998.87
11175	QTM Pty Ltd	Traffic Management - Matson St/Bodeman Rd Upgrade	18,984.59
10241	Quake Property Services Pty Ltd	Cleaning Services	1,067.00
11290	Red Oxygen Pty Ltd	Software Maintenance and Professional Fees	45.32
11293	Repco (GPC Asia Pacific)	Plant Repairs and Maintenance	88.00
10530	Returned Services League Of Australia	Donations	180.00
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	1,783.75
12361	Sally Anne Bickford	Catering	719.00
10505	Satellite Security Services	Security Services	460.46
10245	Scoutta Pty Ltd (Viaje Strategic)	Professional Fees	1,365.85
12422	Sean Holland	Building construction - footpath grinding in Wellard	8,710.63
12170	Secureworks Aust P/L	Computer Software Maintenance/equipment - Cyber security	16,500.00
10509	Shane McMaster Surveys	Survey Expenses	1,320.00
12479	Shop for Shops P/L	Advertising/Marketing Expenses	910.00
11135	Shred-X Pty Ltd	Records Storage/Retrieval	187.26
11533	Sifting Sands	Playground and Parks Equipment/Inspections/Repairs	1,220.45
11925	Signing Australia P/L	Signage	1,041.92
12162	Simon Matesich	Electrical Services	200.00
10593	Snap Printing Rockingham	Printing/Graphic Design Expenses	670.00
10491	Sonic Health Plus	Medical Examinations	1,507.00
11148	Southern Quickscapes	Maintenance of Streetscapes/Landscapes	15,259.00
10519	Sportsworld Of WA	Recquatic Expenses	541.20
11382	Standards Australia Limited	Subscriptions	322.19
12260	Stech Cameras Pty Ltd	Camera Equipment	264.00
10442	StrataGreen	Maintenance of Streetscapes/Landscapes	535.92
99999	Sundry EFT	Rates refunds/grant payments etc.	4,064.93
10869	Supa Soils Pty Ltd	Sand/soil	339.20
10838	Supersealing Pty Ltd	Roadworks/upgrades/asphalt	42,773.50
80001	Susan Michele Wiltshire	Reimbursement	435.00
12193	Swell Fine Food Catering	Catering	8,240.00
11981	Sydney Tools Pty Ltd	Tools/Tool Repairs	799.00
10600	Synergy	Utilities	52,836.46
10745	T J Depiazzi & Sons	Gardening - Plants/Supplies - mulch delivery	4,474.84
10532	Team Global Express	Courier Service/transportation/removalist	287.12
11021	TenderLink	Advertising/Marketing Expenses	431.20
12486	The Event Mill Pty Ltd	Event expenses	3,768.88
12287	The Trustee for Park Trading (2016) Unit Trust	Fleet management - purchase of new vehicle	150,089.36
11733	The Well Tavern & Bistro	Catering	320.00
12269	TicketSearch Pty Ltd	Event expenses	13.75
12173	Toddville Prospecting Pty Ltd	Town Planning Improvements to the Global Advanced Industry Hub	40,948.60
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	853.82
12474	Transplumb Water Technologies P/L	Environmental and Health	890.00
11490	Veraison Training and Development	Employee Training/professional development	1,851.30
11009	Vocus Communications	Phone/Internet expenses	2,271.50
10545	WA Limestone Co	Maintenance of Streetscapes/Landscapes	1,297.89
10551	Water Corporation of Western Australia	Utilities	454.28
12241	West Coast Spring Water Pty Ltd	Water/delivery	220.15
10422	Winc Australia Pty Ltd	Stationery	2,036.91
10072	Woolworths Group Online	Groceries/Catering	857.38
11605	Woolworths Group Open Pay	Groceries/Catering	674.92
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	6,336.00
12281	Workwear & Safety Solutions P/L	Safety Clothing/Equipment/Uniforms	30,614.99
10842	Zenien Pty Ltd T/as ATFT Astuta Trust	Records Storage/Retrieval	898.48
10563	Zipform Pty Ltd	Printing/Graphic Design Expenses	2,724.98
10610	ZircoData Pty Ltd	Records Storage/Retrieval	1,016.63
EFT 15-May-2024			
11946	Adam Davies	Reimbursement	147.00
11965	Felicity Jayne Townsend	Reimbursement	7.30
80120	Gemma Dix	Reimbursement	24.90
80017	Tina Olsen	Reimbursement	118.99
EFT 16-May-2024			
11968	10000 FT P/L	Survey Expenses	682.00
10046	3 Monkeys Audiovisual	Audio Equipment Repairs	19,624.00
10369	Absolute Painting Services	Painting Contractor	3,575.00
10735	AC Cooling Services	Airconditioning/Refrigeration Maintenance	2,805.00
10272	Agrimate Fencing	Fencing maintenance/replacement - various sites	39,967.07
10848	ALSCO Pty Ltd	Linen hire	189.14
10889	Alyka Pty Ltd	Printing/Graphic Design Expenses	1,397.00
11157	Apple Pty Ltd	Computer Hardware	2,620.50
10577	Arteil	Office Furniture	407.00
11982	Artisan Alley Pty Ltd t/as	Catering	378.40
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance - various sites	10,218.07
10584	Australian Native Nurseries Group	Plant Purchase	340.00
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	232,633.00

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
12306	B. J Keat & C.J Meerton	Performers/Entertainment	830.50
11431	Bannerworld	Signage	402.60
10877	Beacon Equipment	Plant Repairs and Maintenance	770.35
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	9,680.00
10392	Benara Nurseries	Maintenance of Streetscapes/Landscapes	1,749.00
10750	BGC (Australia) Pty Ltd	Roadworks/upgrades/asphalt	572.00
11268	Biffa Mini Bins	Waste removal/services/fees	440.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	314.40
10713	Bladon WA Pty Ltd	Event expenses	1,790.25
10764	Boffins Bookshop Pty Ltd	Books/CDs/DVDs	72.69
10400	Bunnings Building Supplies	Hardware	1,033.80
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	386.10
10796	Buswest	Community Engagement	990.00
10716	CA Technology Pty Ltd T/as CAM Management Solutions	Software Maintenance and Professional Fees	3,960.00
10485	Canon Production Printing Australia	Photocopy Expenses	327.45
10005	Child Support Agency	Child Support Agency Payments	586.60
11922	ChoiceOne Pty Ltd	Human Resources/Payroll - Personnel hire	16,847.62
11888	Chris Artemis	Reimbursement	180.00
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,470.00
10420	Cockburn Party Hire	Community Engagement	379.25
10761	Complete Office Supplies Pty Ltd	Stationery	503.92
11892	Craig Treeby	Reimbursement	180.00
10589	Dell Australia Pty Ltd	Leased equipment	3,888.50
11014	Department of Mines, Industry Regulation and Safety (DMIRS)	Building and Energy - Building Services Levy	49,274.07
10426	Department of Transport	Vehicle Ownership Searches	30.80
12268	Diplomatik Pty Ltd	Medical Examinations	2,151.39
11109	Donald Veal Consultants	Gilmore Ave - Wellard Rd pre-opening	4,620.00
12490	Donut Waste Pty Ltd	Waste removal/services/fees	700.00
10867	Drainflow Services Pty Ltd	Drainage Maintenance	889.35
12408	Edward Timothy James	Catering	300.00
11887	Edwin Mouna	Reimbursement	180.00
10870	Elexacom	Electrical Services - various locations	4,838.01
10760	Elliotts Irrigation Pty Ltd	Reticulation Parts & Repairs	3,971.00
12279	Expo Signage & Digital P/L	Advertising/Marketing Expenses	487.47
10662	Freestyle Now	Community Workshops/Facilitation	2,365.00
11012	Fridgair Industries Pty Ltd	Airconditioning/Refrigeration Maintenance	904.75
11680	Galaxy 42 Pty Ltd (Attura)	Provision of Consulting Services - Customer support	6,022.50
10582	Hames Sharley Pty Ltd	Kwinana City Centre Precinct Plan	3,396.14
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	1,106.06
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	395.50
10446	Heatley Sales Pty Ltd	Safety Clothing/Equipment/Uniforms	115.23
10850	HiTech Sports Pty Ltd	Recquatic Expenses	289.08
12385	Housing Authority	Rates Refunds	2,258.40
12458	Hughes & Masagi P/L	Office Furniture	4,091.18
10305	Iconic Property Services Pty Ltd	Cleaning Services	144,987.30
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	2,612.50
10739	Industrial Roadpavers (WA) Pty Ltd	Roadworks/upgrades/asphalt	76,530.88
12429	Iru & Yug Pty Ltd	Catering	154.00
10621	Ixom Operations Pty Ltd	Cleaning Products	1,248.48
11547	Jax Tyres Kwinana	Plant Repairs and Maintenance	1,005.00
10788	JB HiFi Commercial Division	Computer Hardware	140.40
12339	Jenga Pty Ltd	Facility Maintenance	129.09
12159	Jonathan Hoey	Performers/Entertainment	157.50
10571	Kyocera Document Solutions Australia Pty Ltd	Photocopy Expenses	1,590.06
11006	Landscape and Maintenance Solutions	Mowing and Pruning	3,239.38
10731	LD Total	Maintenance of Streetscapes/Landscapes	27,427.11
10195	Left Back Consulting Pty Ltd	P & R Consultancy	21,661.52
10003	LGRCEU	Union Membership	514.80
10472	Local Government Professionals Australia WA	Subscriptions	16,500.00
10011	Lo-Go Appointments	Labour/Personnel Hire	4,684.72
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	1,637.50
11889	Mark Heath	Reimbursement	180.00
10813	Master Lock Service	Locksmith Services	845.00
10367	Maxxia Pty Ltd	Novated Leases	1,864.77
11657	MDM Entertainment T/As MDM Print	Books/CDs/DVDs	330.73
10717	MRP General Pest/Termite Division 43 07	Pest Control	1,212.00
11024	Natsales Advertising Pty Ltd	Advertising/Marketing Expenses	193.00
10484	Oakford Agricultural & Garden Supplies	Hardware	790.00
11209	Outback Handyman	Facility Maintenance	902.00
10486	Paint Industries	Facility Maintenance	1,128.60
10408	Perth Auto Alliance	Fleet management	75.00
11690	Perth Playground and Rubber Pty Ltd	Playground and Parks Equipment/Inspections/Repairs	78,698.40
10425	Porter Consulting Engineers	Engineering Design Works - Roundabout Wellard/Henley Blv	3,588.75
12400	Pretzos Holding P/L	Mower Parts & Repairs	96.20
10995	Purearth	Maintenance of Streetscapes/Landscapes	4,490.20
11175	QTM Pty Ltd	Traffic Management - Thomas Rd upgrade	7,234.00
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	3,297.28
10503	Royal Life Saving Society	Recquatic Expenses	169.00
11891	S & F Treeby	Reimbursement	180.00
10505	Satellite Security Services	Security Services	341.00
10245	Scoutta Pty Ltd (Viaje Strategic)	Professional Fees	481.25
12422	Sean Holland	Building construction	7,026.25
10198	Setonix Digital Pty Ltd	Computer - Consultation services for April 2024	27,052.49

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
10501	Shack Motors Pty Ltd	Plant Repairs and Maintenance	169.38
12162	Simon Matesich	Electrical Services	1,405.00
11148	Southern Quickscapes	Maintenance of Streetscapes/Landscapes	362.34
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	128.00
11407	State Wide Turf Services	Turf Maintenance	380.16
10442	StrataGreen	Maintenance of Streetscapes/Landscapes	17,281.55
99999	Sundry EFT	Rates refund/grant payment etc.	2,745.00
10008	SuperChoice	Superannuation contribution	148,772.92
10600	Synergy	Utilities	32,360.87
10826	Talis Consultants Pty Ltd	Provision of Consulting Services-Operation Centre Masterplan	6,061.00
11911	Tangibility Pty Ltd	Advertising/Marketing Expenses	2,152.98
10572	Taylor Tyres Pty Ltd	Plant Repairs and Maintenance	546.70
10526	Telstra Limited	Phone/Internet expenses	27,546.75
12278	The Dyslexia-SPELD Foundation WA	Employee Training/professional development	12,820.00
10019	The Local Farmers Market	Community Engagement	120.00
10959	The Smart Security Company P/L	Security Services	4,291.65
12492	The Trustee for King Street Trust	Fire Equipment/Service	660.00
12289	The Trustee for Paul Parin family	Advertising/Marketing Expenses	250.00
12177	The Trustee Tan Family Trust	Computer Software Maintenance/equipment	80.00
11081	The Worm Shed	Community Workshops/Facilitation	1,710.00
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	843.59
12452	Trustee for Atkinmans Family Trust	SCP Engagement - Mosaic Tool workshop	19,393.00
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	224,967.38
10830	Vizcom Technologies	Community Engagement	3,848.72
12430	Volunteering WA	Widget setup	2,365.00
11274	WA Carmax Pty Ltd (Bergmans)	Fuel, Oil, Additives	866.20
10551	Water Corporation of Western Australia	Utilities	6,856.72
10774	Website Weed & Pest (WA) Pty Ltd	Weed Control	16,125.21
12241	West Coast Spring Water Pty Ltd	Water/delivery	64.75
11932	West Sure Group P/L	Security Services	601.65
10554	Westbooks	Books/CDs/DVDs	1,043.17
11718	Whereabouts Skateboarding	Community Workshops/Facilitation	1,300.00
10422	Winc Australia Pty Ltd	Stationery	114.60
10072	Woolworths Group Online	Groceries/Catering	38.60
11605	Woolworths Group Open Pay	Groceries/Catering	565.87
12281	Workwear & Safety Solutions P/L	Safety Clothing/Equipment/Uniforms	1,046.60
EFT 23-May-2024			
10270	AAAC Towing	Towing Vehicles	973.50
10334	Accord Security Services (Perth Security)	Security Services	16,435.40
11848	All Good Grub	Catering	368.50
10848	ALSCO Pty Ltd	Linen hire	69.61
10049	Anna Kelly	Performers/Entertainment	240.00
10577	Arteil	Office Furniture	434.50
11982	Artisan Alley Pty Ltd t/as	Catering	693.00
10385	Australia Post Agency Commission	Postage	153.84
10891	Australia Post General	Postage	4,956.52
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	4,520.99
10376	Australian Institute of Building Surveyors	Employee Training/professional development	4,150.00
10584	Australian Native Nurseries Group	Plant Purchase	160.00
10617	Battery World	Hardware	30.00
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	14,963.65
10392	Benara Nurseries	Maintenance of Streetscapes/Landscapes	1,265.00
10750	BGC (Australia) Pty Ltd	Roadworks/upgrades/asphalt	1,040.60
10713	Bladon WA Pty Ltd	Event expenses	2,318.25
10764	Boffins Bookshop Pty Ltd	Books/CDs/DVDs	196.02
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	264.57
10400	Bunnings Building Supplies	Hardware	3,105.70
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	2,080.90
10404	Cannon Hygiene Australia Pty Ltd	Cleaning Services	2,140.36
11640	Carpet Court Rockingham	Flooring	2,622.30
10805	Centrecare	Human Resources/Payroll	1,045.00
10932	Challenger Veterinary Hospital	Animal Services	70.00
11922	ChoiceOne Pty Ltd	Human Resources/Payroll - Personnel hire	4,179.17
10761	Complete Office Supplies Pty Ltd	Stationery	324.97
10062	Construction Training Fund	Building and Construction Industry Training Fund	7,992.75
10129	Cornerstone Legal WA Pty Ltd	Legal Expenses	1,369.50
80121	Danielle Kutzer	Reimbursement	52.00
11082	Department of Planning, Lands and Heritage	Planning and Building Fees	6,003.00
12268	Diplomatik Pty Ltd	Medical Examinations	1,083.67
10430	Domino's Pizza - Kwinana Market Place	Catering	64.00
12286	Donald Hospitality Pty Ltd	Catering	6,140.00
10649	Downer EDI Works Pty Ltd	Roadworks - Gilmore Ave shared path upgrade	292,588.68
10239	Downtown Liquor Pty Ltd	Catering	340.86
11246	Dowsing Group Pty Ltd	Roadworks/upgrades/asphalt	2,676.75
10793	Eco Resources Pty Ltd	Waste removal/services/fees	928.95
10961	Ecospill Pty Ltd	Plant Repairs and Maintenance	1,562.72
10870	Elexacom	Electrical Services	6,436.08
10760	Elliotts Irrigation Pty Ltd	Reticulation Parts & Repairs	3,971.00
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	9,489.15
10587	Frank Konecny Community Centre Inc.	Community Grants/Funding	4,177.80
10222	Gasian Tembo (Sypha Photography)	Photography/Videography	1,150.00
10124	Good Samaritan Industries	Event expenses	176.00
12123	Have A Go News	Advertising/Marketing Expenses	1,016.40

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	2,469.50
10086	Jane Li Art (Xiuzhen Li)	Recquatic Expenses	600.00
11547	Jax Tyres Kwinana	Plant Repairs and Maintenance	1,369.00
80099	Katherine Freind	Reimbursement	334.15
11344	Kits for Cars	Plant Repairs and Maintenance	1,320.00
12104	Kwinana District Football Club	Community Grants/Funding	2,500.00
12124	Kwinana Knights Junior Football Club	Community Grants/Funding	3,000.00
11424	Kwinana Senior Citizens	Community Grants/Funding	258.40
10464	Kwinana South Bush Fire Brigade	Hazard Reduction burning	5,500.00
10731	LD Total	Maintenance of Streetscapes/Landscapes	10,670.15
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services - various location	993.00
10476	Mandogalup Volunteer Fire Brigade	Fire Equipment/Service	5,500.00
10717	MRP General Pest/Termite Division 43 07	Pest Control	1,242.30
11390	Online Social Butterfly	Community Workshops/Facilitation	1,100.00
11966	Pascal Balley	Reimbursement	612.00
12146	Perth Energy P/L	Utility Service Locations	40.04
11690	Perth Playground and Rubber Pty Ltd	Playground and Parks Equipment/Inspections/Repairs	3,217.50
10490	Port Printing Works	Printing/Graphic Design Expenses	262.35
11175	QTM Pty Ltd	Traffic Management	3,502.82
10904	Quantum Building Services	Facility Maintenance	5,403.92
10530	Returned Services League Of Australia	Donations	3,435.25
80122	Sarah James	Reimbursement	87.00
10505	Satellite Security Services	Security Services	777.70
11959	Seven Network	Advertising/Marketing Expenses	1,815.00
11533	Sifting Sands	Playground and Parks Equipment/Inspections/Repairs	31,194.63
11924	Sigma Chemicals	Cleaning Products	123.64
12483	Simon Mark Dransfield	Performers/Entertainment	1,000.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	256.00
10595	Sterlings Office National	Office Furniture	329.00
12187	Steven Jacobs	Community Engagement	750.00
10524	Stewart & Heaton Clothing Co Pty Ltd	Safety Clothing/Equipment/Uniforms	3,779.25
10442	StrataGreen	Maintenance of Streetscapes/Landscapes	3,451.80
11201	Strategic DCP Consulting	Professional Fees	2,750.00
99999	Sundry EFT	Rates refund/grant payments/bond refunds etc.	21,887.62
12504	Sweets On The Run Pty Ltd	Catering	448.00
10600	Synergy	Utilities	159,327.20
10532	Team Global Express	Courier Service/transportation/removalist	110.36
10526	Telstra Limited	Phone/Internet expenses	1,730.00
10095	The Perth Mint	Citizenship expenses	610.50
12292	The Trustee for Clarke Family Trust	Printing/Graphic Design Expenses	528.00
11081	The Worm Shed	Community Workshops/Facilitation	450.00
11947	Thorn Creative	Performers/Entertainment	77.00
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	368.92
11397	Tree Care WA	Maintenance of Streetscapes/Landscapes	1,361.25
11699	Trophy Express	Recquatic Expenses	891.00
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	717.29
10830	Vizcom Technologies	Community Engagement	313.50
10663	WA Guild of Woodcarvers (Wandi Branch)	Community Workshops/Facilitation	763.00
10547	WA Hino Sales & Service	Fleet management	755.14
12359	Wanjoo Pty Ltd	Books/CDs/DVDs for the Library	5,500.00
10550	Waste Stream Management Pty Ltd	Waste removal/services/fees	66.00
10551	Water Corporation of Western Australia	Utilities	10,892.94
12241	West Coast Spring Water Pty Ltd	Water/delivery	326.95
10556	Western Irrigation Pty Ltd	Reticulation Parts & Repairs	4,536.26
11149	Wheelie Clean	Cleaning Services	642.03
10422	Winc Australia Pty Ltd	Stationery	815.51
10072	Woolworths Group Online	Groceries/Catering	22.40
11605	Woolworths Group Open Pay	Groceries/Catering	1,050.19
12281	Workwear & Safety Solutions P/L	Safety Clothing/Equipment/Uniforms	95.24
10661	Wren Oil	Waste removal/services/fees	2,860.00
EFT 28-May-2024			
12436	Anketell Land Co P/L & Lyons Road Land Co	DCA9 Contribution/refund due to finalisation of amendment 145	102,546.26
12516	Pointform Pty Ltd	DCA9 Contribution/refund due to finalisation of amendment 145	820,443.71
EFT 30-May-2024			
11927	Fiona Jayne Grieves	Reimbursement	424.26
10680	AAA Blinds Port Kennedy	Facility Maintenance - window treatment	12,028.00
10334	Accord Security Services (Perth Security)	Security Services	260.26
10272	Agrimate Fencing	Fencing maintenance	572.00
12335	All Flags and Signs Pty Ltd	Advertising/Marketing Expenses	632.50
11746	All Lines	Line marking	2,623.50
10848	ALSCO Pty Ltd	Linen hire	74.78
10382	Apace Aid (Inc)	Gardening - Plants/Supplies	125.27
11595	Asbestos Masters WA	Waste removal/services/fees	38,767.00
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	235,505.00
11431	Bannerworld	Signage	2,136.81
11676	Barry Charles Winmar	Elected Member Sitting Fees/reimbursements	4,983.76
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	237,912.69
10750	BGC (Australia) Pty Ltd	Roadworks/upgrades/asphalt	1,038.40
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	126.84
10079	Blueprint Homes (WA) Pty Ltd	Sundry EFT	2,000.00
10914	Bolinda Digital Pty Ltd	Books/CDs/DVDs	639.96
12489	Bull Motor Bodies P/L	Plant Repairs and Maintenance - modification to a vehicle	6,482.30

