

Ordinary Council Meeting

19 March 2025

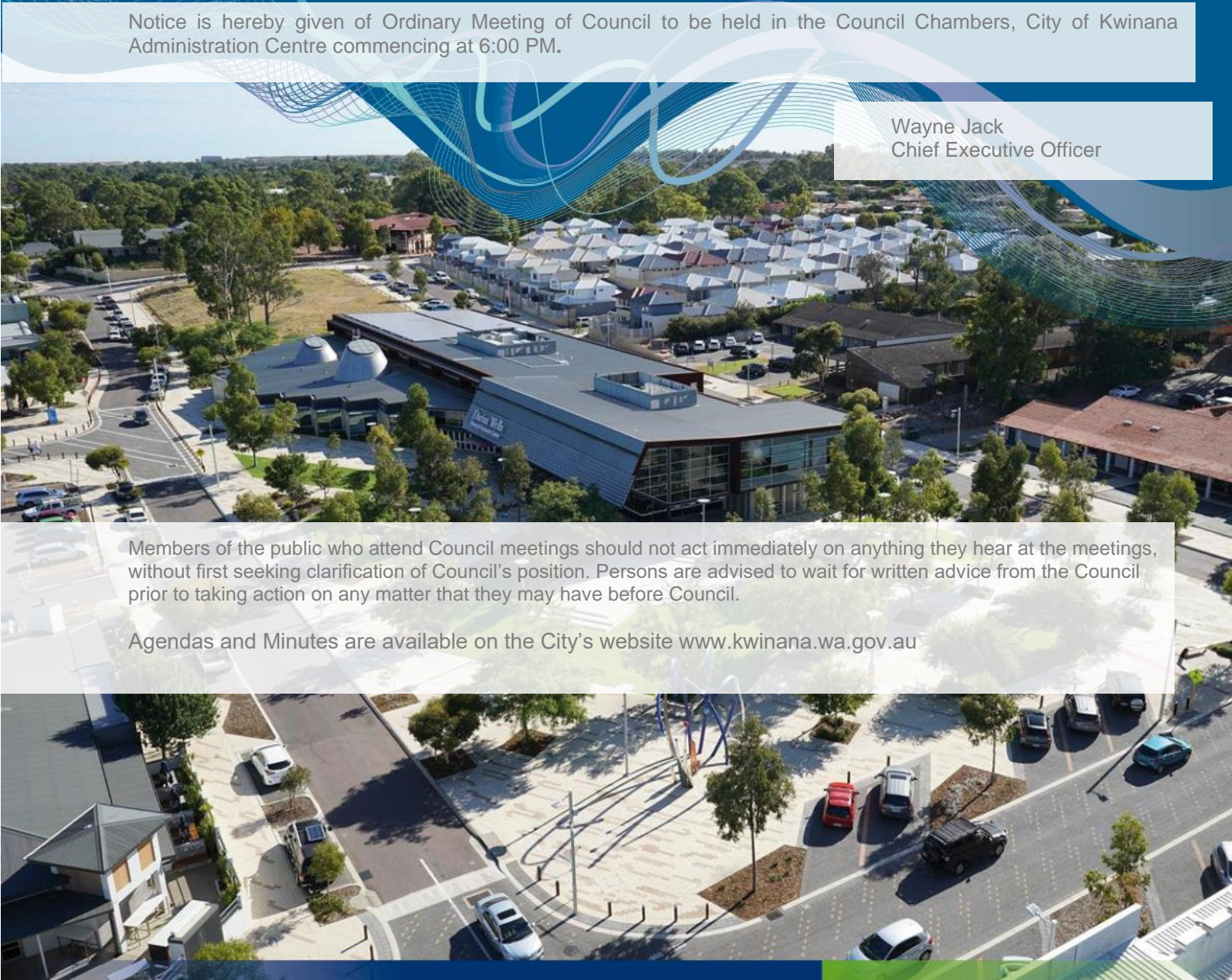
Agenda

Notice is hereby given of Ordinary Meeting of Council to be held in the Council Chambers, City of Kwinana Administration Centre commencing at 6:00 PM.

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

Councillor Sue Kearney to read the dedication:

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

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

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

Apologies:

Leave(s) of Absence (previously approved):

5 PUBLIC QUESTION TIME

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

In accordance with Regulation 6 of the *Local Government (Administration) Regulations 1996*, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

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

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

6 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

A petition must –

- be addressed to the Mayor;
- be made by electors of the district;
- state the request on each page of the petition;
- contain at least five names, addresses and signatures of electors making the request;
- contain a summary of the reasons for the request;
- state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
- be respectful and temperate in its language and not contain language disrespectful to Council.

The only motion which shall be considered by the Council on the presentation of any petition are –

- that the petition be received;
- that the petition be rejected; or
- that the petition be received and a report prepared for Council.

6.2 PRESENTATIONS

In accordance with Clause 3.6 of the *Standing Orders Local Law 2019* a presentation is the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.

Prior approval must be sought by the Presiding Member prior to a presentation being made at a Council meeting.

Any person or group wishing to make a presentation to the Council shall advise the CEO in writing before 12 noon on the day of the meeting. Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council committee who shall determine whether the presentation should be received.

A presentation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

6.3 DEPUTATIONS

In accordance with Clause 3.7 of the *Standing Orders Local Law 2019*, any person or group of the public may, during the Deputations segment of the Agenda with the consent of the person presiding, speak on any matter before the Council or Committee provided that:

- the person has requested the right to do so in writing addressed to the Chief Executive Officer by noon on the day of the meeting.
- setting out the agenda item to which the deputation relates;
- whether the deputation is supporting or opposing the officer's or committee's recommendation; and
- include sufficient detail to enable a general understanding of the purpose of the deputation.

A deputation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 5 MARCH 2025

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 5 March 2025 be confirmed as a true and correct record of the meeting.

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

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

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

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

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

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

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

9 REQUESTS FOR LEAVE OF ABSENCE**10 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY****11 ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING****12 RECOMMENDATIONS OF COMMITTEES**

Nil

13 ENBLOC REPORTS**14 REPORTS – COMMUNITY**

Nil

15 REPORTS – ECONOMIC

Nil

16 REPORTS – NATURAL ENVIRONMENT

Nil

17 REPORTS – BUILT INFRASTRUCTURE

17.1 PROPOSED ROAD NAMES FOR PROVIDENCE ESTATE STAGES 21-23 WELLARD

SUMMARY

MNG Survey, the surveying consultant for the Providence development in Wellard, has submitted details of the proposed road names for the new roads being constructed as part of this development. These proposed road names are detailed in Attachment A.

MNG Survey is now seeking Council's support for these road names to present them to the Geographic Names Committee (GNC) for final approval. Additionally, MNG Survey is requesting support for the alternative road names listed in case the GNC does not approve the primary proposals.

The Geographic Names Authority has provided preliminary validation for the proposed road names via their 'Request Road Name' webpage. The chosen theme for the road names throughout this development is "Vegetable names in various languages" which aligns with the rest of the Providence development area.

OFFICER RECOMMENDATION

That Council approve the following road names for use within Providence Estate, Wellard, as shown in Attachment A:

Proposed Names:	Alternative Names:
Pisello Parkway	Melanzane
Sparoga Approach	Radicula
	Bundeva

VOTING REQUIREMENT

Simple majority

DISCUSSION

Before a subdivision developer can submit survey diagrams for approval, all road names must be officially approved and clearly indicated on the survey diagram. The road naming process must comply with the guidelines set by the GNC to ensure adherence to naming conventions and restrictions.

Alternate road names have been proposed for consideration in case any of the initially suggested names fail to receive approval from the GNC. Details about the origin of the alternative names are provided below.

The proposed road names for the Providence subdivision in Wellard are as follows:

Proposed Name and Suffix	Source of information	Background/origin/meaning/ justification
Pisello Parkway	https://www.wordhippo.com/what-is/the-meaning-of/italian-word-pisello.html	Common name: Italian name for Peas.
Sparoga Approach	https://www.expatincroatia.com/croatian-vegetable-cheat-sheet/	Common name: Croatian name for Asparagus

The alternative road names for the Providence Estate, Wellard are:

Alternative Name	Source of information	Background/origin/meaning/ justification
Melanzane	https://dictionary.cambridge.org/dictionary/italian-english/melanzana	Italian name for Eggplant
Radicula	https://www.mobot.org/mobot/latindict/keyDetail.aspx?keyWord=radicula#:~:text=Radicula%2C%2Dae%20(s.f.l),part)%20through%20Z%20essentially%20completed.	Latin name for Radish
Bundeva	https://languagedrops.com/word/en/bosnian/english/translate/bundeva/	Croatian name for Pumpkin

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

The approval process is in compliance with the Geographic Names Committee Guidelines, and Council Policy – Street Naming.

FINANCIAL/BUDGET IMPLICATIONS

No financial/budget implications 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 implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. Proposed Road Name layout - Providence Estate stage 21-23 - Appendix A [↓](#)



18 REPORTS – CIVIC LEADERSHIP

18.1 COUNCIL POLICY REVIEW

SUMMARY

Council policies are high-level statements articulating the intent of the City's strategic objectives 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.

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.

As part of the City's ongoing policy review process, a new Access and Inclusion policy (**Attachment A**) is recommended for adoption.

The following existing policies have additionally undergone review and are recommended for adoption by Council:

- Graffiti and Vandalism (**Attachment B**);
- Use of Corporate Credit Cards (**Attachment D**);
- Pruning and Removal of Trees on City Managed Land (**Attachment F**);
- Climate Change (**Attachment H**);
- Charity Clothing Receptacles (**Attachment J**);
- Rates Collection (**Attachment L**);
- Local Commercial Support Grants (**Attachment N**); and
- Compliance and Enforcement (**Attachment P**).

A tracked change version of each of the policies is provided for ease of reference.

The Access and Equity policy (**Attachment R**) is recommended to be revoked on the basis that it will be replaced by the new Access and Inclusion Policy.

OFFICER RECOMMENDATION

That in accordance with the *Local Government Act 1995*, Council resolves as follows:

1. To adopt the new Access and Inclusion policy as detailed in Attachment A.
2. To adopt the following Council policies as amended:
 - Graffiti and Vandalism (Attachment B)
 - Use of Corporate Credit Cards (Attachment D);
 - Pruning and Removal of Trees on City Managed Land (Attachment F);
 - Climate Change (Attachment H);
 - Charity Clothing Receptacles (Attachment J);
 - Rates Collection (Attachment L);
 - Local Commercial Support Grants (Attachment N); and
 - Compliance and Enforcement (Attachment P).
3. To revoke the Access and Equity policy (Attachment R).

VOTING REQUIREMENT

Simple Majority.

DISCUSSION

As part of the City's policy review process, the following have been reviewed.

New Policy for Adoption

The new Access and Inclusion policy, as detailed at Attachment A, is recommended for adoption by Council. This new policy represents a significant update from the current outdated Access and Equity policy. The below information outlines the key differences between the two policies and emphasises why the introduction of the new policy is essential for advancing our community's goals related to diversity, access and inclusion:

- **Scope and Focus:** The Access and Equity policy, adopted in 1996 and last reviewed in 2015, primarily aimed to ensure equal access to services and opportunities for Kwinana residents. It focused on addressing physical, attitudinal, and institutional barriers to participation. In contrast, the proposed new Access and Inclusion policy expands this scope to encompass a broader range of diversity considerations, including disability, cultural backgrounds, and social inclusivity. It reflects a contemporary understanding that inclusivity requires proactive measures to accommodate and celebrate diversity across the Kwinana community.
- **Modern Legal Framework:** While the current Access and Equity policy references the *Local Government Act 1995* and principles of equity, the new Access and Inclusion policy now also aligns with updated legislation such as the *Disability Discrimination Act 1992*, *National Disability Insurance Scheme Act 2013*, and other relevant human rights and equal opportunity legislation. This alignment ensures our policies are legally robust and reflect current societal expectations regarding accessibility and inclusion.
- **Integrated Approach:** The new Access and Inclusion policy integrates seamlessly with our existing strategic frameworks, including the Social Strategy, Disability Access and Inclusion Plan, and the City's Reconciliation Action Plan. It emphasises the incorporation of social justice principles into all aspects of planning, development, and community engagement processes, promoting a holistic approach to creating an inclusive community.
- **Commitment to Diversity:** Unlike the Access and Equity policy which primarily focused on addressing barriers, the Access and Inclusion policy actively promotes diversity by fostering inclusive environments and promoting cultural maintenance and development. It emphasises training and development for staff to enhance understanding of diverse community needs and aims to improve service delivery. Locally, this is of particular interest as 39.6% of residents in Kwinana indicate that they were born overseas (Census 2021).

The shift in approach to the Access and Inclusion policy reflects our commitment to evolving community expectations and best practices in inclusivity. It acknowledges that true inclusion goes beyond access to services; it involves creating environments where all individuals, regardless of ability or background, can participate fully and equitably in community life. By adopting this policy, we demonstrate proactive leadership in advancing social justice and equality within the City of Kwinana. Furthermore, the City has engaged with several disability organisations to assist in ensuring that the Access and Inclusion policy fits its intended purpose and for the Kwinana community.

Amended Policies for Adoption

The following policies have been reviewed and are recommended for adoption (as amended):

Policy Name	Comment
Graffiti and Vandalism	The changes to the policy aim to improve the efficiency, accountability, and clarity of the City's approach to graffiti and vandalism management. By enforcing strict reporting requirements, clear removal timelines, and procedures, the City ensures that graffiti removal is handled consistently and within the required requirements. Additionally, the introduction of cost-sharing arrangements with government/public services providers helps reduce the financial burden on the City while promoting shared responsibility. These updates reinforce the City's commitment to maintaining a clean, safe, and welcoming environment for the community. A tracked change version of the policy is provided at Attachment C .
Use of Corporate Credit Cards	The changes to the policy aim to enhance financial accountability, transparency, and compliance with local government regulations. By clarifying approval processes, reinforcing cardholder responsibility, and strengthening financial oversight, the City seeks to minimise misuse, prevent fraud and ensure responsible spending. The stricter controls and regular monitoring of transactions further align with best financial management practices, reinforcing public trust in the City's financial governance. A tracked change version of the policy is provided at Attachment E .
Pruning and Removal of Trees on City Managed Land	The proposed revisions strengthen the City's commitment to tree preservation, environmental sustainability, and responsible urban forestry. By limiting pruning and removal to essential cases, clarifying unauthorised activities, and enhancing enforcement against vandalism, the policy ensures that trees continue to provide critical environmental, social, and aesthetic benefits. The new cost-sharing provision also allows for flexibility in exceptional cases while maintaining fair and responsible resource allocation. Additionally, the inclusion of biosecurity measures demonstrates the City's proactive approach to protecting urban greenery from emerging threats. A tracked change version of the policy is provided at Attachment G .
Climate Change	Acknowledging that climate change presents significant environmental, social, and economic challenges, the policy has been reviewed, and additional sections have been included to establish a clear response framework for the City. A tracked change version of the policy is provided in Attachment I .
Charity Clothing Receptacles	No major changes are required to the policy. A tracked changes version of the policy is provided in Attachment K .
Rates Collection	The policy provides a clear and consistent framework for the collection and recovery of overdue rates and charges. As part of this review, minor changes have been made, and the policy has been updated to align with the City's policy template. A tracked changes version of the policy is provided in Attachment M .
Local Commercial Support Grants	Amendments have been made to reflect the City's policy template. A tracked change version of the policy is provided at Attachment O .

Compliance and Enforcement	No major changes are required, and it is recommended that the reviewed policy be adopted with only minor text amendments. A tracked change version of the policy is provided at Attachment Q
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Policies to be Revoked

The following policy is recommended to be revoked:

Policy Name	Comment
Access and Equity	It is recommendation that Council revoke the Access and Equity Policy at Attachment R and adopt the Access and Inclusion policy to further our commitment to building a community where diversity is celebrated and every individual feels valued and respected.

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. Council Policy - Access and Inclusion [↓](#)
- B. Council Policy - Graffiti and Vandalism - DRAFT [↓](#)
- C. Tracked Change - Council Policy - Graffiti and Vandalism [↓](#)
- D. Council Policy - Use of Corporate Credit Cards [↓](#)
- E. Tracked Change - Council Policy - Use of Corporate Credit Cards [↓](#)
- F. Council Policy - Pruning and Removal of Trees on City Managed Land [↓](#)
- G. Tracked Change - Council Policy - Pruning and Removal of Trees on City Managed Land [↓](#)
- H. Council Policy - Climate Change [↓](#)
- I. Tracked Change - Council Policy - Climate Change [↓](#)
- J. Council Policy - Charity Clothing Receptacles [↓](#)
- K. Tracked Change - Council Policy - Charity Clothing Receptacles [↓](#)
- L. Council Policy - Rates Collection [↓](#)
- M. Tracked Changes - Council Policy - Rates Collection [↓](#)
- N. Council Policy - Local Commercial Support Grants [↓](#)
- O. Tracked Change - Council Policy - Local Commercial Support Grants [↓](#)
- P. Council Policy - Compliance and Enforcement Policy [↓](#)
- Q. Tracked Changes - Council Policy - Compliance and Enforcement Policy(3).DOCX [↓](#)
- R. Policy – Access and Equity - 2015 [↓](#)



Council Policy

Access and Inclusion



Legislation/local law requirements	<i>Australian Human Rights Commission Act 1986; Age Discrimination Act 2004; Disability Discrimination Act 1992; Racial Discrimination Act 1975; Sex Discrimination Act 1984; Western Australian Equal Opportunity Act 1984; National Disability Insurance Scheme Act 2013; and Disability Services Act 1993.</i>
Relevant Delegation	
Related policy procedures and documents	Social Strategy , Disability Access and Inclusion Plan , and Reconciliation Action Plan .

Introduction

The City of Kwinana is committed to fostering an inclusive and accessible community that supports the rights and participation of all individuals, regardless of their abilities, backgrounds, or circumstances. This policy aims to remove barriers to access and ensure that all residents, visitors, and workers can fully engage in community life. By aligning with relevant legislative frameworks and strategic plans, the City seeks to promote social inclusion, equitable opportunities, and a built environment that accommodates diverse needs.

Purpose

To ensure the City of Kwinana is an inclusive, accessible and welcoming local government for its diverse population.

Objective

The objective of this policy is to ensure that the City of Kwinana provides inclusive, accessible, and equitable services, facilities, and opportunities for all members of the community. It establishes a framework for enhancing physical, social, and digital accessibility while fostering a culture of respect, participation, and inclusion. Through this commitment, the City aims to create a welcoming and supportive environment where everyone can thrive.

Scope

This policy applies to all individuals residing, visiting, working, or contracting within the City of Kwinana.

Policy Provisions

Definitions

Access - Equal opportunity for all residents and visitors to participate in City activities. This includes access to services, programs, facilities, decision-making processes and entitlements.

Equity - Fair and equal distribution of resources (according to need), opportunities and access to decision-making processes.

Participation - Decision-making about matters affecting people's lives.

Rights - Relates to the entitlement to justice of all individuals and includes freedom of assembly, speech, beliefs and information.

Community Relations - Concerned with how people interact and relate to each other as individuals and as a community.

Culture - Ideas, beliefs, values, knowledge and experiences which influence the way in which people behave and relate.

Ethnicity - A person's racial, cultural, and/or linguistic heritage. It has become commonly used to refer to someone from a background other than English- speaking, although everyone has an ethnic background of some sort.

Social Justice - Refers to the right of all people to equality of treatment and opportunity and the removal of barriers preventing access and equity. Four main principles underpin the concept of Social Justice. These are:

- Access
- Equity
- Participation
- Rights

NOTE: These definitions are based on definitions provided by State and Federal Government Departments and the Western Australian Local Government Association.

Policy

Statement

The City of Kwinana (City) embraces its leadership role in the community, working to uphold the principles of social justice by promoting access, inclusion, participation, and the protection of rights for all. The City is committed to building an inclusive and accessible community that enhances the quality of life for all residents, visitors, and workers. This includes people with disabilities, their families and carers, First Nations people, and individuals from culturally and linguistically diverse backgrounds.

This commitment aligns with the City's Social Strategy, Disability Access and Inclusion Plan, and Reconciliation Action Plan, as well as relevant legislation, including the *Australian Human Rights Commission Act 1986*, *Age Discrimination Act 2004*, *Disability Discrimination Act 1992*, *Racial Discrimination Act 1975*, and *Sex Discrimination Act 1984*; the *Western Australian Equal Opportunity Act 1984*; the *National Disability Insurance Scheme Act 2013*; and the *Disability Services Act 1993*. These frameworks collectively guide our efforts to create an inclusive community.

The City is committed to ensuring that information, services, facilities, programs, decision-making processes, and activities are accessible and welcoming to all in a psychosocially safe and respectful environment. We thoughtfully consider diverse access needs, including physical, cognitive, psychological, sensory, communication (such as language), cultural, socio-economic, and literacy requirements.

Services and Events

The City is committed to creating welcoming environments that enable everyone to participate fully in community life. This includes:

- **Physical Accessibility:** Ensuring public spaces and facilities follow universal design principles, with features like access ramps, tactile surfaces, accessible parking, and clear signage to remove barriers for all; and
- **Social Inclusivity:** Promoting programs and events that foster participation across all abilities and backgrounds. The City will make every effort to provide training to staff for inclusive service delivery, and consulting with the community to address diverse needs.

Building, Facilities and Planning

- Ensure that all planning and development processes consider fairness, inclusivity, and accessibility, so that people of all backgrounds and abilities have equal opportunities to participate and benefit

Information and Communication

- Provide information in alternative formats and languages upon request.
- Use diverse informing methods to improve community awareness of programs, events services infrastructure and information available.
- Ensure the City provides online information in accessible formats.

Training and Development

- Offer competency training and professional development to City staff and Elected Members to ensure a strong understanding of multicultural communities, first nations people, and people with disabilities.

Community Engagement and Capacity Building

- Facilitate opportunities to build and maintain relationships with community members and key stakeholders that can guide and support the work of the City by ensuring that people who are potentially impacted by decisions are involved in the community engagement process.
- Provide opportunities for people of different ability levels and cultural backgrounds and their advocates to engage in public consultation using a variety of tools and methods.
- Support local groups, clubs, and organisations to be more inclusive.

Employment

- The City promotes diversity and inclusion in all its employment practices.

Social and Cultural Inclusion

- Respecting the local Nyoongar traditional custodians, along with all Aboriginal and Torres Strait Islander peoples, is fundamental to building meaningful relationships and fostering genuine participation. The City is committed to eliminating racism and all forms of discrimination within the community.
- Encourage the preservation and celebration of multicultural communities as a way to enrich personal growth, enhance quality of life, and strengthen community connections.
- The City is committed to promoting inclusion, fostering meaningful connections, and valuing the lived experiences of people with disabilities.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Community Engagement	
Initial Council adoption	Date: 19 March 2025	Ref#: <CM Ref>
Reviewed/amended	Date: <approval date>	Ref#: <CM Ref>
Next Review Date	Date: March 2029	
Policy Document Number	D25/10099	



Council Policy

Graffiti and Vandalism



Legislation/local law requirements	<ul style="list-style-type: none">• Local Government Act 1995 Section 2.7 – Role of Council• Graffiti Vandalism Act 2016 – Part 3 – Local Government Powers
Relevant Delegation	Please review the City's Delegated Authority Register
Related policy procedures and documents	<ul style="list-style-type: none">• ProMapp – Manage Graffiti Removal• Form - Authorisation and Liability Waiver for removal of Graffiti D09/28456*

Introduction

To address graffiti and vandalism throughout the City.

Purpose

To establish a structured and consistent approach to identifying, reporting, and removing graffiti and vandalism on City and private property, ensuring a timely and effective response.

Objective

To demonstrate the City's commitment to maintaining a clean, safe, and welcoming community by ensuring efficient graffiti and vandalism removal.

Scope

The City is to provide a graffiti removal service to all properties where the damage is readily visible from public thoroughfares or in a City owned and publicly used area.

Policy Provisions

Definitions

Graffiti: Unauthorised markings, drawings, or inscriptions applied to any surface using paint, ink, scratching, or other means, typically in a public or private space .

Offensive graffiti: Graffiti that contains obscene, racist, homophobic, or defamatory content, or promotes hatred toward individuals or group.

Authorisation/Waiver Form: The Authorisation/Waiver Form is required to be completed by the property owner or their authorised agent before the City can proceed with providing the free graffiti removal service. The form is available on the City's website.

Policy

The City will maintain an up-to-date website with clear instructions for reporting graffiti and vandalism.

Before graffiti is removed from private property by the City or its contractors, any instance must first be reported to the WA Police by either contacting Crime Stoppers on 131 444 or reporting online via their website and obtaining an offence report number. The offence report number must be quoted to the City when requesting graffiti removal.

The City is to ensure that all relevant legislation, policies and procedures relating to graffiti and vandalism removal on private property are applied.

Local Government Property

- (1) Graffiti of an offensive nature is to be removed from all City property within one (1) working day of notice being given to the City, subject to operational constraints.
- (2) Graffiti of a non-offensive nature is to be removed from all City property within three (3) working days of notice being given to the City, subject to operational constraints.
- (3) Vandal damage to City property which is considered dangerous is to be made safe as soon as practicable of notice being given to the City.

Land that is not Local Government Property

- (1) The City requires the property owner to complete an "Authorisation/Waiver Form" to enable the graffiti removal to be undertaken to pre-determined standards, without the potential for liability claims.
- (2) Graffiti of an offensive nature is to be removed from all residential and business property within two (2) working days after an Authorisation/Waiver form has been provided to the City, subject to operational constraints.

- (3) Graffiti of a non-offensive nature is to be removed from all residential and business property within five (5) working days after an Authorisation/Waiver form has been provided to the City, subject to operational constraints.
- (4) The City is to seek the cooperation of government or publicly managed service providers for either an annual contribution or a predetermined cost for service towards graffiti removal or repair of minor vandal damage to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances the authority to deal with incidents of minor damage or graffiti to non-City controlled property is to be delegated to the City from each authority involved.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	City Operations
Initial Council adoption	Date: 27/3/2002 Ref#:365
Reviewed/amended	Date: 12/02/2025 Ref#: D1369872[v2]
Next Review Date	Date: 12/02/2026
Policy Document Number	D13/69872[v3]

Council Policy

Graffiti and Vandalism



<u>Legislation/local law requirements</u>	<ul style="list-style-type: none"> Local Government Act 1995 Section 2.7 – Role of Council Graffiti Vandalism Act 2016 – Part 3 – Local Government Powers
<u>Relevant Delegation</u>	Please review the City's Delegated Authority Register
<u>Related policy procedures and documents</u>	<ul style="list-style-type: none"> ProMapp – Manage Graffiti Removal Form - Authorisation and Liability Waiver for removal of Graffiti D09/28456*

Introduction

To address graffiti and vandalism throughout the City.

Purpose

To establish a structured and consistent approach to identifying, reporting, and removing graffiti and vandalism on City and private property, ensuring a timely and effective response ~~To provide a process by which vandalism of City property and the removal of graffiti can be adequately and uniformly addressed.~~

Objective

To demonstrate the City's commitment to maintaining a clean, safe, and welcoming community by ensuring efficient graffiti and vandalism removal ~~For Council to demonstrate its commitment to creating an attractive environment.~~

Scope

The City is to provide a graffiti removal service to all properties where the damage is readily visible from public thoroughfares or ~~is~~ in a City owned and publicly used area.

OFFICER USE ONLY

~~Officers may amend this section without council approval.~~

Responsible Team	City Operations
Initial Council adoption	Date: 27/3/2002 Ref#:365
Reviewed/amended	Date: 14/01/2025 Ref#: D1369872[v2]
Next Review Date	Date: 14/01/2026
Policy Document Number	D13/69872[v5]

Graffiti and Vandalism

To provide a process by which vandalism of City property and the removal of graffiti can be adequately and uniformly addressed in order for Council to demonstrate its commitment to creating an attractive environment.

Adopted:	27/3/2002 #365
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 09/09/2015 #561
Legal Authority:	Local Government Act Section 2.7 — The Role of Council

Policy Provisions

Definitions

Include terms continually referred to in the policy.

Graffiti: Unauthorised markings, drawings, or inscriptions applied to any surface using paint, ink, scratching, or other means, typically in a public or private space ~~—writing or drawings scribbled, scratched, or sprayed illicitly on a wall or other surface in a public place.~~

Offensive graffiti: ~~—Graffiti that contains obscene, racist, homophobic, or defamatory content, or promotes hatred toward individuals or group~~ graffiti that is sexually obscene, racist, homophobic or hostile towards a person or group of people.

Authorisation/Waiver Form: The Authorisation/Waiver Form is required to be completed by the property owner or their authorised agent before the City can proceed with providing the free graffiti removal service. The form is available on the City's website.

Policy:

The City will maintain an up-to-date website with clear instructions for reporting graffiti and vandalism ~~The City is to provide a graffiti removal service to all properties where the damage is visible from a thoroughfare or is on a City owned and publicly used area.~~

~~The City is to seek the cooperation of government or publicly managed service providers for either an annual contribution or a predetermined cost for service towards graffiti removal or repair of minor vandal damage to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances the authority to deal with incidents of minor damage or graffiti to non-City controlled property is to be delegated to the City from each authority involved.~~

~~The City is to maintain a contact number and their website to provide information for the public reporting of incidents of graffiti and vandalism.~~

Before graffiti is removed from private property by the City or its contractors, any instance must first be reported to the WA pPolice by either contacting the State Graffiti HotlineCrime Stoppers on 131 444 or reporting online via their website and obtaining an offence report number. The offence report number must be quoted to the City when requesting graffiti ~~be removed~~removal.

The City is to ensure that all relevant legislation, policies and procedures relating to graffiti and vandalism removal on private property are applied.

~~City-controlled assets~~Local Government Property

- (1) Graffiti of an offensive nature is to be removed from all City property within one (1) working day as soon as practicable of notice being given to the City, subject to operational constraints.
- (2) Graffiti of a non-offensive nature is to be removed from all City property within three (3) working days if practicable of notice being given to the City, subject to operational constraints.
- (3) Vandal damage to City property which is considered dangerous is to be made safe as soon as practicable of notice being given to the City.

~~Non-City-controlled assets~~Land that is not Local Government Property

- (1) The City ~~is to require~~requires the property owner to complete an "Authorisation/Waiver Form" to enable the graffiti removal~~necessary repairs~~ to be undertaken to pre-determined standards, without the potential for liability claims.
- (2) Graffiti of an offensive nature is to be removed from all residential and business property within two (2) working days as soon as practicable of after an Authorisation/Wwaiver form ~~being~~ has been provided to the City, subject to operational constraints.

- (3) Graffiti of a non-offensive nature is to be removed from all residential and business property within five (5) ~~three~~ working days if practicable of the after an Authorisation/Wwaiver form being has been provided to the City, subject to operational constraints.
- (4) The City is to seek the cooperation of government or publicly managed service providers for either an annual contribution or a predetermined cost for service towards graffiti removal or repair of minor vandal damage to their property if the incident results in the damage being able to be viewed from a public place. In these circumstances the authority to deal with incidents of minor damage or graffiti to non-City controlled property is to be delegated to the City from each authority involved.

OFFICER USE ONLY

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<u>Responsible Team</u>	<u>City Operations</u>
<u>Initial Council adoption</u>	<u>Date: 27/3/2002 Ref#:365</u>
<u>Reviewed/amended</u>	<u>Date: 12/02/2025 Ref#: D1369872[v2]</u>
<u>Next Review Date</u>	<u>Date: 12/02/2026</u>
<u>Policy Document Number</u>	<u>D13/69872[v3]</u>



Council Policy

Use of Corporate Credit Cards



Legislation/local law requirements	<i>Local Government Act 1995</i> Sections 2.7(2)(a) and (b) and 6.5(a) <i>Local Government (Financial Management) Regulations 1996</i> 11(1)(a)
Relevant Delegation	N/A
Related policy procedures and documents	D20/57483 – New Credit Card Request/Credit Cardholder Agreement Form D09/121494[v6] – Credit Cardholder Agreement Form D14/27718[v5] – Corporate Credit Card Register

Introduction

The City of Kwinana recognises the importance of maintaining transparency, accountability, and efficiency in financial transactions. Corporate credit cards are issued to employees only when they enhance purchasing efficiency and provide best value to the City. This policy establishes the proper use, management, and oversight of corporate credit cards to ensure compliance with relevant legislation and financial controls.

Purpose

To provide a clear framework that enables authorised City officers to use corporate credit cards for the purchase of goods and services.

Objective

To outline the appropriate use and administration of corporate credit cards within the City of Kwinana. It ensures that all transactions are conducted responsibly, align with Council policies and budgets, and are subject to stringent financial oversight. The policy also sets clear guidelines on cardholder responsibilities, financial management processes, and the consequences of misuse.

Scope

This policy applies to all City Officers that are authorised with corporate credit card holders.

Policy Provisions

Definitions

Cardholder – City of Kwinana employee authorised to use a corporate credit card, responsible for its secure, lawful, and policy-compliant use, including transaction reconciliation and adherence to purchasing guidelines.

Chief Executive Officer - The senior executive of the City of Kwinana, responsible for overseeing corporate credit card use, ensuring compliance with financial policies and legislation, and approving card issuance and limits, except for their own, which is approved by the Mayor.

Chief Financial Officer – Responsible for managing the issuance, replacement, and cancellation of corporate credit cards, maintaining compliance with financial policies, and overseeing expenditure reviews to ensure proper financial governance.

City Officer - A City of Kwinana employee who, with CEO approval, may be issued a corporate credit card to facilitate business-related purchases in accordance with this policy and financial regulations.

Corporate Credit Card – A payment card issued by the City of Kwinana to authorised employees for business-related purchases, ensuring efficiency, accountability, and compliance with financial policies and legislation.

Policy

Credit cards may only be issued to employees where efficiency and best value can be enhanced in the purchasing of goods and services. Credit cards must be used appropriately for City purposes within relevant delegations and in accordance with policies.

Issuing of Corporate Credit Cards

- Other than for the Chief Executive Officer ('**CEO**'), approval for the issue of a credit card to a City Officer, including credit limits, is to be determined by the Chief Executive Officer.
- Approval for the issue of a credit card to the CEO, including credit limit, is to be determined by the Mayor.
- The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members of Local Governments. Elected Members are entitled to allowances or the reimbursement of expenses incurred on Council business.

Cardholder Responsibilities

- The cardholder must sign an agreement form, outlining the cardholder's responsibilities, prior to receiving the corporate credit card.
- Meet all requirements when using credit cards pursuant to the *Council Procurement Policy* and associated procedures
- Ensure the care and safe keeping of the card.
- Cardholders are not to use the corporate credit card for cash advances.
- Cardholders are not to use the corporate credit card for private purposes.

- Cardholders are not to link corporate credit cards to PayPal accounts or any websites.
- The use of the corporate credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- The corporate credit card shall only be used for purchasing goods and services associated with the business of the City of Kwinana, which are authorised within the current budget.
- Cardholders are not to split payments of invoices between credit cards.
- Cardholders are not to share their credit card with another City of Kwinana Officer. Purchases are to be made by the cardholder only.
- Purchases must be expended in line with all other Council Policies.
- Cardholders are not to use their credit card in instances where a Purchase Order can be raised, and the purchase can be transacted through Accounts Payable.
- Cardholders are to obtain a compliant tax invoice/receipt, which records an adequate description of goods/services obtained.
- Cardholders are to provide, for approval, a detailed summary of all purchases, reconciling to each monthly statement, no later than seven (7) days after receiving the monthly statement.
- Other than for the CEO, credit card statements are to be authorised by the cardholder's superior line manager.
- The CEO's credit card statement (reconciliation) is to be approved by the Mayor.
- In the event that a cardholder is on leave, for longer than one (1) month, the credit card is to be handed to the Chief Financial Officer to hold until they return.
- In the event that a cardholder's employment ceases with the City, the credit card is to be handed to the Chief Financial Officer ('CFO') where arrangements are to be made for the cancellation of the account and destruction of the card.

Finance Responsibilities

The Chief Financial Officer ('CFO') is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer.

- The CFO will ensure processes are in place for the coordination of the issue, replacement and cancellation of all corporate credit cards, including:
 - Requiring the provision of a copy of this policy, at the time of issuing a credit card; and
 - Ensuring the signing of a Corporate Credit Cardholder's Agreement form by the cardholder, which will be registered in the City's record keeping system.
- A register of cardholders is to be maintained and stored in the City's record keeping system.
- A review of monthly expenditure undertaken by each cardholder is to be undertaken monthly, by the team responsible for managing the City's finances. All receipts and documentation will be reviewed, and any expenses that do not appear to represent fair and reasonable business expenses are to be referred to the senior manager responsible for the City's finances (or to the CEO or Mayor as relevant) for review/decision.

Legislation

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer ('CEO') to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- *Local Government (Financial Management) Regulations 1996* 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

Misuse of Corporate Credit Cards

Misuse of credit cards may lead to disciplinary action being instituted under the relevant terms and conditions of the offending cardholder's employment contract and may lead to the matter being reported in accordance with Part 3 of the *Corruption, Crime and Misconduct Act 2003*.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Finance	
Initial Council adoption	Date: 27 September 2006	Ref#: 519
Reviewed/amended	Date: February 2025	Ref#: <CM Ref>
Next Review Date	Date: February 2028	
Policy Document Number	D13/69878[v7]	



Council Policy

Use of Corporate Credit Cards



Council Policy	
Legal Authority	Local Government Act 1995 Sections 2.7(2)(a) and (b) and 6.5(a) Local Government (Financial Management) Regulations 1996 11(1)(a)
Department	Finance
<u>Legislation/local law requirements</u>	<u>Local Government Act 1995 Sections 2.7(2)(a) and (b) and 6.5(a)</u> <u>Local Government (Financial Management) Regulations 1996 11(1)(a)</u>
<u>Relevant Delegation</u>	<u>N/A/N/A</u>
<u>Related policy procedures and documents</u>	<u>D20/57483 – New Credit Card Request/Credit Cardholder Agreement Form</u> <u>D09/121494[v6] – Credit Cardholder Agreement Form</u> <u>D14/27718[v5] – Corporate Credit Card Register</u>

Introduction

The City of Kwinana recognises the importance of maintaining transparency, accountability, and efficiency in financial transactions. Corporate credit cards are issued to employees only when they enhance purchasing efficiency and provide best value to the City. This policy establishes the proper use, management, and oversight of corporate credit cards to ensure compliance with relevant legislation and financial controls.

1. Title

~~Use of Corporate Credit Cards~~

2. Purpose

To provide a clear framework that enables authorised City officers to use corporate credit cards for the purchase of goods and services.

Objective

To outline the appropriate use and administration of corporate credit cards within the City of Kwinana. It ensures that all transactions are conducted responsibly, align with Council policies and budgets, and are subject to stringent financial oversight. The policy also sets clear guidelines on cardholder responsibilities, financial management processes, and the consequences of misuse.

3. Scope

~~D13/69878[v6]~~

This policy applies to all City Officers that are authorised with corporate credit card holders.

D13/69878[v6]

Policy Provisions

~~4.~~ Definitions

Cardholder – City of Kwinana employee authorised to use a corporate credit card, responsible for its secure, lawful, and policy-compliant use, including transaction reconciliation and adherence to purchasing guidelines. ~~Nil.~~

Chief Executive Officer - The senior executive of the City of Kwinana, responsible for overseeing corporate credit card use, ensuring compliance with financial policies and legislation, and approving card issuance and limits, except for their own, which is approved by the Mayor.

Chief Financial Officer – Responsible for managing the issuance, replacement, and cancellation of corporate credit cards, maintaining compliance with financial policies, and overseeing expenditure reviews to ensure proper financial governance.

City Officer - A City of Kwinana employee who, with CEO approval, may be issued a corporate credit card to facilitate business-related purchases in accordance with this policy and financial regulations.

Corporate Credit Card – A payment card issued by the City of Kwinana to authorised employees for business-related purchases, ensuring efficiency, accountability, and compliance with financial policies and legislation.

~~5.~~ Policy statement

Credit cards may only be issued to employees where efficiency and best value can be enhanced in the purchasing of goods and services. Credit cards must be used appropriately for City purposes within relevant delegations and in accordance with policies.

~~5.1.~~ Issuing of Corporate Credit Cards

~~5.1.1.~~ • Other than for the Chief Executive Officer ('CEO'), approval for the issue of a credit card to ~~a~~ City Officer, including credit limits, is to be determined by the Chief Executive Officer.

- Approval for the issue of a credit card to the CEO, including credit limit, is to be determined by the Mayor.

~~5.1.2.~~ • The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members of Local Governments. Elected Members are entitled to allowances or the reimbursement of expenses incurred on Council business.

~~5.2.~~ Cardholder Responsibilities

~~5.2.1.~~ • The cardholder must sign an agreement form, outlining the cardholder's responsibilities, prior to receiving the corporate credit card.

- Meet all requirements when using credit cards pursuant to the *Council -Procurement*

~~D13/69878[v6]~~

Policy and associated procedures

- Ensure the care and safe keeping of the card.

~~5.2.2.~~ Cardholders are not to use the corporate credit card for cash advances.

~~5.2.3.~~ Cardholders are not to use the corporate credit card for private purposes.

- Cardholders are not to link corporate credit cards to PayPal accounts or any websites.

~~5.2.4.~~ The use of the corporate credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.

~~5.2.5.~~ The use of the corporate credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.

- The use of the corporate credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.

- The corporate credit card shall only be used for purchasing goods and services associated with the business of the City of Kwinana ~~on behalf of the City~~, which are authorised within the current budget.

~~5.2.6.~~

~~5.2.7.~~ Cardholders are not to split payments of invoices between credit cards.

~~5.2.8.~~ Cardholders are not to share their credit card with ~~other~~ another City of Kwinana Officers. Purchases are to be made by the cardholder only.

~~5.2.9.~~ Purchases must be expended in line with all other Council Policies.

~~5.2.10.~~ Cardholders are not to use their credit card in instances where a Purchase Order can be raised, and the purchase can be transacted through Accounts Payable.

- Cardholders are to obtain a compliant tax invoice/receipt, which records an adequate description of goods/services obtained.

~~5.2.11.~~

~~5.2.12.~~ Cardholders are to provide, for approval, a detailed summary of all purchases, reconciling to each monthly statement, no later than seven (7) days after receiving the monthly statement.

~~5.2.13.~~ Other than for the CEO, credit card statements are to be authorised by the cardholder's superior line manager.

~~5.2.14.~~ The CEO's credit card statement (reconciliation) is to be approved by the Mayor.

~~5.2.15.~~ In the event that a cardholder is on leave, for longer than one (1) month, the credit card is to be handed to the Chief Financial Officer ~~Manager responsible for the City's finances~~, to hold until they return.

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- ~~5.2.16.~~ ● In the event that a cardholder's employment ceases with the City, the credit card is to be handed to the Chief Financial Officer ('CFO') ~~Manager responsible for finance~~, where arrangements are to be made for the cancellation of the account and destruction of the card.

Finance Responsibilities

~~5.3.~~ The Chief Financial Officer ('CFO') is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer.

- ~~5.3.1.~~ ● The CFO ~~CEO~~ will ensure processes are in place for the coordination of the issue, replacement and cancellation of all corporate credit cards, including:
- o Requiring the provision of a copy of this policy, at the time of issuing a credit card; and
 - o Ensuring the signing of a Corporate Credit Cardholder's Agreement form by the cardholder, which will be registered in the City's record keeping system.
- ~~5.3.2.~~ ● A register of cardholders is to be maintained and stored in the City's record keeping system.
- A review of monthly expenditure undertaken by each cardholder is to be undertaken monthly, by the team responsible for managing the City's finances. All receipts and documentation will be reviewed, and any expenses that do not appear to represent fair and reasonable business expenses are to be referred to the senior manager responsible for the City's finances (or to the CEO or Mayor as relevant) for review/decision.

Legislation

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer ('CEO') to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- *Local Government (Financial Management) Regulations 1996* 11(1)(a) ~~Local Government (Financial Management) Regulation 11(1)(a)~~ requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

Misuse of Corporate Credit Cards

~~5.3.3.~~ Misuse of credit cards may lead to disciplinary action being instituted under the relevant terms and conditions of the offending cardholder's employment contract and may lead to the matter being reported in accordance with Part 3 of the *Corruption, Crime and Misconduct Act 2003*.

~~6.~~ **References**

Date of adoption and resolution No.	27/09/2006 #519
Review dates and resolution No.	28/04/2010 #105 11/07/2012 #163 20/01/2016 #099 28/02/2018 #107 28/11/2018 #347 24/06/2020 #193 13/07/2022 #168
Next review due date	30/06/2024
Related documents	Acts/Regulations <i>Local Government Act 1995</i> Sections 2.7(2)(a) and (b) and 6.5(a) <i>Local Government (Financial Management) Regulations 1996</i> 11(1)(a) Plans/Strategies/Policies/Processes D20/57483—New Credit Card Request/Credit Cardholder Agreement Form

D13/69878[v6]

	<p>D09/121494[v6] — Credit Cardholder Agreement Form</p> <p>D14/27718[v5] — Corporate Credit Card Register</p>
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~~**Note: Changes to references may be made without the need to take the Policy to Council for review.**~~

OFFICER USE ONLY

Officers may amend this section without council approval.

<u>Responsible Team</u>	<u>Finance</u>
<u>Initial Council adoption</u>	<u>Date: 27 September 2006</u> <u>Ref#: 519</u>
<u>Reviewed/amended</u>	<u>Date: <approval date> February 2025</u> <u>Ref#: <CM Ref></u>
<u>Next Review Date</u>	<u>Date: February 2028</u> <u>30 June 2024</u>
<u>Policy Document Number</u>	<u>D13/69878[v7]</u> <u>**/**</u>

~~D13/69878[v6]~~



Council Policy

Pruning and Removal of Trees on City Managed Land



Legislation/local law requirements	<i>Local Government Act 1995</i>
Relevant Delegation	N/A
Related policy procedures and documents	Urban Forest Strategy

Introduction

The City of Kwinana (City) recognises the significant benefits trees provide to the community and environment. It is dedicated to preserving trees on City-managed land. The City will take reasonable measures to manage existing tree assets, to minimise the risk of injury to individuals and damage to public or private property. This commitment is aimed at protecting and enhancing the long-term viability of the City's trees.

Purpose

To specify the standards for the care, protection, and removal of street and reserve trees on City land, outside the scope of local planning policies. Highlighting that tree removal should only be considered in cases of absolute necessity.

Objectives

1. Contribute to achieving the objectives of the City of Kwinana's Urban Forest Strategy;
2. Mitigate the urban heat island effect;
3. Reduce air pollution;
4. Improve groundwater quality;
5. Support wildlife habitats, biodiversity, and ecological corridors;
6. Enhance community comfort through shade and glare reduction;
7. Provide neighbourhood amenity, character, a sense of place, and offer visual screening and privacy; and
8. Promote a diverse range of tree sizes and species to enhance visual interest and support a more resilient urban forest.

Scope

This Policy outlines how the City of Kwinana will responsibly manage trees on City owned or managed land.

The City acknowledges the beneficial role that trees and vegetation provide for the City's environment and community. The City conducts tree removal and pruning in both a planned and reactive manner, ensuring resources are directed to those trees that present the highest risks

Generally, trees will be allowed to develop their natural canopy and will not be pruned. The City will only undertake pruning or removal following assessment of the tree. Where pruning or removal is essential work, it will be carried out in accordance with relevant Australian Standard (AS 4373—2007 – *Pruning of Amenity Trees*) and *Guidelines for the Management of Vegetation near Power Lines* (Government of Western Australia).

Policy Provisions

Definitions

Encroachment - **Tree** limbs directly overhanging a dwelling.

Dwelling – A building or portion of a building used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, as single family. Or no more than six person who do not comprise a single family.

Hazardous - A tree or limb that is deemed by the City to present an immediate or foreseeable risk to the public.

Qualified Arborist - A professional who is trained and experienced in the care and management of trees. According to Australian Standards, particularly *AS 4373-2007 (Pruning of Amenity Trees)* that possess a minimum qualification Certificate III in Arboriculture (or equivalent) from a Training Organisation that is registered with Australian Skills Quality Authority or The Training Accreditation Council.

Tree Parts - Any part of a tree such as, leaves, flowers, nuts, branches, roots and sap.

Urban Forest - A population of trees and other plants growing within an urban setting for the purpose of improving the liveability of that urban setting whilst providing social, economic and environmental benefits to the community.

Vandalism - The unlawful destruction, damage or injury to City owned tree assets which can include, but not limited to, poisoning, pruning, causing malicious damage, removal and/or ringbarking.

City Trees - All trees that are owned or managed or under the direct care of The City of Kwinana.

Unauthorised Pruning - Pruning activities conducted by any persons other than authorised City employees or authorised contractors.

Unauthorised Planting - Trees planted without the City's approval.

DPIRD - Department of Primary Industries and Regional Development.

PSHB - Polyphagous Shot-Hole Borer.

Policy

Street Trees

Planting

To provide environmental services for the broader community, tree planting takes precedence over the individual preferences of nearby property owners. Street trees enhance community health by improving the appearance of streets, reducing urban heating, and providing shade and shelter for the environment.

Street trees will be planted on all available verge spaces in accordance with the City's Street Tree and Verge Treatment Policy. A normal residential lot will be allocated one tree, a corner property may be allocated two or more if space permits.

Residents can request a specific species from the approved list via the City's website during the designated application period, unless allocations are exhausted prior. Applications submitted after the advertised deadline will be added to the register for the next planting season.

The City will consider the request and determine the most suitable species for your address with consideration to;

- Above and below ground services
- Size and width of verge
- Vehicle and pedestrian sightlines
- Existing species in your street and area

The City will determine the appropriate location for the tree and will undertake manual tree watering for minimum two years after the tree is planted. Residents are encouraged to provide the tree with extra water.

Tree planting is typically carried out from May to August, although this is largely dependent on weather conditions and time frames may be adjusted as accordingly.

Unauthorised Planting

Trees are not to be privately planted on the verge without prior written approval from the City. Trees planted without the City's approval are considered unauthorised plantings.

Unauthorised street tree planting shall constitute any one of the following:

- A tree planted of an inappropriate species for verge planting;
- A tree planted out of alignment with a utility providers code of practise; or
- A tree of an undesirable species that has self-germinated.

Where an unauthorised street tree planting is identified, the City shall determine whether the planting will be retained or removed, dependent upon its conformity to the City's planting specifications.

Damage to City Trees

Trees provide both ecological and amenity services to the community. As such, damage to street and reserve trees affects everyone. Members of the community who witness vandalism to trees are encouraged to report this information. All reported incidents of damage to City trees will be investigated and responded to.

Resolutions of vandalism to trees may involve:

- Issuing of infringements under the City's *Local Government Property Law 2003*;
- Recouping the costs associated to any works needed to rectify the damage;
- Recouping costs for the full tree valuation, removal and replacement cost; including tree purchase and watering over its establishment period; or
- Further legal action.

Tree Pruning and Maintenance

The City is solely responsible for pruning and maintaining City trees. Unauthorised pruning or removal of any City tree is not permitted.

Pruning is undertaken in accordance with *Australian Standards AS4373: Pruning of Amenity Trees and Guidelines for the Management of Vegetation near Power Lines (Government of Western Australia)*.

Pruning or removal **will be undertaken** as part of the City's program, as determined by the City, in circumstances where:

- The tree is dead;
- The tree is in a state of decline to the point that survival is unlikely, and no further remedial techniques are appropriate;
- The tree is deemed hazardous by the City;
- The tree is in conflict with utilities and built structures where all reasonable engineering alternatives have been considered;
- The tree is structurally unsound, to the point of constituting imminent danger to persons or dwelling;
- to maintain clearance from dwellings where branches touch or overhang the structure;
- The tree requires selective pruning and weight reduction of limbs to protect the remainder of the tree;
- Maintenance pruning is required to remove dead, diseased, dying, defective branches to protect the remainder of the tree;
- Pruning is required for service lines excluding electrical service lines.
- Crown lifting is required for pedestrian or vehicular access;
- Pruning required for vehicle sight lines, signage, and *Road Traffic Act 1974* requirements;
- Removal is part of a tree replacement program; or
- The tree is obstructing a City approved works program, such as road or drainage projects. These works will be carried out in accordance with the relevant legislative process.

Where fauna habitat trees are identified, the City will remove the minimum amount necessary to make it safe, whilst still retaining habitat value (e.g. leaving a hollow stump for nesting birds).

The City places considerable value on all trees. While an individual property owner or resident may desire a tree to be removed for a variety of reasons, it must be recognised that trees on public land are public assets which provide critical environmental value to the wider community.

The following are **not** sufficient or justifiable reasons for the pruning or removal of City trees:

- To improve views;
- To improve solar power access;
- To discourage the presence of animals or insects;
- Topping/height reduction of trees;
- Emotive reasons;
- Trees inhibiting/lawn grass growth;
- Pruning of trees contrary to Australian Standards;
- Pruning that is outside what a particular species will tolerate, i.e. some species if pruned by more than 10% can be predisposed to further damage and deterioration;
- Pruning or removal of healthy and stable trees;
- Pruning or removal of trees for allergies and/or health problems;
- For the installation of non-essential crossovers or verge paving;
- Pruning or removal of trees found to be causing damage to minor ancillary structures such as footpaths and driveways;
- Pruning or removal of trees due to damage to underground services unless all reasonable engineering alternatives have been considered; or
- Pruning or removal to reduce natural debris such as leaves, flowers, fruit, bark or bird droppings.

Control of pest and disease in City trees will only be managed where they are considered to cause risk to the health or stability of the tree. The City will not perform work on trees that are not considered the responsibility of the City. As per schedule 3.2 of the *Local Government Act 1995* the City will only make safe a tree that presents serious or immediate danger, without having given the owner or occupier notice.

General Tree Pruning and Removal Requests

Residents can request an assessment of City trees for maintenance or removal. A qualified officer will evaluate the request and determine if any work is necessary, as well as its priority in relation to ongoing projects.

Requests that fall under the "Not Sufficient or Justifiable reasons for pruning or removal" section of this policy will not be considered.

If the City determines that pruning is required but is not urgent, then works will be incorporated into the next round of scheduled maintenance for the area.

If the City determines that pruning or removal requires an immediate response, it will be addressed on an as-needed basis. The resident or occupant will be notified of the outcome of their request through an appropriate communication method.

Responsibility of pruning costs will be assessed on a case-by-case basis.

Street Tree Removal for Development

Street tree removal requests for development purposes will only be considered during the Building Approval or Development Application process. Requests outside of these processes will not be considered.

Street tree removal will only be approved where it has been demonstrated that all other alternatives have been exhausted.

The property owner must engage an approved arborist as defined under this policy, to undertake removal of trees and is responsible for making payment directly with the arborist.

All costs associated with the planting of the replacement of tree must be paid to the City prior to building approval.

Tree planting is undertaken by the City, the property owner is not permitted to undertake the planting of a replacement tree.

Relocation

Upon request, the City will assess the feasibility of street tree relocation. The City reserves the right to determine whether relocation is viable; however, due to the high likelihood of compromising the tree's survival, relocation is generally not undertaken.

If approved, relocation shall be undertaken by the City at the expense of the property owner. All fees associated with the relocation are payable to the City prior to the commencement of the relocation process.

The property owner is not permitted to relocate the tree independently.

Where approval has been granted

The following conditions apply:

- The removal must be carried out by a qualified Arborist, as defined within this policy;
- The tree is to be dismantled down to the ground, with all debris removed from the site, and the stump ground out; and
- A suitable replacement tree will be planted by the City during the next planting season.

Where possible, the City will confirm the location of the replacement tree during the Building Approval process.

Polyphagous shot-hole borer (*Euwallacea fornicatus*)

The City of Kwinana is working with the Department of Primary Industries and Regional Development ('**DPIRD**') to help stop the spread of the invasive pest, Polyphagous Shot-Hole Borer ('**PSHB**'). PSHN is a serious biosecurity matter across the Perth metropolitan area. The primary source of information on PSHB is the DPIRD website.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Works Depot	
Initial Council adoption	Date: 28 November 2012	Ref#: 241
Reviewed/amended	Date: February 2025	Ref#: <CM Ref>
Next Review Date	Date: February 2028	
Policy Document Number	D	



Policy

Pruning and Removal of Trees on City Managed Land



~~Pruning and Removal of Trees on City Managed Land~~

~~The City's management of trees located on land vested in
the City needs to be transparent, consistent with legislative
requirements and seen as an example of correct procedures.~~

Council Policy

Pruning and Removal of Trees on City Managed Land

Adopted: <u>Legislation/local law requirements</u>	28/11/2012 #241 <u>Insert the Act/Regulation and section/clause for which this Policy may be made.</u> <u>Local Government Act 1995</u>
Last reviewed: <u>Relevant Delegation</u>	N/A <u>24/06/2015 #499</u>
Legal Authority: <u>Related policy procedures and documents</u>	<u>Urban Forest Strategy</u> <u>Local Government Act Section 2.7—The Role of Council</u>

Policy:

~~Council acknowledges the beneficial role that trees and native vegetation provide for the City's environment and community.~~

Introduction

The City of Kwinana (City) ~~will strive~~ recognises ~~the significant benefits t~~ trees provide to ~~preserve~~ the community and environment. It is dedicated to preserving trees on City-managed land ~~that provide a benefit to the community and the environment while taking~~. The City will take reasonable ~~steps~~ measures to manage existing tree assets ~~in a manner that minimises~~, to minimise the risk of injury to ~~any person~~ individuals and damage to public or private property. This commitment is aimed at protecting and enhancing the long-term viability of the City's trees.

Purpose

To specify the standards for the care, protection, and removal of ~~s~~Street and ~~r~~Reserve trees on City land, outside the scope of local planning policies. Highlighting that tree removal should only be considered in cases of absolute necessity.

Objectives

1. Contribute to achieving the objectives of the City of Kwinana's Urban Forest Strategy:-
2. Mitigate the urban heat island effect:-
3. Reduce air pollution:-
4. Improve groundwater quality:-
5. Support wildlife habitats, biodiversity, and ecological corridors:-
6. Enhance community comfort through shade and glare reduction:-
7. Provide neighbourhood amenity, character, a sense of place, and offer visual screening and privacy; and:-
8. Promote a diverse range of tree sizes and species to enhance visual interest and support a more resilient urban forest.

Scope

This Policy outlines how the City of Kwinana will responsibly manage trees on City owned or managed land.

The City acknowledges the beneficial role that trees and vegetation provide for the City's environment and community. The City conducts tree removal and pruning in both a planned and reactive manner, ensuring resources are directed to those trees that present the highest risks. ~~The City has limited resources so must conduct tree removal or pruning in a reactive manner, directing resources to those trees that present a high risk.~~

Pruning and removal requests

Generally, trees will be allowed to develop their natural canopy and will not be pruned. The City will only undertake pruning or removal following assessment of the tree ~~and then the appropriate work determined.~~ Where pruning or removal is essential work, it will be carried out in accordance with relevant Australian ~~Standards~~ Standard (AS 4373—2007 – *Pruning of Amenity Trees*) and *Guidelines for the Management of Vegetation near Power Lines* (Government of Western Australia).

Policy Provisions

Definitions

Encroachment - Tree ~~works the City will carry out~~

~~(A qualified Arborist Report is to accompany any report recommending pruning or removal of significant trees.)~~

- ~~• Removal of hazardous trees.~~
- ~~• Selective pruning and weight reduction of limbs to protect the remainder of the tree directly overhanging a dwelling.~~

Dwelling – A building or portion of a building used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, as single family. Or no more than six person who do not comprise a single family.

Hazardous - A tree or limb that is deemed by the City to present an immediate or foreseeable risk to the public.

Qualified Arborist - A professional who is trained and experienced in the care and management of trees. According to Australian Standards, particularly AS 4373-2007 (*Pruning of Amenity Trees*) that possess a minimum qualification Certificate III in Arboriculture (or equivalent) from a Training Organisation that is registered with Australian Skills Quality Authority or The Training Accreditation Council.

- ~~• **Tree** Maintenance pruning to remove dead, diseased, dying, defective branches to protect the remainder of the tree.~~
- ~~• Selective pruning to remove branches causing conflict, i.e. building encroachment.~~
- ~~• Root pruning of trees to ameliorate damage to built and natural structures.~~

~~• Pruning for service lines excluding electrical service lines.~~
~~Crown lifting for~~ **Parts** - Any part of a tree such as, leaves, flowers, nuts, branches, roots and sap.

Urban Forest - A population of trees and other plants growing within an urban setting for the purpose of improving the liveability of that urban setting whilst providing social, economic and environmental benefits to the community.

Vandalism - The unlawful destruction, damage or injury to City owned tree assets which can include, but not limited to, poisoning, pruning, causing malicious damage, removal and/or ringbarking.

City Trees - All trees that are owned or managed or under the direct care of The City of Kwinana.

Unauthorised Pruning - Pruning activities conducted by any persons other than authorised City employees or authorised contractors.

Unauthorised Planting - Trees planted without the City's approval.

DPIRD - Department of Primary Industries and Regional Development.

PSHB - Polyphagous Shot-Hole Borer.

Policy

Street Trees

Planting

To provide environmental services for the broader community, tree planting takes precedence over the individual preferences of nearby property owners. Street trees enhance community health by improving the appearance of streets, reducing urban heating, and providing shade and shelter for the environment.

Street trees will be planted on all available verge spaces in accordance with the City's Street Tree and Verge Treatment Policy. A normal residential lot will be allocated one tree, a corner property may be allocated two or more if space permits.

Residents can request a specific species from the approved list via the City's website during the designated application period, unless allocations are exhausted prior. Applications submitted after the advertised deadline will be added to the register for the next planting season.

The City will consider the request and determine the most suitable species for your address with consideration to:

- Above and below ground services
- Size and width of verge
- Vehicle and pedestrian ~~or vehicular access~~ sightlines
- Existing species in your street and area

The City will determine the appropriate location for the tree and will undertake manual tree watering for minimum two years after the tree is planted. Residents are encouraged to provide the tree with extra water.

~~• Tree Pruning for vehicle sight lines, signage, and Road Traffic Act 1974 requirements.~~
Removal of trees planting is typically carried out from ~~June~~ May to August, although this is largely dependent on weather conditions and time frames may be adjusted as accordingly.

Unauthorised Planting

Trees are not to be privately planted on the verge without prior written approval from the City. Trees planted without the City's approval are considered unauthorised plantings.

Unauthorised street tree planting shall constitute any one of the following:

- A tree planted of an inappropriate species for verge planting;
- A tree planted out of alignment with a utility providers code of practise; or;
- A tree of an undesirable species that has self-germinated.

Where an unauthorised street tree planting is identified, the City shall determine whether the planting will be retained or removed, dependent upon its conformity to the City's planting

~~Page 5 of 3~~

specifications.

Damage to City Trees

Trees provide both ecological and amenity services to the community. As such, damage to street and reserve trees affects everyone. Members of the community who witness vandalism to trees are encouraged to report this information. All reported incidents of damage to City trees will be investigated and responded to.

Resolutions of vandalism to trees may involve:

- Issuing of infringements under the City's *Local Government Property Law 2003*:-
- Recouping the costs associated to any works needed to rectify the damage:-
- Recouping costs for the full tree valuation, removal and replacement cost; including tree purchase and watering over its establishment period; or-
- Further legal action.

Tree Pruning and Maintenance

The City is solely responsible for pruning and maintaining City trees. Unauthorised pruning or removal of any City tree is not permitted.

Pruning is undertaken in accordance with *Australian Standards AS4373: Pruning of Amenity Trees and Guidelines for the Management of Vegetation near Power Lines (Government of Western Australia)*.

Pruning or removal **will be undertaken** as part of the City's program, as determined by the City, in circumstances where:

- The tree is dead;
- The tree is in a state of decline to the point that survival is ~~unlikely~~unlikely, and no further remedial techniques are appropriate:-
- The tree is deemed hazardous by ~~t~~The City;
- The tree is in conflict with utilities and built structures where all reasonable engineering alternatives have been considered:-
- ~~Minimum work~~The tree is structurally unsound, to ~~make trees safe~~. In the point of constituting imminent danger to persons or dwelling:-
- to maintain clearance from dwellings where branches touch or overhang the structure;
- The tree requires selective pruning and weight reduction of limbs to protect the remainder of the tree:-
- Maintenance pruning is required to remove dead, diseased, dying, defective branches to protect the remainder of the tree:-
- Pruning is required for service lines excluding electrical service lines.
- Crown lifting is required for pedestrian or vehicular access:-
- Pruning required for vehicle sight lines, signage, and *Road Traffic Act 1974* requirements:-

- Removal is part of a tree replacement program; or
- The tree is obstructing a City approved works program, such as road or drainage projects. These works will be carried out in accordance with the relevant legislative process.

• Where fauna habitat trees are identified, the City will remove the minimum amount ~~that the City needs~~ necessary to make it safe, whilst still retaining habitat value (e.g. leaving a hollow stump for nesting birds).

The City places considerable value on all trees. While an individual property owner or resident may desire a tree to be removed for a variety of reasons, it must be recognised that trees on public land are public assets which provide critical environmental value to the wider community.

The following are **not** sufficient or justifiable reasons for the pruning or removal of City trees:-

~~==To~~

~~Tree works the City will not carry out~~

- ~~Removal of trees not considered to be the responsibility of the City.~~
- ~~Removal of trees to improve views:-~~
- ~~Removal of trees to To improve solar power access:-~~
- ~~Removal of trees due to leaf, fruit or sap drop, bird or bat droppings.~~
- ~~Removal of trees due to damage to sewer pipes/built structures unless all reasonable engineering alternatives have been considered.~~
- ~~Removal of healthy and stable trees.~~
 - To discourage the presence of animals or insects:-
 - Topping/height reduction of trees:-
 - Emotive reasons:-
 - Trees inhibiting/lawn grass growth:-
- ~~Pruning of trees contrary to Australian Standards:-~~
- ~~Any pruning work~~Pruning that is outside what a particular species will tolerate, i.e. some species if pruned by more than 10% can be predisposed to further damage and deterioration:-
- ~~Tree work for emotive reasons.~~
- ~~Removal~~Pruning or removal of healthy and stable trees inhibiting/lawn grass growth:-
- ~~Chemical controls unless deemed absolutely necessary, i.e. termite control on nature strips.~~
- ~~Removal~~Pruning or removal of trees for allergies and/or health problems:- unless tree can be medically linked to allergy by a specialist and all reasonable health alternatives have been considered.
- For the installation of non-essential crossovers or verge paving:-
- ~~Removal~~Pruning or removal of trees found to be causing damage to minor ancillary structures such as footpaths and driveways:-

Page 8 of 3

- Pruning or removal of trees due to damage to underground services unless all reasonable engineering alternatives have been considered; or-
- Pruning or removal to reduce natural debris such as leaves, flowers, fruit, bark or bird droppings.

Control of pest and disease in City trees will only be managed where they are considered to cause risk to the health or stability of the tree.

The City will not perform work on trees that are not considered the responsibility of the City. As per schedule 3.2 of the *Local Government Act 1995* the City will only make safe a tree that presents serious or immediate danger, without having given the owner or occupier notice.

General Tree Pruning and Removal Requests

Residents can request an assessment of City trees for maintenance or removal. A qualified officer will evaluate the request and determine if any work is necessary, as well as its priority in relation to ongoing projects.

Requests that fall under the "Not Sufficient or Justifiable reasons for pruning or removal" section of this policy will not be considered.

If the City determines that pruning is required but is not urgent, then works will be incorporated into the next round of scheduled maintenance for the area.

If the City determines that pruning or removal requires an immediate response, it will be addressed on an as-needed basis. The resident or occupant will be notified of the outcome of their request through an appropriate communication method.

Responsibility of pruning costs will be assessed on a case-by-case basis.

Street Tree Removal for Development

Street tree removal requests for development purposes will only be considered during the Building Approval or Development Application process. Requests outside of these processes will not be considered.

Street tree removal will only be approved where it has been demonstrated that all other alternatives have been exhausted.

The property owner must engage an approved arborist as defined under this policy, to undertake removal of trees and is responsible, for making payment directly with the arborist.

All costs associated with the planting of the replacement of tree must be paid to the City prior to building approval.

Tree planting is undertaken by the City, the property owner is not permitted to undertake the planting of a replacement tree.

Relocation

~~• Upon Requests for topping/height reduction of trees.~~

request, the City will assess the feasibility of street tree relocation. The City reserves the right to determine whether relocation is viable; however, due to the high likelihood of compromising the tree's survival, relocation is generally not undertaken.

If approved, relocation shall be undertaken by the City at the expense of the property owner. All fees associated with the relocation are payable to the City prior to the commencement of the relocation process.

The property owner is not permitted to relocate the tree independently.

Where approval has been granted

The following conditions apply:

- The removal must be carried out by a qualified Arborist, as defined within this policy:-
- The tree is to be dismantled down to the ground, with all debris removed from the site, and the stump ground out; and-
- A suitable replacement tree will be planted by the City during the next planting season.