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
10400	Bunnings Building Supplies	Hardware	2,489.17
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	1,206.54
10404	Cannon Hygiene Australia Pty Ltd	Cleaning Services	449.76
10805	Centrecare	Human Resources/Payroll	3,568.98
10772	Champion Music	Community Engagement	940.50
10005	Child Support Agency	Child Support Agency Payments	591.35
11922	ChoiceOne Pty Ltd	Human Resources/Payroll - Personnel hire	8,849.09
12175	Christopher Aaron Tate	Garage door service/repair	2,666.40
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,470.00
10415	Civica Pty Ltd	Software Maintenance and Professional Fees	330.00
10761	Complete Office Supplies Pty Ltd	Stationery	1,346.77
10740	Data #3 Limited	Mimecast data report	26,539.15
12220	David Acker	Elected Member Sitting Fees/reimbursements	3,038.34
10589	Dell Australia Pty Ltd	Leased equipment	2,024.00
11082	Department of Planning, Lands and Heritage	Planning and Building Fees	6,168.00
11252	DNR Contracting Pty Ltd	Reilly St Resurfacing	18,704.40
10607	Dye & Durham - GlobalX Information Services P/L	Provision of Consulting Services	225.77
10793	Eco Resources Pty Ltd	Waste removal/services/fees	729.32
10961	Ecospill Pty Ltd	Plant Repairs and Maintenance	1,017.50
12410	Education Technology Specialists P/L	Computer Software Maintenance/equipment	5,174.00
10870	Elexacom	Electrical Services	1,381.13
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	16,929.00
12239	Erin Sergeant	Elected Member Sitting Fees/reimbursements	3,038.34
10358	EVSE Australia (EVE Australia)	Plant Repairs and Maintenance	814.00
12480	Fantastic Furniture P/L	Office Furniture	3,062.00
11840	FiftyFitness	Recquatic Expenses	4,092.00
10931	Flex Industries Pty Ltd	Plant Repairs and Maintenance	4,924.03
12524	Frisulli Lucia	Safety Clothing/Equipment/Uniforms	160.00
10940	Frontline Fire and Rescue Equipment	Safety Clothing/Equipment/Uniforms	771.57
12122	Gary Peters Photography	Photography/Videography	950.00
12391	Gate Boys Pty Ltd	Fencing maintenance at John Wellard Community Centre	7,315.00
10124	Good Samaritan Industries	Event expenses	30.00
80084	Gordon Cheok	Reimbursement	12.00
10923	GPS Linemarking	Line marking	209.00
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	1,541.78
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	395.50
10691	HECS Fire	Fire Equipment/Service	145.20
11244	i2C Design & Management	Engineering Design Works	1,375.00
10305	Iconic Property Services Pty Ltd	Cleaning Services	13,906.28
11641	illion Australia Pty Ltd	Advertising/Marketing Expenses	222.20
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	853.60
12429	Iru & Yug Pty Ltd	Catering	1,088.60
12238	Ivy Penny	Elected Member Sitting Fees/reimbursements	3,038.34
10621	Ixom Operations Pty Ltd	Cleaning Products	1,248.48
12085	Jally Entertanment	Performers/Entertainment	3,850.00
10788	JB HiFi Commercial Division	Computer Hardware	113.15
10748	JB Hi-Fi Rockingham	Computer Hardware	182.00
12339	Jenga Pty Ltd	Facility Maintenance	161.00
80002	Jodie Evans	Reimbursement	46.48
10310	Julian Corliss	Environmental and Health	1,248.50
11539	K & S Catering	Catering	900.00
11477	Kadeklerk Photography (Wildfolie)	Photography/Videography	2,245.00
12311	Katharina Brieden	Computer Repairs	168.00
10231	KCR IT Solutions	Community Grants/Funding	275.00
11193	KM Spatial	Survey Expenses	7,250.00
12346	Kulbardi Pty Ltd	Advertising/Marketing Expenses	1,581.25
12104	Kwinana District Football Club	Grant payment	2,350.08
11424	Kwinana Senior Citizens	Grant payment	450.00
10465	Lamp Replacements (LRA)	Electrical Goods	155.84
10731	LD Total	Maintenance of Streetscapes/Landscapes	10,380.13
10003	LGRCEU	Union Membership	514.80
12403	Life Cycle Logic P/L	Community Workshops/Facilitation	687.50
11976	Lifespan Dance	Performers/Entertainment	300.00
10011	Lo-Go Appointments	Labour/Personnel Hire	4,484.11
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	3,248.36
10586	Maia Financial Pty Ltd	Leased equipment - Gym	10,557.71
10475	Major Motors	Plant Repairs and Maintenance - cooling system & EGR check	14,566.51
12472	Mark James Kenny	Performers/Entertainment	880.00
11322	Marsh Advantage Insurance Pty Ltd	Insurance - Banksia & Callistemon Villages	48,845.51
10813	Master Lock Service	Locksmith Services	877.00
11046	Matthew James Rowse	Elected Member Sitting Fees/reimbursements	3,038.34
10367	Maxxia Pty Ltd	Novated Leases	1,725.59
10238	Michael A Indich	Welcome to Country	500.00
11677	Michael Brown	Elected Member Sitting Fees/reimbursements	3,038.34
10635	Modern Teaching Aids Pty Ltd	Books/CDs/DVDs	623.05
10717	MRP General Pest/Termite Division 43 07	Pest Control	4,545.00
11071	Native Plants WA	Gardening - Plants/Supplies	1,056.00
11817	Netsight Consulting Pty Ltd ATF	Subscriptions	1,157.20
12461	Nicole Anne Ingram	Community Workshops/Facilitation	1,940.00
10070	Nufurn Pty Ltd	Office Furniture - Pavilion Chairs & desks	23,445.40
10483	NVMS Pty Ltd	Tools/Tool Repairs	1,133.00
10573	Officeworks BusinessDirect	Stationery	156.95
12002	Omnicom Media Group Aust P/L	Advertising/Marketing Expenses	741.30

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount
11217	OneMusic Australia	Performers/Entertainment	220.00
11209	Outback Handyman	Facility Maintenance	1,760.00
11928	OverDrive Australia Pty Ltd	Computer Software Maintenance/equipment	3,000.00
12331	Painted Dog Research Pty Ltd	Advertising/Marketing Expenses	2,750.00
10487	Parks And Leisure Australia	Employee Training/professional development	198.00
12146	Perth Energy P/L	Utility	8,530.80
10660	Peter Edward Feasey	Elected Member Sitting Fees/reimbursements	12,192.92
10339	Play Check	Playground and Parks Equipment/Inspections/Repairs	1,210.00
10976	Poolwerx Spearwood	Recquatic Expenses	614.80
10490	Port Printing Works	Printing/Graphic Design Expenses	77.55
11297	Portner Press Pty Ltd (Workforce Administration)	Human Resources/Payroll	990.00
12233	Portwine, Andrew Louis	Performers/Entertainment	1,265.00
12400	Pretzos Holding P/L	Mower Parts & Repairs	230.40
12488	PTG Consulting Pty Ltd	Audit fees - safety inspection at Runnymede Gate	4,400.00
12513	Purple Communications	Employee Training/professional development	3,850.00
11290	Red Oxygen Pty Ltd	Software Maintenance and Professional Fees	45.32
12498	Reid, Andrew Michael	Performers/Entertainment	2,000.00
11293	Repco (GPC Asia Pacific)	Plant Repairs and Maintenance	530.30
10711	Risk Management Technologies Pty Ltd	ChemAlert licence renewal	6,069.80
12462	Robert Anthony Hawker	Plant/Equipment Hire	1,870.00
10514	Rockingham Kwinana Chamber of Commerce	Employee Training/professional development	5,500.00
10503	Royal Life Saving Society	Recquatic Expenses	588.00
10505	Satellite Security Services	Security Services	536.80
10568	Sherilyn Wood	Elected Member Sitting Fees/reimbursements	3,038.34
11334	Sine Group Pty Ltd	Software Maintenance and Professional Fees	990.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	970.18
10941	Starbucks Flooring	Flooring	840.00
12343	Stephen Phillip Carr	Performers/Entertainment	1,080.00
10524	Stewart & Heaton Clothing Co Pty Ltd	Safety Clothing/Equipment/Uniforms	1,141.14
10442	StrataGreen	Maintenance of Streetscapes/Landscapes	1,242.05
10590	Subway Kwinana	Catering	474.50
99999	Sundry EFT	Sundry EFT	6,654.40
10008	SuperChoice	Superannuation contribution	148,487.01
11675	Susan Edith Kearney	Elected Member Sitting Fees/reimbursements	3,038.34
11768	Sword-Point College of Arms	Community Workshops/Facilitation	250.00
10600	Synergy	Utilities	3,651.24
10532	Team Global Express	Courier Service/transportation/removalist	187.13
10298	Technogym Australia Pty Ltd	Gym equipment repair/parts	1,035.44
10526	Telstra Limited	Phone/Internet expenses	29.46
10528	The Good Guys (Ref. 0006203773)	Electrical Goods	199.00
12379	The Trustee for the Fry Family Trust	Plant Repairs and Maintenance	1,204.00
11375	Thomson Geer	Legal Expenses	6,050.00
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation Parts & Repairs	142.77
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	2,485.40
10547	WA Hino Sales & Service	Fleet management	414.26
10551	Water Corporation of Western Australia	Utilities	13,707.89
12241	West Coast Spring Water Pty Ltd	Water/delivery	116.55
10554	Westbooks	Books/CDs/DVDs	20.99
10548	Western Australian Local Government Association	Employee Training/professional development	1,727.00
10422	Winc Australia Pty Ltd	Stationery	1,294.66
11605	Woolworths Group Open Pay	Groceries/Catering	1,105.48
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	5,297.60
12281	Workwear & Safety Solutions P/L	Safety Clothing/Equipment/Uniforms	89.92
10561	Wurth Australia Pty Ltd	Tools/Tool Repairs	24.24
		Total EFT	**8,971,744.93**
Automatic Deductions			
Automatic Deductions 01-May-2024			
10795	Go Go On-Hold Pty Ltd	Phone/Internet expenses	151.80
Automatic Deductions 06-May-2024			
10448	iinet Technologies Pty Ltd	Phone/Internet expenses	399.95
Automatic Deductions 07-May-2024			
10969	Commonwealth Bank	Credit cards	19,720.75
Automatic Deductions 09-May-2024			
10438	Fines Enforcement Registry	Fines Enforcement Registry lodgment fees	334.00
Automatic Deductions 15-May-2024			
10645	Toyota Fleet Management	Fleet management	635.24
Automatic Deductions 24-May-2024			
10438	Fines Enforcement Registry	Fines Enforcement Registry lodgment fees	584.50
		Total Automatic Deductions	**21,826.24**
Payroll			
Payroll		KWINANA 28/04/2024	726,357.52
Payroll		KWINANA 12/05/2024	737,532.41
Payroll		KWINANA 21/05/2024	7,740.34
Payroll		KWINANA 26/05/2024	736,439.07
		Total Payroll	**2,208,069.34**
		Grand Total	**11,201,919.26**

Payment Listing

Payments made between 01-May-2024 and 31-May-2024

Creditor No	Payee	Description	Amount

Credit Card Transactions

Payments made between 01-May-2024 and 31-May-2024

Reference	Trans Date	Supplier	Amount	Transaction Description
Credit Card Manager Information Technology			**167.89**	
106304	06/04/2024	Kmart Armadale	92.73	Containers for storage room
106304	04/04/2024	Microsoft Pty Ltd	59.90	Teams room test
106304			15.26	GST
Credit Card Manager Economic Development & Advocacy			**3,888.72**	
106305	10/04/2024	Suburban Bar	90.91	Door Prize for Business breakfast
106305	10/04/2024	Suburban Bar	0.89	Credit card fee for Door Prize
106305	04/04/2024	Economic Development Australia	30.00	Mandurah Field Trip
106305	04/04/2024	Economic Development Australia	30.00	Mandurah Field Trip
106305	01/05/2024	Rockingham Kwinana Chamber	3,383.40	Annual Membership - Gold
106305			353.52	GST
Credit Card Manager City Development & Sustainability			**50.00**	
106306	23/04/2024	Environment House	45.45	Gift Voucher - Living Green series
106306			4.55	GST
Credit Card Admin & Special Projects Officer			**27.80**	
106307	15/04/2024	Eventbrite	29.00	Monthly Subscription
106307	04/04/2024	Theraquatics	-1.09	Refund as an item wasn't available
106307			-0.11	GST
Credit Card Director, City Life			**188.15**	
106308	18/04/2024	Mailchimp	172.85	Monthly Subscription for Koorliny Art
106308	04/04/2024	Dome Kwinana	13.91	Director & Manager Catch-up
106308			1.39	GST
Credit Card Community Services and Partnership			**2,251.79**	
106321	30/04/2024	Ifly	281.77	Arclight Program-Reward Activity

106321	30/04/2024	McDonalds	22.68	Arclight Program-Lunch
106321	30/04/2024	McDonalds	10.18	Arclight Program-Lunch
106321	30/04/2024	Ifly	193.55	Arclight Program-Reward Activity
106321	22/04/2024	X Golf	234.03	July School Holiday Program Activity
106321	18/04/2024	McDonalds	37.77	Arclight Program-Lunch
106321	18/04/2024	McDonalds	13.41	Arclight Program-Lunch
106321	18/04/2024	McDonalds	12.27	Arclight Program-Lunch
106321	17/04/2024	IGA Bertram	21.98	Ascot Park Activation
106321	15/04/2024	Uniform Concepts	60.00	Arclight Program-Uniform
106321	12/04/2024	McDonalds	32.45	Arclight Program-Lunch
106321	10/04/2024	Rockingham Bowling Club	100.00	Team building activity
106321	09/04/2024	Lazer Blaze	-38.18	July School Holiday Program Activity
106321	09/04/2024	Lazer Blaze	211.42	July School Holiday Program Activity
106321	09/04/2024	Zone Bowling	304.36	July School Holiday Program Activity
106321	05/04/2024	Netflix	15.45	Zone Drop In Subscription
106321	01/05/2024	Rebel Sport	199.94	Zone Youth Space Equipment
106321	01/05/2024	JM Kidd	345.09	Football Boots for Arclight Program x 5
106321			193.62	GST
Credit Card Coordinator Engagement and Place			**540.27**	
106322	30/04/2024	Officeworks	180.20	Mayors Sundowner - Fabric Labels
106322	30/04/2024	Oneplan	102.95	Event Site Map Software monthly payment
106322	30/04/2024	Oneplan	2.57	Event Site Map Software - International
106322	16/04/2024	Medina IGA	6.98	Juice for Citizenship Ceremony
106322	08/04/2024	City of Perth Parking	10.10	Placemaking Catch-up Meeting
106322	01/05/2024	Dan Murphy's Kwinana	171.77	Mayors Sundowner - Beverages
106322	01/05/2024	Dan Murphy's Kwinana	26.81	Mayors Sundowner - Ice and drink
106322			38.89	GST
Credit Card Manager Customer & Communication			**852.67**	
106323	30/04/2024	Facebook	60.00	Kwinana Pioneer
106323	30/04/2024	Facebook	59.83	Recquatic Swimming Programs
106323	30/04/2024	Facebook	50.00	Business Breakfast
106323	30/04/2024	Facebook	10.14	Summer Sounds Ad Campaign
106323	30/04/2024	Facebook	26.61	Alcoa Childrens Festival
106323	30/04/2024	Facebook	49.85	Living Green Event
106323	30/04/2024	Facebook	49.98	Community Health and Wellbeing Survey
106323	14/04/2024	Open AI	30.95	Chat GPT Subscription
106323	14/04/2024	Commonwealth Bank	0.77	International Transaction Fee

106323	11/04/2024	WA News	25.45	West Australian Newspaper Subscription
106323	08/04/2024	Mail Chimp	423.62	Email marketing software
106323	05/04/2024	Typeform	58.79	Subscription - advance form module
106323	05/04/2024	Commonwealth Bank	1.47	International Transaction Fee
106323			5.21	GST
Credit Card Director City Infrastructure			**1,635.50**	
106324	29/04/2024	Live Payments	65.50	Taxi - Airport to Hotel
106324	18/04/2024	Parks & Leisure	220.00	Parks & Leisure Awards Night
106324	15/04/2024	Costco	54.91	Farewell Morning Tea
106324	15/04/2024	Costco	28.60	Farewell Morning Tea
106324	15/04/2024	Coles	6.00	Farewell Morning Tea
106324	15/04/2024	Woolworths	20.32	Farewell Morning Tea
106324	15/04/2024	Woolworths	43.25	Farewell Morning Tea
106324	11/04/2024	Flight Club	819.09	Recognition Team Building Event
106324	09/04/2024	Crowne Plaza Melbourne	259.85	2024 International Public Works Conference
106324			117.98	GST
Credit Card Human Resources Manager			**3,238.27**	
106325	30/04/2024	Hanging Basket Florist	85.36	Significant Personal Event - Garden Basket
106325	30/04/2024	Inclusion Solutions	11.43	2024 IDAHOBIT Social Inclusion Forum
106325	30/04/2024	SportWest	90.00	True Sport Conference Forum
106325	23/04/2024	Event Training Australia	1,962.00	Executive Certificate in Event Management
106325	17/04/2024	Complex Trauma Training WA	330.00	Forum - What is Trauma-Informed Care
106325	15/04/2024	HBF	34.18	HBF - Run for a Reason - 1x team member
106325	15/04/2024	Rotary Club of Kwinana	300.00	Donation to Mental Health Research
106325	10/04/2024	HBF	158.18	HBF - Run for a Reason - 3x team members
106325			267.12	GST
Credit Card Coordinator Library Services			**1,212.45**	
106343	12/04/2024	JB Hi Fi Online	255.38	Children's DVDs
106343	08/04/2024	Gameology	391.91	8 Boardgames
106343	08/04/2024	JB Hi Fi Online	97.22	Studio Light Box
106343	04/04/2024	Volunteering Australia	186.82	Volunteer Pens
106343	01/05/2024	JB Hi Fi Online	170.90	3 Nintendo Switch Games
106343			110.22	GST
Credit Card Director Perth South West Metro Alliance			**4,590.94**	

106344	30/04/2024	SP Kings Square Fremantle	9.30	Meeting with Fremantle CEO
106344	26/04/2024	Imprint Now	422.50	PSWMA Branded pins
106344	24/04/2024	SP Kings Square Fremantle	14.87	Meeting with Mayor of Fremantle
106344	22/04/2024	Bliss Momos Café Wellard	9.82	Meeting with Sarah Thomson
106344	19/04/2024	Wilson Parking Perth	22.09	Defence West Meeting
106344	18/04/2024	Hamptons Embassy Suites	1,205.38	US PSWMA Board Delegation Accommodation
106344	18/04/2024	Commonwealth Bank	30.13	International Transaction fee
106344	18/04/2024	Hamptons Embassy Suites	-1,205.38	US PSWMA Board Delegation Accommodation
106344	17/04/2024	The American Chamber of Commerce	45.45	Registration - Washington Conference
106344	15/04/2024	Café Royal Cockburn	10.18	Meeting with MC
106344	10/04/2024	Grand Hotel Melbourne	993.84	PIA Conference Accommodation
106344	10/04/2024	Planning Institute Australia	1,627.27	Conference Registration
106344	10/04/2024	Virgin Airlines	648.14	PIA Conference flights PER-MEL
106344	08/04/2024	The Kwinana Local	70.00	PSWMA Team Meeting
106344	07/04/2024	Squarespace	300.00	SWCDF Website
106344			387.35	GST
Credit Card EA to CEO and Mayor			**91.54**	
106345	04/04/2024	Dept of Water Environment & Regulation	54.55	Contaminated Sites Request
106345	01/05/2024	Evenbrite on behalf of Rotary Australia	28.67	Lift the Lid Walk for Mental Health
106345			8.32	GST
Credit Card Chief Executive Officer			**31.26**	
106346	09/04/2024	ChatGPT Subscription	30.50	Monthly Subscription for Open AI Chat
106346	09/04/2024	Commonwealth Bank	0.76	International Transaction Fee
Credit Card Technical Officer Fleet Operations			**953.50**	
106353	23/04/2024	E Suspension Market (EBAY)	669.00	Lock for infrastructur truck toolbox
106353	01/05/2024	Perth City Peugeot	197.82	Floor Mats
106353			86.68	GST
		Grand Total:	**$ 19,720.75**	

18.2 DELEGATED AUTHORITY REGISTER 2024/25

SUMMARY

The *Local Government Act 1995* ('Act') and various others acts, regulations and local laws permit Council to delegate the exercise of select powers or the discharge of duties to the CEO and City officers. The Act requires the City to maintain a register of all such delegations, which is to be reviewed at least once each financial year.

A review of all Council delegations has now been completed and the Register of Delegated Authority 2024/2025 ('Register') is presented at Attachment A for adoption by Council. A tracked changes version is provided at Attachment B, demonstrating the proposed amendments.

The majority of proposed changes to the Register involve formatting as well as simplification to improve ease of use and understanding of the conditions and requirements applicable when exercising powers. The most significant change is the removal of delegation 1.1.2 – Execution of Documents.

The execution of documents is more appropriately managed by way of Council policy, which is the approach taken by the majority of local governments. The City has developed a new Execution of Documents policy as presented at Attachment C. This policy aims to streamline administrative processes, ensuring compliance with the *Local Government Act 1995* while promoting efficiency, consistency, and transparency regarding document execution.

As a result of this new policy, the existing Common Seal policy provided at Attachment D is now considered redundant and is recommended for revocation.

OFFICER RECOMMENDATION

That Council:

1. **Approve the delegation of its powers in accordance with the Register of Delegated Authority 2024/2025 as detailed in Attachment A for adoption by Council;**

2. **Adopt the new Execution of Documents policy as detailed in Attachment C;**

3. **Revoke Policy – City of Kwinana Common Seal as detailed in Attachment D; and**

4. **Note that if minor amendments (limited to formatting, typographical errors and the like) to the Delegation Authority Register 2024/2025 are required these will be made administratively.**

VOTING REQUIREMENT

Absolute Majority

DISCUSSION

Sections 5.42 of the Act prescribes that Council may delegate certain powers and duties that they would ordinarily exercise, to the CEO.

Delegations by Council are an effective way to increase efficiency and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to efficiently deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Council remains responsible for making decisions of high importance, some of which require absolute majority decisions and cannot be delegated.

Pursuant to section 5.44 of the Act, the CEO is responsible for delegating (where appropriate) to any employee the exercise of the CEO's powers or the discharge the CEO's duties under that Act (other than the power of delegation). Council approval is only required for the original delegation from Council to CEO.

The following is a summary of the changes to each of the delegations made as part of the current Register review:

Delegation	Notes
1.1.1 - Appoint Authorised Person and Authorise Persons to Perform Specified Functions under the Local Government Act 1995	Minor formatting amendments.
1.1.2 - Execution of Documents	Delegation removed from Register. This delegation addressed the execution (signing) of documents by the CEO and officers on behalf of the City pursuant to s.9.49A(4). WALGA advised that this is more appropriately managed by way of Council Policy, which is the approach taken by the majority of local governments. Removal of this delegation addresses the potential confusion regarding officer's ability to enter into agreements on the City's behalf. The decision to enter into a contract for the procurement of a good or service on the City's behalf is made in accordance with the Purchasing Policy and financial authorisation limits. The removed delegation was intended to address the ability to execute documents following this decision-making process.
1.1.7 - Agreements for community funding	Reference to Community Funding policy title amended.
1.1.9 - Administration of a Corporate Discount Agreement	Removed reference to the revoked Healthy Lifestyles Policy.
1.1.15 - Payments from municipal and trust funds	Minor formatting changes.
1.1.18 - Disposing of property	Amended to reflect the correct policy name and removed document number for the Related Party Disclosure Form as the City now utilises Attain to complete these forms.
1.1.22 - Amendment to Rates Record	Amendment to the referenced policy title.
11.1.1 - Subdivision and development control	Amended the Express powers to sub-delegate legislation reference.

12.1.1 – Deputy of Local Government Health (Miscellaneous Provisions) Act 1911	New delegation to appoint the CEO as the Deputy of the Local Government under the *Health (Miscellaneous Provisions) Act 1911*.

Following the removal of delegation 1.1.2 - Execution of Documents and to align with the advice provided by WALGA, the City has developed a new Execution of Documents policy, as presented at Attachment C.

The new policy outlines the procedures for executing documents on behalf of the City, ensuring compliance with the provisions of the *Local Government Act 1995,* while promoting consistency, efficiency, and transparency.

The primary objective of this policy is to ensure that the City's common seal is affixed, and documents are executed in accordance with the provisions of the *Local Government Act 1995.*

As part of the development of the new policy, the City conducted a review of its common seal policy, incorporating relevant information into the new Execution of Documents policy. Consequently, the City's common seal policy is now considered redundant, and it is recommended that Council revoke the City of Kwinana Common Seal policy as provided at Attachment D and replace it with the new Execution of Documents policy as presented at Attachment C.

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	In addition to ensuring compliance with legislated responsibilities, this report assists the City in providing good governance and meeting the needs of the community.

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

The Act provides as follows:

Local Government Act 1995:

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
(a) this Act other than those referred to in section 5.43; or
(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

1.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
(c) appointing an auditor;
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
(f) borrowing money on behalf of the local government;
(g) hearing or determining an objection of a kind referred to in section 9.5;
(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
(h) any power or duty that requires the approval of the Minister or the Governor;
(i) such other powers or duties as may be prescribed.

s5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Part 10

c82. Delegations by local government

(1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.

(2) A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.

(3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

c83. Local government CEO may delegate powers

(1) The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under this Scheme other than this power of delegation.

(2) A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.

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. Register of Delegated Authority 2024/2025 - Council report attachment ⇩
B. Register of Delegated Authority - Council meeting tracked change version ⇩
C. Draft Policy - Execution of Documents ⇩
D. Policy - City of Kwinana Common Seal ⇩

City of Kwinana

Register of Delegated Authority 2024/25



Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

(a) A local government from performing any of its functions by acting through a person other than the CEO"; or
(b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: The Environmental Protection Act allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

NOTE
This document is not to be used to replace the adopted Register of Delegated Authority as detailed in Attain. For the most current and up to date version of the City's Delegated Authority Register please see Attain.