Where possible, the City will confirm the location of the replacement tree during the Building Approval process.

Polyphagous shot-hole borer (Euwallacea fornicatus)

The City of Kwinana is working with the Department of Primary Industries and Regional Development ('DPIRD') to help stop the spread of the invasive pest, Polyphagous Shot-Hole Borer ('PSHB'). PSHB is a serious biosecurity matter across the Perth metropolitan area. The primary source of information on PSHB is the DPIRD website.

~~The City of Kwinana is working with the Department of Primary Industries and Regional Development (DPIRD) to help stop the spread of the invasive pest, Polyphagous Shot-Hole Borer (PSHB). PSHB is a serious biosecurity matter across the Perth metropolitan area. The primary source of information on PSHB is the DPIRD website.~~

~~Tree works the City might consider on the basis of exceptional circumstance and cost sharing~~

~~Upon a written request setting out the exceptional circumstances, and a willingness to contribute a fair portion towards the cost, the City may approve pruning and/or removal of trees on City managed land and share the cost with the applicant, where there are warranted circumstances (e.g. serious incapacitation of a homeowner who resides permanently at the effected property causing them to become unable to adequately maintain their property).~~

~~Applicants will be required to fund the cost of an approved Arborist to consider the request and provide an opinion on the tree's existing health, whether works can reasonably occur~~



and any impacts to the health of the tree that might result, in order that the City can completely consider the request.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Ward 2 Asset XX
Initial Council Adoption	Date: <initial adoption date> 2012 Ref: <CM Ref>
Reviewed/amended	Date: <approval date> February 2025 Ref: <CM Ref>

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Responsible Team	
Initial Council Adoption	Date: <initial adoption date> Ref: <CM Ref>
Reviewed/amended	Date: <approval date> Ref: <CM Ref>
Next Review Date	Date: <next review date>
Policy Document Number	2017/19

Next Review Date	Date: <next review date> February 2028
Policy Document Number	D **/**



Council Policy

Climate Change



Legislation/local law requirements	<i>Local Government Act 1995</i>
Relevant Delegation	N/A
Related policy procedures and documents	Climate Change Plan 2021-2026 Energy Plan 2023-2026 Environment Strategy 2024-2034

Introduction

The City of Kwinana recognises that climate change presents significant environmental, social, and economic challenges. As a forward-thinking local government, the City is committed to proactive measures that reduce greenhouse gas emissions, enhance sustainability, and build resilience against climate-related risks.

Purpose

To ensure that the City of Kwinana:

- Acknowledges climate change will impact Kwinana and its broader implications in a local, regional and international context,
- Is committed to greenhouse emissions reduction through appropriate mitigation strategies,
- Evaluates the climate-related implications of operational decisions and policy positions,
- Considers and addresses risks associated with climate change on its operations, and
- Builds climate resilience into its operations and supports community climate resilience.

Objective

To establish a clear framework for the City of Kwinana's response to climate change. This includes integrating climate considerations into governance, operations, and planning processes to minimise risks, reduce emissions, and enhance resilience. The policy aims to ensure that the City takes a leadership role in climate action, supporting both its operations and the broader community in adapting to a changing climate.

Scope

This policy defines the City of Kwinana's approach towards climate change mitigation, adaptation and resilience building.

Policy Provisions

Definitions

Climate change adaptation – Taking action to adapt to the local impacts of climate change.

Climate change – Gradual changes in the average weather patterns that define climates worldwide. It is scientifically accepted that the climate change that has been experienced and is continuing to occur, is predominantly due to human-caused greenhouse gas emissions. Local impacts for Kwinana include:

- Increased average temperature and number of extreme heat events.
- Increased number of dangerous fire weather days and a longer fire season.
- Reductions in annual rainfall and more intense short-duration heavy rainfall events.
- Sea level rise.

Climate change mitigation – Reducing the emission of greenhouse gases.

Climate resilience – Building the capacity and capability to prepare for, moderate and respond to the local impacts of climate change.

Greenhouse gas – A gas that contributes toward climate change through the absorption of infrared radiation from the sun.

Greenhouse gas emissions – Any greenhouse gas that is emitted from the Earth's surface. This term is used predominantly to refer to human-caused emissions.

Policy

City of Kwinana acknowledges:

- The science is clear, climate change is occurring and greenhouse gas emissions from human activities are the predominant cause;
- Climate change threatens human societies and the earth's ecosystems worldwide. The impacts of human-induced climate change are already being experienced and these impacts will continue to accelerate as a result of past, present and future emissions;
- Urgent action is required to reduce emissions, and to adapt to the now unavoidable impacts of climate change. Delayed action on climate change mitigation, adaptation and resilience building will increase costs and potential liabilities to Local Government in a range of areas, in particular planning, infrastructure, risk and emergency management;
- A failure to adequately address the causes and implications of climate change places an unacceptable burden on future generations; and
- Climate change disproportionately affects disadvantaged and marginalised groups, making equity an essential consideration in our approach.

City of Kwinana is committed to:

- Meeting international obligations through Australia's participation in protocols and agreements established under the *United Nations Framework Convention on Climate Change* ('**UNFCCC**'), including but not limited to the Paris Agreement and successive international treaties.
- Addressing climate change locally through a variety of mitigation and adaptation focused strategies and actions.
- Reducing operational greenhouse gas emissions associated with energy use with the following targets (from the baseline year 2020/2021):
 - 80% reduction in corporate emissions by 2030
 - Net zero corporate emissions by 2035.
- Working to reduce emissions associated with the City's value chain and other sources.
- Supporting the reduction of emissions in the community with a net zero community emissions target of 2050.
- Supporting our local human communities and natural ecosystems to have the resources and other assistance necessary to enable them to adapt to and build resilience against the unavoidable impacts of climate change.

City of Kwinana is calling for:

- Strong climate action, leadership and coordination at all levels of government.
- Effective and adequately funded Commonwealth and State Government climate change policies and programs. These must include:
 - Greenhouse mitigation activities and support toward the global journey toward achieving net-zero greenhouse gas emissions by 2050.
 - Climate change adaptation and resilience for both human communities and natural ecosystems.
 - Proactive emergency management in addition to the focus on emergency response.
 - Disaster relief and recovery that includes measures to improve future resilience.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Environment and Health Service	
Initial Council adoption	Date: 23 January 2013	Ref#: 274
Reviewed/amended	Date: February 2025	Ref#: <CM Ref>
Next Review Date	Date: December 2026	
Policy Document Number	D13/1378[v4]	



Council Policy

Climate Change



Council Policy	
Legal Authority	Local Government Act Section 2.7 — The Role of Council
Department	Environment and Health Services
Legislation/local law requirements	<u>Local Government Act 1995</u>
Relevant Delegation	<u>N/A</u>
Related policy procedures and documents	<u>Climate Change Plan 2021-2026</u> <u>Energy Plan 2023-2026</u> <u>Environment Strategy 2024-2034</u>

1. ~~Introduction~~ Title

~~Climate Change Policy~~

The City of Kwinana recognises that climate change presents significant environmental, social, and economic challenges. As a forward-thinking local government, the City is committed to proactive measures that reduce greenhouse gas emissions, enhance sustainability, and build resilience against climate-related risks.

2. ~~Purpose~~

To ensure that the City of Kwinana:

- ~~Understands how~~ Acknowledges ~~understands and addresses~~ climate change will impact ~~Kwinana~~ and its broader implications in a local, regional and international context,

~~Considers and addresses risks associated with climate change on its operations.~~

- ~~Is committed to greenhouse emissions reductions~~ through appropriate mitigation strategies,
- ~~e~~ Evaluates the climate-~~change~~-related implications of operational decisions and policy positions, ~~and~~
- ~~Considers and addresses risks associated with climate change on its operations, and~~
- ~~is committed to greenhouse emissions reductions and risk management through appropriate mitigation and adaptation strategies~~ Builds climate resilience into its operations and supports community climate resilience.

Objective

To establish a clear framework for the City of Kwinana's response to climate change. This includes integrating climate considerations into governance, operations, and planning processes to minimise risks, reduce emissions, and enhance resilience. The policy aims to ensure that the City takes a leadership role in climate action, supporting both its operations and the broader community in adapting to a changing climate.

3. ~~Scope~~

(document # policy)

This policy defines the City of Kwinana's approach towards climate change mitigation, ~~and~~ adaptation and resilience building.

~~(document # policy)~~

Policy Provisions

4. Definitions

Climate change adaptation – Taking action to adapt to the local impacts of climate change.

Climate change – Gradual changes in the average weather patterns that define climates worldwide. It is scientifically accepted that the climate change that has been experienced and is continuing to occur, is predominantly due to human-caused greenhouse gas emissions. Local impacts for Kwinana include:

- Increased average temperature and number of extreme heat events.
- Increased number of dangerous fire weather days and a longer fire season.
- Reductions in annual rainfall and more intense short-duration heavy rainfall events.
- Sea level rise.

Climate change mitigation – Reducing the emission of greenhouse gases.

Climate resilience – Building the capacity and capability to prepare for, moderate and respond to the local impacts of climate change.

Greenhouse gas – A gas that contributes toward climate change through the absorption of infrared radiation from the sun.

Greenhouse gas emissions – Any greenhouse gas that is emitted from the Earth's surface. This term is used predominantly to refer to human-caused emissions.

~~Climate change~~—gradual changes in the average weather patterns that define climates worldwide. It is scientifically accepted that the climate change that has been experienced and is continuing to occur, is predominantly due to human-caused greenhouse gas emissions. Local impacts for Kwinana include:

- Increased average temperature and
- Increase in the number of extreme heat events.
- Increased in the number of dangerous fire weather days and a longer fire season.
- Reductions in annual rainfall and
- Mmore intense short duration heavy rainfall events.
- Increase in the number of dangerous fire weather days and a longer fire season
- Sea level rise.

~~Climate change mitigation~~—reducing the emission of greenhouse gases.

~~Climate change adaptation~~—taking action to adapt to the local impacts of climate change.

~~Climate resilience~~—building the capacity and capability to prepare for, moderate and respond to the local impacts of climate change.

5. Policy statement

(document # policy)

5.1—City of Kwinana acknowledges:

- ~~5.1.1~~—The science is clear; climate change is occurring and greenhouse gas emissions from human activities are the predominant cause;
- ~~5.1.2~~—Climate change threatens human societies and the earth's ecosystems worldwide. The impacts of Human ~~human~~-induced climate change ~~is already having an impact on human and natural communities~~ are already being experienced and ~~further climate change~~ these impacts will continue to accelerate ~~occur~~ as a result of past, present and future emissions;
- ~~5.1.3~~—Urgent action is required to reduce emissions, and to adapt to the now unavoidable impacts ~~from of~~ climate change ~~that are now unavoidable~~. Delayed action on climate change mitigation, ~~and~~ adaptation and resilience building strategies will increase costs and potential liabilities to Local Government in a range of areas, in particular planning, ~~and~~ infrastructure, management as well as risk and emergency management;
- ~~5.1.4~~—A failure to adequately address the causes and implications of climate change places an unacceptable burden on future generations; ~~and~~;
- ~~5.1.5~~—Climate change disproportionately affects disadvantaged and marginalised groups, making equity an essential consideration in our approach.

(document # policy)

5.2 — City of Kwinana is committed to:

- ~~5.2.1~~ — Meeting international obligations through Australia's participation in protocols and agreements established under the United Nations Framework Convention on Climate Change ('UNFCCC'), including but not limited to the Paris Agreement and successive international treaties.
- ~~5.2.2~~ — Addressing climate change locally through a variety of mitigation and adaptation focused strategies and actions ~~in its current Climate Change Plan~~.
- ~~5.2.3~~ — Reducing operational greenhouse gas emissions associated with energy use with ~~The City has set~~ the following ~~emissions reduction~~ targets (from the baseline year 2020/2021):
 - 80% reduction in corporate emissions by 2030
 - Net zero corporate emissions by 2035.
- Working to reduce emissions associated with the City's value chain and other sources.
- Supporting the reduction of emissions in the community with a net zero community emissions target of 2050.
- Supporting our local human communities and natural ecosystems to have the resources and other assistance necessary to enable them to adapt to and build resilience against the unavoidable impacts of climate change.

City of Kwinana is calling for:

- Strong climate action, leadership and coordination at all levels of government.
- Effective and adequately funded Commonwealth and State Government climate change policies and programs. These must include:
 - Greenhouse mitigation activities and support toward the global journey toward achieving net-zero greenhouse gas emissions by 2050.
 - Climate change adaptation and resilience for both human communities and natural ecosystems.
 - Proactive emergency management in addition to the focus on emergency response.
 - Disaster relief and recovery that includes measures to improve future resilience.

(document # policy)

OFFICER USE ONLY

Officers may amend this section without council approval.

<u>Responsible Team</u>	<u>Environment and Health Service</u>
<u>Initial Council adoption</u>	<u>Date: 23 January 2013</u> <u>Ref#: 274</u>
<u>Reviewed/amended</u>	<u>Date: <approval date> February 2025</u> <u>Ref#: <CM Ref></u>
<u>Next Review Date</u>	<u>Date: December 2026</u>
<u>Policy Document Number</u>	<u>D**/***13/1378[v4]</u>

~~-80% reduction in corporate emissions by 2030~~

(document # policy)



~~Net zero corporate emissions by 2035 and~~

- ~~5.2.4 Working to reduce emissions associated with the City's value chain and other sources.~~
- ~~5.2.5 supporting Supporting the reduction of emissions in the community with a net zero community emissions target of 2050.~~
- ~~5.2.46 Supporting our local human communities and natural ecosystems to have the resources and other assistance necessary to enable them to adapt to and build resilience against and adapt to the unavoidable impacts of climate change impacts that are now understood to be unavoidable.~~

~~5.3 City of Kwinana is calling for:~~

- ~~5.3.1 Strong climate action, leadership and coordination at all levels of government.~~
- ~~5.3.2 Effective and adequately funded Commonwealth and State Government climate change policies and programs. These must include:~~
 - ~~a) Greenhouse mitigation activities and support toward the global journey toward achieving net-zero greenhouse gas emissions by 2050.~~
 - ~~b) Climate change adaptation and resilience for both human communities and natural ecosystems.~~
 - ~~c) Proactive emergency management in addition to the focus on emergency response.~~
 - ~~d) Disaster relief and recovery that includes measures to improve future resilience.~~

Date of adoption and resolution No.	25 January 2013 #274
Review dates and resolution No.	None
Next review due date	November-December 2025
Related documents	Climate Change Plan 2021-2026 Energy Plan 2023-2026 Environment Strategy 2021-2034

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



Council Policy

Charity Clothing Receptacles



Legislation/local law requirements	<i>Local Government Act 1995</i> <i>Town of Kwinana Local Government Property Local Law 2003</i>
Relevant Delegation	N/A
Related policy procedures and documents	Western Australian Waste Avoidance and Resource Recovery Strategy 2030 – Waste Diversion targets Template – Application Form – Permit to place charity clothing receptacle (bin) Template – Permit – Placement of charity clothing receptacle (bin)

Introduction

This policy outlines the standards and procedures for the placement and maintenance of charity clothing receptacles within the City of Kwinana. It provides guidance for organisations regarding application requirements, site management, and permit conditions.

Purpose

This policy has been developed to enable recycling of clothing and other household items while preventing nuisance and managing safety and public risk by controlling and regulating the placement and management of charity clothing receptacles on City of Kwinana controlled land.

Objective

The objective of this policy is to establish a structured framework for the approval, placement, and management of charity clothing receptacles within the City of Kwinana.

Scope

This policy provides guidance to staff and members of the public in relation to the application and approval process for the suitable location and management of charity collection receptacles on City of Kwinana controlled land.

Policy Provisions

Definitions

Charity clothing receptacle: a lockable and secure bulk container or bin for the purpose of accepting donated clothing.

Policy Statement

In the interest of donated clothing being re-used, the City of Kwinana accepts applications from organisations to place charity clothing receptacles in suitable locations.

For each proposed location the organisation is required to make an application as per the requirements listed below in clause 1.

Subject to compliance with the site requirements in clause 2, a conditional approval may be granted consistent with clause 3. This approval is subject to regular collections and ongoing maintenance of the bins and their surroundings, where applicable.

1. Application requirements

- 1.1. Pursuant to the issue of a permit for exemption under the provisions of the Town of Kwinana *Local Government Property Local Law 2003* (the Local Law), a written application for the placement of charity clothing receptacles is to be completed and submitted by the organisation that owns and will manage the receptacle/s.
- 1.2. The applicant, if a commercial participant/business, is to pay the fees for the permit as per the relevant part of the sub-section for Public Waste Collection Sheds/Bins/Containers Permit under the Waste Management section of the City's adopted Fees and Charges.
- 1.3. The application must be accompanied by:
 - a. A site plan to a suitable scale showing the location of the receptacle on the property, the size of the receptacles, vehicle arrangements (maintenance and user access) and any adjoining buildings. The City recommends locations that are reasonably visible by the public. The City will not permit placement of charity clothing receptacles in the following locations:
 - i. Highly visible and prominent areas of the City.
 - ii. Main road intersections.
 - iii. Historically problematic areas.
 - iv. All other areas which are secluded and may be prone to vandalism and illegal dumping.
 - b. Plans showing the elevation of each receptacle including colour, the size of the receptacles and wording details.
 - c. Proposed scheduled days and times for removal of contents from receptacles and site clean-ups.

- d. The applicant's written indemnity ensuring the City of Kwinana against any suit or action arising from or incidental to the placement and/or use of the receptacle.
 - e. A copy of the applicant's public liability insurance of not less than ten million (\$10,000,000).
 - f. The applicant's written acceptance of responsibility for any damage done to any City assets including but not limited to: roads, kerbs, footpaths, fencing and landscaping from the placement, use and servicing of the receptacle/s.
- 2. Site and receptacle requirements
 - 2.1. The number of clothing receptacles permitted on each site will be limited to a maximum of two (2) by any single organisation.
 - 2.2. Where practicable, a collective limit of four (4) receptacles to a specific site may be granted and determined on a site specific basis.
 - 2.3. The placement of the receptacles must not obstruct an access way or parking place or unduly detract from the amenity of the area.
 - 2.4. Receptacles must be clean, neatly painted, maintained to a satisfactory standard and must clearly display the registration and contact details of the permit holder. Structural damage, graffiti, or the like must be rectified or removed within two (2) business days unless the receptacles presents an immediate hazard to the public, in which case the matter must be attended to immediately; either by removal of the receptacles or other remedial action being undertaken to rectify the problem.
 - 2.5. The receptacles must be emptied on a regular basis and the area around the clothing bin must be maintained in a neat and tidy condition at all times. This requirement will continue to apply for a period of up to three (3) months following removal of receptacles from a location, subject to the site remaining vacant.
 - 2.6. The applicant must comply with a direction from the City of Kwinana to replace a damaged receptacle or clean up a site where materials have been placed outside the receptacles.
- 3. Permits
 - 3.1. Where the City of Kwinana is satisfied with the application and the location proposed a permit will be granted pursuant to the Local Law.
 - 3.2. The permit for the placement of a charity clothing receptacles at a site will be for a period of up to two (2) years and subject to payment of fees annually (if applicable).
 - 3.3. The applicant is to comply with the permit-stipulated frequency for emptying of the receptacles.
 - 3.4. The permit is to stipulate further conditions requiring ongoing maintenance and emergency call-outs. The applicant is required to comply with the conditions of the permit.
 - 3.5. The permit holder may seek the renewal of the permit in writing, provided the application is received no later than three (3) months prior to the expiry date. The

decision to renew or terminate the permit will take into account the satisfactory performance of the organisation in meeting its compliance obligations to date.

3.6. The City of Kwinana reserves the right under Clause 3.12 of the Local Law to cancel the permit prior to the end of the term. On receiving written notice of the City's decision to revoke the permit, the applicant must remove the receptacles within the stipulated timeframe.

3.7. Failure to comply with a repeated direction from the City of Kwinana may result in the City undertaking or arranging the necessary work or receptacle removal at the expense of the permit holder or owner of the applicable clothing receptacle.

4. Unauthorised Receptacles

4.1. Bins placed without approval, or not removed as instructed by the City, may be impounded by the City and will be subject to the requirements of dealing with impounded goods under the *Local Government Act 1995*.

4.2. Any bin impounded and not collected as required by the City may be disposed of in accordance with section 3.47 of the *Local Government Act 1995*.

5. Register of Charity Clothing Receptacles

5.1. The City will maintain a register of all charity clothing receptacles permits issued under this policy and record the following information:

- a) approved applicant details
- b) location of receptacles.
- b) copy of each site monitoring assessment; and
- c) required payment of fees and charges (if applicable).

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Environment and Waste Services	
Initial Council adoption	Date: 14 February 2018	Ref#: 084
Reviewed/amended	Date: February 2025	Ref#: <CM Ref>
Next Review Date	Date: October 2027	
Policy Document Number	D17/40263[v5]	



Council Policy

Charity Clothing Receptacles



~~Charity Clothing Receptacles~~

Adopted:	14/02/2018 #084
Last reviewed:	New Policy <u>25/10/2025</u>
New review date:	14/02/ <u>2027</u>2020
Legal Authority:	Local Government Act Section 2.7 — The Role of Council
Directorate:	City Regulation
Department:	Environmental Health — Waste Management
Related documents:	Acts/Regulations Local Government Act 1995 Plans/Strategies Western AustralianA Waste Avoidance and Resource Recovery Strategy <u>2030</u> — Waste Diversion targets City of Kwinana Strategic Community Plan City of Kwinana Waste Management Strategy Policies Nil Work Instructions <u>Nil</u> TBA Other documents Template — Application Form — Permit to place charity clothing receptacle (bin) Template — Permit — Placement of charity clothing receptacle (bin)
Legislation/local law requirements	Local Government Act 1995 Town of Kwinana Local Government Property Local Law <u>2003</u>

<u>Relevant Delegation</u>	<u>N/A</u>
<u>Related policy procedures and documents</u>	<u>Western Australian Waste Avoidance and Resource Recovery Strategy 2030 – Waste Diversion targets</u> <u>Template – Application Form – Permit to place charity clothing receptacle (bin)</u> <u>Template – Permit – Placement of charity clothing receptacle (bin)</u>

Policy:**1. ~~Title~~****~~Charity Clothing Receptacles~~****Introduction**

This policy outlines the standards and procedures for the placement and maintenance of charity clothing receptacles (~~bins~~) within the City of Kwinana. It provides guidance for organisations regarding application requirements, site management, and permit conditions.

2. ~~Purpose~~

This policy has been developed to enable recycling of clothing and other household items while preventing nuisance and managing safety and public risk by controlling and regulating the placement and management of charity clothing receptacles (~~bins~~) on City of Kwinana controlled land.

Objective

The objective of this policy is to establish a structured framework for the approval, placement, and management of charity clothing receptacles (~~bins~~) within the City of Kwinana.

3. ~~Scope~~

This policy provides guidance to staff and members of the public in relation to the application and approval process for the suitable location and management of charity collection receptacles on City of Kwinana controlled land.

Policy Provisions

~~4.~~ Definitions

Charity clothing receptacle: ~~means~~ a lockable and secure bulk container or bin for the purpose of accepting donated clothing.

~~5.~~ Policy Statement

In the interest of donated clothing being re-used, the City of Kwinana accepts applications from organisations to place charity clothing receptacles in suitable locations.

For each proposed location the organisation is required to make an application as per the requirements listed below in clause ~~5.1~~.

Subject to compliance with the site requirements in clause ~~5.2~~, a conditional approval may be granted consistent with clause ~~5.3~~. This approval is subject to regular collections and ongoing maintenance of the bins and their surroundings, where applicable.

~~1. 5.1~~ Application requirements

1.

~~1.1. 5.1.1~~ Pursuant to the issue of a permit for exemption under the provisions of the Town of Kwinana *Local Government Property Local Law 2003* (the Local Law), a written application for the placement of charity clothing receptacles is to be completed and submitted by the organisation that owns and will manage the receptacle/s.

1.1.

~~1.2. 5.1.2~~ The applicant, if a commercial participant/business, is to pay the fees for the permit as per the relevant part of the sub-section for Public Waste Collection Sheds/Bins/Containers Permit under the Waste Management section of the City's adopted Fees and Charges.

1.2.

~~1.3. 5.1.3~~ The application must be accompanied by:

- a. A site plan to a suitable scale showing the location of the receptacle on the property, the size of the receptacles, vehicle arrangements (maintenance and user access) and any adjoining buildings. The City recommends locations that are reasonably visible by the public. The City will not permit placement of charity clothing receptacles in the following locations:
 - i. Highly visible and prominent areas of the City.
 - ii. Main road intersections.
 - iii. Historically problematic areas.

- iv. All other areas which are secluded and may be prone to vandalism and illegal dumping.
- b. Plans showing the elevation of each receptacle including colour, the size of the receptacles and wording details.
- c. Proposed scheduled days and times for removal of contents from receptacles and site clean-ups.
- d. The applicant's written indemnity ~~insuring~~ ensuring the City of Kwinana against any suit or action arising from or incidental to the placement and/or use of the receptacle.
- e. A copy of the applicant's public liability insurance of not less than ten million (\$10,000,000).
- f. The applicant's written acceptance of responsibility for any damage done to any City assets including but not limited to: roads, kerbs, footpaths, fencing and landscaping from the placement, use and servicing of the receptacle/s.

~~2.5.2~~ Site and receptacle requirements

2.

~~2.1.5.2.1~~ The number of clothing receptacles permitted on each site will be limited to a maximum of two (2) by any single organisation.

2.1.

~~2.2.5.2.2~~ Where practicable, a collective limit of four (4) receptacles to a specific site may be granted and determined on a site specific basis.

2.2.

~~2.3.5.2.3~~ The placement of the receptacles must not obstruct an access way or parking place or unduly detract from the amenity of the area.

2.3.

~~2.4.5.2.4~~ Receptacles must be clean, neatly painted, maintained to a satisfactory standard and must clearly display the registration and contact details of the permit holder. ~~Structural damage, graffiti, or the like,~~ Structural damage, graffiti, or the like must be rectified or removed within two (2) ~~working~~ business days unless the receptacles presents an immediate hazard to the public, in which case the matter must be attended to immediately; either by removal of the receptacles or other remedial action being undertaken to rectify the problem.

2.4.

~~2.5.5.2.5~~ The receptacles must be emptied on a regular basis and the area around the clothing bin must be maintained in a neat and tidy condition at all times. This requirement will continue to apply for a period of up to three (3) months following removal of receptacles from a location, subject to the site remaining vacant.

2.5.

2.6. ~~5.2.6~~ ~~The~~ ~~The~~ applicant must comply with a direction from the City of Kwinana to replace a damaged receptacle or clean up a site where materials have been placed outside the receptacles.

~~3.~~ ~~5.3~~ Permits

3.

~~3.1.~~ ~~5.3.1~~ Where the City of Kwinana is satisfied with the application and the location proposed a permit will be granted pursuant to the Local Law.

3.1.

~~3.2.~~ ~~5.3.2~~ The permit for the placement of a charity clothing receptacles at a site will be for a period of up to two (2) years and subject to payment of fees annually (if applicable).

3.2.

~~3.3.~~ ~~5.3.3~~ The applicant is to comply with the permit-stipulated frequency for emptying of the receptacles.

3.3.

~~3.4.~~ ~~5.3.4~~ The permit is to stipulate further conditions requiring ongoing maintenance and emergency call-outs. The applicant is required to comply with the conditions of the permit.

3.4.

~~3.5.~~ ~~5.3.5~~ The permit holder may seek the renewal of the permit in writing, provided the application is received no later than three (3) months prior to the expiry date. The decision to renew or terminate the permit will take into account the satisfactory performance of the organisation in meeting its compliance obligations to date.

3.5.

~~3.6.~~ ~~5.3.6~~ The City of Kwinana reserves the right under Clause 3.12 of the Local Law to cancel the permit prior to the end of the term. On receiving written notice of the City's decision to revoke the permit, the applicant must remove the receptacles within the stipulated timeframe.

3.7. Failure to comply with a repeated direction from the City of Kwinana may result in the City undertaking or arranging the necessary work or receptacle removal at the expense of the permit holder or owner of the applicable clothing receptacle.

~~4.~~ ~~5.4~~ Unauthorised Receptacles

4.

~~4.1. 5.4.1~~ Bins placed without approval, or not removed as instructed by the City, may be impounded by the City and will be subject to the requirements of dealing with impounded goods under the *Local Government Act 1995*.

~~4.1.~~

~~4.2. 5.4.2~~ Any bin impounded and not collected as required by the City may be disposed of in accordance with section 3.47 of the *Local Government Act 1995*.

~~4.2.~~

~~4.3. 5.5~~ Register of Charity Clothing Receptacles

~~5.~~

~~5.1.~~ The City will maintain a register of all charity clothing receptacles permits issued under this policy and record the following information:

- a) approved applicant details
- b) location of ~~receptacles;~~ receptacles.
- b) copy of each site monitoring assessment; and
- c) required payment of fees and charges (if applicable).

~~6. Financial/Budget Implications~~

~~Potential savings are identified as a result of reduced waste to landfill.~~

7. ~~Asset Management Implications~~

~~It is recognised that the potential for damage to City's assets is possible. This will be addressed by ensuring during the application assessment process that the requested location is assessed and so that access to and from the location by users and also the vehicles that deliver and remove may be done so with little impact on the City's assets.~~

~~Clauses within the permit are to require the provision of insurances and any damage incurred to City assets as a result of the use of the bins to be remedied by the applicant.~~

8. ~~Environmental Implications~~

~~The provision of charity clothing receptacles for recycling ensures increased resource recovery.~~

9. ~~Strategic/Social Implications~~

~~This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan.~~

Plan	Objective	Strategy
Strategic Community Plan	<p>4.3 Ensure the Kwinana community is well serviced by government and non-government services.</p> <p><u>3.1 Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community.</u></p>	<p>Strategic Waste Management Plan</p> <p>— Increase in % of community satisfied with waste service collections.</p> <p><u>Implement the Waste Plan</u></p>

~~The strategic placement of charity clothing bins within the community will provide a positive outcome for residents wanting to recycle clothing.~~

~~Better management practices should minimise complaints from residents associated with illegal dumping surrounding the bins.~~

~~10. Occupational Safety and Health Implications~~

~~The safe locating of the charity clothing bins at specific locations must be assessed during the application process. Any review of the permit must also include a review of any occupational and health implications.~~

11. ~~Risk Assessment~~

~~A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not providing an adequate policy to address the City's management of charity clothing receptacles would result in a risk rating of moderate.~~

~~It is assessed that the risk rating following the implementation of this policy would result in a risk rating of low.~~

OFFICER USE ONLY

Officers may amend this section without council approval.

<u>Responsible Team</u>	<u>Environment and Waste Services</u>
<u>Initial Council adoption</u>	<u>Date: 14 February 2018</u> <u>Ref#: 084</u>
<u>Reviewed/amended</u>	<u>Date: February 2025</u> <u>Ref#: <CM Ref></u>
<u>Next Review Date</u>	<u>Date: October 2027</u>
<u>Policy Document Number</u>	<u>D17/40263[v5]</u>



Council Policy

Rates Collection



Legislation/local law requirements	<i>Local Government Act 1995</i> , sections: 6.41(2), 6.45(3), 6.51(1), 6.56, 6.60 and 6.64. <i>Local Government (Financial Management) Regulations 1996</i> , sections: 68 and 70.
Relevant Delegation	N/A
Related policy procedures and documents	D09/32060[v4] – RAT 02 – Debt Recovery Module.

Introduction

The City of Kwinana is committed to ensuring the efficient and fair collection of rates to support the delivery of essential community services and infrastructure. This policy establishes a structured approach to the recovery of outstanding rates while ensuring compliance with relevant legislation. It aims to balance the City's financial responsibilities with consideration for ratepayers facing genuine financial hardship.

Purpose

The purpose of this policy is to outline the City of Kwinana's process for efficient and effective collection of outstanding rates and charges.

Objective

The objective of this policy is to provide a clear and consistent framework for the collection and recovery of overdue rates and charges. It ensures that all outstanding payments are managed in a transparent, equitable, and legally compliant manner while offering appropriate support mechanisms, such as special payment arrangements, where necessary.

Scope

This policy is applicable to all ratepayers within the City of Kwinana.

Policy Provisions

Definitions

Minor Case Claim - The claims lodged with the Magistrates Court where the value of the debt or damages you are claiming does not exceed \$10,000.

General Procedure Claim (GPC) - The claims lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

Property Seizure and Sale Order (PSSO) - A court order that authorises a bailiff to seize and sell as much of the judgment debtor's real or personal property as necessary to satisfy the judgment debt wholly or partially.

Special Payment Arrangement - An arrangement between the ratepayer and the City to pay outstanding rates, outside of the formal instalment options stated on the rates notice.

Policy

Any rates payments due to the City of Kwinana that have not been received by the due date shall be recovered in accordance with this policy and any such action shall comply with relevant legislation and regulations.

Recovery of Rate Arrears

1. Rate notices are due for payment 35 days from the date of issue as per Section 6.56 of the *Local Government Act 1995*.
 - a) Interest on overdue rates and charges shall be imposed at a rate as prescribed in Section 70 of the *Local Government (Financial Management) Regulations 1996* as per Section 6.51(1) of the *Local Government Act 1995*, calculated daily.
 - b) Ratepayers may elect to pay their account either by 2 or 4 instalments by paying the first instalment amount as indicated on the rates notice by the due date.
 - i. Interest shall be imposed on assessments opting for the instalment plan as prescribed in Section 68 of the *Local Government (Financial Management) Regulations 1996*.
 - ii. Notices for subsequent instalments will be issued not less than 28 days before each instalment is due as per Section 6.41(2)(b) of the *Local Government Act 1995*.
 - iii. Payment of a rate or service charge on any land may not be made by instalments if, at the date for payment of the first instalment, any part of a rate or service charge imposed on that land in the previous financial year (or interest accrued thereon at the date of issue of the rate notice) remains unpaid.

- c) Eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992* have until 30 June in that rating year to be eligible for the rebate or deferment of their rates and Emergency Services Levy ('**ESL**'), without incurring any late payment penalties.
 - i. Those registered pensioners who are eligible to defer the rates and ESL amounts are required to pay all other charges by 30 June and the rates and ESL balances will automatically be transferred into a deferred account during the end of year procedures.
 - ii. Those registered pensioners/seniors who are eligible for the rebate are required to pay the rebated amount as specified on the rates notice by 30 June of that rating year for the claim to Office of State Revenue to be successful.
- 2. The sequence of actions taken against defaulting ratepayers will be as follows:
 - a) Where payment is not received within thirty-five (35) days after the due date for payment, a Final Notice shall be issued requesting full payment within fourteen (14) days unless a successful special payment arrangement has been entered into by the City.
 - b) Where amounts remain outstanding, three attempts to contact the ratepayer will be made by telephone and email (where provided). If no details are on file with the City, the City Officer will attempt to contact utilities providers and potential other leads (such as builders or planning consultants from applications or correspondence received at the City).
 - c) If payment has not been made City Officers will issue a Notice of Intended Legal Action letter to the ratepayer, demanding immediate payment.
 - d) Seven (7) days after the Notice of Intended Legal Action letter is issued, an attempt to contact the ratepayer will be made requesting payment for the outstanding balance. Where possible, the mortgagee of the property may be contacted to rectify the breach of non-payment of rates with their client.
 - e) For debts outstanding over \$10,000 the City may refer the debt to a debt collection agency for a General Procedure Claim ('**GPC**') and Court proceedings to commence.
 - f) Should a GPC be lodged and there is no response to the GPC within fourteen (14) days of serving the claim, default judgment can be entered into at the Magistrates Court and enforcement action will be taken under advisement. Enforcement actions may include a Property Seizure and Sale Order ('**PSSO**') or a Means Inquiry hearing. These applications will be lodged at the Magistrates Court by the City's agent and served by an appropriate process server:
 - i. The PSSO authorizes the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.
 - ii. Where a PSSO involves the seizure of land a report to Council will be submitted for endorsement prior to the seizure of land.
 - iii. A Means Inquiry hearing involves the ratepayer and the City's agent attending the Magistrates Court to determine the ratepayer's (defendant's) capacity (means) to pay the judgment debt.

- g) For debts outstanding under \$10,000 a Minor Case Claim may be lodged with the Magistrates Court by the City. Should there be no response to the claim within fourteen (14) days if served within Western Australia or twenty-one (21) days if served within another State or Territory of Australia, default judgment can be entered into at the Magistrates Court.
 - h) Costs incurred as a result of proceedings are to be debited to the rates account as per Section 6.56 of the *Local Government Act 1995*.
3. Other debt recovery actions that the City will undertake when the nature of the debt or the debtor is of such that it is in the City's interest to do so:
- a) **Seizure of Rent for Non Payment of Rates**
Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995*, requiring the lessee or tenant to pay to the City the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid in full.
 - b) **Lodging a Caveat on the Title for Land**
If rates and service charges which are due to the City in respect of any rateable land remain unpaid, a caveat may be registered on the title for the land under the provisions of Section 6.64(3) of the *Local Government Act 1995*. The cost of lodging a caveat cannot be debited to the rate account. This option may be exercised where it is deemed necessary to protect the City's interests.
 - c) **Sale of Land**
If rates and service charges which are due to the City in respect of any rateable land remain unpaid for at least three (3) years, and reasonable attempts to commence legal action have been made, the City may take possession of the land under the provisions of Section 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

Discontinuance of further legal action

1. Notice of Discontinuance/Memorandum of Consent
 - a) If it happens that a course of legal action that is lodged with the Magistrates Court was lodged in error by the City, a Notice of Discontinuance or Memorandum of Consent, whichever is appropriate, will be prepared and lodged at the Magistrates Court at the City's expense.
 - b) If the debt has been settled with the City, a Notice of Discontinuance or Memorandum of Consent may be prepared on request. An administration fee as per the City's adopted Fees and Charges will be charged and must be paid in full prior to the Notice of Discontinuance or Memorandum of Consent being released by the City.
2. The City will not proceed with further legal action if the debt has been settled in full or an approved arrangement to clear the debt is entered into and adhered to.

Special Payment Arrangement

Payment by arrangement (outside of the formal instalment options specified on the rates notice) to clear outstanding rates must be made in writing. An administration fee as per the City's adopted Fees and Charges plus penalty interest at a rate prescribed in Section 70 of the *Local Government (Financial Management) Regulations 1996*, calculated daily will be charged upon successful application. Acceptance of the special payment arrangement will be for regular instalments with all outstanding amounts to be finalised by 30 June of that financial year. Arrangements outside of these terms will be at the discretion of the Chief Executive Officer and Chief Financial Officer.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Finance	
Initial Council adoption	Date: 13 December 2017	Ref#: 054
Reviewed/amended	Date: February 2025	Ref#: <CM Ref>
Next Review Date	Date: February 2028	
Policy Document Number	D17/36155[v3]	



Council Policy

Rates Collection



Council Policy	
Rates Collection	D17/36155D20/10693[v2]

<u>Legislation/local law requirements</u>	<u>Local Government Act 1995, sections: 6.41(2), 6.45(3), 6.51(1), 6.56, 6.60 and 6.64.</u> <u>Local Government (Financial Management) Regulations 1996, sections: 68 and 70.</u>
<u>Relevant Delegation</u>	<u>N/A</u>
<u>Related policy procedures and documents</u>	<u>D09/32060[v4] – RAT 02 – Debt Recovery Module.</u>

Introduction

The City of Kwinana is committed to ensuring the efficient and fair collection of rates to support the delivery of essential community services and infrastructure. This policy establishes a structured approach to the recovery of outstanding rates while ensuring compliance with relevant legislation. It aims to balance the City's financial responsibilities with consideration for ratepayers facing genuine financial hardship.**1. Title**

~~Rates Collection~~

2. Purpose

The purpose of this policy is to outline the City of Kwinana's process for efficient and effective collection of outstanding rates and charges.

Objective

The objective of this policy is to provide a clear and consistent framework for the collection and recovery of overdue rates and charges. It ensures that all outstanding payments are managed in a transparent, equitable, and legally compliant manner while offering appropriate support mechanisms, such as special payment arrangements, where necessary.

3. Scope

This policy is applicable to all ratepayers within the City of Kwinana.

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Policy Provisions

~~4.~~ Definitions

~~"Minor Case Claim"~~ ~~means -~~ ~~T~~he ~~claim~~claims lodged with the Magistrates Court where the value of the debt or damages you are claiming does not exceed \$10,000.

~~"General Procedure Claim (GPC) - "~~ ~~means -~~ ~~T~~he ~~claim~~claims lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

~~"Property Seizure and Sale Order (PSSO) - "~~ ~~is - a~~ court order that authorises a bailiff to seize and sell as much of the judgment debtor's real or personal property as necessary to satisfy the judgment debt wholly or partially.

~~"Special Payment Arrangement"~~ ~~means -~~ ~~A~~n arrangement between the ratepayer and the City to pay outstanding rates, outside of the formal instalment options stated on the rates notice.

~~5.~~ Policy Statement

Any rates payments due to the City of Kwinana that have not been received by the due date shall be recovered in accordance with this policy and any such action shall comply with relevant legislation and regulations.

~~5.1~~ Recovery of Rate Arrears

~~1.~~ ~~5.1.1~~ Rate notices are due for payment 35 days from ~~date~~the date of issue as per Section 6.56 of the *Local Government Act 1995*.

- a) Interest on overdue rates and charges shall be imposed at a rate as prescribed in Section 70 of the *Local Government (Financial Management) Regulations 1996* as per Section 6.51(1) of the *Local Government Act 1995*, calculated daily.
- b) Ratepayers may elect to pay their account ~~either~~ by 2 or 4 instalments by paying the first instalment amount as indicated on the rates notice by the due date.
 - i. Interest shall be imposed on assessments opting for the instalment plan as prescribed in Section 68 of the *Local Government (Financial Management) Regulations 1996*.
 - ii. Notices for subsequent instalments will be issued not less than 28 days before each instalment is due as per Section 6.41(2)(b) of the *Local Government Act 1995*.
 - iii. Payment of a rate or service charge on any land may not be made by instalments if, at the date for payment of the first instalment, any part of a rate or service charge imposed on that land in ~~a previous~~the previous financial year (or interest accrued thereon at the date of issue of the rate notice) remains unpaid.

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c) Eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992* have until 30 June in that rating year to be eligible for the rebate or deferment of their rates and Emergency Services Levy (~~ESL~~), without incurring any late payment penalties.

- i. Those registered pensioners who are eligible to defer ~~their the~~ rates and ESL amounts are required to pay ~~all other charges only the waste and service charges~~ by 30 June and the rates and ESL balances will automatically be transferred into a deferred account during the end of year procedures.
- ii. Those registered pensioners/seniors who are eligible for the rebate are required to pay the rebated amount as specified on the rates notice by 30 June of that rating year for the claim to Office of State Revenue to be successful.

2. ~~5.1.2~~—The sequence of actions taken against defaulting ratepayers will be as follows:

a) Where payment is not received within ~~thirty-five~~thirty-five (35) days after the due date for payment, a Final Notice shall be issued requesting full payment within fourteen (14) days unless a successful special payment arrangement has been entered into by the City.

~~e)b)~~ Where amounts remain outstanding, three attempts to contact the ratepayer will be made by telephone and email (where provided). If no details are on file with the City, the City Officer will attempt to contact utilities providers and potential other leads (such as builders or planning consultants from applications or correspondence received at the City).

~~e)c)~~ If payment has not been made City Officers will issue a Notice of Intended Legal Action letter to the ratepayer, demanding immediate payment.

~~g)d)~~ Seven (7) days after the Notice of Intended Legal Action letter is issued, ~~attempt an attempt~~ to contact the ratepayer will be made requesting payment for the outstanding balance. Where possible, the ~~mortgagee mortgagee~~ of the property may be contacted to rectify the breach of non-payment of rates with their client.

~~i)e)~~ For debts outstanding over \$10,000 the City may refer the debt to a debt collection agency ~~or the City's lawyers~~ for a General Procedure Claim (~~GPC~~) and Court proceedings to commence.

~~k)f)~~ Should a GPC be lodged and there is no response to the GPC within fourteen (14) days of ~~issuing-serving~~ the claim, default judgment can be entered into at the Magistrates Court and ~~enforcement action will be taken under advisement. Enforcement actions may include~~ a Property Seizure and Sale Order (~~PSSO~~) ~~or a Means Inquiry hearing. These applications~~ will be lodged at the Magistrates Court ~~at the same time by the City's agent~~ and served by an appropriate process server:-

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- ii.i. The PSSO authorizes the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.
- ii. Where a PSSO involves the seizure of land a report to Council will be submitted for endorsement prior to the seizure of land.
- iii. A Means Inquiry hearing involves the ratepayer and the City's agent attending the Magistrates Court to determine the ratepayer's (defendant's) capacity (means) to pay the judgment debt.

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iii.

m)g) For debts outstanding under \$10,000 a Minor Case Claim may be lodged with the Magistrates Court by the City. Should there be no response to the claim within fourteen (14) days if served within Western Australia or ~~twenty-one~~twenty-one (21) days if served within another State or Territory of Australia, default judgment can be entered into at the Magistrates Court.

e)h) Costs incurred as a result of proceedings are to be debited to the rates account as per Section 6.56 of the *Local Government Act 1995*.

3. ~~5.1.3~~—Other debt recovery actions that the City will undertake when the nature of the debt or the debtor is of such that it is in the City's interest to do so:

a) **Seizure of Rent for Non Payment of Rates**

Where the property owner of a leased or rented property on which rates and service charges are outstanding cannot be located or refuses to settle rates and service charges owed, a notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995*, requiring the lessee or tenant to pay to the City the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid in full.

b) **Lodging a Caveat on the Title for Land**

If rates and service charges which are due to the City in respect of any rateable land remain unpaid, a caveat may be registered on the title for the land under the provisions of Section 6.64(3) of the *Local Government Act 1995*. -The cost of lodging a caveat cannot be debited to the rate account. This option may be exercised where it is deemed necessary to protect the City's interests.

c) **Sale of Land**

If rates and service charges which are due to the City in respect of any rateable land remain unpaid for at least three (3) years, and reasonable attempts to commence legal action have been made, the City may take possession of the land under the provisions of Section 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

~~5.2~~—**Discontinuance of further legal action**

1. ~~5.2.1~~—Notice of Discontinuance-/Memorandum of Consent

- a) If it happens that a course of legal action that is lodged with the Magistrates Court was lodged in error by the City, a Notice of Discontinuance or Memorandum of Consent, whichever is appropriate, will be prepared and lodged at the Magistrates Court at the City's expense.
- b) If the debt has been settled with the City, a Notice of Discontinuance or Memorandum of Consent may be prepared on request. An administration fee as per the City's adopted Fees and Charges will be charged and must be paid in full prior to the Notice of Discontinuance or Memorandum of Consent being released by the City.

2. ~~5.2.2~~—The City will not proceed with further legal action if the debt has been settled

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in full or an approved arrangement to clear the debt is entered into and adhered to.

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5.3 Special Payment Arrangement

Payment by arrangement (outside of the formal instalment options specified on the rates notice) to clear outstanding rates must be made in writing. An administration fee as per the City's adopted Fees and Charges plus penalty interest at a rate prescribed in Section 70 of the *Local Government (Financial Management) Regulations 1996*, calculated daily will be charged upon successful application. Acceptance of the special payment arrangement will be for regular instalments with all outstanding amounts to be finalised by 30 June of that financial year. Arrangements outside of these terms will be at the discretion of the Chief Executive Officer, ~~relevant Director or and~~ Manager Finance Chief Financial Officer.

6. Financial/Budget Implications

~~All costs incurred in relation to recovery action will be included in the current budget and where applicable will be 'on charged' to the debtor added onto the debtor's rate account.~~

7. Asset Management Implications

~~There are no specific asset management implications associated with this Policy.~~

8. Environmental Implications

~~There are no specific financial or budget implications associated with this Policy.~~

9. Strategic/Social Implications

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management system

10. Occupational Safety and Health Implications

~~There are no specific OSH implications associated with this Policy.~~

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12. ~~References~~

Name of Policy	Rates Collection
Date of Adoption and resolution No	13/12/2017 #054
Review dates and resolution No #	Nil
New review date	13/12/2019
Legal Authority	
Directorate	City Strategy
Department	Finance
Related documents	Acts/Regulations Local Government Act 1995, sections: 6.41(2), 6.45(3), 6.51(1), 6.56, 6.60 and 6.64. Local Government (Financial Management) Regulations 1996, sections: 68 and 70. Rates and Charges (Rebates and Deferments) Act 1992 Work Instructions D09/32060[v4] — RAT 02 — Debt Recovery Module.

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

~~D17/36155~~[D20/10693\[v2\]](#)

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<u>Responsible Team</u>	<u>Finance</u>
<u>Initial Council adoption</u>	<u>Date: 13 December 2017</u> <u>Ref#: 054</u>
<u>Reviewed/amended</u>	<u>Date: <approval date>February 2025</u> <u>Ref#: <CM Ref></u>
<u>Next Review Date</u>	<u>Date: 13 December 2019February 2028</u>
<u>Policy Document Number</u>	<u>D17/36155[v3]**/***</u>

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Council Policy

Local Commercial Support Grants



Legislation/local law requirements	N/A
Relevant Delegation	Please see the City Delegated Authority Register
Related policy procedures and documents	Strategic Community Plan Corporate Business Plan 2019

Introduction

The City of Kwinana recognises the vital role that local businesses play in enhancing the community's quality of life and economic prosperity. Retail precincts and home-based businesses contribute significantly to the City's vibrancy, employment opportunities, and overall sustainability.

To support the sustained growth of local businesses, the City has established the Local Commercial Support Grant program. This initiative encourages investment by providing financial assistance to eligible businesses, enabling them to enhance their operations, improve their premises, and strengthen their digital presence.

Purpose

The City of Kwinana recognises that the businesses in Kwinana play an important role in the quality of life of the community. The continued role of our shopping precincts support the vitality of our City and are an important source of employment for local residents, acknowledge that Kwinana is home to a large number of home based businesses. The purpose of these grants are to encourage investment in local business that will support their sustained growth. The grant funds will be allocated on a competitive basis via and Expression of Interest (EOI) process.

Objective

The objective of this policy is to:

- Support the growth and sustainability of local businesses within the City of Kwinana.
- Enhance the visual appeal, safety, and functionality of retail precincts.
- Encourage businesses to invest in improvements that contribute to the economic and social wellbeing of the community.
- Foster innovation and digital transformation by supporting businesses in developing e-commerce capabilities.
- Promote local procurement and strengthen connections between businesses within the City.

Scope

The policy applies to retail and home based businesses within the City of Kwinana that meet the eligibility criteria of the Policy.

The Policy shall be reviewed following a period of three years. Funding for the program is subject to annual budget allocations as determined by Council.

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Policy Provisions

Definitions

Retail Business means – an approved shop, local shop, liquor store, health studio, eating house, fish shop, tavern, showroom or trade display as defined in the City of Kwinana Local Planning Scheme No.2.

Home Based Business – a business that is operated from the dwelling/private residence of the business owner.

Policy

A selection panel comprised of two City Officers from the Economic Development Department will assess applications against the eligibility criteria for the Local Support Grants program. The Chief Executive Officer or their delegate will approve the applications.

1. The following expenses will be considered for grant funding for Retail Businesses under this Policy:
 - 1.1. The removal and replacement of obtrusive security features to make the property more inviting, while providing the necessary security;
 - 1.2. External improvements permanently affixed to the property (permanent outdoor signage is an eligible expense) or works directly upon the external premises (must have building owner's written consent);
 - 1.3. Enhanced public realm (for which a broad definition shall apply) and will include, but not be limited to, improvements or creation of alfresco areas or enhanced landscaping, such as a flower bed;
 - 1.4. The development of websites with e-commerce functions such as sales or booking features.
 - 1.5. Installation of security features such as lighting, CCTV or alarm systems.
 - 1.6. Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional or business development).
2. The following expenses will be considered for grant funding for Home Based Businesses under this Policy:
 - 2.1. The development of websites or smart phone applications with e-commerce functions such as sales or booking features.
 - 2.2. Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional development, business or social media training).

3. In order to be eligible for a grant, a business must meet the following criteria:
- 3.1. Applications are to a maximum contribution of \$1000 (plus GST) from the City of Kwinana.
 - 3.2. Have ownership of the premise or a lease for at least 12 months from the time of approval, or demonstrate an ongoing rental arrangement confirmed in writing by the owner of the property, that is acceptable to the panel;
 - 3.3. Have all current, or be able to obtain, insurances, permits and licences for business operation, including being registered by the City of Kwinana and holding an ABN. These approvals must be obtained prior to any application being approved;
 - 3.4. Have all current, or be able to obtain, insurances, permits and licences for the works proposed. These approvals must be obtained prior to any funds being dispersed;
 - 3.5. All grant applications must have a written quote for the work. Grants will not be given for works already undertaken. (Disbursement of grant funding will only occur on receipt of final paid invoice);
 - 3.6. The grant will not fund operational expenses such as wages, stock or marketing;
 - 3.7. The applicant must be the owner-operator of that business location (franchises are eligible);
 - 3.8. The project must be complete three months from project approval unless otherwise approved by the City;
 - 3.9. Goods or services should be procured from businesses within the City of Kwinana (unless exceptional circumstances preclude this);
 - 3.10. The applicant or owner not be a member of Council or an employee of the City, or a closely associated person of a Councillor or employee of the City, as defined in Section 5.62 of the Local Government Act 1995; and
 - 3.11. Successful applicants must enter into an agreement with the City. The agreement must include the following information:
 - agreement to allow the City to promote the program, the City's support and the outcomes through the City's media;
 - agreed scope of benefits to the business and the community;
 - acquittal of funding; and
 - provision to the City, on a date determined within the agreement, of the achieved benefit as a result of the grant funding.

4. The Local Commercial Support Grant funds will be distributed based upon merit with evaluation based upon:
 - 4.1. The leveraging of private funds as a result of the grant;
 - 4.2. The goods or services being procured from businesses within the City of Kwinana;
 - 4.3. The extent to which the proposal brings new products or services to the community;
 - 4.4. The extent to which the proposal demonstrates financial viability or sound management;
 - 4.5. The extent to which the project is ready to be implemented (investment ready);
 - 4.6. The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);
 - 4.7. The maximum grant allocated to an individual project will be \$1,000;
 - 4.8. Preference will be given to applicants who have not received funding from previous grants from the City;
 - 4.9. Preference will be given to applications that focus on the external aesthetics of the premises and the amenity of the area.
 - 4.10. An evaluation matrix is included in Appendix One.
5. Where a proposal indicates procurement of products from outside the boundaries of the City of Kwinana, the City may approve the application conditional on procuring the goods and services, in part or in full, from businesses within the City of Kwinana, where goods or services of a similar price and quality are available.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Economic Development and Advocacy
Initial Council adoption	Date: 25 March 2020 Ref#: 118
Reviewed/amended	Date: March 2025 Ref#: <CM Ref>
Next Review Date	Date: March 2027
Policy Document Number	D20/13561[v3]

D21/13561[v3]

Appendix One

Evaluation Matrix

Each application will be scored by the *Commercial Support Grant Panel* by the following evaluation matrix. All scores will then be added to create a final score to rank applications.

Criteria	Maximum Score
The leveraging of private funds as a result of the grant	20
Goods or services procured from businesses within City of Kwinana	30
The extent to which the proposal brings new products or services to the community;	10
The extent to which the proposal demonstrates financial viability or sound management;	10
The extent to which the project is ready to be implemented (investment ready);	10
The extent to which the project improves the amenity of an area;	10
The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);	10
SUBTOTAL	
If no previous grant secured in previous round	+20% OF SUBTOTAL
If outcome is focused on external aesthetics	+20% OF SUBTOTAL
TOTAL	

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Council Policy

Local Commercial Support Grants



Legislation/local law requirements	N/A
Relevant Delegation	Please see the City Delegated Authority Register
Related policy procedures and documents	Strategic Community Plan Corporate Business Plan 2019

Introduction

The City of Kwinana recognises the vital role that local businesses play in enhancing the community's quality of life and economic prosperity. Retail precincts and home-based businesses contribute significantly to the City's vibrancy, employment opportunities, and overall sustainability.

To support the sustained growth of local businesses, the City has established the Local Commercial Support Grant program. This initiative encourages investment by providing financial assistance to eligible businesses, enabling them to enhance their operations, improve their premises, and strengthen their digital presence.

Purpose

The City of Kwinana recognises that the businesses in Kwinana play an important role in the quality of life of the community. The continued role of our shopping precincts support the vitality of our City and are an important source of employment for local residents, acknowledge that Kwinana is home to a large number of home based businesses. The purpose of these grants is to encourage investment in local business that will support their sustained growth. The grant funds will be allocated on a competitive basis via an Expression of Interest (EOI) process.

Objective

The objective of this policy is to:

- Support the growth and sustainability of local businesses within the City of Kwinana.
- Enhance the visual appeal, safety, and functionality of retail precincts.
- Encourage businesses to invest in improvements that contribute to the economic and social wellbeing of the community.
- Foster innovation and digital transformation by supporting businesses in developing e-commerce capabilities.
- Promote local procurement and strengthen connections between businesses within the City.

Scope

The policy applies to retail and home based businesses within the City of Kwinana that meet the eligibility criteria of the Policy.

The Policy shall be reviewed following a period of three years. Funding for the program is subject to annual budget allocations as determined by Council.

Policy Provisions

Definitions

Retail Business means – an approved shop, local shop, liquor store, health studio, eating house, fish shop, tavern, showroom or trade display as defined in the City of Kwinana Local Planning Scheme No.2.

Home Based Business – a business that is operated from the dwelling/private residence of the business owner.

Policy

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 - 1.2. External improvements permanently affixed to the property (permanent outdoor signage is an eligible expense) or works directly upon the external premises (must have building owner's written consent);
 - 1.3. Enhanced public realm (for which a broad definition shall apply) and will include, but not be limited to, improvements or creation of alfresco areas or enhanced landscaping, such as a flower bed;
 - 1.4. The development of websites with e-commerce functions such as sales or booking features.
 - 1.5. Installation of security features such as lighting, CCTV or alarm systems.
 - 1.6. Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional or business development).

2. The following expenses will be considered for grant funding for Home Based Businesses under this Policy:
 - 2.1. The development of websites or smart phone applications with e-commerce functions such as sales or booking features.
 - 2.2. Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional development, business or social media training).
3. In order to be eligible for a grant, a business must meet the following criteria:
 - 3.1. Applications are to a maximum contribution of \$1000 (plus GST) from the City of Kwinana.
 - 3.2. Have ownership of the premise or a lease for at least 12 months from the time of approval, or demonstrate an ongoing rental arrangement confirmed in writing by the owner of the property, that is acceptable to the panel;
 - 3.3. Have all current, or be able to obtain, insurances, permits and licences for business operation, including being registered by the City of Kwinana and holding an ABN. These approvals must be obtained prior to any application being approved;
 - 3.4. Have all current, or be able to obtain, insurances, permits and licences for the works proposed. These approvals must be obtained prior to any funds being dispersed;
 - 3.5. All grant applications must have a written quote for the work. Grants will not be given for works already undertaken (Disbursement of grant funding will only occur on receipt of final paid invoice);
 - 3.6. The grant will not fund operational expenses such as wages, stock or marketing;
 - 3.7. The applicant must be the owner-operator of that business location (franchises are eligible);
 - 3.8. The project must be complete three months from project approval unless otherwise approved by the City;
 - 3.9. Goods or services should be procured from businesses within the City of Kwinana (unless exceptional circumstances preclude this);
 - 3.10. The applicant or owner not be a member of Council or an employee of the City, or a closely associated person of a Councillor or employee of the City, as defined in Section 5.62 of the Local Government Act 1995; and
 - 3.11. Successful applicants must enter into an agreement with the City. The agreement must include the following information:
 - agreement to allow the City to promote the program, the City's support and the outcomes through the City's media;
 - agreed scope of benefits to the business and the community;
 - acquittal of funding; and
 - provision to the City, on a date determined within the agreement, of the achieved benefit as a result of the grant funding.

4. The Local Commercial Support Grant funds will be distributed based upon merit with evaluation based upon:
 - 4.1. The leveraging of private funds as a result of the grant;
 - 4.2. The goods or services being procured from businesses within the City of Kwinana;
 - 4.3. The extent to which the proposal brings new products or services to the community;
 - 4.4. The extent to which the proposal demonstrates financial viability or sound management;
 - 4.5. The extent to which the project is ready to be implemented (investment ready);
 - 4.6. The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);
 - 4.7. The maximum grant allocated to an individual project will be \$1,000;
 - 4.8. Preference will be given to applicants who have not received funding from previous grants from the City;
 - 4.9. Preference will be given to applications that focus on the external aesthetics of the premises and the amenity of the area.
 - 4.10. An evaluation matrix is included in Appendix One.
5. Where a proposal indicates procurement of products from outside the boundaries of the City of Kwinana, the City may approve the application conditional on procuring the goods and services, in part or in full, from businesses within the City of Kwinana, where goods or services of a similar price and quality are available.

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Responsible Team	Economic Development and Advocacy
Initial Council adoption	Date: 25 March 2020 Ref#: 118
Reviewed/amended	Date: March 2025 Ref#: <CM Ref>
Next Review Date	Date: March 2027
Policy Document Number	D20/13561[v3]

Appendix One

Evaluation Matrix

Each application will be scored by the Commercial Support Grant Panel by the following evaluation matrix. All scores will then be added to create a final score to rank applications.

Criteria	Maximum Score
The leveraging of private funds as a result of the grant	20
Goods or services procured from businesses within City of Kwinana	30
The extent to which the proposal brings new products or services to the community;	10
The extent to which the proposal demonstrates financial viability or sound management;	10
The extent to which the project is ready to be implemented (investment ready);	10
The extent to which the project improves the amenity of an area;	10
The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);	10
Subtotal	
If no previous grant secured in previous round	+20% OF SUBTOTAL
If outcome is focused on external aesthetics	+20% OF SUBTOTAL
Total	



Council Policy

Compliance and Enforcement



Legislation/local law requirements	Acts/Regulations as amended from time to time <ul style="list-style-type: none"> • <i>Local Government Act 1995;</i> • <i>Building Act 2011;</i> • <i>Building Regulations 2012</i> • <i>Planning and Development Act 2005;</i> • <i>Dog act 1976;</i> • <i>Cat Act 2011;</i> • <i>Bush Fire Act 1954;</i> • <i>Litter Act 1979</i> • <i>Hope Valley Wattleup Re Development Act 2000</i> • <i>Caravan Parks and Camping Grounds Act 1995;</i> • <i>Food Act 2008;</i> • <i>Health (Miscellaneous Provisions) Act 1911;</i> • <i>Public Health Act 2016;</i> • <i>Tobacco Products Control Act 2006;</i> • <i>Biosecurity and Agriculture Management Act 2007;</i> • <i>Waste Avoidance and Resource Recovery Act 2007;</i> • <i>Environmental Protection Act 1986;</i> • <i>Building Services (Complaint Resolution and Administration) Act 2011;</i> • <i>Local Government (Uniform Local Provisions) Regulations 1996;</i> and • All-subsidiary legislation as amended.
Relevant Delegation	As per City's Delegated Authority Register
Related policy procedures and documents	

Purpose

To state the City's objectives and principles that will guide the City of Kwinana's Authorised Officers implementation of compliance and enforcement action to ensure consistent and good governance.

Policy Statement

Authorised Officers are responsible for administering a wide range of legislation providing for the safety and amenity of the community. This Policy serves to inform the community of the Council's position in relation to compliance with legislation, including the circumstances which will be considered when assessing different compliance and enforcement options.

The policy will provide guidance to:

- ensure consistency in decision making and provide for good governance;
- ensure transparency, procedural fairness and that the principles of natural justice are preserved;
- use compliance and enforcement strategies in such a way as to best achieve legislative objectives and provide for the good governance of the City of Kwinana.

Scope

The policy applies to all of the City's Authorised Officers, who have regulatory responsibility within the Kwinana district for implementation of compliance and enforcement action in the *Local Government Act 1995* and all other relevant legislation including the legislation mentioned in the table at this end of this policy document.

This Policy is made subject to existing State policies and legislation, as amended from time to time, and applies to all land within the City of Kwinana.

Policy Provisions

Definitions

compliance - refers to a corporation or person meeting or taking steps to comply with relevant legislation in place.

enforcement - means procedures and actions taken by the City's Authorised Officers to ensure that a person or organisation complies with their statutory obligations.

Authorised Officer- a City of Kwinana employee or contractor, other than a Councilor, appointed by council to carry out compliance functions or an enforcement function under relevant legislation.

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public interest - means the interests of the community as a whole, or a group within the community or individuals.

trivial - an allegation made without real grounds, of insignificant value or importance.

remedial - means an intent to correct something that is wrong or to improve a bad situation

Principles of enforcement

The City will carry out its enforcement-related work with due regard to the following principles:

i. Graduated and proportionate

The City's actions will be scaled to the seriousness of the non-compliance.

Prosecution will generally be used as a last resort, or for serious offences. The City's financial resources are finite and will not be used to pursue cases that are trivial and/or not in the public interest.

ii. Consistency, unbiased and equitable

The City will take a similar approach in similar cases to achieve similar outcomes.

While decisions on enforcement require the use of professional judgement and discretion to assess varying circumstances, the City will follow listed standard operating procedures to ensure fair, equitable and unbiased treatment in every case.

iii. Accountable and transparent

The City will be open and transparent about the manner in which it undertakes its compliance and enforcement activities. When remedial action is needed, the City will explain clearly why the action is necessary, identify the action required to achieve compliance, and the time frame for completing that action. Time frames set for achieving compliance will be reasonable and may take into consideration individual circumstances.

iv. Natural justice

The City will follow the principles of natural justice in every investigation by properly and genuinely considering all relevant submissions and evidence in each case without bias, by ensuring that all parties to the matter have the right to be heard, and that any decision is based on relevant evidence.

Compliance approach to implementing regulatory responsibility

The City will adopt the following approach to ensure appropriate implementation of its regulatory responsibilities:

- 1) Respond to all regulatory complaints received having regard to the City's policies.
- 2) Adopt a proactive approach to identifying and investigating non-compliance by implementing an enforcement work plan as required.
- 3) Refer matters to external agencies, where appropriate, when the allegation falls outside the City's jurisdiction.
- 4) Review its compliance and enforcement activities and incorporate lessons learned into policy, operating procedures and broader compliance tools.

Responding to complaints

All complaints concerning unlawful activity that are within the City's jurisdiction will be investigated except in the following circumstances where discretion may be used:

- 1) The allegation is trivial.
- 2) The complaint has been made primarily as a result of a neighbourhood dispute.
- 3) The City is not the appropriate authority to investigate the matter.
- 4) Where the complainant is anonymous, unless the matter is considered to be:
 - a) a significant risk to public health;
 - b) a significant risk to public safety or the environment; or
 - c) a significant impact on the amenity of a locality, and there is sufficient information in the complaint to enable an investigation to be undertaken.

Enforcement approach to implementing regulatory responsibility

Where an investigation has been undertaken and it is considered that sufficient evidence exists to determine non-compliance, the City will take the most appropriate enforcement action based on the specific circumstances of each case.

The decision to take enforcement action and the type of action taken will be at the discretion of the City and will be made having due regard to this Policy.

i. Key considerations when making this determination will include:

- a) the type of offence (first, second, third);
- b) voluntary action by the offender to remedy the non-compliance;
- c) cooperation given to the City by the offender and willingness to commit to remedial actions;
- d) failure to comply with informal requests, lawful directions or notices given by the City;
- e) the seriousness of the incident having regard to the potential impacts on the community, safety, amenity, the environment and the impacts on people;
- f) issues of public concern, including the need for specific and general deterrence;
- g) legal precedents and statutory time limits; and
- h) the public interest and the financial risk to the City.

ii. The City may take no enforcement action, discontinue or withdraw after an investigation where:

- a) the individual or entity has made good the non-compliance;
- b) having considered the nature of the non-compliance, an educative approach to preventing the matter from re-occurring is considered most appropriate;
- c) there is insufficient evidence to prove non-compliance after reasonable attempts have been made by the City to investigate the matter;
- d) the matter is considered trivial or;
- e) does not align with the Strategic intent or objectives of the City;
- f) the matter falls outside the City's legal area of authority; or
- g) having regard for the legal capacity of the alleged offender, it is determined that an alternative approach to achieving compliance is more appropriate.

Acting in default of notices, orders and directions

- 1) Where under legislation an Authorised Officer is authorised to do so, an officer may enter on to private land to carry out works in a situation where the owner, occupier or some other person has failed to commence or complete remedial works specified in a written notice, and the non-compliance with the notice has been verified beyond reasonable doubt.
- 2) The City may undertake works on private property where:
 - a) there is a significant risk to a person's health, to public safety, the natural environment or local amenity as a result of the continued non-compliance with a notice;
 - b) the person upon whom the notice has been served has significant health issues that are considered to be preventing the person from complying with the notice; or
 - c) the works required to be undertaken are minor and the estimated costs associated with completing the remedial works are minimal.
- 3) Should works be undertaken by the City on private property as a result of non-compliance with a notice, this does not preclude the City from commencing legal action for non-compliance with a notice.
- 4) The City may seek to recover its fair and reasonable costs in all cases if it undertakes works on private land.