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1. Local Government Act 1995 Delegations

1.1. Council to CEO/Employees

Delegation	**1.1.1 Appoint Authorised Person and Authorise Persons to Perform Specified Functions under the *Local Government Act 1995***
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.10 Appointment of authorised persons s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing *Local Government (Miscellaneous Provisions) Act 1960* s.449 Pounds, establishing; poundkeepers and rangers, appointing
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act (i.e. Regulations): (a) *Local Government Act 1995* and its subsidiary legislation, as well as local laws made under the *Local Government Act 1995*; (b) *Caravan Parks and Camping Grounds Act 1995*; (c) *Cat Act 2011*; (d) *Cemeteries Act 1986*; (e) *Control of Vehicles (Off-road Areas) Act 1978*; (f) *Dog Act 1976*: (g) *Graffiti Vandalism Act 2016*; and (h) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*. 2. Authority to authorise persons for the purposes of Part 3, Division Subdivision 2 – Certain provisions about land to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24] 3. Authority to authorise persons to enter onto land, premises or a thing without consent of the owner/occupier [s.3.31(2)] 4. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 5. Authority to authorise persons to commence prosecutions for offences under the *Local Government Act 1995* and any Local Laws made under the *Local Government Act 1995* [s.9.24(1)(c) and (2)(b)]. 6. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 7. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].

Delegate	Chief Executive Officer
Council conditions on this delegation	1. A register of Authorisations is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. 3. Authorisations are to be provided in writing by issuing a Certificate of Authorisation. 4. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004 must first be appointed as an authorised person for the purposes of section 9.16 of the *Local Government Act 1995*. 5. s9.10 of the *Local Government Act 1995* cannot be subdelegated
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. A copy of the Certificate of Authorisation for each authorised person to be retained by the City via Attain; and 3. Each Certificate of Authorisation is to be reviewed and updated annually.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.2 Removed**

Delegation	**1.1.3 Approval of cash advance for reimbursement of expenses**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.101(2) Reimbursing an employee for an expense incurred by the employee in relation to a matter affecting the local government s.5.102 Cash advance to a person in respect of an expense for which the person can be reimbursed. *Local Government (Administration) Regulations 1996:* r.32 Expenses that can be approved for reimbursement
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Approve reimbursing an employee for an expense incurred by the employee in relation to a matter affecting the local government. Making a cash advance to a person in respect of an expense for which the person can be reimbursed.
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Subject to Part 5, Division 8 of the *Local Government Act 1995*; and 2. Payment to be occur in accordance with the City's policies and work procedures.
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Elected Members Allowances, Expenses and Gifts Policy
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.4 Legal action, notice, proceedings, prosecutions, and withdrawals**
Delegator *Power / Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO As determined by the Act under which the function is to be performed.
Express power or duty delegated	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under: 1. The *Local Government Act 1995* and Regulations; 2. Building Act 2011 and Building Regulations 2012 3. City of Kwinana Local Laws; or 4. Any other written law.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The taking of any action, serving of notice or otherwise, commencement of legal proceedings or prosecution on behalf of the City of Kwinana.
Delegate	Chief Executive Officer
Council conditions on this delegation	As determined by the Act under which the function is to be performed. A memorandum to Elected Members in the event of intention to enter into prosecution if the amount is over $50,000.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	City of Kwinana Policies Legal Representation for Elected Members and Officer - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.5 Administration of Banksia Park Retirement Estate and Callistemon Court Aged Persons Units**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to sign documents in relation to the administration of leases and/or tenancy agreement for: a) Banksia Park Retirement Estate; and b) Callistemon Court Aged Persons Units This includes new leases, variations to existing leases and deeds of surrender.
Delegate	Chief Executive Officer
Council conditions on this delegation	To be in accordance with: 1. Department of Housing eligibility requirements; and 2. City's Aged Persons Rental Accommodation Policy.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated.
Policy	Department of Housing eligibility requirements. **City of Kwinana Policies** Execution of Documents Aged Person Rental Units Accommodation
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.6 Appointment of proxies**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Strata Titles Act 1985: s.124 Voting by proxy
Express power or duty delegated	Local Government Act 1995: s.5.41(i) Functions of CEO.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to appoint City of Kwinana employees as Proxies when required to attend: • strata meetings; or • meetings of creditors and vote on behalf of the City of Kwinana.
Delegate	Chief Executive Officer
Council conditions on this delegation	Proxies must vote in a manner that is consistent with any existing Council decision and must not vote in favour of motions that are outside the budget allocation. If the matter exceeds the budget allocated, then this must be referred to Council for a decision. In relation to strata meetings, must also comply with s.124 of the Strata Titles Act 1985.
Express power to sub- delegate	This Authority is not to be sub-delegated.
Policy	Strata Titles Act 1985 s.124
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.7 Agreements for community funding**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.7 Municipal Fund *Local Government (financial management) Regulations 1996:* 12. Payments from municipal fund or trust fund, restrictions on making
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To approve an application for funding under the Community Funding Policy.
Delegate	Chief Executive Officer
Council conditions on this delegation	Must be in accordance with the Community Funding Policy and within budget allocation.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Community Funding
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.8 Administration of Leases, licences, and management agreements over City property**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58 Disposing of Property
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to approve and execute any new lease, licence or management agreement up to 5 years duration in respect to a: • Community Group or Organisation; or • Sporting Club. Authorised to approve amendments to a lease, licence or management agreement that are minor in nature: • permitting alterations, additions or improvements to the premises; • extensions of a lease, licence and management agreement (up to 12 months). Authorised to provide consent and execute documents in relation to any assignment or sublease where there is a request by a lessee operating under a lease agreement that Council has approved.
Delegate	Chief Executive Officer
Council conditions on this delegation	1. The sublease must be consistent with the use of the premise permitted by the lease as well as other conditions relating to assignment and sub-letting approved between the City of Kwinana and the lessee. 2. Obtain consent from other parties required under the terms of the lease or at law. 3. Terms of the sub lease must be consistent with the lease approved by Council.
Express power to sub-delegate	This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.9 Administration of a Corporate Discount Agreement**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to enter into, make variations and execute documents in relation to the administration of a Corporate Discount Agreement on behalf of the City of Kwinana.
Delegate	Chief Executive Officer
Council conditions on this delegation	Any agreement must; 1. Result in no cost to the City of Kwinana; 2. to align with the Health Lifestyles Council Policy where relevant; and 3. requires adequate reasons for the decision to be recorded.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.10 Make variation and execute legal agreements in accordance with Local Planning Policy (LPP) No 2 – Streetscapes**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to make variations and execute legal agreements in accordance with Local Planning Policy (LPP) No 2 - Streetscapes.
Delegate	Chief Executive Officer
Council conditions on this delegation	Any variations can be delegated to the Chief Executive Officer if the variation is consistent with the overall intent of LPP No 2 – Streetscapes and achieves good amenity in the area.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies** Local Planning Policy No 2 - Streetscapes
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.11 Appointment of Acting Chief Executive Officer**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.36 Local government employees
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to appoint an Acting Chief Executive Officer for a period not exceeding six weeks and in accordance with Council Policy.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Local Government Act 1995:* 5.36. Local government employees 1. A local government is to employ — a) a person to be the CEO of the local government. 2. A person is not to be employed in the position of CEO unless the council — b) believes that the person is suitably qualified for the position. To satisfy the requirement of sub-clause 5.36(2)(a), Council considers those persons employed in the following positions suitable: **Director City Life** **Director City Infrastructure** **Director City Development and Sustainability** The Chief Executive Officer may appoint one or more of those Officers listed above to the role of Acting Chief Executive Officer either singularly or consecutively for a period not exceeding six weeks at his or her discretion, to ensure and provide for best business continuity during the required period(s).
Express power to sub- delegate	Nil. This Authority is not to be sub-delegated.
Policy	**City of Kwinana Procedure** Temporary Employment or Appointment of CEO
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.12 Objections to the rates record**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Objection to be received within the required timeframe identifying all relevant information as required by s.6.76(2), unless an application for extension has been granted; 2. Objection is to be considered promptly; 3. Written notice of the decision, including a statement of the reasons for the decision to be promptly served on the person who has made the objection; and 4. Objections that are allowed must not exceed $50,000 in lost revenue per property per financial year. Amounts greater than this must be referred to Council for determination.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; 2. The full details of the decision made under this delegation are to be recorded in the rate record; and 3. Notice to be provided to the person of the decision made.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.13 Recovery of rates and services charges from lessee**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.56(1) Rates or service charges recoverable in court s.6.60 Local government may require lessee to pay rent
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authorises the recovery of rent to offset an unpaid rate or service charge from the lessee of land, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Kwinana [s.6.60(2)]. 3. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Recovery action is in accordance with s.6.60 of the *Local Government Act 1995*; 2. Recovery action is in accordance with the City's policies and work procedures.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Debtors Management
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the decision and actions taken under this delegation to be recorded on the rate record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.14 Recovery and actions against land where rates or service charges are unpaid**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Rates and service charges s.6.56 Rates or service charges recoverable in court s.6.64 Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to represent the City in the recovery of rates or service charges, as well as to seek costs of proceedings for their recovery, in a court of competent jurisdiction [s.6.56 (1)]. 2. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Recovery action to be taken in accordance with: a) sections 6.64(3), 6.69(2), 6.71(1) (subject to conditions set out in the disposal of property delegations limits), and 6.74 of the *Local Government Act 1995*; b) regulation 77(3) of the *Local Government (Financial Management) Regulations 1996*; and c) City policies and procedures. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Debtors Management
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the decision made under this delegation are to be recorded in the rate record.

Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.15 Payments from municipal and trust funds**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund *Local Government Act 1995:* s.6.7(2) Municipal Fund s.6.9(4) Trust Fund
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make payment from the municipal or trust funds [r.12(1)(a)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Authority to make payments is subject to annual budget limitations. 2. May transfer money held in trust for 10 years to its municipal fund. Authorised to approve to repay it to a person who establishes a right to the repayment, together with any interest earned on the investment - 6.9(4) Trust Fund. 3. In relation to financial assistance for legal expenses by Elected Members and Officers in an emergency: a. The delegation is only applicable where a delay in the approval of an application would be detrimental to the legal rights of the applicant; b. The amount approved is to a maximum of $10,000 in respect of each application; c. All approved applications are to be presented to the next Ordinary Council Meeting; and d. The delegation is exercised in conjunction with the Legal Representation for Elected Members and Officers – Costs Indemnification and Liability Policy.
Express power to sub- delegate	L*ocal Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Use of Corporate Credit Cards Elected Members Allowances, Expenses and Gifts Charitable Rate Exemptions Legal Representation for Elected Members and Officers - Cost Indemnification and Liability

Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. A list of accounts paid by the CEO from the municipal fund and trust fund under this delegation is to be presented to Council each month.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.16 Power to invest**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14(1) Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Must establish, document, and adhere to internal control procedures and the relevant Council policies to ensure control over investments; and 2. Must have regard to the matters referred to at s.20 of the *Trustees Act 1962*. All investment activity must comply with the Financial Management Regulation 19C and Council Policies. a) A report detailing the investment portfolio's performance, exposures and changes since the last reporting, is to be provided as part of the Monthly Financial Reports. b) Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. c) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Investment Policy and Strategy

Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. An investment report must be presented to each monthly Council meeting including the details of investments in accordance with the investment control procedures that have been established.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.17 Expressions of interest, panels of pre-qualified suppliers and tenders for supply of goods and services**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14(2a) & (5) Requirements for publicly inviting tenders r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply good or services r.21 Procedure for limiting who can tender r.23 Rejecting and accepting expressions of interest to be an acceptable tenderer r.24 AB Establish Panels of Pre-Qualified Suppliers r.24 AD (3) and (6) Requirements when inviting Panels of Pre-Qualified Suppliers r.24 AH Rejecting and accepting Panels of Pre-Qualified Suppliers r.24 AJ Contracts with Pre-Qualified Suppliers
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to call tenders [F&G r.11(1)]. 2. Engage with prequalified suppliers under the WALGA Preferred Supplier Program or State Government Common Use Agreement (CUA) [F&G r.11(2)(b) & (e)]. 3. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 4. Engaging with suppliers registered with the Australian Minority Supplier Office Limited (trading as Supply Nation) or as Australian Disability Enterprise [F&G r.11(2)(h)]. 5. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). 6. Authority to invite tenders although not required to do so [F&G r.13]. 7. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 8. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 9. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 10. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 11. Authority to seek clarification from tenderers in relation to

	information contained in their tender submission [F&G r.18(4a)]. 12. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: 13. The extent to which each tender satisfies the criteria for deciding which tender to accept; and 14. To accept the tender that is most advantageous within the conditions of this Delegation [F&G r.18(4)]. 15. Authority to decline to accept any tender [F&G r.18(5)]. 16. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 17. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 18. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 19. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract 20. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 21. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23]. 22. Authority to establish a panel of pre-qualified suppliers (r.24 AB) 23. Authority to determine in writing, before a panel of pre-qualified suppliers is called, the criteria for acceptance of applications [F&G r.24AD(3)]. 24. Authority to vary information after public notice of invitation to the proposed panel and before the close of applications, taking reasonable steps to ensure each person who has sought copies of the proposed panel information is provided notice of the variation [F&G r.24AD(6)]. 25. Authority to assess, by written evaluation, applications that have not been rejected, to determine: 26. The extent to which each application satisfies the criteria for deciding which application to accept [F&G r.24AH (3)].; and 27. To accept the applications that are most advantageous to the City [F&G r.24AH(3)]. 28. Authority to decline to accept any application [F&G r.24AH(5)]. 29. Authority to enter into a contract or contracts under a panel of pre-qualified suppliers [F&G r.24AJ(1)].
Delegate	Chief Executive Officer

Council conditions on this delegation	1. Panels of pre-qualified suppliers, expressions of interest & tenders may only be awarded by the CEO where: a) the total consideration under the resulting contract is $1,000,000 or less; or b) it is a multiple year contract (including extension thereof) up to a total value of $1,875,000. 2. In accordance with the requirements of the: • *Local Government Act 1995;* • *Local Government (Financial Management) Regulations 1996*; and • Council's policies and work procedures. 3. Where the budget has not been adopted, the Chief Executive Officer can perform all functions outlined in this delegation with the exception of determining a tender, so long as in the specifications of the invitation to tender, it includes a provision that states that this tender will only be awarded subject to the budget being adopted by Council. 4. A decision to vary a tendered contract before entry into the contract *[F&G r.20(1) and (3)]* must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. 5. A decision to vary a tendered contract after entry into the contract *[F&G r.21A(a)]* must comply with the appropriate adopted council policies and must include evidence that the variation is necessary and does not change the scope of the contract. 6. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) **and** that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Tender Management Procurement
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Details recorded in the Tender Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.18 Disposing of property**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.58(2) & (3) Disposing of Property *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to dispose of property to: a) the highest bidder at public auction [s.3.58(2)(a)]. b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with s.3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: a) disposal of land to an adjoining owner, where the market value is less than $5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)]. b) disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c) disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease dose not give the lessee the exclusive use of the land. [F&G.r.30(20(e)]. d) disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&G.r.(2A)]. f) disposal of property, other than land / buildings, where the market value is determined as less than $20,000. [F&G r.30(3)(a)] g) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than $75,000. [F&G.r.30(3)(b)]
Delegate	Chief Executive Officer

Council conditions on this delegation	1. Disposal of land or building is to be within a 5% variance of on the valuation; 2. The disposal must be in accordance with s.3.58 of the *Local Government Act 1995* and r.30 of the *Local Government (Functions and General) Regulations 1996* (where applicable); 3. For the purposes of the administration of leases, exercise any option(s) available under the lease for established leases; and 4. Where the market value of the property (other than land) is determined as being less than $10,000 (F&G r.30(3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and • in any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Recognition and Depreciation of Assets Related Party Disclosures
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; 2. Update the Tender Register accordingly; and 3. Any disposal requiring a declaration under the Related Party Disclosure Policy must be done so via the Related Party Disclosure Form. located in Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.19 Write off, grant a concession or authorise a waiver for monies owing**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12(1) Power to defer, grant discounts, waive or write off debts
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Waive a debt which is owed to the City of Kwinana [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Kwinana [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Kwinana [s.6.12(1)(c)]
Delegate	Chief Executive Officer
Council conditions on this delegation	This delegation is subject to s.6.12(2) of the *Local Government Act 1995,* which specifies that a local government **cannot grant a waiver or concession for a rate or service charge.** The CEO's delegated authority is subject to the following limitations: 1. A write off of the debt incurred as a result of an administrative error on behalf of the City not exceeding $10,000; 2. Any grant of concession or waiver not exceeding $1,500 per occurrence; and 3. Any write off of a debt, not being due to an administrative error, for debts not exceeding $1,500. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City of Kwinana.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Debtors Management
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; 2. The full details of the waiver, concession or write off to be recorded on the appropriate financial record; and 3. Annual Fees – Registered Food Businesses 4. The fee value shall be reported and debited as a donation of Services to the community and credited to the Health –Food Act fees from Community Services Donation Account.
Date adopted	
Adoption references	

Last reviewed	

Delegation	**1.1.20 Authorised to negotiate and sign Consent Orders for recovery of rates on behalf of the local government**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Rates and service charges s.6.56 Rates or service charges recoverable in court s.6.64 Actions to be taken
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to negotiate and sign Consent Orders on behalf of the local government in relation to court proceedings for recovery of rates in arrears.
Delegate	Chief Executive Officer
Council conditions on this delegation	A Consent Order on behalf of the local government may be signed to - 1. dismiss a claim if there was an administration error and claim was invalid, or 2. settle a claim by consent where all outstanding amounts are paid in full and the fee, as set out in the City's Fees and Charges. This delegation is subject to s.6.12(2) of the *Local Government Act 1995,* which specifies that a local government **cannot grant a waiver or concession for a rate or service charge.**
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Rates Collection Debtors Collection
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the decision made under this delegation are to be recorded in the rate record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.21 Make alternative arrangements for payment of rates and services charges**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make an alternative agreement with a person for the payment of rates and services charges [s.6.49].
Delegate	Chief Executive Officer
Council conditions on this delegation	This delegation is subject to s.6.47 of the *Local Government Act 1995.* The CEO's delegated authority is subject to the following limitations: 1. Make arrangements with ratepayers wishing to make application for alternative instalment arrangements and extensions which will be completed within the current financial year; or 2. Allow extended instalment arrangements, which will be finalised outside the current financial year. Subject to *Rates and Charges (Rebates and Deferments) Act 1992.* Must comply with relevant Council policies.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Rates Collection Policy Debtors Collection Policy
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the payment arrangement to be recorded on the appropriate financial record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.22 Amendment to Rates Record**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with the *Local Government Act 1995*, as well as the power to determine whether to amend the rate record for the preceding five years.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Rates Collection Policy Debtor Collection Policy
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the payment arrangement to be recorded on the appropriate financial record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.23 Entering into legal agreements in accordance with Local Planning Policy (LPP) No 4 – Administration of development contribution plans**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to enter into legal agreements on behalf of the City of Kwinana, in accordance with Local Planning Policy (LPP) No 4 - Administration of development contribution plans.
Delegate	Chief Executive Officer Director City Development and Sustainability
Council conditions on this delegation	In accordance with Local Planning Policy (LPP) No 4 - Administration of development contribution plans. Authorised to vary or waive agreements in accordance with LPP No 4 sections 4.2.1, 4.2.2 and 4.2.3.
Express power to sub- delegate	This authority is not to be sub-delegated
Policy	**City of Kwinana Policies** Execution of Documents Local Planning Policy No 4 – Administration of Developer Contribution Plans
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.24 Planning, building and other development related applications where the City is the applicant**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to sign planning, building and other development related applications where the City is the applicant on its own City land.
Delegate	Chief Executive Officer Director City Life Director City Infrastructure
Council conditions on this delegation	Must be in accordance with works identified in the budget.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Execution of Documents
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.25 Notices requiring certain things to be done by property owner/occupier**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.25 Notices requiring things to be done by owner or occupier of land s.3.26 Additional powers when giving notices
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to: 1. Serve notices requiring certain things to be done, including but not restricted to the removal of overgrown vegetation, rubbish or disused material from land considered untidy 2. Recover the cost of anything the City has done to achieve the purpose for which notice is given as a debt due from the person who failed to comply with the notice
Delegates	Chief Executive Officer
Council conditions on this delegation	Schedule 3.1 of the *Local Government Act 1995.*
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.26 Particular things local government can do on land that is not local government property**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.27 Particular things local governments can do on land that is not local government property
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to do any of the things prescribed in Schedule 3.2 of the *Local Government Act 1995* on land which is not local government property.
Delegate	Chief Executive Officer
Council conditions on this delegation	Schedule 3.2 of the *Local Government Act 1995*.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	The exercise of this delegated power does not include the power of delegation. Any exercise of this delegation is to be recorded in the Delegated Authority Register
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.27 Crossing – Construction, Repair and Removal**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.12(1) Crossing from public thoroughfare
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegate	Chief Executive Officer
Council conditions on this delegation	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.28 Requirement to construct and repair crossing**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.13(1) and (2) Requirement to construct or repair crossover
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. 2. Construct or repair the crossing and recover 50% of the cost if the person fails to comply with the notice.
Delegate	Chief Executive Officer
Council conditions on this delegation	In accordance with *Local Government (Uniform Local Provisions) Regulations 1996:* r.14(2)(b) Role of Commissioner of Main Roads. That due process be followed for the issuing of a notice under s.3.25 of the *Local Government Act 1995* for a notice served under r.14(3).
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Crossovers
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.29 Private works, on, over or under public places**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegate	Chief Executive Officer
Council conditions on this delegation	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Street Trees and Verge Treatments
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.30 Powers of entry**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When the subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an Emergency s.3.36 Opening Fences
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and execute the opening a fence [s.3.36]. **(See conditions in regard to s.3.33 – Entry under warrant)**
Delegate	Chief Executive Officer
Council conditions on this delegation	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.31 Road Traffic Administration Act 2008 – Damage to road infrastructure**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Road Traffic Administration Act 2008:* s.124(2) A compensation order may be made on the application of the prosecutor, the road authority or the CEO. s.126(2) Service of certificates - If a road authority proposes to use a certificate, the road authority must serve a copy of the certificate on the accused at least 28 days before the day on which the matter is set down for hearing. s.132(2) Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Recover by proceedings in a court of competent jurisdiction damage caused to road infrastructure due to an MLDR offence (Mass, Dimensions, or Loading Requirements). 2. Service any certificate(s) as detailed in s.125 in regard to the local government's authority to maintain the road and the estimating of road values and repairs. 3. Recover expenses of damage caused by heavy traffic.
Delegate	Chief Executive Officer
Council conditions on this delegation	Compensation orders made under s.124 may only be made for an MDLR offence as defined ins.28 of the Act. All proceedings for the recovery of expenses or compensation for damage to be made in accordance with Part 7 of the Act.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.32 Disposal of sick or injured animals**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Dispose of sick or injured animals s.3.48 Impounding expenses, recovery of
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegate	Chief Executive Officer
Council conditions on this delegation	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.33 Closure of beaches and reserves in the interest of public safety**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18 Performing executive functions
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Approve the temporary closure of beaches and reserves in the district, wholly or partially, in the interest of maintaining public safety.
Delegate	Chief Executive Officer
Council conditions on this delegation	Must be for the purposes of enforcing a Western Australian Declaration of State of Emergency, Public Health Emergency, or for the purpose of maintaining safety of the public.
Express power to sub-delegate	This Authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.34 Commencement of legal proceedings or prosecutions under the Local Government Act 1995**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.24 Prosecutions, commencing
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The commencement of legal proceedings or prosecution on behalf of the City of Kwinana under the *Local Government Act 1995* and Regulations and the City of Kwinana Local Laws.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate powers and duties to other employees.
Policy	**City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.35 Destruction of local government election parcels**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Election) Regulations 1997:* r.82(4) Destruction of election papers
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Manager Governance and Legal
CEO conditions on this delegation	Destruction to be undertaken in accordance with the requirements of sub-regulation 82(4) and 82(5): r.82(4) If, after the period mentioned in sub-regulation (3), the parcels are to be destroyed — a) the destruction is to be carried out by or under the supervision of the delegate in the presence of at least 2 employees; or b) the parcels are to be conveyed securely to a secure paper destruction company, or placed in a locked bin provided by such a company, by or under the supervision of the delegate in the presence of at least 2 employees. r.82(5) In sub-regulation (4): **destroy**, in relation to a parcel of ballot papers, means to deal with the parcel so that all of the information recorded or stored on the papers in the parcel are obliterated or rendered illegible or irrecoverable; **secure paper destruction company** means a person or body that under contract or agreement with the local government is to destroy papers for the local government. The exercise of the delegated power does not include the power of delegation.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain. 2. A Witness Statement in regard to the destruction of electoral materials is to be completed in accordance with the requirements of the Work Instruction – Destruction of Electoral Material (D10/5469[v3] or later version if applicable).
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.36 Declare Vehicle is Abandoned Vehicle Wreck**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(2) Give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice. s.3.40A(4) Abandoned vehicle wreck may be taken.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegate	Chief Executive Officer
Council conditions on this delegation	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. Declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1).
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Register of Delegation of Authority via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.37 Confiscated or Uncollected Goods**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.42 Impounded non-perishable goods s.3.44 Notice to collect goods if not confiscateds3.46Goods May be withheld until costs paid s3.47Confiscated or uncollected goods, disposal of s3.48 Impounding expenses, recovery of
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give an alleged offender notice that the goods may be collected from a place specified during such hours as are specified [s.3.44]. 2. Authority to refuse to allow goods removed under section 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid to the local government [s.3.56]. 3. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 4. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 5. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.38 Obstruction of Footpaths and Thoroughfares**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: (a) prevent damage to the footpath; or (b) prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7]. 6. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 7. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 8. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegate	Chief Executive Officer