Taking enforcement action

- 1) The City's Authorised Officer with relevant delegated authority or authorisation may initiate enforcement action.
- 2) The City will use the most appropriate action necessary, which may include one or more of the following options:
 - a) pursue no further action;
 - b) informal action;
 - c) formal warning;
 - d) infringements;
 - e) prohibition orders;
 - f) seizures;
 - g) written directions and orders;
 - h) formal notices; or
 - i) prosecutions and or injunctions.
- 3) Nothing in this policy precludes the City from commencing prosecution in respect of a non-compliance at any time.

OFFICER USE ONLY

Officers may amend this section without council approval

Responsible Department	City Development and Sustainability
Initial Council adoption	Date: 11 August 2021 Ref#: 483
Reviewed/amended	Date: February 2025 Ref#:
Next Review Date	Date: February 2027
Policy Document Number	D21/10022[v4]



Council Policy

Compliance and Enforcement



Legislation/local law requirements	Acts/Regulations as amended from time to time <ul style="list-style-type: none"> • <i>Local Government Act 1995;</i> • <i>Building Act 2011;</i> • <i>Building Regulations 2012</i> • <i>Planning and Development Act 2005;</i> • <i>Dog act 1976;</i> • <i>Cat Act 2011;</i> • <i>Bush Fire Act 1954;</i> • <i>Litter Act 1979</i> • <i>Hope Valley Wattleup Re Development Act 2000</i> • <i>Caravan Parks and Camping Grounds Act 1995;</i> • <i>Food Act 2008;</i> • <i>Health (Miscellaneous Provisions) Act 1911;</i> • <i>Public Health Act 2016;</i> • <i>Tobacco Products Control Act 2006;</i> • <i>Biosecurity and Agriculture Management Act 2007;</i> • <i>Waste Avoidance and Resource Recovery Act 2007;</i> • <i>Environmental Protection Act 1986;</i> • <i><u>Building Services (Complaint Resolution and Administration) Act 2011;</u></i> • <i><u>Local Government (Uniform Local Provisions) Regulations 1996;</u></i> and • All-subsidary legislation as amended.
Relevant Delegation	As per City's Delegated Authority Register
Related policy procedures and documents	

Purpose

To state the City's objectives and principles that will guide the City of Kwinana's Authorised Officers implementation of compliance and enforcement action to ensure consistent and good governance.

Policy Statement

Authorised Officers are responsible for administering a wide range of legislation providing for the safety and amenity of the community. This Policy serves to inform the community of the Council's position in relation to compliance with legislation, including the circumstances which will be considered when assessing different compliance and enforcement options.

The policy will provide guidance to:

- ensure consistency in decision making and provide for good governance;
- ensure transparency, procedural fairness and that the principles of natural justice are preserved;
- use compliance and enforcement strategies in such a way as to best achieve legislative objectives and provide for the good governance of the City of Kwinana.

Scope

The policy applies to all of the City's Authorised Officers, who have regulatory responsibility within the Kwinana district for implementation of compliance and enforcement action in the *Local Government Act 1995* and all other relevant legislation including the legislation mentioned in the table at this end of this policy document.

This Policy is made subject to existing State policies and legislation, as amended from time to time, and applies to all land within the City of Kwinana.

Policy Provisions

Definitions

compliance - refers to a corporation or person meeting or taking steps to comply with relevant legislation in place.

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Responsible Department	City Development and Sustainability
Initial Council adoption	Date: 11 August 2021 Ref#: 483
Reviewed/amended	Date: 26 July 2023 <u>February 2025</u> Ref#: 358
Next Review Date	Date: <u>February 2027</u> July 2025
Policy Document Number	D21/10022[v4]



Policy

Access and Equity



Access and Equity

The City of Kwinana is committed to fostering an inclusive community where all residents and visitors have equal access to information, services, facilities, and programs. Through the Disability Access and Inclusion Plan (DAIP), developed under the Western Australian Disability Services Act 1993 (Amended 2004), the City aims to remove access barriers and ensure equal opportunities for people with disability. This commitment is further supported by the Western Australian Equal Opportunity Act 1984 and the Commonwealth Disability Discrimination Act 1992.

Adopted:	14/2/1996 #547
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 08/07/2015 #509
Legal Authority:	Local Government Act Section 2.7 – The Role of Council [Insert other relevant legalisation here]

Policy:

Council acknowledges its leadership role in the community by demonstrating its commitment to social justice principles. (Definitions of the concepts referred to in this policy are provided in Section 6).

1. Planning and Development:

Supports the inclusion of social justice principles into its strategic plan and all other planning and development processes and activities.

Supports local area needs based planning with reflected community needs and priorities.

Recognises that while some services may be provided for all residents and visitors, they may not be equally accessible if they are uniformly designed and delivered. The Council therefore supports an approach which reflects community diversity when planning for social, physical and economic infrastructure.

Recognises the need to plan and develop services in a way which counteracts racist, ageist, sexist and other discriminatory role stereotyping, e.g. women as carers, the aged and disabled as passive and dependent.

Recognises that certain groups in the community have specific needs and, therefore, may allocate resources according to need to reduce inequalities amongst its residents and visitors.

Supports representation of residents and visitors, reflecting community diversity in planning and development processes.

2. Participation:

Endeavours to ensure that all residents and visitors have equal opportunity to participate in City activities and decisions that affect their lives including employment opportunities with the City.

Recognises the value of creating opportunities for all residents and visitors to participate in Local Government elections, as voters and candidates, and in all other political processes.

Endeavours to minimise physical, attitudinal, social, economic and institutional barriers that prevent participation by individuals and groups in community life.

3. Information and Communication:

Endeavours to provide information that is accessible to members of the community which is appropriate to the culture, language and ability of residents and visitors.

Endeavours to provide information to residents and visitors about their rights and mechanisms for addressing grievances and concerns.

Supports the development of guidelines for the use of translating and interpreting services, both internal and external, to assist staff in communicating with residents and visitors.

Encourage multi-lingual and other staff to use and develop their communicating skills, in accordance with City guidelines, to assist the City in its activities.

Endeavours to advertise City activities in a way that allows all residents, as potential consumers, to know of their existence.

4. Community Relations:

Supports the need to promote harmonious community relations and is committed to the elimination of all forms of racism and other discrimination within its community.

Supports cultural maintenance and development as a way of enhancing personal growth, quality of life and community diversity.

Promotes self-development of its residents by creating and enhancing opportunities for independence, choice and self-determination, aimed at maintaining and improving quality of life.

5. Training and Development:

Support the training of Council and City representatives in developing skills and knowledge which will improve understanding of the requirements of additional needs, and enhance service delivery.

Encourages Council and City representatives at all levels to be aware of community diversity and the subsequent implications for policy information, program design and service delivery.

6. Contractors:

Contractors in the City acting for or on behalf of or conducting work within the City will be expected to deliver the same commitment to Access and Equity as the City.

7. Definitions:

a) Access:

Equal opportunity for all residents and visitors to participate in City activities. This includes access to services, programs, facilities, decision-making processes and entitlements.

b) Equity:

Fair and equal distribution of resources (according to need), opportunities and access to decision-making processes.

c) Participation:

Participation is decision-making about matters affecting people's lives.

d) Rights:

Relates to the entitlement to justice of all individuals and includes freedom of assembly, speech, beliefs and information.

e) Community Relations:

Is concerned with how people interact and relate to each other as individuals and as a community.

f) Culture:

Ideas, beliefs, values, knowledge and experiences which influence the way in which people behave and relate.

g) Ethnicity:

Refers to a person's racial, cultural, and/or linguistic heritage. It has become commonly used to refer to someone from a background other than English-speaking, although everyone has an ethnic background of some sort.

h) Social Justice:

Refers to the right of all people to equality of treatment and opportunity and the removal of barriers preventing access and equity.

Four main principles underpin the concept of Social Justice. These are:

- Access
- Equity

- Participation
- Rights

NOTE: These definitions are based on definitions provided by State and Federal Government Departments and the Western Australian Local Government Association.

18.2 MEMORANDUM OF UNDERSTANDING - PERTH SOUTH WEST METROPOLITAN ALLIANCE

SUMMARY

Since 1983 the Perth South West Metropolitan Alliance (Alliance), formerly the South West Group, has provided a platform for collaboration among its six member local governments.

This partnership has supported the advancement of regional priorities and provided a coordinated approach to economic, environmental, and social challenges.

The Alliance operates under a Governance Charter and Memorandum of Understanding (MOU), which are periodically reviewed and require Council endorsement to continue operations.

The updated Charter and MOU for the period 2025/26 to 2030/31 provided at **Attachment A** have been approved by the Alliance Board and are now presented to Council for consideration and endorsement.

OFFICER RECOMMENDATION

That Council:

- 1. Endorses the Perth South West Metropolitan Alliance Governance Charter and Memorandum of Understanding (MOU) 2025/26 to 2030/31 at Attachment A; and**
- 2. Authorises the Mayor and CEO to sign the MOU on behalf of the Council.**

VOTING REQUIREMENT

Simple majority .

DISCUSSION

The Alliance plays a key role in ensuring a unified regional approach to major projects and economic opportunities. The following member Councils comprise the Alliance:

- Town of East Fremantle
- City of Fremantle
- City of Melville
- City of Cockburn
- City of Kwinana
- City of Rockingham

With projects such as AUKUS, Westport, the Future of Fremantle, the Western Trade Coast, and the Women and Babies Hospital, regional collaboration is essential to maximise the benefits of these developments while addressing associated challenges.

By endorsing the updated Governance Charter and MOU, the City of Kwinana will continue to:

- participate in regional advocacy and strategic planning;
- ensure its interests are represented in key regional projects; and
- work collaboratively with other councils to enhance economic, environmental, and social outcomes.

The updated Governance Charter and MOU remain largely consistent with the previous version, with the following key updates:

- renaming references from South West Group to Perth South West Metropolitan Alliance;
- extending the agreement term from five to six years, ensuring each Council has an opportunity to chair the Alliance during the period;
- adjusting post-council reimbursements to a flat 5% of income to account for inflation; and
- removing provisions covering conflicts of interest and disclosures, as these matters are already governed under the Local Government Act.

Given the economic and population growth expected in the Perth South West corridor, continued participation in the Alliance will ensure the City remains at the forefront of regional planning, investment, and advocacy efforts.

The updated MOU and Charter ensure that the Alliance remains well-structured and adaptable to meet future challenges while enhancing governance efficiency.

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	5.2 – Develop strong community engagement through strong partnerships 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	Continued participation in the Alliance aligns with the City's commitment to regional collaboration and economic development.

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	The Alliance continues to support regional social initiatives that benefit Kwinana residents.

LEGAL/POLICY IMPLICATIONS

The updated MOU and Governance Charter ensure compliance with local government governance requirements and maintain transparency in the operations of the Alliance.

The removal of conflict of interest and disclosure provisions aligns with the *Local Government Act 1995*, under which all board members and staff remain accountable.

FINANCIAL/BUDGET IMPLICATIONS

In accordance with the terms of the MOU, annual membership fee for participation in the Alliance is as follows:

- a) \$25,000 minimum fee; and
- b) 22.95 cents per head of population; and
- c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements); and
- d) Funding for work plan projects.

This cost is budgeted for within the City's Long Term Financial Plan.

Membership in the Perth South West Metropolitan Alliance provides significant economic benefits to Kwinana through regional funding and advocacy, making continued participation cost-effective.

ASSET MANAGEMENT IMPLICATIONS

There are no direct asset management implications resulting from this proposal.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

The Alliance's regional collaboration efforts have supported environmental sustainability initiatives, particularly in areas such as coastal management, land use planning, and infrastructure development. Continued participation ensures that Kwinana remains engaged in environmental planning at a regional level.

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. Perth South West Metro Alliance - Corporate Governance Charter [↓](#)



CORPORATE GOVERNANCE CHARTER

PERTH SOUTH WEST METROPOLITAN ALLIANCE

December 2024
Version 7

Restrictions

This document may be released to any party on the authority of the Director.

Acknowledgement

This Charter uses material from the Corporate Governance Charters of Silver Chain, Care Options and the City of Cockburn.

Version History

No	Date	Date Approved	Resolution	Effective Date
1	February 2010		Modified by CEO Forum and the Board	
2	June 2010	14 June 2010	Approved by the Board	14 June 2010
3	February 2011	14 February 2011	Approved by the Board	14 February 2011
4	May 2015		Modified by the Board	
5	August 2015	3 August 2015	Approved by the Board	3 August 2015
6	November 2019	2 December 2019	Approved by the Board	2 December 2019
7	December 2024	2 December 2024	Approved by the Board	



CORPORATE GOVERNANCE CHARTER

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**CORPORATE GOVERNANCE CHARTER****1 INTRODUCTION**

The Perth South West Metropolitan Alliance (hereafter referred to as “the Alliance”) is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities.

It was established in 1983 as the South West Group, to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

The Alliance seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles.

The Alliance will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.

Governance has become an increasingly important concept and impacts on all sectors of the community including industry and government. The practice of good governance requires that there is a clear understanding of roles and responsibilities, systems to provide for internal and external accountability and that decisions are taken in the interests of stakeholders.

The Alliance Board has adopted this Corporate Governance Charter to set out its governance principles and policies as they relate to the respective roles, responsibilities and authorities of the Board and of management as to the direction, performance and control of the Alliance and its affiliated bodies.

2 GOVERNANCE ROLES

2.1 Role of the Board

The Board is responsible for and has the authority to determine the policy, practices, management and operations of the Alliance and shall work towards a secure and long term future of the organisation by:

- 1 In conjunction with management:
 - 1.1. Determining the Alliance Vision, providing directions in the context of the South West Metropolitan Region's strategic needs and ensuring the plans encompass the Vision
 - 1.2. Setting the short and long term goals for the Alliance
 - 1.3. Determining the framework governing the operations of the Alliance from which the Memorandum of Understanding, all operational policies and actions are developed
 - 1.4. Identifying areas of risk to the sustainability of the Alliance and ensuring arrangements are in place to adequately manage those risks
- 2 Approving the Annual Work Plan, operating plans, annual and long term budgets.
- 3 Monitoring the financial operations of the Alliance.
- 4 Approving items of capital expenditure in accordance with approval limits.
- 5 Ensuring organisational compliance with laws, regulations and statutory requirements including environmental and occupational health and safety requirements.
- 6 In conjunction with the CEO Forum, appointing the Director and responding to issues reported to the Board regarding the Director's performance as required.
- 7 Deciding what matters are to be delegated to specific Board members or management and what controls are to be put in place to monitor the operation of delegated powers. This includes the delegation of authority to the Director.
- 8 Undertaking succession planning for the Director.
- 9 In conjunction with the CEO Forum, endorsing the key terms and conditions of senior management appointments.
- 10 Approving significant internal and external communications policies.
- 11 Ensuring a sound and transparent link with key stakeholders, both internal and external.
- 12 Promoting and considering opportunities for cooperative service delivery and positive working relationships amongst member local governments.
- 13 Establishing and detailing the powers and functions of all Board Committees.

**CORPORATE GOVERNANCE CHARTER****2.2 Board Structure**

It is essential that the Board structure provides for strong regional cooperation and equitable involvement by all member local governments.

The Alliance will be managed by a Board consisting of the Mayor and the CEO of each member local government authority.

Board members are ex officio and their appointments are for the same term for which they hold office. If a Board member for whatever reason is not exercising the authority of Mayor or CEO in their respective local government authority, they are also excluded from participating as a Board member of the Alliance.

To further assist Board members in their deliberations and to facilitate regional development, the Board establishes Committees and Sub-committees which report directly to the Board.

The Committees and Sub-committees of the Alliance currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Board approves the ongoing operation and role statements for Alliance Committees and Sub-committees on an annual basis.

The Alliance is also affiliated with, and provides administrative support to, the South West Corridor Development and Employment Foundation Incorporated (SWCDEF) – by the Director or delegate performing the role of SWCDEF Secretary.

2.3 Role of Individual Board Members

Each Board member is accountable for the successful operation of the Alliance including:

- 1 Contributing as an individual Board member to ensure that the Board effectively carries out its role as set out in Clause 2.1.
- 2 Complying with the agreed provisions of the Memorandum of Understanding.
- 3 Complying with the Board members' Code of Conduct at all times.
- 4 Being forthright in Board meetings, requesting information, raising any relevant issue, fully canvassing all aspects of any issue confronting the Alliance and voting on any resolution in the best interests of the region.
- 5 Understanding the business risks facing the Alliance and the mechanisms in place to manage such risks.
- 6 Providing advice to the Director when appropriate.
- 7 Disclosing to the Chair any potential conflicts of interest.
- 8 Disclosing in writing to the Board any related party transactions.
- 9 Acting in a manner to and with staff that creates respect and a sense of leadership and team approach.

2.4 Board Members' Code of Conduct

The Alliance Board has adopted and has agreed to be bound by the Code of Conduct (refer to Appendix A).

**CORPORATE GOVERNANCE CHARTER****2.4.1 Code of Conduct Principles**

A Board member:

- 1 Must act honestly, in good faith and in the best interests of the Alliance and the region as a whole.
- 2 Has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3 Must use the powers of office for a proper purpose, in the best interests of the Alliance and the region as a whole.
- 4 Must recognise that his or her primary responsibility is to the Alliance but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
- 5 Must not make improper use of information acquired as a Board member.
- 6 Must not take improper advantage of the position of Board member.
- 7 Must not allow personal interests, or the interests of any associated person, to conflict with the interests of the Alliance.
- 8 Has an obligation to be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
- 9 Should not engage in conduct likely to bring discredit to the Alliance.
- 10 Has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of the adopted Code of Conduct.
- 11 Shall attend as many meetings as practicable and provide for a fully briefed delegate acceptable to the Chair when absent from scheduled meetings.

2.4.2 Confidential Information

Confidential information received by a Board member in the course of the exercise of Board duties remains the property of the Alliance and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Alliance, or the person from whom that information is provided, or is required by law.



2.5 Role of the Chair

The Chair will:

- 1 In conjunction with the Chair of the CEO Forum, provide guidance to the Director.
- 2 Ensure that the Board acts efficiently and effectively and provides leadership to the Alliance.
- 3 Ensure that the Board has the right balance of participation and discussion.
- 4 Chair Board Meetings and operate in the manner identified in the MOU.
- 5 In consultation with the Director and the CEO Forum, establish the agenda for Board meetings.
- 6 Establish a clear understanding with the Director on their respective roles when communicating with the media, outside sources and the general community.
- 7 Represent the policy positions agreed by the Alliance.
- 8 Lead Alliance Mayoral Delegations and tours.
- 9 Resolve disputation involving Board members or the Director relating to the operation and resourcing of the Board.

The position of Chair will be filled by annual rotation by Alliance Mayors according to the following rolling schedule:

Rockingham 2025
 Cockburn 2026
 Town of East Fremantle 2027
 Fremantle 2028
 Kwinana 2029
 Melville 2030

The Deputy Chair will be the Mayor who will next Chair the Alliance.

2.6 Role of the Director

The Director will be appointed by the CEO Forum, in conjunction with the Board, and will be responsible for the on-going management of the Alliance in accordance with the strategies, policies and programs approved by the Board to achieve agreed goals.

The Director's responsibilities will include:

- 1 Developing, with the Board:
 - 1.1 A consensus for the Alliances' Mission, Vision, Values and strategic direction
 - 1.2 Plans that encompass the Mission, Vision and Values
 - 1.3 Short and long term goals for the Alliance
 - 1.4 The framework governing the operations of the Alliance and
 - 1.5 Information resources and promotional material
- 2 Establishing programs and initiatives to implement the Alliances' Mission, Vision and Values.
- 3 Ensuring sound operational and financial performance in accordance with the strategic plans and budgets.



CORPORATE GOVERNANCE CHARTER

- 4 Establishing an appropriate framework for risk management.
- 5 Providing strong leadership to, and effective management of, the Alliance in order to:
 - 5.1. Encourage co-operation and teamwork and
 - 5.2. Build and maintain staff morale and a sense of allegiance to the Alliance
- 6 Recommending to the CEO Forum the key terms and conditions of appointment of contractors and consultants.
- 7 Signing agreements and contracts with third parties in accordance with Board approval.
- 8 Keeping the Board informed, at an appropriate level, of all activities of the Alliance and its affiliated bodies through a written report to the Board meeting and at other times when appropriate or necessary.
- 9 Maintaining a sound working relationship and dialogue with all relevant government departments, statutory authorities, associations, health and medical providers and other groups and bodies having relevance to the Alliance.
- 10 Maintaining a high profile for the Alliance in the general community by maintaining good public relations with all media.
- 11 The level of supervision, delegations and Extent of Authority for the Director is as follows:
 - 11.1 The Director will receive supervision from the Chair of the CEO Forum and the CEO of the host local government
 - 11.2 Delegations include \$100,000 where the project or activity has been explicitly approved by the Alliance Board or \$10,000 where the project or activity is clearly consistent with the Strategic Plan, Board Policy or Annual Work Plan
 - 11.3 Sponsorship approval is limited to \$2,000
 - 11.4 Travel approval is limited to \$2,000
 - 11.5 Engagement of contractors and consultants limited to \$10,000 per annum for each instance and subject to the above project limitations in aggregate

2.7 Administrative Arrangements

1. The Alliance administrative arrangements and office support for the Director will be provided by a "Host Council", being one of the member Councils. The administrative arrangements include Executive Assistant support functions, office accommodation, communication equipment and computer support.
2. The City of Kwinana currently is the Host Council, however this function may be provided by another member Council depending upon availability of office accommodation and other matters.
3. Given that the Alliance is not a legal entity, the Host Council is delegated by the Board as the "Employer" of the Director Alliance and administers the Director's Contract of Employment.
4. An outline of provisional costs associated with the Host Council arrangement are provided in Appendix B, noting these are subject to negotiation with the Board, Director and Host Council and therefore may change through mutual agreement.



3 BOARD PROCESSES

3.1 Board Meetings

3.1.1 Meeting Frequency and Attendees

Unless otherwise determined, the Board will meet on a quarterly basis.

Three Board members or the Chair can convene a Board meeting.

Seven Board members constitute a quorum.

Attendees will comprise Board members, the Chair of the South West Corridor Development and Employment Foundation Incorporated, the Director and the Executive Officer. Only Board members have voting rights.

The meeting dates and times for Board, committee and sub-committee meetings are approved annually by the Board through the adoption of a Meeting Planner.

3.1.2 Board Meeting Agenda

The Director, in consultation with the Chair and the CEO Forum, will prepare the agenda for each meeting.

Items on the agenda will generally include the items listed below:

- 1 Confirmation of the minutes of previous meeting
- 2 Committee minutes
- 3 Budget Report
- 4 Director's Report on priorities identified in the work plan
- 5 Items for Decision
- 6 General Business

3.1.3 Board Papers

The Director is responsible for the circulation of Board papers to Board members at a working week prior to the meeting. Papers should clearly indicate whether a resolution of the Board is required and should include the recommended resolution.

As a minimum, the Board papers must contain:

- 1 The minutes of the previous meeting
- 2 Agenda items with recommendations, and for information.
- 3 Finance Report
- 4 Director's Report

3.1.4 Board Minutes

The minutes must contain a brief review of the discussion at the meeting and record the resolutions adopted by the Board.

Board members who dissent can ask to have their decision noted in the minutes.

**CORPORATE GOVERNANCE CHARTER**

The Director will maintain a complete set of papers for each Board meeting at the Alliance principal office. Draft (unapproved) minutes will be circulated by email within ten working days of the Board meeting and formally considered at the next Board meeting.

3.1.5 Board Decision and Compliance Timetable

Prior to the commencement of each calendar year, the Director will provide Board members with a Decision and Compliance Timetable outlining key decision dates for the forthcoming year.

Key decision dates for compliance issues include:

- 1 Approval Role Statements for Alliance Committees and Sub-committees
- 2 Financial contributions from member Councils
- 3 Annual budget for Alliance
- 4 Adoption of Decision and Compliance Timetable
- 5 Commission of Annual Financial Audit
- 6 Approval to publish Annual Report
- 7 Adoption of Annual Meeting Planner
- 8 Adoption of Director's Annual Work Plan

3.1.6 Memorandum of Understanding

The Board members will enter into a Memorandum of Understanding that establishes resources and funding requirements to support the Alliance, Chair and Deputy Chair rotations, contributed funds or 'member equity' reporting and the terms of the agreement.

The Memorandum of Understanding will be based on a six-year commitment to ensure the strategic focus and regional activities of the Alliance can be undertaken with a level of certainty and timeframes consistent with the Director's Contract of Employment.

The Memorandum of Understanding is provided in Appendix C.

3.1.7 Board Proceedings and Dispute Resolution

Decisions of the Board will be made by resolution with Robert's Rules used as a guide to procedure (refer to Appendix D).

It is recognised that from time to time it may not be possible for the Board to reach a consensus position on a potentially conflicting issue that may disadvantage one or more of its member local government authorities. The Chair will in the first instance seek to resolve a potentially conflicting issue or dispute involving Members of the Board or the Director.

The Board may reach a conclusion that it is not in the best interests of the Alliance to pursue further dialogue or establish a position on a particular matter or issue.

This approach accepts that the differing views expressed by member Councils, or established through member Council resolutions, should be respected and that the solidarity and unity of members is a core value and paramount for the ongoing and effective operation of the Alliance. In accordance with this philosophy, decisions on such contentious issues will be dealt with through consensus, rather than by voting to achieve a majority position, to protect the membership of the Alliance.

In the limited cases where it is not possible for the Alliance to adopt a regional perspective and position on a particular issue or proposal, the Board will maintain a neutral position on the issue or matter and defer any stakeholder interest on the issue or matter to the respective member Council.



CORPORATE GOVERNANCE CHARTER

Any disputes involving the Director Alliance will be dealt with in accordance with the Director's Contract of Employment.

3.1.8 Audit and Review

The Board will ensure that the Alliance and the South West Corridor Development and Employment Foundation are the subject of independent review by a qualified auditor each year.

The South West Corridor Development and Employment Foundation is an independent association whose accounts are managed externally and therefore appoints its auditor according to the rules of association contained in its Constitution.

3.1.9 Withdrawal from the agreement

A member council may at any time give notice of its intention to withdraw from the Alliance. The member council intending to withdraw from the Alliance must notify the Chair in writing no later than one year before its intended withdrawal.

The withdrawal of the member council shall take effect from the end of the financial year following the date that it provides written notice of its intention to withdraw. For example, a member council could provide written notice of its intention to withdraw in June 2026 – the withdrawal would take effect at the end of the financial year following, on 1 July 2027.

3.2 Committees

3.2.1 CEO Forum

The CEO Forum comprises the CEO's of all member local government authorities.

The role of the CEO Forum is to:

1. Provide advice on finances of the Alliance
2. Oversee the employment and activities of the Director Alliance
3. Provide a forum to progress and resolve complex or controversial regional issues
4. Provide advice on areas of member local government activity to be assessed for potential shared service assessment
5. Consider future agenda items for the Alliance Board
6. Consider future project activity, policies and procedures for the Alliance
7. Undertake the annual performance review of the Director Alliance and report on the review outcome to the Board.

The CEO Forum is to be chaired on annual rotation from its members in a manner aligned to the rotation of the Alliance Chair.

The CEO Forum's Role Statement is reviewed and adopted annually by the Alliance Board.

3.2.2 Committees and Sub Committees

The Board may establish Committees and Sub-committees to assist it carry out its role.

The Committees and Sub-committees of the Alliance currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 South West Environmental Reference Forum
- 4 Economic Development & Advocacy Forum



The Membership and Role Statements for the Committees and Sub-committees are reviewed and adopted annually by the Alliance Board. Other Forums and/or Committees may be established to support delivery of the Strategic Plan and work plan, with the approval of the Board.

3.3 Key Board Functions

3.3.1 Delegation of Authority

The Board empowers the Director to manage the affairs of the Alliance within a wide range of authorities that are defined in his role as Director but within specified constraints as determined from time to time.

3.3.2 Monitoring

To assist the Board in carrying out its role, the Board will monitor the performance of the Alliance by reference to:

- 1 Key performance indicators as defined in the Director's work plan.
- 2 Key compliance reports including audited statements

3.3.3 Strategy Formulation

The Board's role in the strategic planning process is one of input, review and approval on an annual basis.

3.3.4 Advice

A key aspect of each Board member's duties is to feedback for the Director and his or her ideas.

Board members should provide frank and honest advice to the Director.

Where appropriate, Board members should recommend possible alternative advisors with skills to assist the Board in dealing with specific issues.

3.3.5 Contacts

Board members are expected, where possible and appropriate, to further the Alliance's interests with outside contacts and networks.

3.3.6 Director Evaluation and Annual Performance Review

The Chair of the CEO Forum and Host CEO will evaluate and discuss with the Director his or her performance on an annual basis as part of an Annual Performance Review process, usually on the anniversary of Director's appointment, and report to the Board accordingly. This will include consultation with the CEO Forum.

4 BOARD MEMBER PROTOCOLS

4.1 Obtaining Information

Generally, Board members should only seek information on an issue involving Alliance directly from a staff member, contractor or consultant with the knowledge of the Director, Chair of the CEO Forum or Board Chair.

4.2 Access to Information

The Director must hold a set of Board papers for Board members to access for a period of seven years. Board members are entitled to access these papers on request.

Former Board members are entitled to access Board papers dated up to and including the date they ceased to be a Board member for a period of seven years after such date.

4.3 Insurance Arrangements

The Alliance does not maintain Director's and Officer's Insurance for each Board member as the activities as members of the Alliance are consistent with their roles as Mayor or CEO and therefore covered by member Council insurance policies.

The Host Council, as the delegated employer of the Director Alliance, is to include the Director under its Director's and Officer's Insurance during the period he or she is employed and for 7 years after the date on which he or she ceased to be a Director.

4.4 Board Evaluation

On an annual basis the Board will discuss and evaluate its performance and undertake a review of the Alliance through the Annual Report process.

4.5 Board Member Development

Board members are encouraged and expected, to undergo continued professional and self-development.

4.6 Board Member Induction

Induction of new Board members into their role on the Alliance Board will entail:

- 1 The Director and/or Chair discussing the responsibilities, conduct and contribution expectations of Board members with the new Board members.
- 2 Advising new Board members of this Corporate Governance Charter, the Memorandum of Understanding and relevant strategic documents.
- 3 Providing guidelines on Board processes.
- 4 Providing background information on and contact information for key people in the Alliance including an outline of their roles and capabilities.
- 5 The Director providing an industry background briefing and give the new Board members a package consisting of:



CORPORATE GOVERNANCE CHARTER

- 5.1. Key performance indicators
- 5.2. Last year's Annual Report
- 5.3. Current strategic directions
- 5.4. Relevant brochures and advertising material
- 5.5. Corporate Governance Charter
- 5.6. Memorandum of Understanding

APPENDIX A – CODE OF CONDUCT

Perth South West Metropolitan Alliance CODE OF CONDUCT

OBJECTIVES

The Board is the body responsible for administration of the Alliance as a voluntary regional organisation of Councils. It is in the best interests of the constituent local governments, the local community, as well as the public in general that a Code of Conduct applies to the operation of the Alliance and is approved by the Board.

The public and constituent local governments are entitled to expect that:

- the business of the Alliance and its affiliated bodies will be conducted with efficiency, impartially and with integrity;
- Members and employees will obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, ordinances, regulations and instruments;
- duty to the public will always be given absolute priority over the private interests of Members and employees.

The Code does not override or affect the legislation applicable to local government. It provides a guide and a basis of expectations for Alliance Board Members, committee members, members of affiliated bodies, the Director and employees and encourages a commitment to ethical and professional behaviour.

DEFINITIONS

In this Agreement:

Act means the *Local Government Act 1995*.

Affiliated body means entities supported by the Alliance or who operate in conjunction with the Alliance such as the South West Corridor Development Foundation Inc.

CEO means Chief Executive Officer of the Host Local Government.

Chair of the Chief Executive Officer Forum means the Executive appointed by the Members of the Alliance Board to that position.

Council means any Council (as defined in the Act) of the Local Government comprising the Alliance.

Director means the Director of the Alliance.

Confidential Information means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans, statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the Alliance or any undertaking from time to time carried out by the Alliance and Local Governments.

Host Local Government means: the local government housing the Director and staff of the Alliance. At the time of signing this contract, the Host Local Government is the City of Kwinana.



CORPORATE GOVERNANCE CHARTER

Intellectual Property means any and all intellectual property belonging to the Local Government including:

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trade marks, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) the Director's Intellectual Property.

Local Government means any of the Local Governments (as defined in the s1.4 of the Act) comprising the Alliance.

Member means any member of a Alliance Board, committee, working group or affiliated body.

Perth South West Metropolitan Alliance means the City of Cockburn, Town of East Fremantle, City of Fremantle, City of Kwinana, City of Melville and City of Rockingham as a voluntary regional organisation of Councils operating through the Host Council.

Perth South West Metropolitan Alliance Board means the Mayors and Chief Executive Officers of member local governments of the Alliance or persons formally appointed to act in those positions.

Policies means all guidelines, policies, practices and procedures of the Alliance and Local Governments as varied from time to time.

POLICY STATEMENT

CONFLICT AND DISCLOSURE OF INTEREST

1. Conflict of Interest

- a) Members, the Director and employees will ensure that there is no actual (or perceived) conflict or incompatibility between their personal interests and the impartial fulfillment of their public or professional duties.
- b) The Director and employees will not engage in private work without the consent of the Chair of the Chief Executive Officer Forum.
- c) The Director and employees will lodge written notice with the Chair of the Chief Executive Officer Forum describing an intention to undertake a dealing in land within the district or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) The Director and employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and should disqualify themselves from dealing with those persons.
- e) The Director and employees will refrain from partisan political activities that could cast doubt on the neutrality and impartiality of employees acting in their professional capacity.

**CORPORATE GOVERNANCE CHARTER****2. Disclosure of Interest**

- a) Members, the Director and employees will adopt the principles of disclosure of financial interest and impartiality interest as contained within the Act and the Local Government (Administration) Regulations.
- b) Whenever disclosure is required by legislation, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing to the Chair of the meeting prior to the meeting. In cases of urgency disclosure of an interest should be made orally at the start of the meeting and confirmed in writing.

PERSONAL BENEFIT**3. Use of Confidential Information**

- a) Members, the Director and employees will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways in which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- b) Information of a confidential nature will not be communicated until it is no longer regarded as confidential.
- c) Members requesting information of a legal or sensitive nature shall make written application setting out reasons for requesting the document to the Director, accompanied by a Declaration of Interest that may be relevant or appropriate.
- d) The Freedom of Information rules shall apply at all times.
- e) Legal opinions can be read, but copies will not be provided.
- f) Members accessing Alliance records shall do so in the presence of the Director or his nominee, and in accordance with such procedures as deemed appropriate by the Alliance Board.
- g) In accordance with obligations of fidelity to the organisation the Director will inform the relevant Chair of the committee of any request from any Member wishing to access information which, in the opinion of the Director, the Member has a conflict or financial interest in accordance with the relevant legislation.
- h) Members be aware of the Director's legal obligation to report matters (to the relevant government agency) involving improper use of, or access to, information as "serious improper conduct".

4. Intellectual Property

The title to intellectual property in all duties relating to contracts of employment will be assigned to the Alliance or Local Governments upon its creation unless otherwise agreed by separate contract.

5. Improper Use of Undue Influence

Members, the Director and employees will not take advantage of their position to improperly influence other Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.



6. Gifts and Bribery

Members and Alliance Staff are bound by the Local Government Act rules relating to acceptance and disclosure of gifts, and should be noted in the relevant Local Government registers.

CONDUCT OF MEMBERS AND EMPLOYEES

7. Personal Behaviour

a) Members, the Director and employees will:

- i) act, and be seen to act, properly and in accordance with the requirements of the law and terms of this Code;
- ii) perform their duties impartially and in the best interests of the Alliance and Local Governments, uninfluenced by fear or favour;
- iii) act in good faith (ie: honestly, for the proper purpose, and without exceeding their powers) in the interests of the Alliance and Local Governments and the community;
- iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- v) always act in accordance with their obligation of fidelity to the Alliance and Local Governments.

8. Honesty and Integrity

Members, the Director and employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the Alliance Chair or the relevant Committee Chair any dishonesty on the part of any other Member and, in the case of an employee, to the Director.
- c) be frank and honest in their official dealing with each other.

9. Performance of Duties

While on duty, employees will give their whole time and attention to Alliance business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Alliance and Local Governments.

10. Compliance with Lawful Orders

- a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Director.
- b) Employees will give effect to the lawful policies of the Alliance and Local Governments, whether or not they agree with or approve of them.



11. Administrative and Management Practices

Members, the Director and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Any Member, who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director, the Chair of the Chief Executive Officer Forum or the Alliance Board Chair.

Any employee who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director.

If the Director, the Chair of the Chief Executive Officer Forum or the Alliance Board Chair is unable to reach a satisfactory conclusion, then the matter is to be submitted to the Alliance Board for determination. Any member of the Alliance Board who is a party to a grievance process shall be ineligible to sit on the Board whilst it is acting as a grievance panel. The proceedings of the Alliance Board sitting as a grievance panel shall be confidential.

The Alliance Board may also convene a separate grievance panel which shall be comprised according to resolution of the Alliance Board. However, any member of the grievance panel found to be in breach of the Code of Conduct shall be ineligible to sit on the grievance panel for a period determined by the Alliance Board.

Should the grievance panel be unable to reach a satisfactory conclusion, then the matter may be submitted to the Alliance Board for determination.

Should a Member have any grievance in relation to an Officer (other than the Director), then the Director shall be advised of the matter in a timely manner. The Director shall deal with all grievance issues involving staff members.

The Local Government Act provisions relating to financial and conflicts of interest shall apply.

Nothing in this procedure shall prevent a Member/Officer from reporting matters as required under the Corruption and Crime Commission Act 2003.

DEALING WITH ALLIANCE PROPERTY

12. Use of the Alliance Facilities, Funds, Employees and Equipment

Members, the Director and employees will:

- a) be scrupulously honest in their use of the Alliance or Local Governments' resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body. Resources are defined, for the purpose of this clause, as being funds, facilities, employees and equipment;
- b) use the Alliance or Local Government resources entrusted to them effectively and economically in the course of their duties;
- c) not use the Alliance or Governments' resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Director).

**CORPORATE GOVERNANCE CHARTER****13. Travelling and Sustenance Expenses**

Members and employees will only claim or accept travelling and sustenance expenses arising out of travel related to matters which have a direct bearing on the services, policies or business of the Alliance and Local Governments in accordance with Policy and the provisions of the Act.

14. Access to Information

Members, the Director and employees will ensure that Members are given access to all information necessary for them to properly perform their functions and responsibilities.

CORPORATE OBLIGATIONS**15. Communication with Community**

- a) Members, the Director and employees will ensure that effective communication is promoted to the community, in order to achieve proper accountability and responsibility.
- b) Members, the Director and employees will respect the decision making process of the Alliance and ensure their effective implementation.

16. Communication and Public Relations

- a) All aspects of communication by employees (including verbal, written or personal), involving the Alliance and Local Governments activities should reflect the status and objectives of the Alliance and Local Governments. Communications should be accurate, polite and professional.
- b) The Alliance Board Chair or the Director will only make statements to the press on behalf of the Alliance.

This shall not prejudice an individual Member's right to express a personal opinion on issues of public interest.

17. Standard of Dress

Members, the Director and employees are expected to comply with neat and responsible dress standards at all times. The right to raise the issue of dress with individual employees is reserved.

18. Health, Well Being and Safety

Members, the Director and employees shall ensure that the premises used by the Alliance are adequate to ensure the health, safety and well being of their employees and members of the public.

19. Professional Advice

Members, the Director and other employees shall ensure that no restrictions are placed on the ability of employees to give professional advice to Alliance committees.

20. Entrepreneurial Activities

Members, the Director and employees should ensure that the Alliance impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment of private subdivision, development and/or building applications.

APPENDIX B – ADMINISTRATIVE ARRANGEMENTS

ACTIVITY	ARRANGEMENT	FINANCIAL IMPLICATIONS	COMMENT
Staffing	Staff employed by the Host Council	Fully recouped	CEO Forum set Director Conditions and monitor performance
Accommodation, Computing and Financial Services	Provided by Host Council	Recouped through 5% charge on income for the Alliance	
Mobile Telephone	As per Director's Contract		
Travel	Approved by Host Council CEO	Paid by the Alliance	In consultation with the CEOs Forum Chair for interstate travel
Photocopying	Provided by Host Council	Fully recouped	
Credit Card	Provided by Host Council	Fully recouped	Supplied by Host Council - limit \$10,000

Director is employed under a fixed-term contract.

Additional Staff are employed under normal arrangements by the host Council and is funded by the Alliance.

Financial support services for the Alliance are provided by the host Council through their Financial Services.

Audit costs are directly paid by Alliance.

APPENDIX C – MEMORANDUM OF UNDERSTANDING**ALLIANCE****MEMORANDUM OF UNDERSTANDING****2025/26 – 2030/31****SIGNED XXXXXX****1. Introduction**

The Perth South West Metropolitan Alliance (the Alliance) operates to represent the combined regional interests of its member Councils and their constituents in promoting growth and development of the South West Metropolitan Region of Perth. In particular member Councils accept that key infrastructure is best planned and promoted on a regional basis.

2. Alliance Board

The strategic direction and management of the Alliance will be subject to guidance and direction of a Board comprising the Mayors and Chief Executive Officers of member Councils.

In making any determination primary consideration will be given to the impact on the overall region rather than individual Council interests, subject to clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

3. Vision and Mission

Local Governments in South West Metropolitan Region of Perth, through cooperation with industry, community and the other spheres of government seek to capture a wide range of opportunities to enhance economic growth and support a diversity of quality lifestyles for the benefit of the member Councils and their communities.

The partnership approach adopted by the Alliance will extend to maximising cooperation with each other and consideration of shared services and resources. Members of the Alliance commit to discuss major information technology acquisitions and initiatives to allow for common approaches to be adopted where feasible.

The Alliance will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that affect the growth and sustainable development of South West Metropolitan Region of Perth.

4. Resources

The member Councils agree to support the operations of the Alliance for the six years from 1 July 2025 to 30 June 2031.

Member Councils will be levied according to the annual budget adopted by the Board. In accordance with a 2017 Board decision, the following formula is applied to determine annual membership fees:

- a) \$25,000 minimum fee, and
 - b) 22.95 cents per head of population, and
 - c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and
- Funding for work plan projects.

As an example, the table below shows the calculations for membership contributions for 2023/24 including total project funding of \$130,000.

MEMBER COUNCIL	(a + b + c) BASE CONTRIBUTION TOTAL	Equivalent member contribution % split	Contribution to project funding	MEMBERSHIP TOTAL 2024/25
City of Cockburn	\$95,547	23.47%	\$30,516	\$126,063
Town of East Fremantle	\$29,638	7.28%	\$9,466	\$39,104
City of Fremantle	\$53,195	13.07%	\$16,989	\$70,184
City of Kwinana	\$52,694	12.95%	\$16,830	\$69,524
City of Melville	\$79,913	19.63%	\$25,523	\$105,435
City of Rockingham	\$96,048	23.60%	\$30,676	\$126,724
TOTAL - Base member contribution	\$407,035	100.00%	\$130,000	\$537,035

5. Contributed funds

At the end of each financial year, a calculation will be made of the equity that notionally accrues to each member Council. The calculation will be based on the previous year's 'equivalent member % split'. The equity identified will be retained by the Alliance.

6. Chair of the Alliance Board

The Chair of the Alliance Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair Alliance	Deputy Chair Alliance	Chair CEO Forum	Deputy Chair CEO Forum
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn
2026	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2027	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2028	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2029	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2030	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2031	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

7. Communications

Contact with the media on Alliance issues is the responsibility of the Chair and can be delegated to the Director or to an alternative arrangement as agreed by the Board.

8. Agreement

The undersigned member Councils of the Alliance agree to:

- a) Financially support the Alliance for the period 1 July 2025 to 30 June 2031.

**CORPORATE GOVERNANCE CHARTER**

- b) Actively participate in the Alliance Board, related committees, delegations and events.
- c) Consider issues and projects according to their regional impacts.
- d) Work cooperatively with other member Councils in promoting the growth and development of the South West Metropolitan Region and in the delivery of local government services.
- e) Where reasonable, allocate resources to support the activities of the Alliance.



CORPORATE GOVERNANCE CHARTER

XXXXXX

CITY OF COCKBURN

Mayor

CEO

TOWN OF EAST FREMANTLE

Mayor

CEO

CITY OF FREMANTLE

Mayor

CEO

CITY OF KWINANA

Mayor

CEO

CITY OF MELVILLE

Mayor

CEO

CITY OF ROCKINGHAM

Mayor

CEO

APPENDIX D – ROBERT'S RULES

Introduction to Robert's Rules of Order

The Rules of Order is a set of rules for conduct at Alliance Board meetings that allows for constructive debate and to make clear decisions.

The Alliance Board meeting procedure usually follows a fixed order of business. Below is a typical example:

1. Welcome
2. Attendance and apologies.
3. Minutes of last meeting.
4. Minutes of Sub Committees
5. Business Arising from Previous Meetings.
6. Director's Report.
7. Items to note or for discussion.
8. Items for Decision.
9. General Business.
10. Adjournment and next meeting.

The method used by Board members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Board members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The Director, Executive Officer and the SWCDeF Chair may only participate in discussion at the Alliance Board Meeting and may not move motions or vote.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Address the Chair and wait until the Chair recognises you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair States Your Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the Board for consideration and action.
 - b. The Board then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the Board by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Motion to the Board
 - a. The Chair asks, "Are you ready to vote on the motion?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous motion may be adopted.

Voting on a Motion:

There are five methods used to vote by the Alliance Board, they are:

1. **By Voice** -- The Chair asks those in favour to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By General Consent** -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
3. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.
4. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.
5. **Flying Motion** -- The decision to use a Flying Motion is to be supported by at least two Members which allows a matter to be considered by email vote. A clear majority of responding members and a minimum of seven respondents is required for the matter to be approved.

Members may request that the matter not be put to the vote in accordance with clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

18.3 2024/2025 MARCH BUDGET REVIEW

SUMMARY

This report provides the statutory Budget Review for 2024/2025, also known as the 'March Budget Review'. Several budget variations are proposed in this review, as shown in Attachment A, resulting in a surplus of \$45,352 as of 30 June 2025.

OFFICER RECOMMENDATION

That Council Approves:

- 1. The budget amendments as per Note 3 of Attachment A 3 for the March 2024/2025 Budget Review.**
- 2. The statutory financial statements for March 2024/2025 Budget Review as per Attachment A.**
- 3. A net increase in Operating Activities of \$1,751,349 as detailed in Attachment A – Statement of Financial Activity.**
- 4. A net decrease in Investing Activities of \$7,686,774 as detailed in Attachment A – Statement of Financial Activity.**
- 5. A net decrease in Financing activities of (\$9,392,769) as detailed in Attachment A – Statement of Financial Activity.**

VOTING REQUIREMENT

Absolute Majority.

DISCUSSION

This Budget Review is a statutory review conducted in accordance with the *Local Government Act 1995* and Regulation 33A of the *Local Government (Financial Management) Regulations 1996*. The objective of this review is to identify significant deviations from the Current Budget and recommend any necessary amendments to Council.

Throughout the year, various budget adjustments have been processed, including the November 2024 Budget Review. These amendments to the Adopted Budget are reflected as the 'Current Budget' in Attachment A. Further revisions to the updated budget are required during the year due to changing circumstances to ensure the budget remains robust and tight fiscal controls are maintained. These updated amendments are presented as the 'Updated Budget Estimates' in Attachment A.

Budget Variations

Several budget amendments have been incorporated into the March Review, as outlined in Attachment A. Below is a summary of the significant variances compared to the current budget.

Operating Activities – Revenue

Grants, subsidies, and contributions increased by \$673,000 due to additional funding for the Arclight Initiative from the Department of Communities (\$375,000) and WA Police Force (\$250,000), as well as additional sponsorship of \$85,000 from Lotterywest.

Fees and charges have increased by \$996,000, including the following amendments:

- An increase in building and verge permit fees amounting to \$229,000.
- Additional revenue of \$219,000 from engineering supervision and inspection fees.
- A rise of \$219,000 in planning development approval and zoning fees.
- Additional income of \$205,000 from the sale of villas at Kwinana village.

Additionally, the projected interest was adjusted because the adopted budget had anticipated 3 to 4 interest rate cuts within this financial year, which did not occur. Consequently, the interest income has been increased to \$1.8 million noting \$1.1 million of this interest income is tied up in Reserve investments.

Operating Activities - Expenditure

Employee costs have increased by \$755,250 for the estimated year-end budget, with the breakdown of this increase as follows:

Employment costs reimbursement increased by \$190,000 which is offset by reimbursement received.

- \$144,000 workers' compensation premium savings, with \$77,000 to be offset by reimbursement received.
- \$714,000 for long service leave and annual leave, with \$350,000 transferred from the employee leave reserve.

Materials and Contracts have increased by \$1.6 million, which consists of the following amendments:

- Additional contractual payments of \$697,000 for DCA4 and DCA5, funded from Developer Contribution Reserve funds.
- An increase of \$625,000 for the Arclight initiative youth intervention program due to additional approved grant funding.
- A \$96,000 increase in community event expenses, funded from the strategic initiative reserve (\$20,000) for the OMG festival and \$76,000 from additional sponsorship received.
- An increase in bulk verge collection tonnage resulting in additional expenditure of \$230,000, with funding transferred from the refuse reserve.

Depreciation has increased by \$1,561,072 and is predominantly due to the revaluation of infrastructure assets in 2023/2024 financial year.

Investing Activities

Capital grants, subsidies and contributions decreased by \$332,911 and includes the following amendments:

- Grant for Thomas oval changeroom extension of \$837K decreased due to project partially carried forward.
- \$318K roads grant reduced due to blackspot Marri Park drive project withdrawn.
- \$161K decreased in blackspot Wellard Road and Henley Blvd roundabout project partially to be carried forward.

- Increase in contributions from Developer Contribution Scheme of \$916,000 for future community infrastructure expenditure.

Proceeds from the disposal of assets increased by \$952,077 due to the sale of units 23 and 24 on Meares Avenue. The proceeds have been transferred to the strategic property reserve for future property development.

Capital acquisitions for infrastructure, property, plant, and equipment have decreased by \$7,959,213 during the revised budget review. A detailed breakdown of movement in 'Capital Acquisitions' is available in Attachment A – Appendix 1. Below is a summary of the major amendments contributing to the decrease in Capital Acquisition:

- Administration building refurbishment of \$6.46 million has been rescheduled to the 2025/2026 financial year. The design works for this project have commenced.
- A portion of the work for the Thomas Oval Changeroom extension has been rescheduled to the 2025/2026 financial year, with \$837,000 carried forward.
- Recquatic projects totalling \$566,000 have been put on hold as the new refurbishment of the Recquatic centre is being evaluated.

Financing Activities

During this budget review Transfer from Reserve increased by \$1,122,271 which is due to:

- \$697,000 transfer from DCA 4 and DCA5 reserves for reimbursement of contractual expenditure.
- Due to the finalisation of the tender for the construction of Wellard West Clubroom/Community Centre project additional funds of \$235,934 are required to be transferred from DCA 12 Reserve.

The Transfer to Reserve increased by \$4,094,264 during the budget review due to the following reasons:

- \$641,000 was allocated to the asset management reserve as savings due to the carry forward of the borrowings for the Administration building refurbishment.
- \$114,000 was re-allocated to the renewable energy efficiency reserve for the Recquatic solar project, which is currently on hold.
- \$200,000 was allocated to the asset management reserve for the Adventure Park splashpad project.
- \$925,000 was allocated to the strategic property reserve from the net proceeds of the sale of units 23 and 24 Meares Avenue properties.
- Additional interest income of \$1.11 million for the various reserves was raised in this review.

As a result of the above changes to the movement in Reserves, the Revised Budgeted Cash Reserves balance as per Attachment A - Appendix 2 Cashback Reserve has increased from \$66,068,099 to \$69,040,092, an increase of \$2,971,993.48.

The construction work for the Administration Building Refurbishment project has been rephased to the 2025/2026 financial year to allow for the design work to continue. Consequently, the loan proceeds of \$6.8 million for this project have been deferred to the next financial year. Additionally, the repayment of this loan amounting to \$318,395 for this financial year has been set aside and transferred to the asset management reserve to cover costs related to this project.

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 33A of the *Local Government (Financial Management) Regulations 1996* requires that:

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must –*
 - (a) *Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *Consider the local government's financial position as at the date of the review; and*
 - (c) *Review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

FINANCIAL/BUDGET IMPLICATIONS

The financial implications associated with this review are detailed in this report. Following the processing of all March budget review amendments, the closing surplus balance was \$45,352. This financial position will be continuously monitored and reassessed during the May budget review.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with this report.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no environmental implications associated with this report.

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. 2024-2025 March Budget Review [↓](#)



Budget *Review* 2024/25

CITY OF KWINANA
FOR THE PERIOD ENDED 31 JANUARY 2025
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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CITY OF KWINANA
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 JANUARY 2025

	Adopted Budget	Current Budget (a)	Updated Budget Estimates (b)	YTD Actual 31/01/2025	Predicted Variance (b)-(a)
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Revenue from operating activities					
General rates	52,862,845	52,862,824	52,870,557	51,874,081	7,733
Grants, subsidies and contributions	3,247,733	2,520,338	3,193,587	1,552,969	673,249
Fees and charges	14,781,629	15,374,796	16,370,943	13,519,475	996,147
Interest revenue	3,336,708	3,336,708	5,185,813	1,488,200	1,849,105
Other revenue	1,209,234	1,269,614	1,746,581	940,828	476,967
Profit on asset disposals	196,291	196,291	217,599	0	21,308
	75,634,440	75,560,570	79,585,079	69,375,553	3,950,639
Expenditure from operating activities					
Employee costs	(32,335,160)	(32,439,281)	(33,194,530)	(18,572,483)	(755,250)
Materials and contracts	(30,073,881)	(31,023,202)	(32,674,902)	(14,426,287)	(1,651,700)
Utility charges	(2,787,943)	(2,787,943)	(2,850,003)	(1,526,468)	(62,060)
Depreciation	(22,431,400)	(22,431,400)	(23,992,472)	(14,127,752)	(1,561,072)
Finance costs	(806,656)	(806,656)	(485,942)	(243,811)	320,714
Insurance	(826,314)	(807,694)	(819,660)	(819,660)	(11,966)
Other expenditure	(79,200)	(58,200)	(89,010)	(23,229)	(30,810)
Loss on asset disposals	(25,771)	(25,771)	(99,783)	0	(74,012)
	(89,366,325)	(90,380,147)	(94,206,302)	(49,739,691)	(3,826,156)
Non-cash amounts excluded from operating	22,260,880	22,260,880	23,813,875	14,561,016	1,552,995
Amount attributable to operating activities	8,528,995	7,441,303	9,192,652	34,196,879	663,657
INVESTING ACTIVITIES					
Inflows from investing activities					
Capital grants, subsidies and contributions	11,347,884	12,095,287	11,762,376	1,035,278	(332,911)
Proceeds from disposal of assets	687,750	687,750	1,639,827	182,828	952,077
Proceeds from self supporting loans	19,700	19,700	19,700	11,451	0
	12,055,334	12,802,737	13,421,903	1,229,556	619,166
Outflows from investing activities					
Purchase of land and buildings	(13,512,502)	(13,598,536)	(6,109,831)	(308,577)	7,488,705
Purchase of plant, furniture and equipment	(2,786,910)	(2,817,323)	(2,714,570)	(1,355,390)	102,753
Purchase and construction of infrastructure-roads	(4,896,768)	(5,388,613)	(4,862,907)	(1,340,182)	525,706
Purchase and construction of infrastructure-other	(6,426,939)	(6,948,430)	(7,106,381)	(762,970)	(157,950)
	(27,623,119)	(28,752,902)	(20,793,689)	(3,767,118)	7,959,213
Non-cash amounts excluded from investing activities	(1,899,633)	(2,210,427)	(3,102,032)	5,543,074	(891,605)
Amount attributable to investing activities	(17,467,418)	(18,160,592)	(10,473,818)	3,005,512	7,686,774
FINANCING ACTIVITIES					
Cash inflows from financing activities					
Proceeds from new debentures	6,800,000	6,800,000	0	0	(6,800,000)
Transfer from reserves	10,995,573	11,718,788	12,841,059	30,703	1,122,271
Proceeds from new leases	0	0	74,696	0	74,696
	17,795,573	18,518,788	12,915,755	30,703	(5,603,033)
Repayment of debentures	(2,658,422)	(2,658,422)	(2,340,027)	(1,157,210)	318,395
	(103,811)	(103,811)	(117,677)	(41,102)	(13,866)
Payments for principal portion of lease liabilities					
Transfer to reserves	(8,661,177)	(9,709,680)	(13,803,944)	(705,018)	(4,094,264)
	(11,423,410)	(12,471,913)	(16,261,648)	(1,903,330)	(3,789,735)
Amount attributable to financing activities	6,372,163	6,046,875	(3,345,894)	(1,872,627)	(9,392,769)
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus or deficit at the start of the financial year	2,566,260	4,672,412	4,672,412	4,672,413	0
Amount attributable to operating activities	8,528,995	7,441,303	9,192,652	34,196,879	1,751,349
Amount attributable to investing activities	(17,467,418)	(18,160,592)	(10,473,818)	3,005,512	7,686,774
Amount attributable to financing activities	6,372,163	6,046,875	(3,345,894)	(1,872,627)	(9,392,769)
Surplus or deficit after imposition of general rates	0	(0)	45,352	40,002,178	45,354

NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT FOR THE PERIOD ENDED 31 JANUARY 2025

1. BASIS OF PREPARATION

This budget review 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 budget review 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 Leases which would have required the City of Kwinana to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 33A prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review 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 of Kwinana controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report 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 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
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025

NOTE 2
NET CURRENT FUNDING POSITION

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Current Budget 30 June 2025	Estimated Year at End Amount 30 June 2025	YTD Actual 31/01/2025
	\$		\$	\$	\$
(a) Non-cash items excluded from operating activities					
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.					
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	(578,823)	(196,291)	(196,291)	(217,599)	-
Less: Fair value adjustments to financial assets at amortised cost	(1,189,619)	-	-	-	-
Less: Movement in pensioner deferred rates (non-current)	(19,986)	-	-	-	100
Movement in employee benefit provisions	119,192	-	-	-	14,657
Movement in lease liabilities	-	-	-	(60,781)	(41,102)
Add: Loss on asset disposals	2,095,731	25,771	25,771	99,783	-
Add: Depreciation on assets	22,857,486	22,431,400	22,431,400	23,992,472	14,127,752
Mvmt in operating contract liabilities associated with restricted cash	265,762	-	-	-	459,609
Mvmt in Banksia Park deferred management fees receivable	5,975,858	-	-	-	-
Total non-cash items excluded from operating activities	29,525,601	22,260,880	22,260,880	23,813,875.31	14,561,016
Mvmt in non-operating liabilities (non-current)	(9,219,379)	(1,720,109)	(1,720,109)	(1,720,109)	4,833,152
Mvmt in non-operating liabilities associated with restricted cash	2,535,107	(179,528)	(490,318)	(1,381,923)	709,922
Total non-cash items excluded from investing activities	(6,684,272)	(1,899,637)	(2,210,427)	(3,102,032)	5,543,074
Total Non-cash items	22,841,329	20,361,243	20,050,453	20,711,843	20,104,090

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025

NOTE 2
NET CURRENT FUNDING POSITION

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Current Budget 30 June 2025	Estimated Year at End Amount 30 June 2025	YTD Actual 31/01/2025
	\$		\$	\$	\$
(b) Adjustments to net current assets in the Statement of Financial Activity					
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation</i> 32 to agree to the surplus/(deficit) after imposition of general rates.					
Adjustments to net current assets					
Less: Reserves - restricted cash	(68,077,207)	(55,917,115)	(66,068,099)	(69,040,092)	(68,751,522)
Less: Financial assets at amortised cost - self supporting loans	(19,700)	-	(19,700)	(19,700)	(19,700)
Less: Banksia Park DMF Recievable	(327,464)	(145,521)	(145,521)	(145,521)	(327,464)
Less: Land held for resale	(1,012,000)	-	-	-	(1,012,000)
Add: Borrowings	2,340,024	2,658,422	2,658,422	2,340,027	1,182,816
Add: Provisions - employee	5,287,124	3,168,898	3,168,898	4,572,945	5,301,781
Add: Current portion of contract and other liability held in reserve	491,112	192,727	192,727	192,727	950,721
Add: Current portion of unspent non-operating grants, subsidies and contrib	3,484,145	527,872	527,872	527,872	4,197,184
Add: Lease liabilities	103,810	5,312	5,312	18,729	62,708
Add: Banksia Park Unit Contributions	24,255,833	34,008,641	34,008,641	34,008,641	24,255,833
Total adjustments to net current assets	(33,474,323)	(15,500,764)	(25,671,448)	(27,544,373)	(34,159,641)
(c) Net current assets used in the Statement of Financial Activity					
Current assets					
Cash and cash equivalents	15,495,322	3,314,745	3,378,236	4,340,669	9,170,453
Other financial assets - Term Deposits	62,701,040	55,917,115	66,068,099	69,040,092	94,415,402
Other financial assets - Banksia Park Deferred Mgmt Fees	327,463	893,178	-	327,464	327,464
Other financial assets - Self Supporting Loans	19,700	-	-	19,700	19,700
Rates receivable	2,249,793	4,228,896	3,184,047	2,184,746	18,140,950
Other receivables (incl. allowance for impairment)	1,172,533	-	-	-	1,801,776
Contract assets / Prepayments / Accrued Income	2,746,777	1,327,785	1,500,000	1,500,000	161,453
Assets classified as held for sale	1,012,000	-	-	-	1,012,000
Current assets	85,724,627	65,681,719	74,130,382	77,412,671	125,049,197
Current liabilities					
Trade and other payables	(11,200,279)	(25,740,675)	(36,956,875)	(14,755,789)	(14,708,681)
Banksia Park Unit Contributions	(24,255,833)	-	-	(24,255,833)	(24,255,833)
Contract and other liabilities	(4,390,821)	(16,072,134)	(4,640,821)	(3,454,439)	(5,375,557)
Unspent non-operating grants, subsidies and contributions liability	-	(370,000)	(527,872)	(470,537)	-
Lease liabilities	(103,810)	(5,312)	(5,312)	(18,729)	(62,708)
Borrowings	(2,340,024)	(2,658,422)	(2,658,422)	(2,340,027)	(1,182,816)
Employee related provisions	(5,287,124)	(4,833,678)	(3,168,898)	(4,572,945)	(5,301,781)
Other provisions	-	(500,734)	(500,734)	-	-
Current liabilities	(47,577,892)	(50,180,955)	(48,458,934)	(49,868,299)	(50,887,377)
Less: Total adjustments to net current assets	(33,474,323)	(15,500,764)	(25,671,448)	(27,544,373)	(34,159,641)
Closing funding surplus / (deficit)	4,672,412	(0)	0	(0)	40,002,178

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025

2 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

<p>SIGNIFICANT ACCOUNTING POLICIES</p> <p>CASH AND CASH EQUIVALENTS</p> <p>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.</p> <p>Bank overdrafts are shown as short term borrowings in current liabilities.</p> <p>FINANCIAL ASSETS AT AMORTISED COST</p> <p>The City of Kwinana classifies financial assets at amortised cost if both of the following criteria are met:</p> <ul style="list-style-type: none">- 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. <p>TRADE AND OTHER RECEIVABLES</p> <p>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.</p> <p>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.</p> <p>Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.</p> <p>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.</p> <p>The City of Kwinana 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.</p> <p>CONTRACT ASSETS</p> <p>Contract assets primarily relate to the City of Kwinana's right to . consideration for work completed but not billed at the end of the period.</p> <p>CONTRACT LIABILITIES</p> <p>Contract liabilities represent the City of Kwinana's obligation to transfer goods or services to a customer for which the City of Kwinana has received consideration from the customer.</p> <p>Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.</p> <p>PROVISIONS</p> <p>Provisions are recognised when the City of Kwinana 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.</p> <p>Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.</p>	<p>CURRENT AND NON-CURRENT CLASSIFICATION</p> <p>An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City of Kwinana's operational cycle. In the case of liabilities where the City of Kwinana 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 of Kwinana's intentions to release for sale.</p> <p>TRADE AND OTHER PAYABLES</p> <p>Trade and other payables represent liabilities for goods and services provided to the City of Kwinana prior to the end of the financial year that are unpaid and arise when the City of Kwinana 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.</p> <p>PREPAID RATES</p> <p>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 of Kwinana recognises revenue for the prepaid rates that have not been refunded.</p> <p>EMPLOYEE BENEFITS</p> <p>Short-Term Employee Benefits</p> <p>Provision is made for the City of Kwinana'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.</p> <p>The City of Kwinana'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 net current funding position. City of Kwinana's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.</p> <p>Other long-term employee benefits</p> <p>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.</p> <p>The City of Kwinana's obligations for long-term employee benefits where the City of Kwinana does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.</p>
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CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025

NOTE 3
EXPLANATION OF PREDICTED VARIANCES

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Rates	7,733	(0%)	No Material Variance	
Grants, Subsidies and Contributions	673,249	(21%)	Permanent	\$625K grant income received for community services Arclight project to be offset with additional expense. \$85K additional Lotterywest sponsorship to be offset with additional event expenses. Detail refer to Note 6.
Fees and Charges	996,147	(6%)	Permanent	The following fees and charges budgets increased due to actuals being higher than anticipated: \$229K building and verge permit fees. \$219K engineering services supervision and inspection fees. \$219K planning development approval and zoning fees. \$205K banksia park unit sales. Funds to be transferred to banksia park reserves.
Interest Earnings	1,849,105	(36%)	Permanent	Interest income higher than anticipated due to high interest rate. \$1.11m to be transfer to the reserve.
Other Revenue	476,967	(27%)	Permanent	Other revenue budget increased due to actuals being higher than anticipated. All offset by expenditure: \$77K increase due workers compensation reimbursement. \$59K increase in relation to expense reimbursement. \$190K increase in relation to employee cost reimbursement. \$55K private work reimbursement to be offset with expenditure. \$109K property outgoings reimbursements.
Profit on Disposal of Assets	21,308	(10%)	Permanent	Increase in budgeted profit on disposal of assets.
Expenditure from operating activities				
Employee Costs	(755,250)	2%	Permanent	\$190K to be offset with reimbursement received. \$144K workers comp premium savings of which \$77K to be offset with reimbursement received. \$714K long service leave and annual leave. \$350K to be transferred from employee leave reserve.
Materials and Contracts	(1,651,700)	5%	Permanent	\$697K DCA4 and DCA5 refund payment to be transferred from DCA reserve. \$625K grant income received for community services Arclight project. \$96K increase in community event expense due to \$20K funding from strategic initiative reserve for OMG festival and \$76K from additional sponsorship received. \$230K bulk verge collection increase in tonnage. Funding to be transferred from refuse reserve.
Utility Charges	(62,060)	2%	Permanent	Due to increase in synergy electricity contract.
Depreciation on Non-Current Assets	(1,561,072)	7%	Permanent	Increase due to Parks/Other structures revaluation 23/24 FY.
Finance costs	320,714	(66%)	Permanent	Due to delay in obtaining Admin building refurbishment loan. Funding to be quarantined in asset management reserve.
Insurance Expenses	(11,966)	1%	No Material Variance	
Other Expenditure	(30,810)	35%	Permanent	\$30K increase due to 11 December 2024 OCM Item 18.2, superannuation payments to elected members.
Loss on Disposal of Assets	(74,012)	74%	Permanent	Increase in budgeted loss on disposal of assets.
Investing activities				
Capital Grants, Subsidies and Contributions	(332,911)	(3%)	Permanent/Timing	\$837K decreased in Thomas oval changeroom extension grant due to project partially to be carried forward. \$318K roads grant reduced due to blackspot Marri park drive project withdrawn. \$161K decreased in blackspot Wellard road and Henley Blvd roundabout project partially to be carried forward. \$916K increased due to contribution received from DCA for operating and capital expenses. Detail refer to Note 7.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025

NOTE 3
EXPLANATION OF PREDICTED VARIANCES

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Proceeds from disposal of assets	952,077	58%	No Material Variance	Mainly due to sale of unit 23&24 Meares avenue properties. Proceeds to be transferred to strategic property reserve.
Self-Supporting Loan Principal	0	0%	No Material Variance	
Payments for property, plant and equipment	7,959,213	(38%)	Permanent	\$50K additional budget for CCTV renewal. \$6.46m Admin refurbishment to be carried forward. \$837K Thomas oval changeroom extension to be carried forward. \$566K Recquatic projects on hold. Detail refer to Note 3.
Financing activities				
Proceeds from new debentures	(6,800,000)	0%	Permanent	Delay in obtaining Admin building refurbishment loan due to construction to be commenced in 25/26.
Proceeds from new leases	74,696	100%	Permanent	Replacement of office printers.
Repayment of debentures	318,395	(14%)	No Material Variance	Due to delay in obtaining Admin building refurbishment loan. Funding to be quarantined in asset management reserve.
Payments for principal portion of lease liabilities	(13,866)	12%	No Material Variance	
Transfer from reserves	1,122,271	9%	Permanent	Predominantly due to \$697K DCA4 and DCA5 refund and \$233K Wellard west club capital project additional expense. Detail refer to Note 5.
Transfer to reserves	(4,094,264)	30%	Permanent	\$641K to asset management reserve for Admin refurbishment borrowings delay savings. \$114K to asset management reserve for Muni funded Recquatic solar project on hold. \$200K to asset management reserve for Adventure park splashback project. \$925K to strategic property reserve for sale of unit 23&24 Meares Ave properties net proceeds. \$1.11m additional interest income from investment. Detail refer to Note 5.