Council conditions on this delegation	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: (a) Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. (b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. (c) Provided evidence of sufficient Public Liability Insurance. (d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.39 Close Thoroughfares to Vehicles**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Certain Provisions about thoroughfares s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51Affected owners to be notified of certain proposals
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authorised to close (wholly or partially), revoke or vary the closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • notify Council of the intended closure; • give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]; 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Delegate	Chief Executive Officer
Council conditions on this delegation	If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. Maintain access to adjoining land [s.3.52(3)].
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	

Adoption references	
Last reviewed	

1.2. CEO to Employees

Delegation	**1.2.1 Responsible for employment and dismissal of employees**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.41(g) Functions of CEO.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Responsible for the employment and dismissal of employees.
Delegates	Director City Development and Sustainability Director City Infrastructure Director City Life Manager Human Resources Chief Financial Officer
CEO conditions on this delegation	1. The exercise of this delegation is in accordance with: a) the approved budget and adopted business case for the position; b) internal HR Policies, relevant employment instruments and associated legislation; c) Corporate Business Plans, Team Plans and Position Descriptions and in compliance with provisions of the; d) *Local Government Act 1995* s.5.36(3) in relation to qualifications, arrangements relating to employment; e) *Local Government Act 1995* s.5.40 in relation to selection, and promotion in accordance with principles of merit and equity; and free from favouritism and nepotism; and in accordance with; f) *Equal Opportunity Act 1984*; and g) *Work Health and Safety Act 2020.* 2. The exercise of the delegated power does NOT include the appointment of any manager or director position or the extension of any manager or director position. All manager and director contracts or letters of offer must only be approved or extended by the CEO. 3. Subject to s.5.37(2) of the *Local Government Act 1995* in relation to senior employees. 4. The exercise of the delegated power does not include the power of delegation.
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	

Last reviewed	

Delegation	**1.2.2 Electoral Enrolment Eligibility Claims**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995 – Part 4, Division 8* s.4.32 Eligibility to enrol under s.4.30. s.4.35 Decision that eligibility to enrol under s.4.30 has ended.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)] Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].
Delegates	Manager Governance and Legal
CEO conditions on this delegation	*Local Government Act 1995:* 1. Enrolments and eligibility to be determined in accordance with: s.4.30 Eligibility of non-resident owners and occupiers to be enrolled. s.4.32 Eligibility to enrol; how to claim. 2. The delegate is to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form. s.4.34 Accuracy of enrolment details to be maintained. The exercise of the delegated power does not include the power of delegation.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain; and 2. The delegate is to record the decision in a register kept for that purpose in accordance with regulations and is to give written notice of the decision to the claimant without delay, s.4.32(6).
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.2.3 Extension of time or withdrawal of infringement notice under the Local Government Act 1995**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Director City Development and Sustainability Director City Infrastructure Director City Life Manager Essential Services
CEO conditions on this delegation	**Manager Essential Services** May only provide an extension of time or withdraw a notice under this delegation provided the Director City Development and Sustainability is notified in writing. *Local Government Act 1995* **Extension of time** The period for which a modified penalty may be paid, may be extended the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed. **Withdrawal of infringement notice** 1) Within one year after the notice was given the delegate may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn. 2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. The exercise of the delegated power does not include the power of delegation

Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

1.3. Local Law Delegations to the CEO/Employees

Delegation	**1.3.1 Activities on Thoroughfares and Public Places and Trading Local Law 2011**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws The exercise of the following provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2011: c2.1(1)(e) Permit a person to damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government. c2.2(2) Exempting persons from a compliance of activities that require a permit under sub- clause 2.2(1). c2.4(3) Approval of application for a permit for the purposes of a temporary crossing. c2.5(2) Give a written notice requiring removal of a crossing which does not give access to a lot and reinstating part of thoroughfare affected by removal. c2.10(1) Give a written notice to an owner or occupier to make good a verge abutting a lot. c2.14(1) Assign a number to a lot. c2.15(1) Give a notice to the owner of land that adjoins a public place or thoroughfare to enclose the land to prevent sand or other matter from the land entering the public place or thoroughfare. c2.15(2) Determine whether a fence needs to be built, repaired or maintained. c2.16(1) Erect a sign on a public place specifying any conditions of use which apply to that place. c3.2(3)(d) Determine whether a sign is likely to obstruct a line of sight. c3.3 Determine an application for a permit for an advertising sign. c3.4 Approval or refusal of an application for a permit of a portable sign. c3.5 Approval or refusal of an application for a permit of an election sign on a thoroughfare. c4.7(1) Advise verbally or in writing a retailer whose name appears on a shopping trolley, of the location of the trolley and to remove the trolley within 24 hours, unless the retailer requests the local government collect and deliver the trolley to the retailer and that the retailer pay for the collection and delivery. c5.4(1) Signpost roads with standard MRWA ‘flora road’ sign. c5.5(2)(c) Provide exemption for a person driving or riding a vehicle on a flora road other than the carriageway. c5.9(1) Approval of application for a permit to plant or sow seeds on a thoroughfare. c5.10(1) Approval of application to clear a thoroughfare and maintain in a cleared state within one metre of a person’s land. c5.12(1) Approve an application to burn part of a thoroughfare. c5.17(2) Approval of application for permit to construct firebreak on thoroughfare

	c5.19 Approval of application for permit to collect seed from native flora on a thoroughfare for a revegetation projects. c6.2 Refuse or approve an application for a stallholder's permit. c6.3 Refuse or approve an application for a trader's permit. c6.7(3) Exempt a person from the requirement to pay fee or obtain a stallholders or traders permit. c6.10 Refuse or approve an application for a street entertainer's permit. c6.11 Variation of permitted area and permitted time for street performers. c6.16(1) Refuse or approve an application to establish or conduct an outdoor eating facility on a public place. c6.18(2) Give notice to permit holder of an outdoor eating facility to carry out work. c6.21(2) May carry out things requested of a person and recover from that person, as a debt, the costs incurred in doing so. c7.1(2)(a) Determine the form of an application for a permit.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Activities in Thoroughfares and Public Places and Trading Local Law 2011*.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Laws** Activities in Thoroughfares and Public Places and Trading Local Law 2011 **City of Kwinana Policies** Street Trees and Verge Treatments Legal Representation for Elected Members and Offices - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.2 Bee Keeping Local Law 2002**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the *Bee Keeping Local Law 2002*: c5 Determine form required and such details as maybe required when assessing application for permit. c6(1) Refuse or approve an application for a permit. c7 Impose conditions for the approval of a permit. c7(1)(b)(i) Determine the distance from any thoroughfare, public place or boundary of land. c7(1)(e) Specify how many bee hives are allowed to be kept on land in excess of 20,000m2 in area. c8(1) Vary conditions of a permit once it has been issued. c8(2) Cancel a permit if requested to do so by the permit holder. c12(1) Determine whether a person has contravened a provision of this local law and give a permit holder a written notice requiring that the bees and/or beehives be removed from the land and specify a time by which it must be done. c12(3) Dispose of bees or beehives or both in such a manner as see fits and recover from the permit holder or an owner or an occupier, as the case may be, the costs of doing so as a due debt.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Bee Keeping Local Law 2002.*
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Bee Keeping Local Law 2002 **City of Kwinana Policies** Legal Representation for Elected Members and Officer - Cost Indemnification and Liability

Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.3 Bush Fire Brigades Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the *Bush Fire Local Law 2011*: c2.2(1)(c) Appointment of Brigade Officers. c2.2(5) Appointment of Brigade Officer to fill vacancy. c3.2 Officers to be supplied with Act, Regulations, Bushfire Operating Procedures, this local law and other written law and any amendments, that may be relevant to the performance of the Brigade Office's function. c3.3 Appointment of Training Coordinator. c3.12 Determine the number of nominees of a bush fire brigade for the Bush Fire Advisory Committee. First Schedule 2.4 Determine form of membership application. 7.6(3) Resolve disagreements between bush fire brigade members.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Bush Fire Local Law 2004*.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Bush Fire Local Law 2004*: c2.2(2) When considering the appointment of persons to the positions listed in clause 2.2(1)(c), regard must be given to the qualifications and experience which may be required to fill each role.
Policy	**City of Kwinana Local Law** Bush Fire Local Law 2011
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.4 Extractive Industries Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Extractive Industries Local Law: c2.2(2) Applicant to advertise proposal determined by the local government. c2.3(1) Determination of the form of application. c2.3(1)(d) Approve a of datum point. c2.3(1)(l) Requirement for additional information. c2.3(3) Exemption from providing certain data. c3.1(1) Refuse an application that does not comply with clause 2.3. c3.1(2) Refusal of an application, or approve an application over whole or part of the land and on such terms and conditions as it see fits. c3.1(3)(a) Determination the licence period. c3.1(5) Imposing of conditions in respect to matters. c4.1(2) Determination of application to transfer a licence. c4.2 Cancellation of a licence and advising the licensee in writing. c4.3(2) Waiving requirements for renewal of licence specified in clause 4.3 c4.3(3) Waiving requirements to submit details of any of the things referred to in clause 2.3 and 3.1. c4.3(4) Determination of an application for renewal of a licence. c5.1 Determination of the security amount and type of security (bond, bank guarantee or other) for restoration and reinstatement of local government assets. c5.2(1)(c) Carry out or cause to be carried out, the required restoration and reinstatement work. c5.2(2) Apply the proceeds of security towards costs of restoration and reinstatement work. c6.1(1) Provide written approval for excavation as ins.6.1. c6.1(2) Determine standard of fencing of an excavation. c6.2(3) Determine drainage of an excavation to prevent accumulation of water. c6.3(1) Approve the removal of trees or shrubs within 40 metres of the boundary of a thoroughfare. c6.4(1) & (2) Approve blasting in the course of excavation.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Extractive Industries Local Law.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil

Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Extractive Industries Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.5 Fencing Local Law 2016**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Fencing Local Law: c2.1(4) Grant a consent to any variation to the specifications in Schedules 2, 3 and 4. c2.1(7) Approve a dividing fence or boundary fence exceeding 1800 millimetres in height. c2.2(1) Approve a fence in a front setback of a residential lot greater than 1200 millimetres in height with conditions set out in subclauses 2.2(2) and (3). c2.4 Approve a person to deposit or permit the deposit of, any materials whatsoever used in the construction or maintenance of any fence, on any thoroughfare, public place or local government property. c2.5 Approve a person to erect a fence on a rural lot, or a special rural lot within 7.5 metres of a thoroughfare, of a height exceeding 1500 millimetres. c2.6 Approve a person to erect a fence other that within the front setback area, on a residential lot, of a height exceeding 1800 millimetres. c2.9 Approve a person to erect or maintain a fence across a right-of-way, public access way or thoroughfare. c3.2(2) Give written approval for a person to erect or affix to any fence of a residential or commercial lot, any barbed wire or other material with spiked or jagged projections. c3.3(1) Approve the construction or use of an electric fence, or the construction of a fence constructed wholly or partly of razor wire, on a lot. c4.1(2) Determine the application form under this local Law. c4.1(3) Require an applicant to provide additional information. c4.1(4) Refuse to consider an application for approval which is not in accordance with subclause 4.1(2) and (3). c4.2 Approve or refuse an application or approve subject to conditions. c4.5 Cancellation of an approval. c6.1(1) Give notice in writing to an owner or occupier of a breach of this local law. c6.1(3) Enter a lot to which a notice relates and remedy the breach and may recover the expenses of so doing from the owner or the lot in a court of competent jurisdiction. 7.3 Approval of form of notice
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Fencing Local Law 2016.
Delegate	Chief Executive Officer

Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Fencing Local Law 2016 **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.6 Local Government Property Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Local Government Property Local Law: c1.5(2)(a) Hire local government property to any person. c1.5(2)(b) Enter into an agreement with any person regarding the use of any local government property. c2.2(1) Give local public notice of intention to make a determination. c2.3 Erect a sign on a local government property giving notice of the effect of a determination which applies to that property. c3.2(2) & (3) Determine the form of an application and information required by the form. c3.2(4) Require an applicant to give local public notice of the application of a permit. c3.2(5) Refuse an application that is not in accordance with c3.2. c3.3 Approve an application for a permit either unconditionally or subject to conditions or refuse an application. c3.4 Approve an application with conditions on a permit. c3.5(2) Impose an application with subject to conditions by reference to a policy. c3.6(2) Vary conditions of a permit. c3.7 Enter into an agreement with the permit holder in respect of the ownership of the materials in the building. c3.10 Refuse or approve the transfer of a permit and impose conditions. c3.12(1) Cancel a permit. c3.13(2) Exempt a person from compliance with the requirements of clause 3.13(1). c3.13(3) Exemption a local government property or a class of local government property from the application of sub-clause 3.13(1)(a). 4.7(1) Erect a sign on a local government property specifying any conditions of use which apply to that property. c6.2(2) No authorised entry to a function - exemption a person from being charged a fee for admission to a government property for the purposes of subclause 6.2(1). c6.3 In special circumstances, authorise the repayment of all or part of a payment of fees paid for entry into or participation in an activity in a local government property. c7.2(1) & (2) Determine the manner in which an application for consent must be given and if a fee is to be Paid. c7.2(3) Refuse to consider an application if the application for consent is not made in the manner required by the local government or the required fee is not Paid. c7.2(4) Require an application for consent and either approve or refuse the application in writing. c7.3 Consent to a person landing, using or going on any part of a jetty that is under construction, under repair or closed. c7.5(b) Consent to the embarking or disembarking of passengers for a consecutive period exceeding 2 hours.

	c7.7 Consent to a person launching a boat from, or over a jetty (other than a boat ramp). c7.8 Consent to a boat coming alongside or be moored or made fast to a jetty for the purposes of loading or discharging cargo or other goods between the hours of 6.00pm and 6.00am on the next day, or for longer than 2 consecutive hours. c7.12 Consent to a person placing or depositing bulk cargo from a vehicle or boat or container, onto a jetty. c9.3 Dispose of lost property. c10.1 Issue of a notice. c10.3 Local government may undertake requirements of notice.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Local Government Property Local Law.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Local Government Property Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.7 Pest Plants Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Pest Plants Local Law: c5 Serve of a notice. c6(a) Destroy, eradicate or control pest plants. c6(b) Recover in court, the amount of the expenses of such destruction, eradication or control.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Pest Plants Local Law.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Pest Plants Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.8 Urban Environment and Nuisance Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Urban Environment and Nuisance Local Law: c2.6 Give a n–tice - reflection or illumination of lighting. c3.1 Notice to remove graffiti. c4.2(2) Serve a notice on an owner or occupier of land requiring compliance of prohibited activities – prevention of dust and liquid waste. c4.2(3) Serve a notice to cease a prohibited activity – prevention of dust and liquid waste. c4.2(4) Serve a notice imposing conditions on a prohibited activity – prevention of dust and liquid waste. 6.1(1) Determine that a lot has an untidy appearance because of refuse, rubbish or disused materials and does not conform with the general appearance of other land in that part of the district. 6.1(2) Give a writing notice to the owner or occupier of a property, requiring the removal of refuse, rubbish or disused materials. 7.1(1) Give a notice to the owner or the occupier of a lot to remove, cut, move or otherwise deal with a plant or tree so as to remove the danger or hazard. 7.1(2) Take any remedial action considered appropriate in order to make a plant or tree safe without having given the owner or occupier notice as required by Part 10 of this local law. 7.2(1) Give a notice to the owner or the occupier of the lot specifying measures to prevent or minimize any danger or hazard due to cyclonic activity. 7.2(2) Take any remedial action considered appropriate to prevent or minimize the danger or hazard due to cyclonic activity without having given the owner or occupier notice as required by Part 10 of this local law. c8.1 Approve, refuse, impose conditions and give written notices for private works on, over or under a public place. c10.2 Local government may undertake requirements of notice.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To take actions to ensure compliance with the provisions of the Urban Environment and Nuisance Local Law.
Delegate	Chief Executive Officer
Conditions	Nil

Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Urban Environment and Nuisance Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.9 Parking and Parking Facilities Local Law 2018**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Parking and Parking Facilities Local Law 2018: c2.1 Erect a sign for the purpose of this local law on any land, building or other structure within the parking region. c2.3 Approve a sign or the removal or defacing of a Sign. c3.3(1)(b) Permit a person to park a vehicle on any part of a parking station contrary to a sign referable to that Part. c4.1(4) Permit a person to park a vehicle in a area designated by a sign stating 'Authorised Vehicles Only". c4.10 Authorise a person to drive or park upon or over a portion of a reserve. c4.12(1) Permit a person to park a vehicle on a portion of a thoroughfare or parking facility for longer than the permitted Time. c4.12(2) Prohibit any other vehicle from parking on a portion of a thoroughfare or parking facility to which a permission granted under clause 4.12(1) has been given. c4.13(5) By the way of signs, set aside parking stations for multiple occupants. c5.21 Issue, revoke or suspend a temporary parking permit. c6.1(2) Permit a person to affix an board or sign, placard, notice, cover or other thing to or paint, mark or write upon any ticket machine. c7.2 Issue a permit exempting a holder of a valid permit from the requirements of a prohibition. c7.3 Issue a residential parking permit. c7.4 Approve the issue of one additional residential parking permit or one additional visitor's parking permit on such terms or conditions as the local government sees fit. c7.6 Give to an eligible person a notice requiring that person to notify the local government of any reason why that permit should not be revoked. c7.8 Issue a permit to replace a residential parking permit or visitor's parking permit which is lost, destroyed or stolen. c8.10 At the expiration of hours of operation, lock parking stations.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Parking and Parking Facilities Local Law 2018.
Delegate	Chief Executive Officer
Council conditions on this delegation	1. The expenses incurred are in respect to an expense for which the person is entitled to be reimbursed, subject to Part 5, Division 8 of the *Local Government Act 1995*; and 2. The payment request is submitted and authorised in accordance with the City's policies and work procedures.

Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Parking and Parking Facilities Local Law 2018 **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

2. Building Act 2011 Delegations

2.1. Council to CEO/Employees

Delegation	**2.1.1 Building Act 2011 – Powers and duties**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Building Act 2011:* s.127 A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
Express power or duty delegated	All powers and duties exercised by the Local Government as a permit authority under the *Building Act 2011*.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to exercise and discharge all or any of the powers and duties of the Local Government as a permit authority under the Building Act 2011. Inclusive of the appointing of such persons to be an Authorised Persons for performing particular functions under this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub- delegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments
Policy	**City of Kwinana Policies** Legal Representation for Elected Members and Officers - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

3. Bush Fires Act 1954 Delegations

3.1. Council to CEO, Mayor and Bush Fire Control Officer

Delegation	**3.1.1 Bush Fires Act 1954 – Functions of a local government**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Bush Fires Act 1954:* s.48(1) Delegation by Local Government
Express power or duty delegated	*Bush Fires Act 1954:* s.48(1) Delegation by Local Government
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Perform any of the functions of a local government for the purposes of the *Bush Fires Act 1954*.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Bush Fires Act 1954:* s.48(4) Nothing in s.48 is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business. This delegation excludes powers and duties that: a) are prescribed in the Act with the requirement for a resolution by the local government; b) are prescribed in the Act for performance by appointed Officers; c) are subject to separate delegated authority within this register; or d) s.33(5a) – making of local laws.
Express power to sub- delegate	*Bush Fires Act 1954:* s.48(3) No power provided to sub-delegate
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**3.1.2 Bush Fires Act 1954 – Restricted and prohibited burning times**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Bush Fires Act 1954:* s.17(10) Delegation by Local Government
Express power or duty delegated	*Bush Fires Act 1954:* s.17(10) Delegation by Local Government Bush Fires Act 1954: s.17(7)(a) shortening, extending, suspending or re-imposing a period of prohibited burning times s.17(7)(b) impose a further period of prohibited burning times s.17(8) give notice of any variation s.18(5)(a)(i) shortening, extending, suspending or re-imposing a period of restricted burning times; s.18(5)(a)(ii) imposing a further period of restricted burning times s.18(5)(b) vary the prescribed conditions by modifying or suspending all or any of those conditions
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	After consultation with an authorised CALM Act Officer if forest land is situated in the district, vary the prohibited and restricted burning times in respect of that year in the district or a part of the district.
Delegates	Emergency Services Coordinator Mayor
Council conditions on this delegation	Mayor and Emergency Services Coordinator to act jointly. Vary prohibited and restricted burning times in accordance withs.17(7)(b), s.17(8) ands.18(5B), 18(5C) of the *Bush Fires Act 1954*.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated
Policy	**City of Kwinana Polices**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

4. Cat Act 2011 Delegations

4.1. Council to CEO / Employees

Delegation	**4.1.1 Cat Act 2011 – Administration and enforcement**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Cat Act 2011:* s.44(1) Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.48(1) Authorised Persons
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to: 1. Exercise any of the City's powers or the discharge of any of its duties under the Cat Act 2011. 2. Appoint such persons to be Authorised Persons for performing particular functions under this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Cat Act 2011:* s.48(2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of s.62 (Infringement notices)
Express power to sub- delegate	*Cat Act 2011:* s.45 Delegation by CEO of local government Note: s.45(6) A power or duty under s.63, 64 or 65 cannot be delegated to an authorised person.
Policy	**City of Kwinana Policies**
Record keeping	1. s.47(3) requires that a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty; 2. Information to be recorded in the local government's cat register is to be in accordance with r.16; 3. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 4. Any actions taken or notices issued are to be recorded on the appropriate file or record of the City.
Date adopted	
Adoption references	
Last reviewed	

5. Dog Act 1974
Delegations
5.1. Council to CEO/Employees

Delegation	**5.1.1 Dog Act 1976 – Appointment of authorised persons and registration officers**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Dog Act 1976:* s.10AA(1) Delegation to CEO
Express power or duty delegated	*Dog Act 1976:* s.29(1) Appointment of authorised persons s.11(1) Appointment of registration officers
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To appoint authorised persons and registration officers.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Dog Act 1976* s.11(3) A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment and shall provide that certificate on being required so to do by a person in respect of any power he exercises, has exercised or is about to exercise. s.29(1) A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain Authorisation needs to be included in the officer Authorisation documents and in the prescribed form and documented in the City's Record Keeping System.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**5.1.2 Dog Act 1976 – Power or duty of the local government under any provision of the Act**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Dog Act 1976:* s.10AA(1) Delegation to CEO
Express power or duty delegated	*Dog Act 1976:* s.11(1) Staff and Services s.29(1) Power to seize dogs (appoint authorised persons for purposes under this act) s.33M(1)(a) Local Government expenses to be recoverable
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Any power or duty of the local government under any provision of this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Dog Act 1976:* s.10AA(4) A local government's Chief Executive Officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown. s.10AA(5) Nothing in this limits the ability of a local government's Chief Executive Officer to perform a function through an officer or agent.
Express power to sub- delegate	*Dog Act 1976:* s.10(AA)(3) The delegation may expressly authorise the delegate to further delegate the power or duty
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Register of Delegation of Authority via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**5.1.3 Dogs Local Law 2010**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Dogs Local Law 2010: c4.2(c) Determine that the applicant or another person who will have charge of the dogs, will reside on the premises or sufficiently close to the premises. c4.3(3)(b) Refuse to determine an application if, in the opinion of the delegate, that the notice of a proposed use of a premises is of a size or in a location that would fail to notify persons of the proposed use of the premises. c4.6 Have regard to matters in determining an application. c4.8(1) Approve an application for a licence subject to conditions contained in Schedule 2 and to other conditions considered appropriate. c4.8(2) Vary any of the conditions contained in Schedule 2. c4.11 Determine the form of a licence. c4.13(1) Vary the conditions of a licence. c4.13(2) Cancel a licence; a) on the request of the licensee; b) following a breach of the Dog Act 1976, its Regulations or this local law; or c) if the licensee is not a fit and proper person. c4.14(1)(a) Determine the form of an application for the transfer of a licence. c4.14(3) Approve, whether or not subject to such conditions as he/she considers appropriate, or refuse to approve an application to transfer a licence. c4.15 Give written notice. c5.2(2)(a) Permit dogs to be exercised in an area being used for sporting or other activities, during the time of use. c6.1(3)(a) Approve the manner in which excrement may be removed. c6.1(3)(b) Provide receptacles on a park, reserve or land, specifically provided for holding dog excrement. c7.7 Ascertain the address at which a notice is to be served.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Dogs Local Law 2010*.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil

Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Laws** *Dogs Local Law 2010* **City of Kwinana Policies** Application to keep Additional Dogs on Premises Legal Representation for Elected Members and Office–s - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

6. Firearms Act 1973 Delegations

6.1. Council to CEO

Delegation	**6.1.1 Firearms Act 1973**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Firearms Act 1973:* s.9A(4) Duration and renewal of licence s.16(2)(a) Authorisation of employees s.30A Sale and disposal of firearms s.30B Loss, theft, destruction, or disposal out of State to be reported s.31(2) Records *Firearms Regulations 1974:* r.11A Storage security requirements
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to: • Exercise any of the City's powers or the discharge of any of its duties under the *Firearms Act 1973*. • Appoint such persons to apply to the Western Australian Police Force – Licensing Enforcement Division to be authorised to possess, carry or use a firearm in accordance with the licence and for performing particular functions under this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	***Firearms Act 1973*** This delegation is subject to: 1. Annual renewal of the corporate firearm licence as permitted by s.16(1)(c). 2. Authorisation of employees to possess, carry or use a firearm in accordance with the licence. Authorisation only to be given to persons employed by the City and approved by the Chief Executive Officer. **Firearms Regulations 1974** 1. Ensure that firearms and ammunition are stored in accordance with r.11A. Only officers that have been approved by the Western Australian Police Force – Licensing Enforcement Division can be appointed as an authorised officer under the *Firearms Act 1973*.
Express power to sub-delegate	This Authority is not to be sub-delegated.
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	

Adoption references	
Last reviewed	

7. Food Act 2008 Delegations

7.1. Council to CEO/Employees

Delegation	**7.1.1 Food Act 2008 – Appointment of Authorised Officers and Designated Officers**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Food Act 2008:* s.118(2)(b) Enforcement agency may delegate a function conferred on it s.118(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] s.118(4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of Authorised Officers s.126 (13) Infringements - Appointment of Designated Officers Function
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Delegate	Chief Executive Officer
Council conditions on this delegation	A certificate of authority must be issued to Authorised Officers in accordance with s.123 of the *Food Act 2008.* In accordance with s.126 of the *Food Act 2008* Infringement Notices. The Local Government can designate authorised officers to be designated officers for the purposes of s.126 of the *Food Act 2008* subsection (2), (3), (6) or (7) or for the purposes of 2 or more of those subsections, but a person who is a designated officer for the purposes of giving infringement notices under subsection (2) is not eligible to be a designated officer for the purposes of any of the other subsections. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to sub- delegate	*Food Act 2008:* s.118(2)(b) Functions of enforcement agencies and delegation
Policy	City of Kwinana Policies

Record keeping	1) Each enforcement agency must prepare and maintain a list of authorised officers appointed by the agency in accordance with s.122(3) of the *Food Act 2008*; 2) Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 3) Save a copy of the signed authorisation in the City's Record Keeping System
Date adopted	
Adoption references	
Last reviewed	

Delegation	**7.1.2 Food Act 2008 – Functions of enforcement agency**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Food Act 2008:* s.118(2)(b) *Functions of enforcement agencies and delegation*
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection s.110 Registration of food businesses s.112 Variation of conditions or cancellation of registration of food businesses s.125 Institution of proceedings
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008.* 2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s.66 of the *Food Act 2008*. 3. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s.67 of the *Food Act 2008*. 4. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s.110 and s.112 of the *Food Act 2008*. 5. Institute proceedings for an offence under the *Food Act 2008* in accordance with s.125 of the *Food Act 2008*.
Delegates	Chief Executive Officer Coordinator Environment and Waste Coordinator Environmental Health Environmental Health Officer Senior Environmental Health Officer

Council conditions on this delegation	Delegation to: **Chief Executive Officer** • Institute proceedings for an offence under the *Food Act 2008* in accordance with s.125 of the *Food Act 2008*. **Coordinator Environmental Health** **Coordinator Environment and Waste** **Senior Environmental Health Officer** • Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008*. • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s.66 of the *Food Act 2008*. • Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a Certificate of Clearance after an inspection in accordance with s.67 of the *Food Act 2008*. • Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s.110 and s.112 of the *Food Act 2008*. **Coordinator Environmental Health** **Senior Environmental Health Officer** • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s.66 of the *Food Act 2008*. • Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s.67 of the *Food Act 2008*. • Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s.110 and s.112 of the *Food Act 2008*. **Environmental Health Officer** • Grant and apply conditions for registration of low risk food businesses, in accordance with s.110 and s.112 of the *Food Act 2008*. The risk category is determined using the modified WA Risk Profiling tool (Food Business Risk Classification Form D10/3370 [v#]). **Conditions and Exceptions:** • In accordance with the requirements of the sections under which the function is to be performed. • Any proceedings of an offence must be reported in accordance with s.121(2) of the *Food Act 2008*. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to sub-delegate	*Food Act 2008:* s.118(4) Sub-delegation only permissible if expressly provided in Regulations.
Policy	**City of Kwinana Policies**

Record keeping	*Food Act 2008:* 1. s.121 Reports by and about enforcement agencies I. An enforcement agency (other than the CEO) must report to the CEO, at the intervals that the CEO requires, on the performance of functions under this Act by persons employed or engaged by the agency. II. In addition to any report required under subsection (1), an enforcement agency must forward to the CEO details of any proceedings for an offence under this Act taken by an officer of the agency within one month after the proceedings have been finally dealt with. 2. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

8. Graffiti Vandalism Act 2016 Delegations

8.1. Council to CEO/Employees

Delegation	**8.1.1 Graffiti Vandalism Act 2016 – Administration and Enforcement**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* Part 3 Powers of local government
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to exercise any of the City's powers or the discharge of any of its duties under the *Graffiti Vandalism Act 2016.*
Delegate	Chief Executive Officer
Council conditions on this delegation	Must be in accordance with the Graffiti and Vandalism Policy
Express power to sub-delegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

9. Litter Act 1979 Delegations

9.1. Council to CEO/Employees

Delegation	**9.1.1 Litter Act 1979 – Appointment of persons authorised to withdraw infringement notices**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Litter Act 1979:* s.30(4a) Appointed Person
Express power or duty delegated	*Litter Act 1979:* s.30(4) Withdrawal of infringement notice
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To approve the withdrawal of infringement notices issued under the *Litter Act 1979.*
Delegates	Chief Executive Officer Director City Development and Sustainability Manager Essential Services
Council conditions on this delegation	*Litter Act 1979:* s.30(4a) Withdrawal notice sent under s.30(4) shall be signed by a person appointed in writing to withdraw infringement notices.
Express power to sub-delegate	Nil. This authority is not to be sub-delegated.
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

10. Public Health Act 2016 Delegations

10.1. Council to CEO/Employees

Delegation	**10.1.1 Designate Authorised Officers – Public Health Act 2016**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Public Health Act 2016:* s.24(1) and (3) Designation of authorised officers
Express power or duty delegated	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to designate a person or class of persons as authorised officers for the purposes of: • The *Public Health Act 2016* or other specified Act; • Specified provisions of the *Public Health Act 2016* or other specified Act • Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two *[s.24(1) and (3)]*. Authorise the Coordinator Environmental Health and Coordinator Environment and Waste to exercise and discharge all or any of the powers and functions of the local government (enforcement agency).
Delegates	Chief Executive Officer Coordinator Environment and Waste Coordinator Environmental Health Environmental Health Officer Senior Environmental Health Officer
Council conditions on this delegation	**Chief Executive Officer** Authorised to appoint Environmental Health Officers subject to each person so appointed being: 1. Appropriately qualified and experienced [s.25(1)(a)]; and 2. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. **Coordinator Environment and Waste** **Coordinator Environmental Health** Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council. **Environmental Health Officer** **Senior Environmental Health Officer**

	• By Law 29A(3) of City of Kwinana Health Local Law relating to keeping of poultry – grant, cancel and refuse registration • Clause 6(b) of the City of Kwinana *Health (Keeping of Horse and Equine Premises) Local Laws 1997* – grant, renew, vary or transfer the registration limiting the number of horses to be kept and imposing conditions for keeping of a horse or horses on the premises. • Regulation 10(2) of the Health (Treatment of *Sewage* and *Disposal* of *Effluent* and Liquid *Waste*) *Regulations* 1974 – grant a permit to use the apparatus
Express power to sub-delegate	Nil. This authority is not to be sub-delegated
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**10.1.2 Authority to Appoint Approved and Authorised Officers for the Purposes of the Criminal Procedure Act 2004**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Health (Miscellaneous Provisions) Act 1911:* s.26 A local government may appoint and authorise any person to exercise and discharge its powers and functions *Health (Asbestos) Regulations 1992*. r.15D(7) A local government may delegate a power or duty under this regulation to the chief executive officer of the local government.
Express power or duty delegated	*Health (Asbestos) Regulations 1992*: Regulation 15D(5) A local government may appoint persons or classes of persons to be authorised or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to appoint authorised and approved officers for the purposes of issuing and dealing with infringements under the *Criminal Procedure Act 2004* Part 2 s.6 in accordance with the requirements of the Regulations.
Delegate	Chief Executive Officer
Council conditions on this delegation	Subject to each person so appointed being issued with a certificate or identity card identifying the officer as a person authorised to issue infringement notices *[r.15D(6)]*.
Express power to sub- delegate	This authority is not to be sub-delegated
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

11. Planning and Development Act 2005 Delegations

11.1. Council to CEO

Delegation	**11.1.1 Subdivision and development control**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2 – Part 10 - Clause 82(1)* Delegations by local government
Express power or duty delegated	City of Kwinana Local Planning Scheme No. 2 City of Kwinana Town Planning Scheme No. 3 *Planning and Development Act 2005* Part 7 Planning Control Areas Part 8 Improvement Plans and Schemes Part 13 Enforcement and Legal Proceedings
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to: 1. Exercise all powers and discharge all duties under Local Planning Scheme No 2 and Town Planning Scheme No.3 and the *Planning and Development (Local Planning Scheme) Regulations 2015, Schedule 2, Deemed provisions for Local Planning Schemes* 2. Make objections or recommendations in respect of Subdivision Applications to the West Australian Planning Commission, including recommendations for the imposition of subdivision conditions; 3. Make recommendations for approval or refusal of development within Planning Control Areas; 4. Determine applications for variations to previously approved Planning Applications; 5. Give a written direction in accordance with s.214 of the *Planning and Development Act 2005* to the owner or any other person undertaking a development. 6. Determine applications for land within the Rural Water Resource Zone; 7. Determine applications for a “Use Not Specified” under the Local Planning Scheme; and 8. Determine applications to adopt Local Development Plans.
Delegate	Chief Executive Officer
Council conditions on this delegation	Local Planning Scheme No. 2 and Town Planning Scheme No. 3 and *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2 - Deemed provisions for Local Planning Schemes. 1. May determine variations to Planning approvals including planning approvals previously determined by Council, that are of a minor nature and if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable). Any variation to a planning approval previously determined by Council must be preceded by a memo to Council outlining the proposed changes prior to determination.

	2. Excluding variations to planning approvals as stated in condition (1) above, the delegation does not include the following: a) The acceptance of mediated outcomes or determinations of s.31 reconsiderations for appeals lodged with the State Administrative Tribunal, where the application was determined by Council. b) Local Planning Policies including amendments. c) Major development within the Town Centre. d) Determining an application involving a 'Use Not Specified' for land in Local Planning Scheme No. 2 e) Approval of Local Development Plan where an Elected Member has requested the matter be considered by Council Elected Members are to be consulted in the form of a memo prior to determination. The request must be made in writing to the Director City Development and Sustainability within 3 business days of the memo being issued and must be approved by the Mayor. f) Approval of development within the Rural Water Resource Zone where five or more objections have been received relating to a valid planning and development matter associated with the proposal g) Approval of Equestrian Uses where clearing of vegetation is required outside of the Building Envelope h) Approval of the following new land uses or where a previous approval for the use does not exist on the land, where one or more objection is received that; I. Relates to a valid planning and development matter associated with the proposal; and II. Will not be addressed by imposing condition(s) on the approval or modifying the proposal • Eating House • Hazardous Industry • Hospital • Hotel • Licenced Restaurant • Local Shop • Medical Clinic • Motel • Non-Residential Health Centre • Noxious Industry • Piggery • Public Assembly – Place of • Public Worship • Restricted Premises • Retail Plant Nurseries • Service Industry • Telecommunications Infrastructure • Veterinary Clinic
Express power to sub- delegate	*Local Government Act 1995* *Planning and Development (Local Planning Schemes Regulations) 2015,* Schedule 2 Part 10: r.83 Local Government CEO may delegate powers

Policy	**City of Kwinana Policies** Ancillary Accommodation Development within Cockburn Sound Catchment Development within Special Rural Zones Development within the Industrial Zones Development within the Special Residential Zones
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**11.1.2 Determine applications pursuant to the requirements of Local Planning Policy (LPP) No 5 – Development Contribution towards Public Art**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Planning and Development (Local Planning Scheme) Regulations 2015:* r.82 Delegations by local government
Express power or duty delegated	*Planning and Development (Local Planning Scheme) Regulations 2015:* r.3. Local planning policies (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to determine applications pursuant to the requirements of Local Planning Policy (LPP) No 5 – Development Contribution towards Public Art.
Delegate	Chief Executive Officer
Council conditions on this delegation	In accordance with Local Planning Policy (LPP) No 5 - Development Contribution Towards Public Art including consideration of the recommendation of the Review Panel.
Express power to sub-delegate	Nil. This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**11.1.3 Illegal Development**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2005:* s.214(2), (3) and (5)
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegate	Chief Executive Officer
Council conditions on this delegation	In accordance with Local Planning Policy (LPP) No 5 - Development Contribution Towards Public Art including consideration of the recommendation of the Review Panel.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

12. Health (Miscellaneous Provisions) Act 1911

12.1. Council to CEO

Delegation	**12.1.1 Deputy of the Local Government under the Health (Miscellaneous Provisions) Act 1911**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Health (Miscellaneous Provisions) Act 1911;* *s26 Powers of local government*
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To be the Deputy of the City of Kwinana under the Health (Miscellaneous Provisions) Act 1911 and in that capacity to exercise and discharge all or any of the powers and functions of the local government under that Act, regulations and local laws made under that Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	The exercise of this authorisation must be consistent with the relevant legislation, and Council processes.
Express power to sub-delegate	Nil
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	June 2024
Adoption references	
Last reviewed	

City of Kwinana

Register of Delegated Authority 2024/25



Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

(a) A local government from performing any of its functions by acting through a person other than the CEO"; or
(b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: The Environmental Protection Act allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

NOTE
This document is not to be used to replace the adopted Register of Delegated Authority as detailed in Attain. For the most current and up to date version of the City's Delegated Authority Register please see Attain.

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1. Local Government Act 1995 Delegations

1.1. Council to CEO/Employees

Delegation	**1.1.1 Appoint Authorised Person and Authorise Persons to Perform Specified Functions under the *Local Government Act 1995***
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.10 Appointment of authorised persons s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing *Local Government (Miscellaneous Provisions) Act 1960* s.449 Pounds, establishing; poundkeepers and rangers, appointing
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act (i.e. Regulations): (a) *Local Government Act 1995* and its subsidiary legislation, as well as ~~Local~~ local ~~Laws~~ laws made under the *Local Government Act 1995*; (b) *Caravan Parks and Camping Grounds Act 1995*; (c) *Cat Act 2011*; (d) *Cemeteries Act 1986*; (e) *Control of Vehicles (Off-road Areas) Act 1978*; (f) *Dog Act 1976*: (g) *Graffiti Vandalism Act 2016* ~~[s.15]~~; and (h~~e~~) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*. 2. Authority to authorise persons for the purposes of Part 3, Division Subdivision 2 – Certain provisions about land to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24] 3. Authority to authorise persons to enter onto land, premises or a thing without consent of the owner/occupier [s.3.31(2)] 4. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 5. Authority to authorise persons to commence prosecutions for offences under the *Local Government Act 1995* and any Local Laws made under the *Local Government Act 1995* [s.9.24(1)(c) and (2)(b)]. 6. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 7. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].

Delegate	Chief Executive Officer
Council conditions on this delegation	1. A register of Authorisations is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. 3. Authorisations are to be provided in writing by issuing a Certificate of Authorisation. 4. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004 must first be appointed as an authorised person for the purposes of section 9.16 of the *Local Government Act 1995*. ~~4.~~ ~~4.~~5. ~~5.~~ s9.10 of the *Local Government Act 1995* cannot be subdelegated
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. A copy of the Certificate of Authorisation for each authorised person to be retained by the City via Attain; and 3. Each Certificate of Authorisation is to be reviewed and updated annually.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.2 Execution of Documents**
Delegator **Power/Duty assigned in legislation to:**	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to sign documents in relation to the following: • Administration of agreements in relation to, hiring promotional street banners, and illuminated street name signs in accordance with council policies • To enter into an agreement on behalf of the City of Kwinana, with any successful applicants of a Local Commercial Support Grant, in accordance with the Local Commercial Support Grant Policy • Applying for and executing sponsorship and grant agreements where: a) the City's contribution component falls within budget; or b) it is consistent with a Council resolution to consider a budget allocation in a future budget; or c) it relates to a future project that forms part of a forward works program; or d) such grant or sponsorship is opportunistic in nature, not in current plans but has a clear benefit to the community; or in accordance with council policies. • Memorandums of Understanding (MOU) if they satisfy the following conditions: a) there is no additional financial contribution in excess of existing budgets required to give effect to the City's obligations under the MOU. b) formalises an existing working relationship between the City and a government agency or department or another local government. c) the usage of City assets or human resources in order to give effect to the City's obligations under MOU will not unreasonably interfere with the expected provision of services to the community. • The execution, lodgment, removal, withdrawal, surrender or modification to notifications, covenants, easements and caveats under the *Transfer of Land Act 1893*. • Easements or deeds of easement under the *Land Administration Act 1997* and/or *Strata Titles Act 1985*. • Finance Leases, Contracts, Service Level agreements, and any other agreement that does not require the Common Seal of the City. • Other documents which are supported by prior approval of Council via: a) Council resolution; b) Council Policy; c) City Business Plan; or d)a) Adopted Annual Budget.

Delegate	Chief Executive Officer Director City Development and Sustainability Director City Infrastructure Director City Life Manager Economic Development
Council conditions on this delegation	For grants and sponsorships, any additional contribution funds required in excess of the City's budget amount will require a budget variation to be approved by Council before the CEO can exercise this delegation. **Director City Development and Sustainability** **Director City Infrastructure** **Director City Life** Limited to executing the following: • Leases, Contracts, Service Level agreements, and any other agreement that does not require the Common Seal of the City that aligns with purchasing authorisation limits. • Applying for and executing sponsorship and grant agreements where: a) the City's contribution component falls within budget; or b) it is consistent with a Council resolution to consider a budget allocation in a future budget; or c) it relates to a future project that forms part of a forward works program; or d) such grant or sponsorship is opportunistic in nature, not in current plans but has a clear benefit to the community; or e) complies with relevant council policies • Memorandums of Understanding (MOU) if they satisfy the following conditions: a) there is no additional financial contribution in excess of existing budgets required to give effect to the City's obligations under the MOU. b) formalises an existing working relationship between the City and a government agency or department or another local • Administration of agreements in relation to, hiring promotional street banners, and illuminated street name signs in accordance with council policies government. **Manager Economic Development** Limited to executing the following; • To enter into an agreement on behalf of the City of Kwinana, with any successful applicants of a Local Commercial Support Grant, in accordance with the Local Commercial Support Grant Policy. • Administration of agreements in relation to, hiring promotional street banners, and illuminated street name signs in accordance with council policies
Express power to sub-delegate	This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies** • City of Kwinana Common Seal • Community Funding Policy • Promotional Street Banners on Gilmore Avenue • Advertising and Directional Signage in Thoroughfares and on Local Government Property • Local Commercial Support Grants

~~**Record keeping**~~	~~1) Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and~~ ~~2)~~1) ~~Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.~~
~~**Date adopted**~~	
~~**Adoption references**~~	
~~**Last reviewed**~~	