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
FOR THE PERIOD ENDED 31 JANUARY 2025

Project Name	Adopted Budget	Current Budget	Estimated Year at End Amount	YTD Actual 31/01/2025	Variance	Comments
	\$	\$	\$	\$	\$	
Buildings						
2 Budden Way Remove/replace asbestos entrance lining and gables	10,000	10,000	10,000	0	0	
Koorliny CCAC Replace electrical mounting boards x 8 in large theatre	35,000	0	0	0	0	
Kwinana Senior Citizens Centre Games room Internal & external paint asbestos management	14,500	14,500	14,500	0	0	
156 Medina Avenue (degraded asbestos) Remove & dispose Large Shed, remove & replace west boundary fencing	20,000	0	0	0	0	
156 Medina Ave External remedial repairs	0	20,000	20,000	0	0	
Rhodes Park Toilets and Kiosk Plumbing void / Store electrical mounting board	3,500	3,500	3,500	0	0	
Casuarina Hall Blinds Replacement	6,500	6,500	2,173	2,173	-4,327	Project completed. Savings transferred to POS Assets - Sandringham Park - Playgrounds - LRCI 4 project.
2 Stidworthy Court (DoH) Roof plumbing - Gutters / Downpipes / Eaves Sheets	30,000	30,000	30,000	0	0	
Business Incubator - Roof plumbing - Gutters/Downpipes	17,000	17,000	17,000	0	0	
Koorliny CAC – various required remedial works	85,500	120,500	120,500	14,955	-0	
Recquatic Centre - Roof replacement gym & Wirrapanda	250,000	250,000	30,000	0	-220,000	Retain \$30,000 to replace damaged section of roof only. Remainder not required due to Recquatic upgrade.
Sloan Cottage - Conservation Works as per strategy	7,000	7,000	7,000	0	0	
Smirk Cottage, Museum, Soldiers Cottage - Conservation Works as per strategy	7,000	7,000	7,000	0	0	
Wheatfield Cottage - Conservation Works as per strategy	7,000	7,000	7,000	0	0	
Koorliny CAC – replacement of window treatments	15,000	15,000	8,991	8,991	-6,009	Project completed. Savings transferred to Pace park - additional solar light installation project.
Recquatic Centre - annual internal painting program	10,000	10,000	10,000	0	0	
Darius Wells Library and Resource Centre - annual internal painting program	10,000	10,000	8,690	8,690	-1,310	Project completed.
Zone Youth Centre - annual internal painting program	10,000	10,000	9,037	9,037	-963	Project completed.
John Wellard Community Centre - annual internal painting program	8,000	8,000	11,653	11,654	3,653	Project completed.
William Bertram Community Centre - annual internal painting program	8,000	8,000	8,000	0	0	
Ops Mechanic/Carpenter workshop Office & crib room- internal painting	6,500	6,500	5,725	5,724	-775	Project completed.
Ops Mechanic/Carpenter workshop - External repaint/rust treatment	20,000	20,000	19,736	19,736	-264	Project completed.
Fiona Harris Pavilion - External repaint	30,000	30,000	30,000	0	0	
2 Budden Way - External repaint	12,000	12,000	12,000	0	0	
Wellard Pavilion - External repaint	15,000	15,000	15,000	0	0	
Casuarina/Wellard Hall - External repaint	5,500	5,500	5,500	0	0	
Recquatic Centre - A/C 17 Gym Office (backlog), A/C13 Gym Package (Actron Air), EC 6 kitchen (Evap), Air Curtain 1 & 2	64,500	64,500	0	0	-64,500	Project on hold due to Recquatic upgrade.
Recquatic Centre - AC 18, 19, 20, 21 Upstairs Tenancy (replacing concurrent with roof replacement)	60,000	60,000	0	0	-60,000	Project on hold due to Recquatic upgrade.
Recquatic Centre - CH-02 Ground Floor/Hydrotherapy Screw Chiller	139,753	138,703	138,703	9,300	0	
18 Maydwell, Victory for life - Main Area left and Coolroom AC units Replacement	13,000	13,000	13,000	0	0	
Leda Hall - Hall Area A/C 1 replace	10,000	10,000	10,000	0	0	
Mandogalup Fire Station - A/C 1, 2, 3, 4, 5 FAIR (24/25) - Hi wall splits	25,000	25,000	25,000	0	0	
Bright Futures - A/C 1, 2 Creche RAC, A/C 4, 5 Lunch room & office Hi wall splits	14,800	14,800	14,800	0	0	
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	42,700	42,700	42,700	0	0	
Margaret Feilman - A/C replacements as per HVAC report	181,000	181,000	181,000	0	0	
Senior Citizens - EAC-4 Kitchen Evap	5,000	5,000	5,000	0	0	
Wandi Hall / The Pavilion - Services Plumbing Plant - Aquarius or Rainwater as per report	10,000	10,000	10,000	0	0	
Recquatic - Replacement of Domestic Gas Hot Water Systems with Electric Heat Pump Hot (or similar) water systems	65,000	65,000	10,000	0	-55,000	\$10,000 retained to replace unit that failed. Remainder on hold due to Recquatic upgrade.
Recquatic Centre - BMS Renewal (BMS to include energy consuming equip)	80,000	80,000	80,000	0	0	
Zone Youth Centre - Solar inverter renewal 10 years	21,000	21,000	21,000	0	0	
Leda Hall - Fitout renewal	15,000	15,000	15,000	0	0	
Recquatic Centre - café and spa/sauna bulkhead replacement due to corrosion	40,000	40,000	40,000	0	0	
Operations Centre Cribroom - Benchtop replacement/repair	8,500	8,500	8,500	0	0	
Business Incubator - Security systems renewals	35,000	0	0	0	0	
Margaret Feilman - Structural Brickwork Remediation	0	35,000	35,000	0	0	
Multiple locations - Various Security hardware renewals	20,000	20,000	20,000	0	0	
Recquatic Centre - Stadium annual floor maintenance program	13,000	13,000	13,000	0	0	
Zone Youth Centre - Flooring roller rink reseal/line mark	40,000	40,000	40,000	0	0	
Zone Youth Centre - Fishbowl & office carpet replacement	4,500	4,500	4,500	0	0	
Business Incubator - Board Room carpet replacement	6,500	6,500	6,500	0	0	
Civic Administration Centre - Upgrade or Renewal	6,800,000	6,800,000	343,381	58,872	-6,456,619	Construction to commence 25/26 FY. Budget to be carried forward.
DCA 12 - Local Sporting Ground with Community Centre / Clubroom - Wellard West	2,544,000	2,544,000	2,779,934	3,000	235,934	Budget increased due to increase in construction costs. Funding to be transferred from DCA12 reserve.
Public Art for new facility - Local Sporting Ground with Community Centre / Clubroom - Wellard West	48,000	48,000	48,000	14,400	0	
Thomas Oval Changeroom Extension/Upgrade	2,283,350	2,283,350	1,446,648	2,000	-836,702	Combined with carry forward project Sporting Ground (Thomas Oval/Kelly Park Extension/Upgrade). Budget based on project timeline and will carry forward to 25/26.
Public Art for new facility-Thomas Oval Changeroom Extension/Upgrade	20,000	20,000	20,000	0	0	
Disability Access and Inclusion - Minor Improvements	5,000	5,000	6,590	6,590	1,590	Project completed.
Darius Wells East Elevation	35,000	35,000	35,000	0	0	
2024/25 Building Contingency	100,000	100,000	100,000	32,540	0	
C/F 2023/24 Building Contingency	12,224	0	0	0	0	
C/F 2023/24 Darius Dome - Coolroom/freezer CR-010 & FR-01 - FAIR CONDITION	16,000	16,000	16,000	1,645	0	
C/F 2023/24 Darius Dome - kitchen Evap Cooler EVC-R-01 - FAIR (24/25)	15,000	15,000	15,000	0	0	
Recquatic Pool Deck Tile Treatment	16,675	21,747	25,527	25,527	3,780	Project completed.
C/FWD Animal Shelter - design	60,000	60,000	60,000	6,700	0	
C/F Recquatic - Minor Upgrades - Changeroom Cubicals	0	13,588	13,588	13,588	0	
C/F Sporting Ground (Thomas Oval/Kelly Park Extension/Upgrade)	0	14,648	0	0	-14,648	Combined with project Thomas oval changeroom extension/upgrade.
C/F Recquatic Centre - Pool hall translucent sheet replacement	0	66,000	53,455	53,455	-12,545	Project completed.
Buildings Total	13,512,502	13,598,536	6,109,831	308,577	-7,488,705	

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
FOR THE PERIOD ENDED 31 JANUARY 2025

Project Name	Adopted Budget	Current Budget	Estimated Year at End Amount	YTD Actual 31/01/2025	Variance	Comments
	\$	\$	\$	\$	\$	
Plant, Furniture & Equipment						
Furniture & Equipment						
Furniture and Fittings Renewal	20,000	20,000	20,000	1,466	0	
Furniture & Fittings - Local Sporting Ground with Community Centre / Clubroom - Wellard West	48,400	48,400	48,400	0	0	
Furniture & Fittings - Thomas Oval Changeroom Extension/Upgrade	16,000	16,000	16,000	0	0	
Community Facilities Furniture and Fittings Renewal	25,000	25,000	25,000	18,020	0	
Library -Replacement couches and chairs to replace existing furniture	12,000	12,000	12,016	0	16	
Replacement public computer chairs	4,000	4,000	3,984	3,984	-16	
Laptop lockers-laptop docking station with capacity to charge,wipe and secure laptops for public use.	11,000	11,000	11,000	0	0	
Library services outreach equipment	10,000	10,000	10,000	1,392	0	
C/F 2023/24 Koorliny - Lighting Desk	0	6,100	6,100	6,100	0	
C/F 2023/24 Koorliny - Projector	0	24,313	24,313	24,313	0	
Motor Vehicles						
2024/25 Plant Replacement Program - Light Fleet	874,700	874,700	942,002	621,106	67,302	Additional \$29,250 added for pool inspector vehicle and \$22,000 for emergency service vehicles safety equipment installation.
C/F 2023/24 Plant Replacement Program - Light Fleet	60,000	60,000	43,945	43,945	-16,055	
Plant & Equipment						
2024/25 Plant Replacement Program - Plant	146,000	146,000	146,000		0	
C/F 2023/24 Plant Replacement Program - Plant	410,000	410,000	410,000	25,544	0	
100-110KVA trailer mounted generator	40,000	40,000	40,000	0	0	
Recquatic - Pool Plant Renewals	100,000	100,000	60,000	0	-40,000	Retain \$60,000 to replace Hydro boiler if required. Remainder on hold due to Recquatic upgrade.
Revolving Energy Fund - Project 1 Recquatic Solar PV	114,000	114,000	0	0	-114,000	Project no hold due to Recquatic upgrade.
Computing Equipment						
Corporate Business Systems	795,810	795,810	895,810	609,519	100,000	Budget transfer from IT-server replacement project.
C/F 2023/24 IT-Server Replacement	100,000	100,000	0	0	-100,000	Project not going ahead due to using extended support model. Budget to be transferred to corporate business system project.
Plant , Furniture and Equipment Total	2,786,910	2,817,323	2,714,570	1,355,390	-102,753	
Parks & Reserves						
Public Open Space/Parks & Reserves Renewals						
POS/Parks & Reserve Renewal - Centennial Park - Shade Sail	10,000	10,000	3,900	3,900	-6,100	Project completed.
POS/Parks & Reserve Renewal - Centennial Park - Playground	67,764	67,764	67,764	0	0	
POS/Parks & Reserve Renewal - Djilba Park - Playgrounds	80,000	80,000	80,000	0	0	
POS/Parks & Reserve Renewal - Moombaki Park - Playground	60,000	60,000	60,000	0	0	
POS/Parks & Reserve Renewal - Skottowe Park - Playground	80,525	80,525	80,525	794	-0	
POS/Parks & Reserve Renewal - Rushbrook Park - Playground	100,162	100,162	100,162	0	0	
POS/Parks & Reserve Renewal - Whyatt Green (Gabor Park) - Playground	10,000	10,000	10,000	0	0	
POS/Parks & Reserve Renewal - Kwinana Adventure Park - Playground	40,000	40,000	40,000	12,267	0	
POS/Parks & Reserve Renewal - Various - amenities	30,000	30,000	30,000	0	0	
POS/Parks & Reserve Renewal - Gilmore #1 - Electric Cubicle Renewal including Headworks	34,600	34,600	34,600	0	0	
POS/Parks & Reserve Renewal - Bertram School - Electric Cubicles Renewal	22,600	0	0	0	0	
POS/Parks & Reserve Renewal - Warner Road - Electric Cubicles Renewal	22,600	22,600	22,600	0	0	
POS/Parks & Reserve Renewal - Medina Oval Main & Outer - Hydrometers	7,000	7,000	7,000	0	0	
POS/Parks & Reserve Renewal - McWhirther Prom - Iron Filter	80,000	25,000	25,000	0	0	
POS/Parks & Reserve Renewal - Leda POS - In-field Pipe Areas	245,192	225,192	225,192	3,250	0	
POS/Parks & Reserve Renewal - Morrit Way - Fencing - Rail and Post	31,000	31,000	28,692	28,692	-2,308	Project completed.
POS/Parks & Reserve Renewal - Welbourne Heights - Gate, Chain Gate & Post/Rail Fencing	17,900	17,900	17,900	13,123	0	
POS/Parks & Reserve Renewal - Whyatt Green - Fencing - Rail and Post	13,700	13,700	13,700	13,406	0	
POS/Parks & Reserve Renewal - Rogan Park - Fencing & Bollards	22,337	22,337	22,337	1,515	0	
POS/Parks & Reserve Renewal - Various - Garden Bed Kerbing	10,000	10,000	10,000	0	0	
C/F 2023/24 Parks and Reserves - Abingdon Park - Recirculation System	75,000	75,000	75,000	0	0	
Park Upgrade Strategy - Berry Park	15,000	15,000	17,190	628	2,190	Project completed.
Park Upgrade Strategy - Djilba Reserve	34,500	34,500	49,690	0	15,190	Project completed.
Park Upgrade Strategy - Whyatt Green	100,000	100,000	100,000	0	0	
Streetscape Strategy - Sulphur road	90,000	90,000	90,000	0	0	
2024/25 Urban Tree Planting	180,000	180,000	180,000	0	0	
C/F 2023/24 Urban Tree Planting	0	165,030	165,030	53,642	0	
DCA 5 - Galati Triangle, Honeywood oval	176,109	176,109	206,109	0	30,000	Budget increased due to increase in costs. To be funded by DCP.
C/F 2023/24 Parks Upgrade Apex Park	136,227	136,227	147,500	6,321	11,273	Budget increased due to increase in costs.
C/F 2023/24 POS Assets - Sandringham Park - Playgrounds - LRCI 4	200,000	200,000	220,000	37,075	20,000	Due to significant cost increase in lighting renewal. Budget to be transferred from bird watering station and Casuarina hall blinds replacement savings.
C/F 2023/24 Sandringham Park Upgrade	39,600	39,600	39,600	0	0	
C/F 2022/23 Kwinana Loop Trail Upgrade	3,653,857	3,645,511	3,645,511	0	0	
POS/Parks & Renewal – Wells Park Fencing renewal	0	20,000	19,598	19,598	-402	Project completed.
C/F Partridge Pop-Up	0	5,000	5,000	0	0	
C/F Medina Green Upgrade	0	20,000	20,000	0	0	
C/F Honeywood Oval - Pump Track Wandi Youth	0	110,000	110,000	0	0	
Parks & Reserves - Wellard Rd verge electrical	0	22,600	22,600	0	0	
Parks & Reserves - Wellard 5 iron filter	0	40,000	40,000	28,114	0	
Parks & Reserves - Homestead Park headworks	0	15,000	15,000	0	0	
Peace park - additional solar light	0	0	15,000	0	15,000	Additional solar light to improve accessibility and usability during low-light conditions. Budget transferred from buildings renewal project savings.
Parks & Reserves Total	5,685,673	5,977,357	6,062,201	222,325	84,844	
Roads						
Blackspot Program						
Blackspot - Marri Park Drive (stage 1)	473,320	473,320	0	0	-473,320	Project withdrawn as per community feedback. Muni funding transferred to other road projects.
Blackspot - Wellard Road and Henley Blvd Roundabout (stage 1)	485,333	485,333	485,333	60,759	-0	
C/F - Black Spot Parmelia Avenue	0	6,502	6,500	6,500	-2	
MRRG Road Renewals/Rehabilitation						
MRRG - Mandurah Road, Kwinana Beach	655,000	655,000	664,909	563,255	9,909	Budget increased due to cost difference from MRRG. Funding to be transferred from other road projects savings.
MRRG - Cockburn Road, Naval Base	537,485	537,485	537,485	3,404	0	
MRRG - Gilmore Ave (B), Leda	285,285	285,285	266,886	216,791	-18,399	Budget savings identified at mid year budget review, reallocated to other road projects.

CITY OF KWINANA
APPENDIX 1 CAPITAL EXPENDITURE
FOR THE PERIOD ENDED 31 JANUARY 2025

Project Name	Adopted Budget	Current Budget	Estimated Year at End Amount	YTD Actual 31/01/2025	Variance	Comments
	\$	\$	\$	\$	\$	
MRRG - Gilmore Ave (A), Leda	129,010	129,010	114,962	95,719	-14,048	Budget savings identified at mid year budget review, reallocated to other road projects.
MRRG - Mandogalup Road	0	186,988	186,988	2,965	0	
MRRG - Hope Valley Road	0	326,355	326,355	0	0	
Muni Funded Road Renewals/Rehabilitation						
Muni Funded - Braddock Road, Wellard	90,000	90,000	79,612	66,469	-10,388	Budget savings identified at mid year budget review, reallocated to other road projects.
Muni Funded - Alexander Parkway, Wellard	72,500	72,500	85,000	0	12,500	Budget increased due to additional works. Budget to be transferred from other road projects.
Muni Funded - Woolcoot Rd, Wellard	45,000	45,000	33,212	26,640	-11,788	Budget savings identified at mid year budget review, reallocated to other road projects.
Muni Funded - Brooks Pl, Wandi	57,000	57,000	57,000	0	0	
Muni Funded - Lill Pl, Anketell	50,000	50,000	50,000	0	0	
Muni Funded - Barker Road, Wellard	108,000	108,000	106,352	90,580	-1,649	Budget savings identified at mid year budget review, reallocated to other road projects.
Muni Funded - Chapman Road, Calista	337,500	337,500	337,500	0	0	
Muni Funded - Brookes Way, Calista	140,000	112,000	153,225	0	41,225	Budget transferred from other road projects savings.
Muni Funded - Wells Pl, Calista	61,000	61,000	61,000	0	0	
Muni Funded - Magenup Dr, Wandi	161,000	161,000	161,000	0	0	
Muni Funded - Jarrah Cl, Wandi	39,000	39,000	39,000	0	0	
Muni Funded - Miles Pl, Wandi	45,000	45,000	45,000	0	0	
Roads To Recovery - Road Reseal						
R2R - Battersby Road	468,225	468,225	375,000	952	-93,225	Re-allocation of funding as per Roads to recovery.
R2R - Harlow Road	487,110	487,110	530,000	185,280	42,890	Re-allocation of funding as per Roads to recovery.
Traffic Safety Projects						
Traffic calming projects	70,000	70,000	16,670	11,135	-53,331	Budget transferred to Christmas Ave traffic calming project.
Traffic safety - Paroo Way, Wandi	10,000	10,000	13,330	9,732	3,330	
Traffic safety - Bellingham Parade, Wellard	10,000	10,000	10,000	0	0	
Traffic safety - Honeywood Ave, Wandi	10,000	10,000	10,000	0	0	
Traffic safety - Christmas Ave Traffic Calming	0	0	50,000	0	50,000	Budget transferred from traffic calming projects budget.
Road Others						
Resurfacing of Telephone Lane - Baldivis	70,000	70,000	60,589	0	-9,411	Project completed.
Roads Total	4,896,768	5,388,613	4,862,907	1,340,182	-525,706	
Bus Shelters						
Bus Shelters Renewal	30,000	30,000	30,000	0	0	
Bus Shelter - New/ Upgrade	7,000	7,000	7,000	0	0	
Bus Shelters Total	37,000	37,000	37,000	0	0	
Car Parks						
Car Park Renewal - Thomas oval - netball club carpark	65,000	65,000	81,391	69,058	16,391	Budget increased due to increase in costs. Budget to be transferred from other road projects.
C/F 2023/24 Carpark - Pace Road LRCI 4	0	220,917	220,917	176,968	-0	
Car Parks Total	65,000	285,917	302,308	246,026	16,391	
Drainage						
Drainage New						
Drainage New - The Horseshoe, Wandi drainage improvement	60,000	60,000	67,000	2,394	7,000	Budget increased due to change of scope. Budget to be transferred from other road projects.
Drainage New- Port Road, Kwinana Beach drainage improvement	30,000	31,403	39,696	31,869	8,294	Budget increased due to increase in costs. Budget to be transferred from other road projects.
Drainage Renewals- Anketell and Abercrombie Drainage Pit Renewal	26,000	2,000	2,000	1,634	0	
C/F Pace Road car park drainage upgrade	0	42,000	42,000	0	0	
Drainage Renewal - Mandurah	0	10,000	10,000	0	0	
Drainage Total	116,000	145,402	160,696	35,897	15,294	
Footpaths						
Footpath-Other Footpaths/Cyclepath						
Footpaths - Lyon Road, Honeywood	20,000	20,000	20,000	0	0	
Footpath-Repair and/Replace Damaged Footpath	153,000	153,000	153,000	80,664	0	
C/F 2023/24 Footpath - Gilmore Ave Shared path Construction - Chisham Ave to Wellard Rd	0	3,488	3,488	3,488	0	
Footpaths Total	173,000	176,488	176,488	84,152	0	
Street Lighting						
Street Lighting Renewal per Asset Management Plan	33,500	47,500	47,500	33,119	0	
Street Lighting New	35,652	35,652	35,652	3,178	-0	
C/F 2023/24 Street Lighting New	6,843	6,843	6,843	0	0	
Street Lighting Total	75,995	89,995	89,995	36,297	-0	
Others						
EV Charger						
EV charger - Kwinana Town Centre	25,519	25,519	27,571	27,571	2,052	Budget increased due to actuals.
EV charger - Medina Local Centre	31,726	31,726	31,726	27,472	0	
EV charger - John Wellard Community Centre	25,787	25,787	25,787	22,449	0	
EV charger - City of Kwinana Works Depot	31,617	31,617	31,617	21,789	0	
C/F 2023/24 Bird Watering Stations	14,000	14,000	3,986	3,986	-10,014	Project completed. Savings transferred to carry forward project Sandringham Park - Playgrounds - LRCI 4.
CCTV Renewals	60,000	60,000	110,000	0	50,000	Additional \$50K added for community safety as per CCTV strategy.
C/F 2023/24 Enhance CCTV network/Purchase a Mobile CCTV Unit	35,622	35,622	35,006	35,006	-616	Project completed.
C/F 2023/24 Revitalising the Strand in Wellard	50,000	0	0	0	0	
C/F Kwinana Tennis Club Lighting Project	0	12,000	12,000	0	0	
Others Total	274,271	236,271	277,693	138,273	41,422	
Total capital expenditure	27,623,119	28,752,902	20,793,689	3,767,118	-7,959,213	

CITY OF KWINANA
APPENDIX 2 CASHBACK RESERVES
FOR THE PERIOD ENDED 31 JANUARY 2025

Cash backed reserve	2024/25 Adopted Budget					2024/25 Current Budget					2024/25 Estimated Year at End Amount				
	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance
Reserve name															
Municipal Reserves	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	891,822	33,018	51,943	0	976,783	777,064	33,018	46,294	0	856,376	777,064	40,158	0	0	817,222
Asset Management Reserve	4,958,683	137,303	2,205,000	(2,684,857)	4,616,129	4,885,036	137,303	2,945,283	(2,754,957)	5,212,665	4,885,036	241,637	4,286,645	(2,604,741)	6,808,577
Banksia Park Reserve	357,995	11,973	4,200	(16,296)	357,872	467,348	11,973	6,696	(8,385)	477,632	467,348	21,603	160,753	0	649,704
City Infrastructure Reserve	161,119	0	0	(148,336)	12,783	283,835	0	0	(259,734)	24,101	283,835	0	0	(247,189)	36,646
Community Services & Emergency Relief Rese	361,481	15,978	0	0	377,459	362,102	15,978	0	0	378,080	362,102	18,308	0	0	380,410
Contiguous Local Authorities Group Reserve	278,903	12,882	32,660	(46,400)	278,045	275,124	12,882	34,015	(53,275)	268,746	275,124	13,621	48,110	(53,275)	283,580
Employee Leave Reserve	3,011,655	137,343	0	0	3,148,998	3,111,952	137,343	0	0	3,249,295	3,111,952	157,570	0	(350,000)	2,919,522
Employee Vacancy Reserve	563,267	40,396	0	0	603,663	564,835	40,396	0	0	605,231	564,835	33,891	0	0	598,726
Family Day Care Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Course Cottage Reserve	32,339	1,430	0	0	33,769	32,395	1,430	0	0	33,825	32,395	1,638	0	0	34,033
Golf Club Maintenance Reserve	32,738	1,446	4,500	(4,500)	34,184	37,793	1,446	4,500	(4,500)	39,239	37,793	1,835	4,500	(4,500)	39,628
Information Technology Reserve	556,811	16,159	120,000	(400,000)	292,970	556,813	16,159	320,000	(400,000)	492,972	556,813	25,896	800,000	(400,000)	982,709
Plant and Equipment Replacement Reserve	1,107,688	45,317	1,527,450	(1,590,700)	1,089,755	1,121,290	45,317	1,527,450	(1,590,700)	1,103,357	1,121,290	271,857	1,578,700	(1,601,947)	1,369,900
Public Art Reserve	166,983	14,324	0	(8,000)	173,307	447,739	14,324	0	(204,475)	257,588	447,739	20,327	0	(196,475)	271,591
Public Open Space	349,202	15,433	0	(103,500)	261,135	349,810	15,433	0	(103,500)	261,743	349,810	17,710	0	(103,500)	264,020
Refuse Reserve	5,846,121	132,928	732,843	(2,480,120)	4,231,772	5,904,312	132,928	804,992	(2,480,120)	4,362,112	5,904,312	132,928	533,457	(2,480,120)	4,090,577
Renewable Energy Efficiency Reserve	62,448	9,321	25,000	(20,500)	76,269	63,508	9,321	25,000	(20,500)	77,329	63,508	3,582	139,000	(25,111)	180,979
Restricted Grants & Contributions Reserve	598,423	0	0	(322,918)	275,505	965,068	0	12,869	(587,327)	390,610	965,068	0	212,869	(587,327)	590,610
Settlement Agreement Reserve	315,446	8,075	0	0	323,521	315,899	8,075	0	0	323,974	315,899	13,778	0	0	329,677
Strategic Property Reserve	960,613	21,589	0	0	982,202	962,793	21,589	0	0	984,382	962,793	41,468	924,490	0	1,928,751
Workers Compensation Reserve	617,230	26,340	0	0	643,570	605,501	26,340	0	0	631,841	605,501	29,420	0	0	634,921
Strategic Initiative Reserve	321,083	21,993	0	0	343,076	475,878	21,993	25,000	(32,000)	490,871	475,878	17,895	50,000	(54,400)	489,373
Election Expense Reserve	84,268	4,388	85,000	0	173,656	88,643	4,388	85,000	0	178,031	88,643	3,333	85,000	0	176,976
Valuation Expense Reserve	81,715	4,255	85,000	0	170,970	85,957	4,255	85,000	0	175,212	85,957	3,232	85,000	0	174,189
Sub-Total Municipal Reserves	21,718,033	711,891	4,873,596	(7,826,127)	19,477,393	22,740,695	711,891	5,922,099	(8,499,473)	20,875,212	22,740,695	1,111,687	8,908,524	(8,708,585)	24,052,321

CITY OF KWINANA
APPENDIX 2 CASHBACK RESERVES
FOR THE PERIOD ENDED 31 JANUARY 2025

Cash backed reserve	2024/25 Adopted Budget					2024/25 Current Budget					2024/25 Estimated Year at End Amount				
	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance
Reserve name															
Developer Contribution Reserves	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
DCA 1 - Hard Infrastructure - Bertram	2,075,813	78,573	100,000	(37,574)	2,216,812	2,961,004	78,573	100,000	(123,048)	3,016,529	2,961,004	167,978	100,000	(123,227)	3,105,755
DCA 2 - Hard Infrastructure - Wellard	1,918,291	75,116	100,000	(37,574)	2,055,833	1,833,827	75,116	100,000	(32,639)	1,976,304	1,833,827	88,289	100,000	(23,227)	1,998,889
DCA 3 - Hard Infrastructure - Casuarina	122,392	3,640	100,000	(37,574)	188,458	72,129	3,640	100,000	(32,639)	143,130	72,129	19,619	100,000	(23,227)	168,521
DCA 4 - Hard Infrastructure - Anketell	2,523,202	117,953	100,000	(37,574)	2,703,581	2,533,386	117,953	100,000	(32,639)	2,718,700	2,533,386	170,532	100,000	(424,185)	2,379,733
DCA 5 - Hard Infrastructure - Wandi	2,360,077	94,929	100,000	(213,683)	2,341,323	3,172,749	94,929	100,000	(208,748)	3,158,930	3,172,749	146,454	100,000	(526,401)	2,892,802
DCA 6 - Hard Infrastructure - Mandogalup	6,229,097	278,287	100,000	(37,574)	6,569,810	9,602,188	278,287	100,000	(32,639)	9,947,836	9,602,188	452,466	100,000	(23,227)	10,131,427
DCA 7 - Hard Infrastructure - Wellard West	147,303	4,202	100,000	(37,574)	213,931	153,397				224,960	153,397	9,051	100,000	(23,227)	239,221
							4,202	100,000	(32,639)						
DCA 8 - Soft Infrastructure - Mandogalup	1,647,860	64,848	100,000	(23,289)	1,789,419	2,466,266	64,848	100,000	(22,541)	2,608,573	2,466,266	120,766	100,000	(23,227)	2,663,805
DCA 9 - Soft Infrastructure - Wandi/Anketell	6,820,170	274,084	100,000	(23,289)	7,170,965	9,369,349				9,720,892	9,369,349	467,258	100,000	(23,227)	9,913,380
							274,084	100,000	(22,541)						
DCA 10 - Soft Infrastructure - Casuarina/Anketell	182,619	5,976	100,000	(23,289)	265,306	195,316				278,751	195,316	11,337	100,000	(23,227)	283,426
							5,976	100,000	(22,541)						
DCA 11 - Soft Infrastructure - Wellard East	2,418,947	137,662	100,000	(23,289)	2,633,320	2,505,259	137,662	100,000	(22,541)	2,720,380	2,505,259	112,179	100,000	(23,227)	2,694,211
DCA 12 - Soft Infrastructure - Wellard West	8,986,738	400,018	100,000	(2,567,289)	6,919,467	9,392,122				7,325,599	9,392,122	461,314	100,000	(2,803,161)	7,150,275
							400,018	100,000	(2,566,541)						
DCA 13 - Soft Infrastructure - Bertram	300,982	10,830	100,000	(23,289)	388,523	242,637	10,830	100,000	(22,541)	330,926	242,637	12,434	100,000	(23,230)	331,841
DCA 14 - Soft Infrastructure - Wellard/Leda	590,488	22,478	100,000	(23,289)	689,677	592,400				692,337	592,400	31,508	100,000	(23,227)	700,681
							22,478	100,000	(22,541)						
DCA 15 - Soft Infrastructure - City Site	209,495	7,094	100,000	(23,296)	293,293	244,483	7,094	100,000	(22,537)	329,040	244,483	12,548	100,000	(23,227)	333,804
Sub-Total Developer Contribution Reserves	36,533,475	1,575,690	1,500,000	(3,169,446)	36,439,719	45,336,512	1,575,690	1,500,000	(3,219,315)	45,192,887	45,336,512	2,283,733	1,500,000	(4,132,474)	44,987,771
Total Reserves	58,251,508	2,287,581	6,373,596	(10,995,573)	55,917,112	68,077,207	2,287,581	7,422,099	(11,718,788)	66,068,099	68,077,207	3,395,420	10,408,524	(12,841,059)	69,040,092