Delegation	**1.1.3 Approval of cash advance for reimbursement of expenses**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.101(2) Reimbursing an employee for an expense incurred by the employee in relation to a matter affecting the local government s.5.102 Cash advance to a person in respect of an expense for which the person can be reimbursed. *Local Government (Administration) Regulations 1996:* r.32 Expenses that can be approved for reimbursement
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Approve reimbursing an employee for an expense incurred by the employee in relation to a matter affecting the local government. Making a cash advance to a person in respect of an expense for which the person can be reimbursed.
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Subject to Part 5, Division 8 of the *Local Government Act 1995*; and 2. Payment to be occur in accordance with the City's policies and work procedures.
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Elected Members Allowances, Expenses and Gifts Policy
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.4 Legal action, notice, proceedings, prosecutions, and withdrawals**
Delegator *Power / Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO As determined by the Act under which the function is to be performed.
Express power or duty delegated	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under: 1. The *Local Government Act 1995* and Regulations; 2. Building Act 2011 and Building Regulations 2012 3. City of Kwinana Local Laws; or 4. Any other written law.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The taking of any action, serving of notice or otherwise, commencement of legal proceedings or prosecution on behalf of the City of Kwinana.
Delegate	Chief Executive Officer
Council conditions on this delegation	As determined by the Act under which the function is to be performed. A memorandum to Elected Members in the event of intention to enter into prosecution if the amount is over $50,000.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	City of Kwinana Policies Legal Representation for Elected Members and Officer - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.5 Administration of Banksia Park Retirement Estate and Callistemon Court Aged Persons Units**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to sign documents in relation to the administration of leases and/or tenancy agreement for: a) Banksia Park Retirement Estate; and b) Callistemon Court Aged Persons Units This includes new leases, variations to existing leases and deeds of surrender.
Delegate	Chief Executive Officer
Council conditions on this delegation	To be in accordance with: 1. Department of Housing eligibility requirements; and 2. City's Aged Persons Rental Accommodation Policy.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated.
Policy	Department of Housing eligibility requirements. **City of Kwinana Policies** ~~City of Kwinana Common Seal~~ Execution of Documents Aged Person Rental Units Accommodation
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.6 Appointment of proxies**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Strata Titles Act 1985: s.124 Voting by proxy
Express power or duty delegated	Local Government Act 1995: s.5.41(i) Functions of CEO.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to appoint City of Kwinana employees as Proxies when required to attend: • strata meetings; or • meetings of creditors and vote on behalf of the City of Kwinana.
Delegate	Chief Executive Officer
Council conditions on this delegation	Proxies must vote in a manner that is consistent with any existing Council decision and must not vote in favour of motions that are outside the budget allocation. If the matter exceeds the budget allocated, then this must be referred to Council for a decision. In relation to strata meetings, must also comply with s.124 of the Strata Titles Act 1985.
Express power to sub- delegate	This Authority is not to be sub-delegated.
Policy	Strata Titles Act 1985 s.124
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.7 Agreements for community funding**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.7 Municipal Fund *Local Government (financial management) Regulations 1996:* 12. Payments from municipal fund or trust fund, restrictions on making
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To approve an application for funding under the Community Funding Policy.
Delegate	Chief Executive Officer
Council conditions on this delegation	Must be in accordance with the Community Funding Policy and within budget allocation.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Community Funding ~~2020~~
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.8 Administration of Leases, licences, and management agreements over City property**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58 Disposing of Property
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to approve and execute any new lease, licence or management agreement up to 5 years duration in respect to a: • Community Group or Organisation; or • Sporting Club. Authorised to approve amendments to a lease, licence or management agreement that are minor in nature: • permitting alterations, additions or improvements to the premises; • extensions of a lease, licence and management agreement (up to 12 months). Authorised to provide consent and execute documents in relation to any assignment or sublease where there is a request by a lessee operating under a lease agreement that Council has approved.
Delegate	Chief Executive Officer
Council conditions on this delegation	1. The sublease must be consistent with the use of the premise permitted by the lease as well as other conditions relating to assignment and sub-letting approved between the City of Kwinana and the lessee. 2. Obtain consent from other parties required under the terms of the lease or at law. 3. Terms of the sub lease must be consistent with the lease approved by Council.
Express power to sub-delegate	This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.9 Administration of a Corporate Discount Agreement**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to enter into, make variations and execute documents in relation to the administration of a Corporate Discount Agreement on behalf of the City of Kwinana.
Delegate	Chief Executive Officer
Council conditions on this delegation	Any agreement must; 1. Result in no cost to the City of Kwinana; 2. to align with the Health Lifestyles Council Policy where relevant; and 3. requires adequate reasons for the decision to be recorded.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies** ~~Healthy Lifestyles Policy~~
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.10 Make variation and execute legal agreements in accordance with Local Planning Policy (LPP) No 2 – Streetscapes**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to make variations and execute legal agreements in accordance with Local Planning Policy (LPP) No 2 - Streetscapes.
Delegate	Chief Executive Officer
Council conditions on this delegation	Any variations can be delegated to the Chief Executive Officer if the variation is consistent with the overall intent of LPP No 2 – Streetscapes and achieves good amenity in the area.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies** Local Planning Policy No 2 - Streetscapes
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.11 Appointment of Acting Chief Executive Officer**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.36 Local government employees
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to appoint an Acting Chief Executive Officer for a period not exceeding six weeks and in accordance with Council Policy.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Local Government Act 1995:* 5.36. Local government employees 1. A local government is to employ — a) a person to be the CEO of the local government. 2. A person is not to be employed in the position of CEO unless the council — b) believes that the person is suitably qualified for the position. To satisfy the requirement of sub-clause 5.36(2)(a), Council considers those persons employed in the following positions suitable: **Director City Life** **Director City Infrastructure** **Director City Development and Sustainability** The Chief Executive Officer may appoint one or more of those Officers listed above to the role of Acting Chief Executive Officer either singularly or consecutively for a period not exceeding six weeks at his or her discretion, to ensure and provide for best business continuity during the required period(s).
Express power to sub- delegate	Nil. This Authority is not to be sub-delegated.
Policy	**City of Kwinana Procedure** Temporary Employment or Appointment of CEO
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.12 Objections to the rates record**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Objection to be received within the required timeframe identifying all relevant information as required by s.6.76(2), unless an application for extension has been granted; 2. Objection is to be considered promptly; 3. Written notice of the decision, including a statement of the reasons for the decision to be promptly served on the person who has made the objection; and 4. Objections that are allowed must not exceed $50,000 in lost revenue per property per financial year. Amounts greater than this must be referred to Council for determination.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; 2. The full details of the decision made under this delegation are to be recorded in the rate record; and 3. Notice to be provided to the person of the decision made.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.13 Recovery of rates and services charges from lessee**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.56(1) Rates or service charges recoverable in court s.6.60 Local government may require lessee to pay rent
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authorises the recovery of rent to offset an unpaid rate or service charge from the lessee of land, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Kwinana [s.6.60(2)]. 3. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Recovery action is in accordance with s.6.60 of the *Local Government Act 1995*; 2. Recovery action is in accordance with the City's policies and work procedures.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Debtors Management
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the decision and actions taken under this delegation to be recorded on the rate record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.14 Recovery and actions against land where rates or service charges are unpaid**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Rates and service charges s.6.56 Rates or service charges recoverable in court s.6.64 Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to represent the City in the recovery of rates or service charges, as well as to seek costs of proceedings for their recovery, in a court of competent jurisdiction [s.6.56 (1)]. 2. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Recovery action to be taken in accordance with: a) sections 6.64(3), 6.69(2), 6.71(1) (subject to conditions set out in the disposal of property delegations limits), and 6.74 of the *Local Government Act 1995*; b) regulation 77(3) of the *Local Government (Financial Management) Regulations 1996*; and c) City policies and procedures. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Debtors Management
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the decision made under this delegation are to be recorded in the rate record.

Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.15 Payments from municipal and trust funds**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund *Local Government Act 1995:* s.6.7(2) Municipal Fund s.6.9(4) Trust Fund
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make payment from the municipal or trust funds [r.12(1)(a)].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Authority to make payments is subject to annual budget limitations. 2. May transfer money held in trust for 10 years to its municipal fund. Authorised to approve to repay it to a person who establishes a right to the repayment, together with any interest earned on the investment - 6.9(4) Trust Fund. 3. In relation to financial assistance for legal expenses by Elected Members and Officers in an emergency: a. The delegation is only applicable where a delay in the approval of an application would be detrimental to the legal rights of the applicant; b. The amount approved is to a maximum of $10,000 in respect of each application; c. All approved applications are to be presented to the next Ordinary Council Meeting; and d. The delegation is exercised in conjunction with the Legal Representation for Elected Members and Officers – Costs Indemnification and Liability Policy.
Express power to sub- delegate	L*ocal Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** • Use of Corporate Credit Cards • ~~Reward for Information~~ Elected Members Allowances, Expenses and Gifts • Charitable Rate Exemptions • Legal Representation for Elected Members and Officers - Cost Indemnification and Liability

Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. A list of accounts paid by the CEO from the municipal fund and trust fund under this delegation is to be presented to Council each month.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.16 Power to invest**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14(1) Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegate	Chief Executive Officer
Council conditions on this delegation	1. Must establish, document, and adhere to internal control procedures and the relevant Council policies to ensure control over investments; and 2. Must have regard to the matters referred to at s.20 of the *Trustees Act 1962*. All investment activity must comply with the Financial Management Regulation 19C and Council Policies. a) A report detailing the investment portfolio's performance, exposures and changes since the last reporting, is to be provided as part of the Monthly Financial Reports. b) Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. c) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Investment Policy and Strategy

Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. An investment report must be presented to each monthly Council meeting including the details of investments in accordance with the investment control procedures that have been established.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.17 Expressions of interest, panels of pre-qualified suppliers and tenders for supply of goods and services**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14(2a) & (5) Requirements for publicly inviting tenders r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply good or services r.21 Procedure for limiting who can tender r.23 Rejecting and accepting expressions of interest to be an acceptable tenderer r.24 AB Establish Panels of Pre-Qualified Suppliers r.24 AD (3) and (6) Requirements when inviting Panels of Pre-Qualified Suppliers r.24 AH Rejecting and accepting Panels of Pre-Qualified Suppliers r.24 AJ Contracts with Pre-Qualified Suppliers
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to call tenders [F&G r.11(1)]. 2. Engage with prequalified suppliers under the WALGA Preferred Supplier Program or State Government Common Use Agreement (CUA) [F&G r.11(2)(b) & (e)]. 3. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 4. Engaging with suppliers registered with the Australian Minority Supplier Office Limited (trading as Supply Nation) or as Australian Disability Enterprise [F&G r.11(2)(h)]. 5. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). 6. Authority to invite tenders although not required to do so [F&G r.13]. 7. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 8. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 9. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 10. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 11. Authority to seek clarification from tenderers in relation to

	information contained in their tender submission [F&G r.18(4a)]. 12. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: 13. The extent to which each tender satisfies the criteria for deciding which tender to accept; and 14. To accept the tender that is most advantageous within the conditions of this Delegation [F&G r.18(4)]. 15. Authority to decline to accept any tender [F&G r.18(5)]. 16. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 17. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 18. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 19. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract 20. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 21. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23]. 22. Authority to establish a panel of pre-qualified suppliers (r.24 AB) 23. Authority to determine in writing, before a panel of pre-qualified suppliers is called, the criteria for acceptance of applications [F&G r.24AD(3)]. 24. Authority to vary information after public notice of invitation to the proposed panel and before the close of applications, taking reasonable steps to ensure each person who has sought copies of the proposed panel information is provided notice of the variation [F&G r.24AD(6)]. 25. Authority to assess, by written evaluation, applications that have not been rejected, to determine: 26. The extent to which each application satisfies the criteria for deciding which application to accept [F&G r.24AH (3)].; and 27. To accept the applications that are most advantageous to the City [F&G r.24AH(3)]. 28. Authority to decline to accept any application [F&G r.24AH(5)]. 29. Authority to enter into a contract or contracts under a panel of pre-qualified suppliers [F&G r.24AJ(1)].
Delegate	Chief Executive Officer

Council conditions on this delegation	1. Panels of pre-qualified suppliers, expressions of interest & tenders may only be awarded by the CEO where: a) the total consideration under the resulting contract is $1,000,000 or less; or b) it is a multiple year contract (including extension thereof) up to a total value of $1,875,000. 2. In accordance with the requirements of the: • *Local Government Act 1995;* • *Local Government (Financial Management) Regulations 1996*; and • Council's policies and work procedures. 3. Where the budget has not been adopted, the Chief Executive Officer can perform all functions outlined in this delegation with the exception of determining a tender, so long as in the specifications of the invitation to tender, it includes a provision that states that this tender will only be awarded subject to the budget being adopted by Council. 4. A decision to vary a tendered contract before entry into the contract *[F&G r.20(1) and (3)]* must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. 5. A decision to vary a tendered contract after entry into the contract *[F&G r.21A(a)]* must comply with the appropriate adopted council policies and must include evidence that the variation is necessary and does not change the scope of the contract. 6. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) **and** that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Tender Management Procurement
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Details recorded in the Tender Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.18 Disposing of property**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.58(2) & (3) Disposing of Property *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to dispose of property to: a) the highest bidder at public auction [s.3.58(2)(a)]. b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with s.3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: a) disposal of land to an adjoining owner, where the market value is less than $5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)]. b) disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c) disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease dose not give the lessee the exclusive use of the land. [F&G.r.30(20(e)]. d) disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&G.r.(2A)]. f) disposal of property, other than land / buildings, where the market value is determined as less than $20,000. [F&G r.30(3)(a)] g) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than $75,000. [F&G.r.30(3)(b)]
Delegate	Chief Executive Officer

Council conditions on this delegation	1. Disposal of land or building is to be within a 5% variance of on the valuation; 2. The disposal must be in accordance with s.3.58 of the *Local Government Act 1995* and r.30 of the *Local Government (Functions and General) Regulations 1996* (where applicable); 3. For the purposes of the administration of leases, exercise any option(s) available under the lease for established leases; and 4. Where the market value of the property (other than land) is determined as being less than $10,000 (F&G r.30(3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and • in any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Recognition and Depreciation of Assets ~~Depreciation and Capitalisation of Assets Tender Management~~ Related Party Disclosures
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; 2. Update the Tender Register accordingly; and 3. Any disposal requiring a declaration under the Related Party Disclosure Policy must be done so via the Related Party Disclosure Form. ~~(D17/44460)~~located in Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.19 Write off, grant a concession or authorise a waiver for monies owing**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12(1) Power to defer, grant discounts, waive or write off debts
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Waive a debt which is owed to the City of Kwinana [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Kwinana [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Kwinana [s.6.12(1)(c)]
Delegate	Chief Executive Officer
Council conditions on this delegation	This delegation is subject to s.6.12(2) of the *Local Government Act 1995,* which specifies that a local government **cannot grant a waiver or concession for a rate or service charge.** The CEO's delegated authority is subject to the following limitations: 1. A write off of the debt incurred as a result of an administrative error on behalf of the City not exceeding $10,000; 2. Any grant of concession or waiver not exceeding $1,500 per occurrence; and 3. Any write off of a debt, not being due to an administrative error, for debts not exceeding $1,500. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City of Kwinana.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Debtors Management
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; 2. The full details of the waiver, concession or write off to be recorded on the appropriate financial record; and 3. Annual Fees – Registered Food Businesses 4. The fee value shall be reported and debited as a donation of Services to the community and credited to the Health –Food Act fees from Community Services Donation Account.
Date adopted	
Adoption references	

Last reviewed	

Delegation	**1.1.20 Authorised to negotiate and sign Consent Orders for recovery of rates on behalf of the local government**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Rates and service charges s.6.56 Rates or service charges recoverable in court s.6.64 Actions to be taken
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to negotiate and sign Consent Orders on behalf of the local government in relation to court proceedings for recovery of rates in arrears.
Delegate	Chief Executive Officer
Council conditions on this delegation	A Consent Order on behalf of the local government may be signed to - 1. dismiss a claim if there was an administration error and claim was invalid, or 2. settle a claim by consent where all outstanding amounts are paid in full and the fee, as set out in the City's Fees and Charges. This delegation is subject to s.6.12(2) of the *Local Government Act 1995,* which specifies that a local government **cannot grant a waiver or concession for a rate or service charge.**
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Rates Collection Debtors Collection
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the decision made under this delegation are to be recorded in the rate record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.21 Make alternative arrangements for payment of rates and services charges**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make an alternative agreement with a person for the payment of rates and services charges [s.6.49].
Delegate	Chief Executive Officer
Council conditions on this delegation	This delegation is subject to s.6.47 of the *Local Government Act 1995.* The CEO's delegated authority is subject to the following limitations: 1. Make arrangements with ratepayers wishing to make application for alternative instalment arrangements and extensions which will be completed within the current financial year; or 2. Allow extended instalment arrangements, which will be finalised outside the current financial year. Subject to *Rates and Charges (Rebates and Deferments) Act 1992.* Must comply with relevant Council policies.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Rates Collection Policy Debtors Collection Policy
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the payment arrangement to be recorded on the appropriate financial record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.22 Amendment to Rates Record**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with the *Local Government Act 1995*, as well as the power to determine whether to amend the rate record for the preceding five years.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Rates Collection Policy Debtor~~s~~ Collection Policy
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. The full details of the payment arrangement to be recorded on the appropriate financial record.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.23 Entering into legal agreements in accordance with Local Planning Policy (LPP) No 4 – Administration of development contribution plans**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to enter into legal agreements on behalf of the City of Kwinana, in accordance with Local Planning Policy (LPP) No 4 - Administration of development contribution plans.
Delegate	Chief Executive Officer Director City Development and Sustainability
Council conditions on this delegation	In accordance with Local Planning Policy (LPP) No 4 - Administration of development contribution plans. Authorised to vary or waive agreements in accordance with LPP No 4 sections 4.2.1, 4.2.2 and 4.2.3.
Express power to sub- delegate	This authority is not to be sub-delegated
Policy	**City of Kwinana Policies** Execution of Documents ~~City of Kwinana Common Seal~~ Local Planning Policy No 4 – Administration of Developer Contribution Plans
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.24 Planning, building and other development related applications where the City is the applicant**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.49A(4) Execution of documents
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to sign planning, building and other development related applications where the City is the applicant on its own City land.
Delegate	Chief Executive Officer Director City Life Director City Infrastructure
Council conditions on this delegation	Must be in accordance with works identified in the budget.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** ~~City of Kwinana Common Seal~~Execution of Documents
Record keeping	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.25 Notices requiring certain things to be done by property owner/occupier**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.25 Notices requiring things to be done by owner or occupier of land s.3.26 Additional powers when giving notices
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to: 1. Serve notices requiring certain things to be done, including but not restricted to the removal of overgrown vegetation, rubbish or disused material from land considered untidy 2. Recover the cost of anything the City has done to achieve the purpose for which notice is given as a debt due from the person who failed to comply with the notice
Delegates	Chief Executive Officer
Council conditions on this delegation	Schedule 3.1 of the *Local Government Act 1995.*
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.26 Particular things local government can do on land that is not local government property**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.27 Particular things local governments can do on land that is not local government property
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to do any of the things prescribed in Schedule 3.2 of the *Local Government Act 1995* on land which is not local government property.
Delegate	Chief Executive Officer
Council conditions on this delegation	Schedule 3.2 of the *Local Government Act 1995*.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	The exercise of this delegated power does not include the power of delegation. Any exercise of this delegation is to be recorded in the Delegated Authority Register
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.27 Crossing – Construction, Repair and Removal**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.12(1) Crossing from public thoroughfare
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegate	Chief Executive Officer
Council conditions on this delegation	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.28 Requirement to construct and repair crossing**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.13(1) and (2) Requirement to construct or repair crossover
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. 2. Construct or repair the crossing and recover 50% of the cost if the person fails to comply with the notice.
Delegate	Chief Executive Officer
Council conditions on this delegation	In accordance with *Local Government (Uniform Local Provisions) Regulations 1996:* r.14(2)(b) Role of Commissioner of Main Roads. That due process be followed for the issuing of a notice under s.3.25 of the *Local Government Act 1995* for a notice served under r.14(3).
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Crossovers
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.29 Private works, on, over or under public places**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegate	Chief Executive Officer
Council conditions on this delegation	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies** Street Trees and Verge Treatments
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.30 Powers of entry**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When the subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an Emergency s.3.36 Opening Fences
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and execute the opening a fence [s.3.36]. **(See conditions in regard to s.3.33 – Entry under warrant)**
Delegate	Chief Executive Officer
Council conditions on this delegation	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.31 Road Traffic Administration Act 2008 – Damage to road infrastructure**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Road Traffic Administration Act 2008:* s.124(2) A compensation order may be made on the application of the prosecutor, the road authority or the CEO. s.126(2) Service of certificates - If a road authority proposes to use a certificate, the road authority must serve a copy of the certificate on the accused at least 28 days before the day on which the matter is set down for hearing. s.132(2) Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Recover by proceedings in a court of competent jurisdiction damage caused to road infrastructure due to an MLDR offence (Mass, Dimensions, or Loading Requirements). 2. Service any certificate(s) as detailed in s. 125 in regard to the local government's authority to maintain the road and the estimating of road values and repairs. 3. Recover expenses of damage caused by heavy traffic.
Delegate	Chief Executive Officer
Council conditions on this delegation	Compensation orders made under s.124 may only be made for an MDLR offence as defined ins.28 of the Act. All proceedings for the recovery of expenses or compensation for damage to be made in accordance with Part 7 of the Act.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.32 Disposal of sick or injured animals**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Dispose of sick or injured animals s.3.48 Impounding expenses, recovery of
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegate	Chief Executive Officer
Council conditions on this delegation	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.33 Closure of beaches and reserves in the interest of public safety**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18 Performing executive functions
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Approve the temporary closure of beaches and reserves in the district, wholly or partially, in the interest of maintaining public safety.
Delegate	Chief Executive Officer
Council conditions on this delegation	Must be for the purposes of enforcing a Western Australian Declaration of State of Emergency, Public Health Emergency, or for the purpose of maintaining safety of the public.
Express power to sub-delegate	This Authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.34 Commencement of legal proceedings or prosecutions under the Local Government Act 1995**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.9.24 Prosecutions, commencing
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	The commencement of legal proceedings or prosecution on behalf of the City of Kwinana under the *Local Government Act 1995* and Regulations and the City of Kwinana Local Laws.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate powers and duties to other employees.
Policy	**City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.35 Destruction of local government election parcels**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Election) Regulations 1997:* r.82(4) Destruction of election papers
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Manager Governance and Legal
CEO conditions on this delegation	Destruction to be undertaken in accordance with the requirements of sub-regulation 82(4) and 82(5): r.82(4) If, after the period mentioned in sub-regulation (3), the parcels are to be destroyed — a) the destruction is to be carried out by or under the supervision of the delegate in the presence of at least 2 employees; or b) the parcels are to be conveyed securely to a secure paper destruction company, or placed in a locked bin provided by such a company, by or under the supervision of the delegate in the presence of at least 2 employees. r.82(5) In sub-regulation (4): **destroy**, in relation to a parcel of ballot papers, means to deal with the parcel so that all of the information recorded or stored on the papers in the parcel are obliterated or rendered illegible or irrecoverable; **secure paper destruction company** means a person or body that under contract or agreement with the local government is to destroy papers for the local government. The exercise of the delegated power does not include the power of delegation.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain. 2. A Witness Statement in regard to the destruction of electoral materials is to be completed in accordance with the requirements of the Work Instruction – Destruction of Electoral Material (D10/5469[v3] or later version if applicable).
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.36 Declare Vehicle is Abandoned Vehicle Wreck**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(2) Give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice. s.3.40A(4) Abandoned vehicle wreck may be taken.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegate	Chief Executive Officer
Council conditions on this delegation	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. Declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1).
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Register of Delegation of Authority via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.37 Confiscated or Uncollected Goods**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.3.42 Impounded non-perishable goods s.3.44 Notice to collect goods if not confiscateds3.46Goods May be withheld until costs paid s3.47Confiscated or uncollected goods, disposal of s3.48 Impounding expenses, recovery of
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give an alleged offender notice that the goods may be collected from a place specified during such hours as are specified [s.3.44]. 2. Authority to refuse to allow goods removed under section 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid to the local government [s.3.56]. 3. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 4. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 5. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub- delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.38 Obstruction of Footpaths and Thoroughfares**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: (a) prevent damage to the footpath; or (b) prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7]. 6. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 7. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 8. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegate	Chief Executive Officer

Council conditions on this delegation	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: (a) Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. (b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. (c) Provided evidence of sufficient Public Liability Insurance. (d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.1.39 Close Thoroughfares to Vehicles**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* Certain Provisions about thoroughfares s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51Affected owners to be notified of certain proposals
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authorised to close (wholly or partially), revoke or vary the closure of a thoroughfare to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • notify Council of the intended closure; • give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]; 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Delegate	Chief Executive Officer
Council conditions on this delegation	If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. Maintain access to adjoining land [s.3.52(3)].
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	

Adoption references	
Last reviewed	

1.2. CEO to Employees

Delegation	**1.2.1 Responsible for employment and dismissal of employees**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.41(g) Functions of CEO.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Responsible for the employment and dismissal of employees.
Delegates	Director City Development and Sustainability Director City Infrastructure Director City Life Manager Human Resources Chief Financial Officer
CEO conditions on this delegation	1. The exercise of this delegation is in accordance with: a) the approved budget and adopted business case for the position; b) internal HR Policies, relevant employment instruments and associated legislation; c) Corporate Business Plans, Team Plans and Position Descriptions and in compliance with provisions of the; d) *Local Government Act 1995* s.5.36(3) in relation to qualifications, arrangements relating to employment; e) *Local Government Act 1995* s.5.40 in relation to selection, and promotion in accordance with principles of merit and equity; and free from favouritism and nepotism; and in accordance with; f) *Equal Opportunity Act 1984*; and g) *Work Health and Safety Act 2020.* 2. The exercise of the delegated power does NOT include the appointment of any manager or director position or the extension of any manager or director position. All manager and director contracts or letters of offer must only be approved or extended by the CEO. 3. Subject to s.5.37(2) of the *Local Government Act 1995* in relation to senior employees. 4. The exercise of the delegated power does not include the power of delegation.
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	

Last reviewed	

Delegation	**1.2.2 Electoral Enrolment Eligibility Claims**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995 – Part 4, Division 8* s.4.32 Eligibility to enrol under s.4.30. s.4.35 Decision that eligibility to enrol under s.4.30 has ended.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)] Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].
Delegates	Manager Governance and Legal
CEO conditions on this delegation	*Local Government Act 1995:* 1. Enrolments and eligibility to be determined in accordance with: s.4.30 Eligibility of non-resident owners and occupiers to be enrolled. s.4.32 Eligibility to enrol; how to claim. 2. The delegate is to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form. s.4.34 Accuracy of enrolment details to be maintained. The exercise of the delegated power does not include the power of delegation.
Policy	**City of Kwinana Policies**
Record keeping	1. Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain; and 2. The delegate is to record the decision in a register kept for that purpose in accordance with regulations and is to give written notice of the decision to the claimant without delay, s.4.32(6).
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.2.3 Extension of time or withdrawal of infringement notice under the Local Government Act 1995**
Delegator *Power/Duty assigned in legislation to:*	Chief Executive Officer
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995*: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Director City Development and Sustainability Director City Infrastructure Director City Life Manager Essential Services
CEO conditions on this delegation	**Manager Essential Services** May only provide an extension of time or withdraw a notice under this delegation provided the Director City Development and Sustainability is notified in writing. *Local Government Act 1995* **Extension of time** The period for which a modified penalty may be paid, may be extended the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed. **Withdrawal of infringement notice** 1) Within one year after the notice was given the delegate may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn. 2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. The exercise of the delegated power does not include the power of delegation

Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

1.3. Local Law Delegations to the CEO/Employees

Delegation	**1.3.1 Activities on Thoroughfares and Public Places and Trading Local Law 2011**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws The exercise of the following provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2011: c2.1(1)(e) Permit a person to damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government. c2.2(2) Exempting persons from a compliance of activities that require a permit under sub- clause 2.2(1). c2.4(3) Approval of application for a permit for the purposes of a temporary crossing. c2.5(2) Give a written notice requiring removal of a crossing which does not give access to a lot and reinstating part of thoroughfare affected by removal. c2.10(1) Give a written notice to an owner or occupier to make good a verge abutting a lot. c2.14(1) Assign a number to a lot. c2.15(1) Give a notice to the owner of land that adjoins a public place or thoroughfare to enclose the land to prevent sand or other matter from the land entering the public place or thoroughfare. c2.15(2) Determine whether a fence needs to be built, repaired or maintained. c2.16(1) Erect a sign on a public place specifying any conditions of use which apply to that place. c3.2(3)(d) Determine whether a sign is likely to obstruct a line of sight. c3.3 Determine an application for a permit for an advertising sign. c3.4 Approval or refusal of an application for a permit of a portable sign. c3.5 Approval or refusal of an application for a permit of an election sign on a thoroughfare. c4.7(1) Advise verbally or in writing a retailer whose name appears on a shopping trolley, of the location of the trolley and to remove the trolley within 24 hours, unless the retailer requests the local government collect and deliver the trolley to the retailer and that the retailer pay for the collection and delivery. c5.4(1) Signpost roads with standard MRWA ‘flora road’ sign. c5.5(2)(c) Provide exemption for a person driving or riding a vehicle on a flora road other than the carriageway. c5.9(1) Approval of application for a permit to plant or sow seeds on a thoroughfare. c5.10(1) Approval of application to clear a thoroughfare and maintain in a cleared state within one metre of a person’s land. c5.12(1) Approve an application to burn part of a thoroughfare. c5.17(2) Approval of application for permit to construct firebreak on thoroughfare

	c5.19 Approval of application for permit to collect seed from native flora on a thoroughfare for a revegetation projects. c6.2 Refuse or approve an application for a stallholder's permit. c6.3 Refuse or approve an application for a trader's permit. c6.7(3) Exempt a person from the requirement to pay fee or obtain a stallholders or traders permit. c6.10 Refuse or approve an application for a street entertainer's permit. c6.11 Variation of permitted area and permitted time for street performers. c6.16(1) Refuse or approve an application to establish or conduct an outdoor eating facility on a public place. c6.18(2) Give notice to permit holder of an outdoor eating facility to carry out work. c6.21(2) May carry out things requested of a person and recover from that person, as a debt, the costs incurred in doing so. c7.1(2)(a) Determine the form of an application for a permit.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Activities in Thoroughfares and Public Places and Trading Local Law 2011*.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Laws** Activities in Thoroughfares and Public Places and Trading Local Law 2011 **City of Kwinana Policies** Street Trees and Verge Treatments Legal Representation for Elected Members and Office–s - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.2 Bee Keeping Local Law 2002**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the *Bee Keeping Local Law 2002*: c5 Determine form required and such details as maybe required when assessing application for permit. c6(1) Refuse or approve an application for a permit. c7 Impose conditions for the approval of a permit. c7(1)(b)(i) Determine the distance from any thoroughfare, public place or boundary of land. c7(1)(e) Specify how many bee hives are allowed to be kept on land in excess of 20,000m2 in area. c8(1) Vary conditions of a permit once it has been issued. c8(2) Cancel a permit if requested to do so by the permit holder. c12(1) Determine whether a person has contravened a provision of this local law and give a permit holder a written notice requiring that the bees and/or beehives be removed from the land and specify a time by which it must be done. c12(3) Dispose of bees or beehives or both in such a manner as see fits and recover from the permit holder or an owner or an occupier, as the case may be, the costs of doing so as a due debt.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Bee Keeping Local Law 2002.*
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Bee Keeping Local Law 2002 **City of Kwinana Policies** Legal Representation for Elected Members and Officer - Cost Indemnification and Liability

Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.3 Bush Fire Brigades Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the *Bush Fire Local Law 2011*: c2.2(1)(c) Appointment of Brigade Officers. c2.2(5) Appointment of Brigade Officer to fill vacancy. c3.2 Officers to be supplied with Act, Regulations, Bushfire Operating Procedures, this local law and other written law and any amendments, that may be relevant to the performance of the Brigade Office's function. c3.3 Appointment of Training Coordinator. c3.12 Determine the number of nominees of a bush fire brigade for the Bush Fire Advisory Committee. First Schedule 2.4 Determine form of membership application. 7.6(3) Resolve disagreements between bush fire brigade members.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Bush Fire Local Law 2004*.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Bush Fire Local Law 2004*: c2.2(2) When considering the appointment of persons to the positions listed in clause 2.2(1)(c), regard must be given to the qualifications and experience which may be required to fill each role.
Policy	**City of Kwinana Local Law** Bush Fire Local Law 2011
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.4 Extractive Industries Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Extractive Industries Local Law: c2.2(2) Applicant to advertise proposal determined by the local government. c2.3(1) Determination of the form of application. c2.3(1)(d) Approve a of datum point. c2.3(1)(l) Requirement for additional information. c2.3(3) Exemption from providing certain data. c3.1(1) Refuse an application that does not comply with clause 2.3. c3.1(2) Refusal of an application, or approve an application over whole or part of the land and on such terms and conditions as it see fits. c3.1(3)(a) Determination the licence period. c3.1(5) Imposing of conditions in respect to matters. c4.1(2) Determination of application to transfer a licence. c4.2 Cancellation of a licence and advising the licensee in writing. c4.3(2) Waiving requirements for renewal of licence specified in clause 4.3 c4.3(3) Waiving requirements to submit details of any of the things referred to in clause 2.3 and 3.1. c4.3(4) Determination of an application for renewal of a licence. c5.1 Determination of the security amount and type of security (bond, bank guarantee or other) for restoration and reinstatement of local government assets. c5.2(1)(c) Carry out or cause to be carried out, the required restoration and reinstatement work. c5.2(2) Apply the proceeds of security towards costs of restoration and reinstatement work. c6.1(1) Provide written approval for excavation as ins.6.1. c6.1(2) Determine standard of fencing of an excavation. c6.2(3) Determine drainage of an excavation to prevent accumulation of water. c6.3(1) Approve the removal of trees or shrubs within 40 metres of the boundary of a thoroughfare. c6.4(1) & (2) Approve blasting in the course of excavation.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Extractive Industries Local Law.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil

Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Extractive Industries Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.5 Fencing Local Law 2016**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Fencing Local Law: c2.1(4) Grant a consent to any variation to the specifications in Schedules 2, 3 and 4. c2.1(7) Approve a dividing fence or boundary fence exceeding 1800 millimetres in height. c2.2(1) Approve a fence in a front setback of a residential lot greater than 1200 millimetres in height with conditions set out in subclauses 2.2(2) and (3). c2.4 Approve a person to deposit or permit the deposit of, any materials whatsoever used in the construction or maintenance of any fence, on any thoroughfare, public place or local government property. c2.5 Approve a person to erect a fence on a rural lot, or a special rural lot within 7.5 metres of a thoroughfare, of a height exceeding 1500 millimetres. c2.6 Approve a person to erect a fence other that within the front setback area, on a residential lot, of a height exceeding 1800 millimetres. c2.9 Approve a person to erect or maintain a fence across a right-of-way, public access way or thoroughfare. c3.2(2) Give written approval for a person to erect or affix to any fence of a residential or commercial lot, any barbed wire or other material with spiked or jagged projections. c3.3(1) Approve the construction or use of an electric fence, or the construction of a fence constructed wholly or partly of razor wire, on a lot. c4.1(2) Determine the application form under this local Law. c4.1(3) Require an applicant to provide additional information. c4.1(4) Refuse to consider an application for approval which is not in accordance with subclause 4.1(2) and (3). c4.2 Approve or refuse an application or approve subject to conditions. c4.5 Cancellation of an approval. c6.1(1) Give notice in writing to an owner or occupier of a breach of this local law. c6.1(3) Enter a lot to which a notice relates and remedy the breach and may recover the expenses of so doing from the owner or the lot in a court of competent jurisdiction. 7.3 Approval of form of notice
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Fencing Local Law 2016.
Delegate	Chief Executive Officer

Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Fencing Local Law 2016 **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.6 Local Government Property Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Local Government Property Local Law: c1.5(2)(a) Hire local government property to any person. c1.5(2)(b) Enter into an agreement with any person regarding the use of any local government property. c2.2(1) Give local public notice of intention to make a determination. c2.3 Erect a sign on a local government property giving notice of the effect of a determination which applies to that property. c3.2(2) & (3) Determine the form of an application and information required by the form. c3.2(4) Require an applicant to give local public notice of the application of a permit. c3.2(5) Refuse an application that is not in accordance with c3.2. c3.3 Approve an application for a permit either unconditionally or subject to conditions or refuse an application. c3.4 Approve an application with conditions on a permit. c3.5(2) Impose an application with subject to conditions by reference to a policy. c3.6(2) Vary conditions of a permit. c3.7 Enter into an agreement with the permit holder in respect of the ownership of the materials in the building. c3.10 Refuse or approve the transfer of a permit and impose conditions. c3.12(1) Cancel a permit. c3.13(2) Exempt a person from compliance with the requirements of clause 3.13(1). c3.13(3) Exemption a local government property or a class of local government property from the application of sub-clause 3.13(1)(a). 4.7(1) Erect a sign on a local government property specifying any conditions of use which apply to that property. c6.2(2) No authorised entry to a function - exemption a person from being charged a fee for admission to a government property for the purposes of subclause 6.2(1). c6.3 In special circumstances, authorise the repayment of all or part of a payment of fees paid for entry into or participation in an activity in a local government property. c7.2(1) & (2) Determine the manner in which an application for consent must be given and if a fee is to be Paid. c7.2(3) Refuse to consider an application if the application for consent is not made in the manner required by the local government or the required fee is not Paid. c7.2(4) Require an application for consent and either approve or refuse the application in writing. c7.3 Consent to a person landing, using or going on any part of a jetty that is under construction, under repair or closed. c7.5(b) Consent to the embarking or disembarking of passengers for a consecutive period exceeding 2 hours.

	c7.7 Consent to a person launching a boat from, or over a jetty (other than a boat ramp). c7.8 Consent to a boat coming alongside or be moored or made fast to a jetty for the purposes of loading or discharging cargo or other goods between the hours of 6.00pm and 6.00am on the next day, or for longer than 2 consecutive hours. c7.12 Consent to a person placing or depositing bulk cargo from a vehicle or boat or container, onto a jetty. c9.3 Dispose of lost property. c10.1 Issue of a notice. c10.3 Local government may undertake requirements of notice.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Local Government Property Local Law.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Local Government Property Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.7 Pest Plants Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Pest Plants Local Law: c5 Serve of a notice. c6(a) Destroy, eradicate or control pest plants. c6(b) Recover in court, the amount of the expenses of such destruction, eradication or control.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Pest Plants Local Law.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Pest Plants Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.8 Urban Environment and Nuisance Local Law**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Urban Environment and Nuisance Local Law: c2.6 Give a n–tice - reflection or illumination of lighting. c3.1 Notice to remove graffiti. c4.2(2) Serve a notice on an owner or occupier of land requiring compliance of prohibited activities – prevention of dust and liquid waste. c4.2(3) Serve a notice to cease a prohibited activity – prevention of dust and liquid waste. c4.2(4) Serve a notice imposing conditions on a prohibited activity – prevention of dust and liquid waste. 6.1(1) Determine that a lot has an untidy appearance because of refuse, rubbish or disused materials and does not conform with the general appearance of other land in that part of the district. 6.1(2) Give a writing notice to the owner or occupier of a property, requiring the removal of refuse, rubbish or disused materials. 7.1(1) Give a notice to the owner or the occupier of a lot to remove, cut, move or otherwise deal with a plant or tree so as to remove the danger or hazard. 7.1(2) Take any remedial action considered appropriate in order to make a plant or tree safe without having given the owner or occupier notice as required by Part 10 of this local law. 7.2(1) Give a notice to the owner or the occupier of the lot specifying measures to prevent or minimize any danger or hazard due to cyclonic activity. 7.2(2) Take any remedial action considered appropriate to prevent or minimize the danger or hazard due to cyclonic activity without having given the owner or occupier notice as required by Part 10 of this local law. c8.1 Approve, refuse, impose conditions and give written notices for private works on, over or under a public place. c10.2 Local government may undertake requirements of notice.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To take actions to ensure compliance with the provisions of the Urban Environment and Nuisance Local Law.
Delegate	Chief Executive Officer
Conditions	Nil

Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Urban Environment and Nuisance Local Law **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**1.3.9 Parking and Parking Facilities Local Law 2018**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Parking and Parking Facilities Local Law 2018: c2.1 Erect a sign for the purpose of this local law on any land, building or other structure within the parking region. c2.3 Approve a sign or the removal or defacing of a Sign. c3.3(1)(b) Permit a person to park a vehicle on any part of a parking station contrary to a sign referable to that Part. c4.1(4) Permit a person to park a vehicle in a area designated by a sign stating 'Authorised Vehicles Only". c4.10 Authorise a person to drive or park upon or over a portion of a reserve. c4.12(1) Permit a person to park a vehicle on a portion of a thoroughfare or parking facility for longer than the permitted Time. c4.12(2) Prohibit any other vehicle from parking on a portion of a thoroughfare or parking facility to which a permission granted under clause 4.12(1) has been given. c4.13(5) By the way of signs, set aside parking stations for multiple occupants. c5.21 Issue, revoke or suspend a temporary parking permit. c6.1(2) Permit a person to affix an board or sign, placard, notice, cover or other thing to or paint, mark or write upon any ticket machine. c7.2 Issue a permit exempting a holder of a valid permit from the requirements of a prohibition. c7.3 Issue a residential parking permit. c7.4 Approve the issue of one additional residential parking permit or one additional visitor's parking permit on such terms or conditions as the local government sees fit. c7.6 Give to an eligible person a notice requiring that person to notify the local government of any reason why that permit should not be revoked. c7.8 Issue a permit to replace a residential parking permit or visitor's parking permit which is lost, destroyed or stolen. c8.10 At the expiration of hours of operation, lock parking stations.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the Parking and Parking Facilities Local Law 2018.
Delegate	Chief Executive Officer
Council conditions on this delegation	1. The expenses incurred are in respect to an expense for which the person is entitled to be reimbursed, subject to Part 5, Division 8 of the *Local Government Act 1995*; and 2. The payment request is submitted and authorised in accordance with the City's policies and work procedures.

Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Law** Parking and Parking Facilities Local Law 2018 **City of Kwinana Policies** Legal Representation for Elected Members and Officers - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

2. Building Act 2011 Delegations

2.1. Council to CEO/Employees

Delegation	**2.1.1 Building Act 2011 – Powers and duties**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Building Act 2011:* s.127 A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
Express power or duty delegated	All powers and duties exercised by the Local Government as a permit authority under the *Building Act 2011*.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to exercise and discharge all or any of the powers and duties of the Local Government as a permit authority under the Building Act 2011. Inclusive of the appointing of such persons to be an Authorised Persons for performing particular functions under this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil
Express power to sub- delegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments
Policy	**City of Kwinana Policies** Legal Representation for Elected Members and Officers - Costs Indemnification and Liability
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

3. Bush Fires Act 1954 Delegations

3.1. Council to CEO, Mayor and Bush Fire Control Officer

Delegation	**3.1.1 Bush Fires Act 1954 – Functions of a local government**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Bush Fires Act 1954:* s.48(1) Delegation by Local Government
Express power or duty delegated	*Bush Fires Act 1954:* s.48(1) Delegation by Local Government
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Perform any of the functions of a local government for the purposes of the *Bush Fires Act 1954*.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Bush Fires Act 1954:* s.48(4) Nothing in s.48 is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business. This delegation excludes powers and duties that: a) are prescribed in the Act with the requirement for a resolution by the local government; b) are prescribed in the Act for performance by appointed Officers; c) are subject to separate delegated authority within this register; or d) s.33(5a) – making of local laws.
Express power to sub- delegate	*Bush Fires Act 1954:* s.48(3) No power provided to sub-delegate
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

Delegation	**3.1.2 Bush Fires Act 1954 – Restricted and prohibited burning times**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Bush Fires Act 1954:* s.17(10) Delegation by Local Government
Express power or duty delegated	*Bush Fires Act 1954:* s.17(10) Delegation by Local Government Bush Fires Act 1954: s.17(7)(a) shortening, extending, suspending or re-imposing a period of prohibited burning times s.17(7)(b) impose a further period of prohibited burning times s.17(8) give notice of any variation s.18(5)(a)(i) shortening, extending, suspending or re-imposing a period of restricted burning times; s.18(5)(a)(ii) imposing a further period of restricted burning times s.18(5)(b) vary the prescribed conditions by modifying or suspending all or any of those conditions
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	After consultation with an authorised CALM Act Officer if forest land is situated in the district, vary the prohibited and restricted burning times in respect of that year in the district or a part of the district.
Delegates	Emergency Services Coordinator Mayor
Council conditions on this delegation	Mayor and Emergency Services Coordinator to act jointly. Vary prohibited and restricted burning times in accordance withs.17(7)(b), s.17(8) ands.18(5B), 18(5C) of the *Bush Fires Act 1954*.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated
Policy	**City of Kwinana Polices**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	
Adoption references	
Last reviewed	

4. Cat Act 2011 Delegations

4.1. Council to CEO / Employees

Delegation	**4.1.1 Cat Act 2011 – Administration and enforcement**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Cat Act 2011:* s.44(1) Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.48(1) Authorised Persons
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to: 1. Exercise any of the City's powers or the discharge of any of its duties under the Cat Act 2011. 2. Appoint such persons to be Authorised Persons for performing particular functions under this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Cat Act 2011:* s.48(2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of s.62 (Infringement notices)
Express power to sub- delegate	*Cat Act 2011:* s.45 Delegation by CEO of local government Note: s.45(6) A power or duty under s.63, 64 or 65 cannot be delegated to an authorised person.
Policy	**City of Kwinana Policies**
Record keeping	1. s.47(3) requires that a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty; 2. Information to be recorded in the local government's cat register is to be in accordance with r.16; 3. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 4. Any actions taken or notices issued are to be recorded on the appropriate file or record of the City.
Date adopted	
Adoption references	
Last reviewed	

5. Dog Act 1974
Delegations
5.1. Council to CEO/Employees

Delegation	**5.1.1 Dog Act 1976 – Appointment of authorised persons and registration officers**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Dog Act 1976:* s.10AA(1) Delegation to CEO
Express power or duty delegated	*Dog Act 1976:* s.29(1) Appointment of authorised persons s.11(1) Appointment of registration officers
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To appoint authorised persons and registration officers.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Dog Act 1976* s.11(3) A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment and shall provide that certificate on being required so to do by a person in respect of any power he exercises, has exercised or is about to exercise. s.29(1) A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act.
Express power to sub- delegate	Nil. This authority is not to be sub-delegated
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain Authorisation needs to be included in the officer Authorisation documents and in the prescribed form and documented in the City's Record Keeping System.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**5.1.2 Dog Act 1976 – Power or duty of the local government under any provision of the Act**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Dog Act 1976:* s.10AA(1) Delegation to CEO
Express power or duty delegated	*Dog Act 1976:* s.11(1) Staff and Services s.29(1) Power to seize dogs (appoint authorised persons for purposes under this act) s.33M(1)(a) Local Government expenses to be recoverable
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Any power or duty of the local government under any provision of this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	*Dog Act 1976:* s.10AA(4) A local government's Chief Executive Officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown. s.10AA(5) Nothing in this limits the ability of a local government's Chief Executive Officer to perform a function through an officer or agent.
Express power to sub- delegate	*Dog Act 1976:* s.10(AA)(3) The delegation may expressly authorise the delegate to further delegate the power or duty
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Register of Delegation of Authority via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**5.1.3 Dogs Local Law 2010**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.18(1) Administer Local Laws. The exercise of the following provisions of the Dogs Local Law 2010: c4.2(c) Determine that the applicant or another person who will have charge of the dogs, will reside on the premises or sufficiently close to the premises. c4.3(3)(b) Refuse to determine an application if, in the opinion of the delegate, that the notice of a proposed use of a premises is of a size or in a location that would fail to notify persons of the proposed use of the premises. c4.6 Have regard to matters in determining an application. c4.8(1) Approve an application for a licence subject to conditions contained in Schedule 2 and to other conditions considered appropriate. c4.8(2) Vary any of the conditions contained in Schedule 2. c4.11 Determine the form of a licence. c4.13(1) Vary the conditions of a licence. c4.13(2) Cancel a licence; a) on the request of the licensee; b) following a breach of the Dog Act 1976, its Regulations or this local law; or c) if the licensee is not a fit and proper person. c4.14(1)(a) Determine the form of an application for the transfer of a licence. c4.14(3) Approve, whether or not subject to such conditions as he/she considers appropriate, or refuse to approve an application to transfer a licence. c4.15 Give written notice. c5.2(2)(a) Permit dogs to be exercised in an area being used for sporting or other activities, during the time of use. c6.1(3)(a) Approve the manner in which excrement may be removed. c6.1(3)(b) Provide receptacles on a park, reserve or land, specifically provided for holding dog excrement. c7.7 Ascertain the address at which a notice is to be served.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To perform the functions of the local government for the *Dogs Local Law 2010*.
Delegate	Chief Executive Officer
Council conditions on this delegation	Nil

Express power to sub-delegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Local Laws** *Dogs Local Law 2010* **City of Kwinana Policies** Application to keep Additional Dogs on Premises Legal Representation for Elected Members and Office–s - Cost Indemnification and Liability
Record keeping	Any exercise of this delegation to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

6. Firearms Act 1973 Delegations

6.1. Council to CEO

Delegation	**6.1.1 Firearms Act 1973**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Firearms Act 1973:* s.9A(4) Duration and renewal of licence s.16(2)(a) Authorisation of employees s.30A Sale and disposal of firearms s.30B Loss, theft, destruction, or disposal out of State to be reported s.31(2) Records *Firearms Regulations 1974:* r.11A Storage security requirements
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to: • Exercise any of the City's powers or the discharge of any of its duties under the *Firearms Act 1973*. • Appoint such persons to apply to the Western Australian Police Force – Licensing Enforcement Division to be authorised to possess, carry or use a firearm in accordance with the licence and for performing particular functions under this Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	***Firearms Act 1973*** This delegation is subject to: 1. Annual renewal of the corporate firearm licence as permitted by s.16(1)(c). 2. Authorisation of employees to possess, carry or use a firearm in accordance with the licence. Authorisation only to be given to persons employed by the City and approved by the Chief Executive Officer. **Firearms Regulations 1974** 1. Ensure that firearms and ammunition are stored in accordance with r.11A. Only officers that have been approved by the Western Australian Police Force – Licensing Enforcement Division can be appointed as an authorised officer under the *Firearms Act 1973*.
Express power to sub-delegate	This Authority is not to be sub-delegated.
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain
Date adopted	

Adoption references	
Last reviewed	

7. Food Act 2008 Delegations

7.1. Council to CEO/Employees

Delegation	**7.1.1 Food Act 2008 – Appointment of Authorised Officers and Designated Officers**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Food Act 2008:* s.118(2)(b) Enforcement agency may delegate a function conferred on it s.118(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] s.118(4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of Authorised Officers s.126 (13) Infringements - Appointment of Designated Officers Function
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Delegate	Chief Executive Officer
Council conditions on this delegation	A certificate of authority must be issued to Authorised Officers in accordance with s.123 of the *Food Act 2008.* In accordance with s.126 of the *Food Act 2008* Infringement Notices. The Local Government can designate authorised officers to be designated officers for the purposes of s.126 of the *Food Act 2008* subsection (2), (3), (6) or (7) or for the purposes of 2 or more of those subsections, but a person who is a designated officer for the purposes of giving infringement notices under subsection (2) is not eligible to be a designated officer for the purposes of any of the other subsections. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to sub- delegate	*Food Act 2008:* s.118(2)(b) Functions of enforcement agencies and delegation
Policy	City of Kwinana Policies

Record keeping	1) Each enforcement agency must prepare and maintain a list of authorised officers appointed by the agency in accordance with s.122(3) of the *Food Act 2008*; 2) Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain; and 3) Save a copy of the signed authorisation in the City's Record Keeping System
Date adopted	
Adoption references	
Last reviewed	

Delegation	**7.1.2 Food Act 2008 – Functions of enforcement agency**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Food Act 2008:* s.118(2)(b) *Functions of enforcement agencies and delegation*
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection s.110 Registration of food businesses s.112 Variation of conditions or cancellation of registration of food businesses s.125 Institution of proceedings
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008.* 2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s.66 of the *Food Act 2008*. 3. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s.67 of the *Food Act 2008*. 4. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s.110 and s.112 of the *Food Act 2008*. 5. Institute proceedings for an offence under the *Food Act 2008* in accordance with s.125 of the *Food Act 2008*.
Delegates	Chief Executive Officer Coordinator Environment and Waste Coordinator Environmental Health Environmental Health Officer Senior Environmental Health Officer

Council conditions on this delegation	Delegation to: **Chief Executive Officer** • Institute proceedings for an offence under the *Food Act 2008* in accordance with s.125 of the *Food Act 2008*. **Coordinator Environmental Health** **Coordinator Environment and Waste** **Senior Environmental Health Officer** • Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008*. • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s.66 of the *Food Act 2008*. • Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a Certificate of Clearance after an inspection in accordance with s.67 of the *Food Act 2008*. • Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s.110 and s.112 of the *Food Act 2008*. **Coordinator Environmental Health** **Senior Environmental Health Officer** • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s.66 of the *Food Act 2008*. • Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s.67 of the *Food Act 2008*. • Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s.110 and s.112 of the *Food Act 2008*. **Environmental Health Officer** • Grant and apply conditions for registration of low risk food businesses, in accordance with s.110 and s.112 of the *Food Act 2008*. The risk category is determined using the modified WA Risk Profiling tool (Food Business Risk Classification Form D10/3370 [v#]). **Conditions and Exceptions:** • In accordance with the requirements of the sections under which the function is to be performed. • Any proceedings of an offence must be reported in accordance with s.121(2) of the *Food Act 2008*. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to sub-delegate	*Food Act 2008:* s.118(4) Sub-delegation only permissible if expressly provided in Regulations.
Policy	**City of Kwinana Policies**

Record keeping	*Food Act 2008:* 1. s.121 Reports by and about enforcement agencies I. An enforcement agency (other than the CEO) must report to the CEO, at the intervals that the CEO requires, on the performance of functions under this Act by persons employed or engaged by the agency. II. In addition to any report required under subsection (1), an enforcement agency must forward to the CEO details of any proceedings for an offence under this Act taken by an officer of the agency within one month after the proceedings have been finally dealt with. 2. Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

8. Graffiti Vandalism Act 2016 Delegations

8.1. Council to CEO/Employees

Delegation	**8.1.1 Graffiti Vandalism Act 2016 – Administration and Enforcement**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* Part 3 Powers of local government
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to exercise any of the City's powers or the discharge of any of its duties under the *Graffiti Vandalism Act 2016.*
Delegate	Chief Executive Officer
Council conditions on this delegation	Must be in accordance with the Graffiti and Vandalism Policy
Express power to sub-delegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

9. Litter Act 1979 Delegations

9.1. Council to CEO/Employees

Delegation	**9.1.1 Litter Act 1979 – Appointment of persons authorised to withdraw infringement notices**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Litter Act 1979:* s.30(4a) Appointed Person
Express power or duty delegated	*Litter Act 1979:* s.30(4) Withdrawal of infringement notice
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To approve the withdrawal of infringement notices issued under the *Litter Act 1979.*
Delegates	Chief Executive Officer Director City Development and Sustainability Manager Essential Services
Council conditions on this delegation	*Litter Act 1979:* s.30(4a) Withdrawal notice sent under s.30(4) shall be signed by a person appointed in writing to withdraw infringement notices.
Express power to sub-delegate	Nil. This authority is not to be sub-delegated.
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

10. Public Health Act 2016 Delegations

10.1. Council to CEO/Employees

Delegation	**10.1.1 Designate Authorised Officers – Public Health Act 2016**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Public Health Act 2016:* s.24(1) and (3) Designation of authorised officers
Express power or duty delegated	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to designate a person or class of persons as authorised officers for the purposes of: • The *Public Health Act 2016* or other specified Act; • Specified provisions of the *Public Health Act 2016* or other specified Act • Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two *[s.24(1) and (3)]*. Authorise the Coordinator Environmental Health and Coordinator Environment and Waste to exercise and discharge all or any of the powers and functions of the local government (enforcement agency).
Delegates	Chief Executive Officer Coordinator Environment and Waste Coordinator Environmental Health Environmental Health Officer Senior Environmental Health Officer
Council conditions on this delegation	**Chief Executive Officer** Authorised to appoint Environmental Health Officers subject to each person so appointed being: 1. Appropriately qualified and experienced [s.25(1)(a)]; and 2. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. **Coordinator Environment and Waste** **Coordinator Environmental Health** Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council. **Environmental Health Officer** **Senior Environmental Health Officer**

	• By Law 29A(3) of City of Kwinana Health Local Law relating to keeping of poultry – grant, cancel and refuse registration • Clause 6(b) of the City of Kwinana *Health (Keeping of Horse and Equine Premises) Local Laws 1997* – grant, renew, vary or transfer the registration limiting the number of horses to be kept and imposing conditions for keeping of a horse or horses on the premises. • Regulation 10(2) of the Health (Treatment of *Sewage* and *Disposal* of *Effluent* and Liquid *Waste*) *Regulations* 1974 – grant a permit to use the apparatus
Express power to sub-delegate	Nil. This authority is not to be sub-delegated
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**10.1.2 Authority to Appoint Approved and Authorised Officers for the Purposes of the Criminal Procedure Act 2004**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Health (Miscellaneous Provisions) Act 1911:* s.26 A local government may appoint and authorise any person to exercise and discharge its powers and functions *Health (Asbestos) Regulations 1992*. r.15D(7) A local government may delegate a power or duty under this regulation to the chief executive officer of the local government.
Express power or duty delegated	*Health (Asbestos) Regulations 1992*: Regulation 15D(5) A local government may appoint persons or classes of persons to be authorised or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to appoint authorised and approved officers for the purposes of issuing and dealing with infringements under the *Criminal Procedure Act 2004* Part 2 s.6 in accordance with the requirements of the Regulations.
Delegate	Chief Executive Officer
Council conditions on this delegation	Subject to each person so appointed being issued with a certificate or identity card identifying the officer as a person authorised to issue infringement notices *[r.15D(6)]*.
Express power to sub- delegate	This authority is not to be sub-delegated
Policy	City of Kwinana Policies
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

11. Planning and Development Act 2005 Delegations

11.1. Council to CEO

Delegation	**11.1.1 Subdivision and development control**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Planning and Development (Local Planning Schemes) Regulations 2015: Schedule 2 – Part 10 - Clause 82(1)* Delegations by local government
Express power or duty delegated	City of Kwinana Local Planning Scheme No. 2 City of Kwinana Town Planning Scheme No. 3 *Planning and Development Act 2005* Part 7 Planning Control Areas Part 8 Improvement Plans and Schemes Part 13 Enforcement and Legal Proceedings
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authority to: 1. Exercise all powers and discharge all duties under Local Planning Scheme No 2 and Town Planning Scheme No.3 and the *Planning and Development (Local Planning Scheme) Regulations 2015, Schedule 2, Deemed provisions for Local Planning Schemes* 2. Make objections or recommendations in respect of Subdivision Applications to the West Australian Planning Commission, including recommendations for the imposition of subdivision conditions; 3. Make recommendations for approval or refusal of development within Planning Control Areas; 4. Determine applications for variations to previously approved Planning Applications; 5. Give a written direction in accordance with s.214 of the *Planning and Development Act 2005* to the owner or any other person undertaking a development. 6. Determine applications for land within the Rural Water Resource Zone; 7. Determine applications for a “Use Not Specified” under the Local Planning Scheme; and 8. Determine applications to adopt Local Development Plans.
Delegate	Chief Executive Officer
Council conditions on this delegation	Local Planning Scheme No. 2 and Town Planning Scheme No. 3 and *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2 - Deemed provisions for Local Planning Schemes. 1. May determine variations to Planning approvals including planning approvals previously determined by Council, that are of a minor nature and if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable). Any variation to a planning approval previously determined by Council must be preceded by a memo to Council outlining the

	proposed changes prior to determination. 2. Excluding variations to planning approvals as stated in condition (1) above, the delegation does not include the following: a) The acceptance of mediated outcomes or determinations of s.31 reconsiderations for appeals lodged with the State Administrative Tribunal, where the application was determined by Council. b) Local Planning Policies including amendments. c) Major development within the Town Centre. d) Determining an application involving a 'Use Not Specified' for land in Local Planning Scheme No. 2 e) Approval of Local Development Plan where an Elected Member has requested the matter be considered by Council Elected Members are to be consulted in the form of a memo prior to determination. The request must be made in writing to the Director City Development and Sustainability within 3 business days of the memo being issued and must be approved by the Mayor. f) Approval of development within the Rural Water Resource Zone where five or more objections have been received relating to a valid planning and development matter associated with the proposal g) Approval of Equestrian Uses where clearing of vegetation is required outside of the Building Envelope h) Approval of the following new land uses or where a previous approval for the use does not exist on the land, where one or more objection is received that; I. Relates to a valid planning and development matter associated with the proposal; and II. Will not be addressed by imposing condition(s) on the approval or modifying the proposal • Eating House • Hazardous Industry • Hospital • Hotel • Licenced Restaurant • Local Shop • Medical Clinic • Motel • Non-Residential Health Centre • Noxious Industry • Piggery • Public Assembly – Place of • Public Worship • Restricted Premises • Retail Plant Nurseries • Service Industry • Telecommunications Infrastructure • Veterinary Clinic
Express power to sub- delegate	*Local Government Act 1995* *Planning and Development (Local Planning Schemes Regulations) 2015,* Schedule 2 Part 10 ~~r.83~~: r.83 Local Government CEO may delegate powers

Policy	**City of Kwinana Policies** Ancillary Accommodation ~~Design Guidelines for Medium Density Development,~~ Development within Cockburn Sound Catchment Development within Special Rural Zones Development within the Industrial Zones Development within the Special Residential Zones ~~Residential Development~~ ~~Telecommunications Installation~~
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**11.1.2 Determine applications pursuant to the requirements of Local Planning Policy (LPP) No 5 – Development Contribution towards Public Art**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Planning and Development (Local Planning Scheme) Regulations 2015:* r.82 Delegations by local government
Express power or duty delegated	*Planning and Development (Local Planning Scheme) Regulations 2015:* r.3. Local planning policies (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Authorised to determine applications pursuant to the requirements of Local Planning Policy (LPP) No 5 – Development Contribution towards Public Art.
Delegate	Chief Executive Officer
Council conditions on this delegation	In accordance with Local Planning Policy (LPP) No 5 - Development Contribution Towards Public Art including consideration of the recommendation of the Review Panel.
Express power to sub-delegate	Nil. This authority is not to be sub-delegated.
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

Delegation	**11.1.3 Illegal Development**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Planning and Development Act 2005:* s.214(2), (3) and (5)
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegate	Chief Executive Officer
Council conditions on this delegation	In accordance with Local Planning Policy (LPP) No 5 - Development Contribution Towards Public Art including consideration of the recommendation of the Review Panel.
Express power to sub-delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	
Adoption references	
Last reviewed	

12. Health (Miscellaneous Provisions) Act 1911

12.1. Council to CEO

Delegation	**12.1.1 Deputy of the Local Government under the Health (Miscellaneous Provisions) Act 1911**
Delegator *Power/Duty assigned in legislation to:*	Council
Express power to delegate *Power that enables a delegation to be made:*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Health (Miscellaneous Provisions) Act 1911;* *s26 Powers of local government*
Function *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	To be the Deputy of the City of Kwinana under the Health (Miscellaneous Provisions) Act 1911 and in that capacity to exercise and discharge all or any of the powers and functions of the local government under that Act, regulations and local laws made under that Act.
Delegate	Chief Executive Officer
Council conditions on this delegation	The exercise of this authorisation must be consistent with the relevant legislation, and Council processes.
Express power to sub-delegate	Nil
Policy	**City of Kwinana Policies**
Record keeping	Any exercise of this delegation is to be recorded in the Delegated Authority Register via Attain.
Date adopted	June 2024
Adoption references	
Last reviewed	

Council Policy

Execution of Documents



Legislation/local law requirements	s.9.49A *Local Government Act 1995*
Relevant Delegation	N/A
Related policy procedures and documents	All related procedures relating to document control and record keeping

Introduction

The City recognises that optimising administrative processes enhances the efficiency and effectiveness of local government operations, ensuring prompt and seamless transactions for the community's benefit.

This policy directs the execution of documents on behalf of the City, to ensure compliance with the provisions of the *Local Government Act 1995* while promoting consistency, efficiency and transparency.

Purpose

The purpose of this Policy is to ensure that the City's common seal is affixed and documents are executed in accordance with the provisions of the *Local Government Act 1995* (Act).

Objective

For the City to execute documents in a consistent and transparent manner, in accordance with the Act.

Scope

This policy is applicable to all Elected Members, Chief Executive Officer, and employees of the City.

Policy Provisions

Policy

Pursuant to section 9.49A of the Act, a document is duly executed by a local government if the common seal is affixed to it, or it is signed by an officer authorised by Council to do so.

Executing documents by affixing the common seal or by an authorised person's signature does not constitute the decision to undertake a course of action. They can only be executed after a Council resolution, via the exercise of delegated authority, or as authorised by a Council policy.

The following will take precedent over this Policy in the event of any inconsistency:

- any legislation;
- formal requirements of a Commonwealth or State department, authority, or agency; or
- Council decision.

1. Execution of Documents

Council authorises the execution of documents on behalf of the City as follows:

Category 1 Document – Common Seal

Category 1(A): Documents requiring the common seal and a specific Council resolution

Category 1A documents require a specific resolution of Council. These documents are executed by **affixing the common seal**, under the authorisation of Council, in accordance with section 9.49A(3) of the *Local Government Act 1995*.

The following is a list of Category 1(A) documents:

#	Description
1	Local Laws.
2	Documents of a ceremonial nature (e.g. sister city agreements).
3	Local Planning Schemes (including any amendments).
4	Mortgages and loan documents.
5	Documents requested to be duly executed by common seal.
6	Leases of real property granted by the City.

Category 1(B): Documents requiring the common seal without a specific Council resolution

Category 1B documents are to be executed by **affixing the common seal** as part of a class of documents authorised by Council to be executed under the common seal without a specific Council resolution.

The following is a list of Category 1(B) documents:

#	Description
1	General legal and service agreements not already listed in this Policy.
2	Agreements relating to grant funding, when the funder requires that the agreement be signed under seal.
3	Variations, assignment, novation or extension of a lease agreement approved by

	Council, where the lessee requires that the agreement be signed under seal.
4	Easements under the *Land Administration Act 1997* and/or *Strata Titles Act 1985*.
5	Notifications, covenants, easements, and caveats under the *Transfer of Land Act 1893*.

Category 2 Documents – No Common Seal

Pursuant to section 9.49A(4) of the *Local Government Act 1995*, Council authorises the Chief Executive Officer and officers to sign Category 2 documents on behalf of the City of Kwinana **without affixing the common seal**.

Note: the below list excludes any Category 1 documents.

Description	Authority to Execute
Documents required to enact a decision of Council.	• Chief Executive Officer • Directors
Documents that enact a decision made under delegated authority or as a condition of approval given under delegated authority.	• Chief Executive Officer; or • Directors; or • Officers, exercising delegated authority.
Documents that are created in the normal course of business and are consistent with City policies and procedures. These documents ***include but are not limited*** to the following: • Agreements in the normal course of business for the purchase or hire of goods or services identified within the service unit's budget and conforming to the requirements of the City's Purchasing Policy and other relevant policies. • General correspondence. • Contracts for grant funding conducted in accordance with the City's policies and procedures. • Regular hire arrangements. • Agreements associated with conditions of development approval and development contribution plans under the City's Local Planning Scheme.	• Chief Executive Officer • Directors • Officers exercising delegated authority, or where the authority has been extended to that officer through an authorisation, policy, procedure, or a position description
Variations, assignment, novation or extension of a lease agreement approved by Council.	• Chief Executive Officer • Directors
Applying for and executing sponsorship and grant agreements where: a) the City's contribution component falls within budget; or b) it is consistent with a Council resolution to consider a budget c) allocation in a future budget; or d) it relates to a future project that forms	• Chief Executive Officer • Directors

part of a forward works e) program; or f) such grant or sponsorship is opportunistic in nature, not in current g) plans but has a clear benefit to the community; or h) complies with relevant council policies	
Memorandums of Understanding (MOU) if they satisfy the following conditions: a) there is no additional financial contribution in excess of existing b) budgets required to give effect to the City's obligations under the MOU. c) formalises an existing working relationship between the City and a government agency or department or another local	• Chief Executive Officer • Directors
Agreements in relation to, hiring promotional street banners, and illuminated street name signs in accordance with relevant council policies.	• Chief Executive Officer • Directors
Agreements with successful applicants of a Local Commercial Support Grant, in accordance with the Local Commercial Support Grant Policy.	• Chief Executive Officer • Directors • Manager Economic Development

Note that in the event an Officer assumes a higher position, they may only authorise documents if they have received full delegations and/or authorisation for that role and are acting comprehensively within the scope of the position.

2. Common Seal

The Mayor and Chief Executive Officer (or person acting in that position) are authorised to affix the common seal. This seal is for use on documents relating directly to the business of the City.

In accordance with Section 9.49A(3) of the *Local Government Act 1995*, the common seal must be affixed in the presence of the Mayor and Chief Executive Officer.

In the event the Mayor is on a leave of absence, the Deputy Mayor is authorised to affix the common seal in their place.

A register shall be maintained identifying all documents executed with the common seal affixed.

OFFICER USE ONLY
Officers may amend this section without council approval.

Responsible Team	Governance and Legal	
Initial Council adoption	Date: June 2024	Ref#: <CM Ref>
Reviewed/amended	Date: N/A	Ref#: N/A
Next Review Date	Date: June 2028	
Policy Document Number	D24/24035	

Council Policy

City of Kwinana Common Seal



Council Policy	
Legal Authority	*Local Government Act 1995,* Section 9.49A – Execution of documents
Department	Office of the CEO

1. Title
City of Kwinana Common Seal

2. Purpose
To outline the use of the official City of Kwinana Common Seal.

3. Scope
The City of Kwinana's official Common Seal (as depicted below) are retained for the City's exclusive use for purposes authorised by Council.

4. Definitions
Definitions are taken as those detailed in the *Local Government Act 1995* and associated legislation.

5. Policy statement

5.1 Execution of documents
The Mayor and Chief Executive Officer (or person acting in that position) are authorised to affix the common seal as depicted below, to documents related to the business of the City initiated by either a resolution of Council or by the exercise of a delegated authority. This seal is for use on documents relating directly to the business of the City.

In the event the Mayor is on a Leave of Absence the Deputy Mayor is authorised to affix the common seal.

Any City Officer authorised by the Chief Executive Officer is permitted to affix the Common Seal to documents in the event of document preparation for the Mayor and Chief Executive Officers signing. In accordance with Section 9.49A(3) of the *Local Government Act 1995*, this can only be done so in the presence of the Mayor and Chief Executive Officer.

5.2 Exception to use
The Common Seal of the Local Government is not to be affixed to any document except as authorised and in accordance with the *Local Government Act 1995*, Section 9.49A(2).

The Common Seal shall be affixed to certain documents in accordance with the City of Kwinana *Standing Orders Local Law 2019*, Part 19.

5.3 Registration of use
A register shall be maintained identifying all documents executed with the Common Seal affixed.

This register is to be circulated to the Elected Members on a weekly basis.

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5.4 Common Seal

The Common Seal is used for official documentation such as Local Laws adopted by Council, planning and lease documentation, funding agreements (where applicable), contracts and legal documents etc.

COMMON SEAL



6. References

Date of adoption and resolution No.	20/10/1976 #5(i)
Review dates and resolution No.	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 10/12/2014 #348 14/12/2016 #414 27/01/2021 #344
Next review due date	2023
Related documents	**Acts/Regulations** *Local Government Act 1995* Section 9.49A – Execution of documents **Plans/Strategies/Policies/Processes** City of Kwinana *Standing Orders Local Law 2019* Part 19 Promapp – Use of Common Seal Promapp – Common Seal Register Promapp – Run Common Seal and delegated Authority Report Promapp – Apply Progredimur Stamp

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

D13/70353[v4]

18.3 APPOINTMENT OF VOTING DELEGATES AND PROXY VOTING DELEGATES ON BEHALF OF THE CITY OF KWINANA AT THE ANNUAL GENERAL MEETING OF THE WESTERN AUSTRALIAN LOCAL GOVERMENT ASSOCIATION

SUMMARY

The Western Australian Local Government Association (WALGA) 2023 Annual General Meeting (AGM) is scheduled to be held Wednesday, 9 October 2024. As a member of WALGA, the City of Kwinana (City) has been requested to appoint two voting delegates and two proxy voting delegates to exercise voting entitlements on behalf of the City.

To ensure appropriate representation by the City, it is recommended that Mayor Peter Feasey and a second Elected Member be appointed as voting delegates. Further, that two additional Elected Members be nominated to act as the proxy voting delegates.

OFFICER RECOMMENDATION

That Council:

1. **Appoint Mayor Peter Feasey and Councillor..... as voting delegates and Councillors ..... and ..... as proxy voting delegates for the Annual General Meeting of the Western Australian Local Government Association; and**

2. **Direct the Chief Executive Officer to notify WALGA of the above appointments.**

VOTING REQUIREMENT

Simple majority

DISCUSSION

WALGA represents the interests of the Local Government sector, provides leadership on key Local Government issues, delivers products and services that provide significant benefits to its members and promotes a positive profile for Local Government within the wider community.

The City, as a member of WALGA, is required to nominate and notify WALGA of its two voting delegates and two proxy voting delegates to attend its upcoming AGM.

Details regarding the AGM provided by WALGA are 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

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

FINANCIAL/BUDGET IMPLICATIONS

There is no cost to the City for attendance by its representatives at the WALGA AGM. Elected Members attending the event will be entitled to claim travel attendance in accordance with the City's Elected Members Allowances, Expenses and Gifts Policy.

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. Western Australian Local Government Association 2024 - Annual General Meeting Notice of Meeting ⇩

2024 Notice of WALGA Annual General Meeting

WEDNESDAY, 9 OCTOBER 2024
2:30PM
AT PERTH CONVENTION AND EXHIBITION CENTRE
21 MOUNTS BAY RD, PERTH WA 6000

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on **Wednesday, 9 October 2024 at 2:30pm**.

Attendance at the AGM is free for all Elected Members and Officers from Member Local Governments. Voting Delegates and Proxies must be registered (registration information below).

The AGM is being held in conjunction with the Local Government Convention 2024 (the Convention). Further information on the Convention will be announced shortly.

VOTING INFORMATION

Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or Officers.

Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to **5:00pm on Friday, 27 September 2024**. However, Delegate registrations can be completed or amended up until the start of the AGM at **2:30pm on Wednesday, 9 October 2024**.

Voting process

Information on how voting will be conducted at the AGM will be sent to all registered Voting Delegates and Proxies prior to the AGM.

MEMBER MOTIONS

Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM.

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at association.governance@walga.asn.au.

Closing date

Member motions must be submitted prior to **5.00pm on Friday, 23 August 2024**.

Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* for detailed information on the submission of motions.

MEETING DOCUMENTS

Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by **5:00pm Thursday, 8 August 2024**.

Agenda

The Chief Executive Officer of WALGA will publish the Agenda of the AGM not less than 30 days prior to the AGM. The Agenda will be published by **5:00pm Friday, 6 September 2024** on the WALGA website. All Elected Members and CEOs will be advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Confirmation of minutes of previous meetings
4. President's report
5. Financial report for the Financial Year, and
6. Consideration of Executive and Member Motions

MEETING CONDUCT

The AGM will be conducted in accordance with the WALGA AGM Standing Orders.

QUERIES

Please direct all enquiries relating to the registration of Delegates or the submission of Member motions to Meghan Dwyer, Executive Officer Governance on (08) 9213 2050 or at association.governance@walga.asn.au.

President Cr Karen Chappel AM JP
WALGA President

Nick Sloan
WALGA Chief Executive Officer

19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING IF GIVEN DURING THE MEETING

21 LATE AND URGENT BUSINESS

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

22 REPORTS OF ELECTED MEMBERS

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

24 MAYORAL ANNOUNCEMENTS

25 CONFIDENTIAL ITEMS

Nil

26 CLOSE OF MEETING