CITY OF KWINANA
APPENDIX 3 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
FOR THE PERIOD ENDED 31 JANUARY 2025

Provider	Adopted Budget	Current Budget (a)	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)	YTD Actual 31/01/2025	Comments
	\$	\$	\$	\$	\$	
General purpose funding						
Local Government General Purpose Grant	966,668	199,664	199,664	0	99,832	
Local Government General Purpose Grant - Roads	550,000	95,336	95,336	0	47,668	
Law, order, public safety						
Department Fire and Emergency Services - ESL	202,890	202,890	202,890	0	100,480	
DFES Mitigation Activity Fund Grant	69,536	69,536	69,536	0	34,768	
DFES - All WA's Reducing Emergencies Grant	15,000	5,000	5,000	0	5,000	
Health						
Mosquito Management Contributions (CLAG)	32,660	34,015	48,110	14,096	35,089	Additional payment expected from large development area. Funding to be transferred to CLAG reserve.
Department of Health - Larvicide	2,000	2,400	2,679	279	0	
Education and welfare						
Banksia Park Operating Cost Contribution	374,120	382,824	382,824	0	223,314	
Aboriginal Resource Program Grant - National Indigenous	31,430	31,430	31,430	0	15,715	
Moorditj Kulung - Dept of Communities (DLG) - Safety &	0	20,000	20,000	0	20,000	
NGALA My Time Program	11,704	13,104	13,104	0	10,032	
Youth Social Justice Program	195,932	284,718	294,142	9,425	176,060	4.81% CPI indexation on eligible funding.
Youth Leadership and Development LYRIK (Alcoa Grant)	10,000	10,000	10,000	0	10,000	
Youth Leadership and Development LYRIK (Coogee Chemical	20,000	20,000	20,000	0	0	
Arclight Youth Engagement - Dept of Communities (DLG) & Curtin Universtiv	0	107,920	107,920	0	67,920	
The Arclight Initiative - Dept of Communities	0	0	375,000	375,000	0	New funding agreement.
The Arclight Initiative - WA Police Force	0	0	250,000	250,000	0	New funding agreement.
Kwinana Early Years - Dept Communities - Community informed action planning	0	100,000	100,000	0	0	
Community amenities						
PTA Bus Shelter Subsidy	11,000	11,000	11,000	0	0	
RAC WA-Calista Oval Bike Program	0	0	0	0	0	
Depart of Transport - Active Travel Officer	37,500	37,500	37,500	0	37,500	
Cancer Council WA - LiveLighter Cooking Workshops	0	0	3,636	3,636	3,636	Retrospective funding.
Kwinana Trails Network Master Plan- DLGSC	25,000	25,000	25,000	0	25,000	
Kwinana Club Network Scheme - DLGSC	10,000	10,000	10,000	0	10,000	
Dept Communities - Thank a Volunteer Grant	2,500	2,500	2,500	0	1,000	
Dept Communities - Service Gap Analysis	0	30,000	30,000	0	0	
Recreation and culture						
Shared Use Agreements - Department of Education - Facilities	118,668	120,003	120,003	0	73,728	
Art Centre - Koorliny Live!	0	71,924	71,924	(0)	53,585	
Koorliny Arts Centre Management - Misc Grants	60,000	60,000	0	(60,000)	0	Budget removed. Forms part of Koorliny Live!
Koorliny Arts Centre Management - Sponsorships	35,000	35,000	35,000	0	0	
Koorliny Arts Centre Management - Contributions and	0	0	0	0	0	
Library - Other donations	200	200	200	0	152	
Event Sponsorship	40,000	44,545	120,545	76,000	104,545	Due to \$85K Lotterywest grant received. Balance adjusted as per actual received.
Event Sponsorship - Lolly Run	10,000	10,000	10,000	0	10,000	
Community Development Fund - Kwinana Community Chest	20,000	20,000	20,000	0	0	
Main Roads WA - Maximising indigenous Participation as per	0	0	0	0	0	
Recquatic - Royal Lifesavings Sponsorship	10,000	10,000	10,000	0	7,800	
Dept Communities - Thank a Volunteer Day	0	0	0	0	0	
Transport						
Main Roads Annual Direct Grant	241,487	303,033	303,033	0	303,033	
Main Roads Street Light Subsidy	6,200	6,200	6,200	0	0	
Main Roads Verge Maintenance Contribution	138,238	144,596	149,409	4,813	77,111	June CPI increase.
TOTALS	3,247,733	2,520,338	3,193,587	673,249	1,552,969	

CITY OF KWINANA
APPENDIX 4 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
FOR THE PERIOD ENDED 31 JANUARY 2025

Provider	Adopted Budget	Current Budget (a)	Estimated Year at End Amount (b)	Variance (a) - (b)	YTD Actual 31/01/2025	Comments
	\$	\$	\$	\$	\$	
Recreation and culture						
Local Roads and Community Infrastructure Program (Phase 4)						
POS Assets - Sandringham Park - Playgrounds	139,720	139,720	139,720	0	0	
C/F Honeywood Oval - Pump Track Wandi Youth		60,000	60,000	0	0	
	0					
Department of Infrastructure, Transport, Regional Development, Communications and the Arts						
Thomas Oval Changeroom Extension/Upgrade	2,283,350	2,283,350	1,446,648	(836,702)	0	Project to be carried forward.
Dept of Infr & Reg Dev - Thomas Oval Facilities Upgrade	0	14,648	0	(14,648)	0	Project to be carried forward.
State Government Funding						
Kwinana Loop Trail Upgrade	3,500,000	3,500,000	3,500,000	0	0	
Urban Greening Program - Round 3 - Tree Planting	0	0	89,394	89,394	0	New funding agreement.
Transport						
Local Roads and Community Infrastructure Program (Phase 4)						
C/F Carpark - Pace Road	0	137,543	137,543	0	0	
Main Roads MRRG Funding						
MRRG - Mandurah Road, Kwinana Beach	397,694	397,694	397,694	0	318,156	
MRRG - Cockburn Road, Naval Base	330,580	330,580	330,580	0	132,232	
MRRG - Gilmore Ave (B), Leda	160,072	160,072	160,072	0	128,058	
MRRG - Gilmore Ave (A), Leda		83,406	76,641	(6,765)	66,724	Project complete. Reduction in grant claim.
	0					
MRRG - Mandogalup Road		109,548	109,548	0	43,819	
	0					
MRRG - Hope Valley Road	0	180,389	180,389	0	72,156	
Roads to Recovery						
R2R - Battersby Road	300,000	412,000	300,000	(112,000)	0	Re-allocation of funding.
R2R - Harlow Road	218,000	218,000	330,000	112,000	80,000	Re-allocation of funding.
Blackspot						
Blackspot - Marri Park Drive (Stage 1)	318,213	318,213	0	(318,213)	0	Project withdrawn as per community feedback. Funds returned.
Blackspot - Wellard Rd & Henley Blvd Roundabout (Stage 1)	485,333	485,333	323,555	(161,778)	194,133	Grant funding to be carried forward for stage 2.
WA Government Grants for workplace electric vehicle						
EV charger - Kwinana City Centre	11,095	11,095	11,095	0	0	
EV charger - Pace Road, Medina	11,579	11,579	11,579	0	0	
EV charger - John Wellard Community Centre	11,212	11,212	11,212	0	0	
EV charger - City of Kwinana Works Depot	11,590	11,590	11,590	0	0	
Community amenities						
DCA 1 - Hard Infrastructure - Bertram	37,574	123,048	123,227	179	0	
DCA 2 - Hard Infrastructure - Wellard	37,574	32,639	23,227	(9,412)	0	
DCA 3 - Hard Infrastructure - Casuarina	37,574	32,639	23,227	(9,412)	0	
DCA 4 - Hard Infrastructure - Anketell	37,574	32,639	424,185	391,546	0	
DCA 5 - Hard Infrastructure - Wandi	213,683	208,748	529,043	320,295	0	
DCA 6 - Hard Infrastructure - Mandogalup	37,574	32,639	23,227	(9,412)	0	
DCA 7 - Hard Infrastructure - Mandogalup (west)	37,574	32,639	23,227	(9,412)	0	Revenue is recognised upon meeting performance obligations
DCA 8 - Soft Infrastructure - Mandogalup	23,289	22,541	23,227	686	0	(in-line with expenditure on DCA infrastructure).
DCA 9 - Soft Infrastructure - Wandi / Anketell	23,289	22,541	23,227	686	0	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	23,289	22,541	23,227	686	0	
DCA 11 - Soft Infrastructure - Wellard East	23,289	22,541	23,227	686	0	
DCA 12 - Soft Infrastructure - Wellard West	2,567,289	2,566,541	2,803,161	236,620	0	
DCA 13 - Soft Infrastructure - Bertram	23,289	22,541	23,230	689	0	
DCA 14 - Soft Infrastructure - Wellard / Leda	23,289	22,541	23,227	686	0	
DCA 15 - Soft Infrastructure - Townsite	23,296	22,537	23,227	690	0	
TOTALS	11,347,884	12,095,287	11,762,376	(332,911)	1,035,278	



Administration

Cnr Gilmore Ave and Sulphur Rd,
Kwinana WA 6167
PO Box 21, Kwinana WA 6966
Telephone 08 9439 0200
customer@kwinana.wa.gov.au

kwinana.wa.gov.au



18.4 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 28 FEBRUARY 2025

SUMMARY

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 28 February 2025 as required by the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION

That Council:

1. **Accepts the list of accounts, totalling \$6,797,567.98 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 28 February 2025, as detailed at Attachment A.**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 28 February 2025, 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 *	\$ 62,747.98
Cheque	\$ 1,051.80
EFT Payments	\$ 5,075,932.33
Payroll Payments	\$ 1,657,835.87
Total Attachment A	\$ 6,797,567.98

*Automatic Payment deductions include a payment of **\$27,775.17** for credit card payments. A detailed transaction listing of credit card expenditure paid for the period ended 28 February 2025, is included at Attachment B.

A detailed listing of February 2025 payments, including short descriptions for each payment, is provided in Attachment A.

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

Regulation 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 February 2025** [↓](#)
- B. Credit Card Transactions Report February 2025** [↓](#)

Payment Listing

Payments made between 01-Feb-2025 and 28-Feb-2025



Creditor No	Payee	Description	Amount
Cheques			
Cheques 06-Feb-2025			
10537	City Of Kwinana - Pay Cash	Petty Cash Reimbursement	1,051.80
		Total Cheques	1,051.80
EFT			
EFT 06-Feb-2025			
10680	AAA Blinds Port Kennedy	Facility maintenance	350.00
10368	AAA Windscreens & Tinting	Plant repairs and maintenance	1,015.00
10613	ABCO Products	Cleaning products	1,261.59
10369	Absolute Painting Services	Painting contractor - Villa repaint	5,170.00
80040	Ann Nicholas	Reimbursement of EV charging	293.10
10678	Arbor Logic	Maintenance of Streetscapes/Landscapes	379.50
10577	Artell	Office furniture - Rates	739.20
12453	Aussie Broadband Ltd	Phone/Internet expenses	974.00
11355	Australian HVAC Services Pty Ltd	Install airconditioning (AC) at Recquatic and various AC repairs	22,905.10
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	243,629.00
11067	Baldivis Vet Hospital	Animal services	396.00
12805	Barking Gecko Theatre Company Ltd	Community Engagement - Children's Festival	673.75
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/removal, clearance/watering	44,446.67
12764	Benjamin Catley	Graphic design expenses	220.00
11268	Biffa Mini Bins	Waste removal/services/fees	260.00
10450	Blackwoods Pty Ltd	Uniforms for Staff	621.06
12553	Blueprint Homes WA P/L	Building construction bond refunds	6,000.00
80128	Brett Cammell	Staff reimbursement parking fees	19.24
11722	Bubble Bakes Perth	Community workshops	500.00
12548	Bucci Holdings Pty Ltd	Animal services	129.78
10418	BullAnt Security Pty	Locksmith for Margaret Fellman	461.20
10400	Bunnings Building Supplies	Hardware	820.25
11312	Burson Automotive Pty Ltd	Plant repairs and maintenance	89.66
10088	Ceiltek Pty Ltd	Facility Maintenance	2,024.00
12808	CFMEU Construction	Union Membership	30.00
10005	Child Support Agency	Child Support Agency Payments	1,468.50
11922	ChoiceOne Pty Ltd	Temporary labour/personnel hire	17,353.62
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	7,280.00
10414	City of Rockingham	Waste disposal	36,326.85
10416	CJD Equipment Pty Ltd	Hydraulic leak repairs	4,154.50
10704	Commercial Aquatics Australia	Recquatic expenses	1,111.00
10761	Complete Office Supplies Pty Ltd	Stationery	107.25
11610	D&M Waste Management	Verge collections	137,532.37
10375	Dept of Primary Industries & Regional Development	Weed control	454.00
12286	Donald Hospitality Pty Ltd	Catering for Morning Melodies	2,601.00
10698	Eclipse Soils Pty Ltd	Sand/soil	1,724.80
10870	Elexacom	Electrical services	22,658.35
10760	Elliotts Irrigation Pty Ltd	Reticulation stock	4,952.20
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	408.38
10940	Frontline Fire and Rescue Equipment	Imaging cameras for Kwinana South Bush Fire Brigade	3,487.00
10441	Green Skills Inc / Ecojobs Environmental Personnel	Labour personnel hire	1,383.33
10945	GreenLite Electrical Contractors Pty Ltd	Bore maintenance	2,496.94
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	395.50
10691	HECS Fire	Fire equipment/service	604.25
10077	Home Group WA	Bond refunds	8,000.00
11244	i2C Design & Management	Wellard & Thomas Oval consultancy services	11,000.00
10305	Iconic Property Services Pty Ltd	Cleaning services Admin and outstations	75,815.75
12726	IML Home Services Pty Ltd	Cleaning Banksia vacate clean	650.00
12741	Indarra Pty Ltd	Public Art review meetings	1,375.00
10879	Isentia Pty Limited	Advertising/Marketing expenses	864.88
10086	Jane Li Art (Xiuzhen Li)	Recquatic expenses	600.00
11547	Jax Tyres Kwinana	Plant Repairs and Maintenance	77.00
10753	Jaycar Pty Ltd	Plant Repairs and Maintenance	69.95
12767	Jayesh Hughes	Community Workshops/Facilitation	374.00
12339	Jenga Pty Ltd	Facility Maintenance	315.00
10453	K Mart	Event expenses	564.00
80144	Kaylee Mitchison	Catering for Case Engagement	69.64
12363	KGO Enterprises P/L	Silent Disco and Mini Golf for OMG event	1,771.00
10571	Kyocera Document Solutions Australia Pty Ltd	Photocopy expenses	873.62
11792	La Vida Homes Australia Pty Ltd	Bond refunds	6,000.00
10731	LD Total	Maintenance of Streetscapes/Landscapes	78,087.48
10003	LGRCEU	Union Membership	707.85
11445	Lit Letters Pty Ltd	Display letters for the Grove event	1,100.00
11073	LyPa Pty Ltd	Playground and Parks repairs	316.80
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing services	7,690.29
12338	MALECKI, MATHEW MAREK	Recquatic stadium resurfing	12,100.00
12326	Margaret O'Neill	Tenure sale of villa	321,085.19
12712	Mark David Trenwith	Artist for Children's Festival	1,980.00
10813	Master Look Service	Locksmith services	2,280.00
11202	Materon Investments WA Pty Ltd	Recquatic Expenses	4,000.00
10367	Maxxia Pty Ltd	Novated Leases	1,888.32
12584	McLeods Lawyers Pty Ltd	Legal expenses	2,373.77
12333	Mobile Sentinel Pty Ltd	Waste removal/services/fees	2,244.00
12664	MODE Design Corp Pty Ltd	Admin Blg renovation consultancy	38,571.50
10635	Modern Teaching Aids Pty Ltd	Library books	483.45
10717	MRP General Pest/Termite Division 43 07	Pest control quarterly	606.00
10639	Natural Area Holdings Consulting Mgmt	Bushfire mitigation	10,843.25
11817	Netsight Consulting Pty Ltd ATF	Myosh subscriptions	1,157.20
11747	Newground Water Services Pty Ltd	Reticulation stock	1,738.00
10573	Officeworks BusinessDirect	Stationery - Environment team	116.61
12002	Omnicom Media Group Aust P/L	Advertising/Marketing expenses	495.13
11209	Outback Handyman	Facility maintenance	1,768.80
12445	Parcel Wellard Pty Ltd	Bond refunds	49,628.26
12146	Perth Energy P/L	Utilities	5,532.86
11225	Pool Robotics Perth	Recquatic expenses	4,913.65
10425	Porter Consulting Engineers	Engineering Design works	2,905.38
12400	Pretzos Holding P/L	Mower parts & repairs	684.75
11175	QTM Pty Ltd	Traffic management various areas	15,022.68
11704	RCA Civil Group Pty Ltd	Roadworks/upgrades/asphalt	122,376.00
11290	Red Oxygen Pty Ltd	Software maintenance	45.32
10497	Red Sand Supplies Pty Ltd	Sand/soil	495.00
10922	Redox Pty Ltd	Cleaning products for Recquatic	2,156.00
11869	Robinsons Welding Group P/L	Welding for tippers and trailers	7,814.29
10090	Sapio Pty Ltd	CCTV for Zone, Edge and The Strand	9,545.94
10505	Satellite Security Services	Security Services	1,800.87
12804	Seba Australia P/L	Christmas Lolly Run	23,830.00
10198	Setonix Digital Pty Ltd	Consultancy for Technology One Rates	4,273.54
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Payment Listing

Payments made between 01-Feb-2025 and 28-Feb-2025



Creditor No	Payee	Description	Amount
80141	Sharon Oldfield	Reimbursements for Library items	44.20
12794	Sharyn Egan	Incursions workshop	660.00
10491	Sonic Health Plus	Medical examinations	470.80
11148	Southern Quickscares	Maintenance of Streetscapes/Landscapes	28,115.62
11422	SSB Pty Ltd T/As Momu WA	Bond refunds	4,000.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	423.00
11407	State Wide Turf Services	Turf maintenance	26,658.73
12343	Stephen Phillip Carr	Tech support for Koorliny	1,995.00
99999	Sundry EFT	Sundry EFT - Rates, bond refunds, Grants, Community Funding	8,759.92
12706	Super Group Discretionary Trust	Weed control	7,186.52
10008	SuperChoice	Superannuation contribution	156,816.18
10600	Synergy	Utilities	6,224.86
10684	Tangent Nominees Pty Ltd T/As Summit Homes Group	Bond refunds	2,000.00
10532	Team Global Express	Courier service/transportation/removalist	100.13
10606	The Trustee for ESK Family Trust	Environmental and Health	6,306.85
12787	The Trustee for Prime Projects Constr.	Bond refunds	2,000.00
12379	The Trustee for the Fry Family Trust	Plant repairs and maintenance	792.00
11733	The Well Tavern & Bistro	Catering - Networking	160.00
12173	Toddville Prospecting Pty Ltd	Planning - Anketell North Structure	12,760.00
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation stock	244.92
10873	Total Green Recycling	Waste removal/services/fees	1,661.99
10551	Water Corporation of Western Australia	Utilities	752.58
10554	Westbooks	Books/CDs/DVDs	1,503.52
10559	WH Locations Services Pty Ltd	Utility Service Locations	573.54
11149	Wheelie Clean	Cleaning services	913.73
10640	Wilson Security Pty Ltd	Security services	1,076.34
10422	Winc Australia Pty Ltd	Stationery for various Departments	2,350.45
10072	Woolworths Group Online	Grocery items for Depot, Community and Admin	472.15
11605	Woolworths Group Open Pay	Grocery items for Zone programs, Arclight Youth programs and various Departments	1,006.19
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	17,526.52
12281	Workwear & Safety Solutions P/L	Safety Clothing/Equipment/Uniforms	492.35
EFT 13-Feb-2025			
11914	Jared Bert Veenendaal	Reimbursements for WWCC	87.00
12802	3E Advantage Pty Ltd	Computer software maintenance/equipment	2,452.36
10680	AAA Blinds Port Kennedy	Facility maintenance	1,550.00
10369	Absolute Painting Services	Painting Banksia villas	4,730.00
10735	AC Cooling Services	Airconditioning/refrigeration maintenance	3,221.90
10386	ACMA	Subscriptions	1,072.00
10846	Adventure 4 x 4 Pty Ltd	Fleet management	33.00
10272	Agrimate Fencing	Fencing maintenance	15,840.44
11017	Air Liquide Australia	Recquatic expenses	58.56
10093	Allstate Kerbing and Concrete	Harlow Rd upgrade	27,489.42
11797	Always Property Maintenance	Banksia villa maintenance	13,211.00
10848	ALSCO Pty Ltd	Linen hire	72.92
11885	Amok Island	Wellard Mural design	7,700.00
10385	Australia Post Agency Commission	Postage	413.99
10891	Australia Post General	Postage	5,892.86
11355	Australian HVAC Services Pty Ltd	Airconditioning/refrigeration maintenance	11,237.36
12742	Australian Local Government Womens Assoc	Elected Member training	60.00
11067	Baldivis Vet Hospital	Animal services	338.00
10688	Baldivis Water (Poly Pipe Traders)	Reticulation stock	152.90
12789	Beam Me Up Media Pty Ltd	Community Workshops	1,395.90
12799	Better Impact Pty Ltd	Computer software maintenance/equipment	948.00
10750	BGC (Australia) Pty Ltd	Roadworks/upgrades/asphalt	569.80
10713	Bladon WA Pty Ltd	Event expenses	417.73
12553	Blueprint Homes WA P/L	Bond refunds	2,000.00
12622	Brenton Fosdike	Morning Melodies for Koorliny	600.00
10418	BullAnt Security Pty	Locksmith Services	474.70
10400	Bunnings Building Supplies	Hardware	844.33
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	137.50
10485	Canon Production Printing Australia	Photocopy Expenses	338.91
10565	Catalyse Pty Ltd	Community & Wellbeing scorecards	62,025.70
11922	ChoiceOne Pty Ltd	Labour/personnel hire	1,322.45
80080	Christopher Wells	Reimbursement of diesel	107.57
12394	City of Kwinana -PSWMA	PSWMA Member Council Contribution for 2024-25	25,850.00
11619	Common Ground Trails Pty Ltd	Incursions/Excursions	4,096.40
10761	Complete Office Supplies Pty Ltd	Stationery	673.96
10220	Creative Chameleon	Printing/Graphic Design Expenses	1,510.30
12731	D, DS & T Mossenson	Wellard West Pavilion Consultancy design	5,280.00
11252	DNR Contracting Pty Ltd	Roadworks/upgrades/asphalt	13,333.10
12286	Donald Hospitality Pty Ltd	Catering Morning Melodies	890.00
10649	Downer EDI Works Pty Ltd	Roadworks/upgrades/asphalt - Harlow Road upgrade	141,247.57
11246	Dowsing Group Pty Ltd	Roadworks/upgrades/asphalt - Leda PS footpath	28,711.41
10607	Dye & Durham - GlobalX Information Services P/L	Consulting Services	43.76
10841	Dynamic Gift International Pty Ltd	Seed pencil kits for promotion of three bin rollout	3,019.50
10793	Eco Resources Pty Ltd	Waste removal/services/fees	1,050.28
10870	Eleaxcom	Electrical services	6,541.45
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	2,784.38
12587	Evdealergroup Pty Ltd	Vehicle purchase 11HZ614	49,628.60
11664	Evolve Facility Management Pty Ltd	Motorplex Sponsorship and Signage	11,110.00
80120	Gemma Dix	Reimbursement for Summer Sounds	100.00
11989	Gordon Smith	Performance for Koorliny Centre	300.00
10441	Green Skills Inc / Ecojobs Environmental Personnel	Labour/personnel hire	5,019.69
12262	Hart Sport Australia Pty Ltd	Recquatic expenses	517.87
10691	HECS Fire	Fire equipment/service	2,271.80
10077	Home Group WA	Bond refunds	2,000.00
11582	Hydraulink Australia Pty Ltd	Fire equipment/service	1,115.36
12142	Hydroquip Pumps & Pumps Irrigation P/L	Bore Drilling/maintenance	9,790.00
10855	Imagesource Digital Solutions	Printing/graphic design expenses	3,074.50
12726	IML Home Services Pty Ltd	Cleaning services	65.00
12666	Independant Theatre Assoc WA Inc	Event expenses	90.00
12774	Interactive Pty Ltd	Annual services of internet hardware	10,213.09
12429	Iru & Yug Pty Ltd	Catering for Elected Members	345.50
10879	Isentia Pty Limited	Advertising/marketing expenses	864.88
10621	Ixom Operations Pty Ltd	Cleaning products	1,371.24
12218	Jamieson, Peter Noel	Banksia villa maintenance	5,388.00
12339	Jenga Pty Ltd	Facility maintenance	308.11
11091	Kleenit Pty Ltd	Facility maintenance - Anti Graffiti coating	4,140.00
11621	Kukri Australia	Recquatic uniforms	8,730.27
10427	Landgate	Title searches/valuations	12,168.18
10195	Left Back Consulting Pty Ltd	Consulting services - Data migration	17,599.98
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	4,017.35
10476	Mandagalup Volunteer Fire Brigade	Fire equipment/service	1,493.00
12364	Mantellato, Robert	Electrical services	3,863.00
11095	Mastec Australia Pty Ltd	Waste removal/services/fees	15,796.00
10813	Master Lock Service	Locksmith services	2,075.00
5/03/2025			

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Payment Listing

Payments made between 01-Feb-2025 and 28-Feb-2025



Creditor No	Payee	Description	Amount
11202	Materon Investments WA Pty Ltd	Recquatic expenses	2,000.00
11711	Mills Oakley	Consultancy fees for General Conditions	4,125.00
10261	Mums with Prams Fitness	Community Workshops for Healthy Lifestyle	4,000.00
10639	Natural Area Holdings Consulting Mgmt	Drainage maintenance	8,522.25
11004	Ohura Consulting	Human Resources/payroll	1,250.00
12002	Omnicom Media Group Aust P/L	Advertising/marketing expenses	885.71
11209	Outback Handyman	Banksia & Callistemon maintenance	2,711.50
10408	Perth Auto Alliance	Fleet management vehicle purchase KWN713	47,065.03
10490	Port Printing Works	Printing/Graphic expenses	193.05
12810	Premier Artists Pty Ltd	Performance for Koorliny Centre	1,897.44
11320	Pure Homes Pty Ltd T/As B1homes	Bond refunds	2,000.00
10995	Purearth	Maintenance of Streetscapes/Landscapes	8,683.36
11175	QTM Pty Ltd	Traffic management various areas	15,154.66
10241	Quake Property Services Pty Ltd	Cleaning services	1,126.40
80134	Riley Debnay	Reimbursement of WWCC	87.00
12625	Roaming Technologies Pty Ltd	Plant repairs and maintenance	8,460.00
10198	Setonix Digital Pty Ltd	Consultancy Services - ECM	21,097.38
10509	Shane McMaster Surveys	Survey expenses - Pace Road	7,370.00
12817	Shire of Serpentine-Jarrahdale	Human Resources/payroll	38,417.07
11135	Shred-X Pty Ltd	Records Storage/retrieval	198.97
11924	Sigma Telford Group (Cromag P/L)	Cleaning products	220.77
10491	Sonic Health Plus	Medical examinations	83.60
11233	Sound Cabinets P/L	Facility maintenance	2,695.00
10766	Spotlight Pty Ltd	Event expenses for Koorliny Centre	624.00
99999	Sundry EFT	Sundry EFT - Rates, bond refunds, Grants, Community Funding	14,639.79
10207	Surefire Protection P/L	Fire equipment/service	1,606.00
10600	Synergy	Utilities	206,796.60
11911	Tangibility Pty Ltd	Advertising/marketing expenses	6,050.00
11292	Technical Drafting Service	Engineering design	3,300.00
10526	Telstra Limited	Phone/Internet expenses	27,637.97
11978	Theatre 180 INC	Theatre show for Koorliny	5,500.00
10531	Thomson Reuters (Professional) Australia Limited	Subscriptions - Software	5,296.50
10815	Totally Workwear Rockingham	Staff uniforms	318.03
12599	TPG Network Pty Ltd	Phone/Internet expenses	2,342.02
12814	Trustee for Chaplyn Price and Brown	Consulting services Early Years Strategy	15,950.00
12695	Trustee for the Lei Lopez Styling	Morning Melodies for Koorliny	600.00
10683	Ventura Home Group Pty Ltd	Bond refunds	2,000.00
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	878.13
11916	Visability Ltd	Library Guides	250.00
11009	Vocus Communications	Phone/Internet expenses	2,271.50
10545	WA Limestone Co	Maintenance of Streetscapes/Landscapes	3,790.94
10550	Waste Stream Management Pty Ltd	Waste removal/services/fees	352.00
12241	West Coast Spring Water Pty Ltd	Water/delivery	173.28
11932	West Sure Group P/L	Security services	667.04
10559	WH Locations Services Pty Ltd	Utility Service Locations	2,949.93
10422	Winc Australia Pty Ltd	Stationery for various areas	2,081.35
10072	Woolworths Group Online	Items for Depot	100.43
11605	Woolworths Group Open Pay	Items for Zone programs, Arclight Youth programs and various Departments	771.58
10906	WOW Group (WA) Pty Ltd & WOW Holdings (WA) Pty Ltd	Bond refunds	2,000.00
10610	ZircoData Pty Ltd	Records storage/retrieval	1,167.07
EFT 19-Feb-2025			
11967	Jack Michael Banister	Reimbursement for WWCC	87.00
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	232,786.00
12808	CFMEU Construction	Union Membership	30.00
10005	Child Support Agency	Child Support Agency Payments	1,486.67
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	7,320.00
80084	Gordon Cheok	Reimbursement for Recquatic catering	10.60
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	395.50
10003	LGRCEU	Union Membership	707.85
10367	Maxxia Pty Ltd	Novated Leases	1,725.59
EFT 20-Feb-2025			
12802	3E Advantage Pty Ltd	Computer Software maintenance/equipment	2,452.36
10383	AAA Asphalt Surfaces	Roadworks/upgrades/asphalt	3,080.00
10613	ABCO Products	Cleaning products	1,451.89
12655	ABN Residential WA P/L	Bond refunds	2,000.00
10735	AC Cooling Services	Airconditioning/refrigeration maintenance	1,045.00
11041	Accidental Health & Safety Perth	First Aid Service/supplies	148.16
10272	Agrimate Fencing	Fencing maintenance	3,227.40
12335	All Flags and Signs Pty Ltd	Advertising/Marketing Expenses	390.50
10848	ALSCO Pty Ltd	Linen hire	142.53
11595	Asbestos Masters WA	Waste removal/services/fees	2,530.00
11171	Auscontact Association Limited	Membership fee	450.00
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration for Admin and outstations	19,132.93
10376	Australian Institute of Building Surveyors	Employee Training/professional development	164.00
10377	Australian Institute of Management (AIM) (for training)	Employee Training/professional development	1,931.00
10597	Beaver Tree Services Aust Pty Ltd	Tree pruning/removal/clearance/watering	79,621.38
12764	Benjamin Catley	Printing/graphic design expenses	165.00
10679	Bertram Primary School	Donations	770.00
10750	BGC (Australia) Pty Ltd	Roadworks/upgrades/asphalt	1,007.38
10450	Blackwoods Pty Ltd	Staff uniforms	265.18
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	777.93
11975	Broderick & Associates	Consulting services for Perth South West	7,712.53
10400	Bunnings Building Supplies	Hardware	1,563.59
11312	Burson Automotive Pty Ltd	Plant repairs and maintenance	3,243.87
10404	Cannon Hygiene Australia Pty Ltd	Cleaning services	2,221.36
10805	Centrecare	Human Resources/payroll	3,216.95
11922	ChoiceOne Pty Ltd	Labour/personnel hire	2,060.23
10414	City of Rockingham	Waste removal/services/fees	3,718.74
10416	CJD Equipment Pty Ltd	Plant repairs and maintenance	4,876.45
10055	Classic Hire	Plant/equipment hire for Summer Sounds	4,914.80
10420	Cockburn Party Hire	Plant/equipment hire for Summer Sounds	7,064.15
10761	Complete Office Supplies Pty Ltd	Stationery	201.81
11078	Copyright Agency Limited	Annual Copyright Licence for digital media	12,046.32
12608	Corsign WA Pty Ltd	Staff uniforms	440.00
11659	Coterra Environment	Environmental and Health	535.70
11251	Cyclus Australia	Labour/Personnel hire	224.40
11252	DNR Contracting Pty Ltd	Roadworks/upgrades/asphalt - Alexander Parkway	19,250.00
10239	Downtown Liquor Pty Ltd	Catering for Koorliny Centre	2,959.89
11246	Dowsing Group Pty Ltd	Roadworks/upgrades/asphalt - Harlow and Berry Park Road	40,296.94
10168	Easifleet	Novated Leases	1,669.50
10870	Elxacom	Electrical Services	15,165.22
10760	Elliotts Irrigation Pty Ltd	Reticulation stock	2,376.00
12727	Environex International Pty Ltd	Recquatic expenses	1,420.65
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	39,478.75
10912	Exit Waste	Facility maintenance	631.40
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Payments made between 01-Feb-2025 and 28-Feb-2025



Creditor No	Payee	Description	Amount
11842	Fatal FX Panel and Paint	Plant repairs and maintenance	500.00
10972	Fire And Safety Australia Pty Ltd	Staff uniforms	2,550.00
10662	Freestyle Now	Zone workshop	1,540.00
10691	HECS Fire	Fire Equipment/service	8,437.00
10077	Home Group WA	Duplicate payment reimbursed	1,404.61
10855	Imagesource Digital Solutions	Printing/graphic design expenses	434.50
10876	Instrument Choice	Thermometer for Health	1,304.60
12781	Intelifie Group Limited	Cleaning services	1,320.00
10621	Ixom Operations Pty Ltd	Cleaning products	1,248.48
12811	J&M Asphalt Pty Ltd	Roadworks/upgrades/asphalt - Calista Ave	12,859.50
12807	JAK Electrical Group P/L	Electrical services	1,573.00
12218	Jamieson, Peter Noel	Facility maintenance	5,388.00
12573	Jonathan Baijan	Cleaning services	400.00
12812	Kaizen K9 Pty Ltd	Staff Recruitment advertising	2,310.00
12715	Kinn & Co Events Pty Ltd	Medina Place Plan project	8,900.02
10942	Kwinana Veterinary Hospital Pty Ltd	Animal services	1,433.00
11006	Landscape and Maintenance Solutions	Mowing and pruning	36,186.68
12500	Laura England	Dance classes for Healthy Lifestyles	3,000.00
10731	LD Total	Maintenance of Streetscapes/Landscapes	41,516.57
11168	Living Turf	Turf maintenance	484.00
10472	Local Government Professionals Australia WA	2025 Management Challenge	5,885.00
10219	M & B Sales Pty Ltd	Roadworks/upgrades/asphalt	189.65
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing services	3,488.64
12364	Mantellato, Robert	Electrical services	2,079.00
10813	Master Lock Service	Locksmith services	465.00
10749	Medina Residents Group	Community Grants/Funding	5,000.00
10238	Michael A Indich	Welcome to Country	1,000.00
10635	Modern Teaching Aids Pty Ltd	Books/CDs/DVDs	555.23
10717	MRP General Pest/Termite Division 43 07	Pest control	1,611.87
10818	Name Badge World	Staff badges	30.20
10639	Natural Area Holdings Consulting Mgmt	Drainage maintenance	9,033.85
11209	Outback Handyman	Facility maintenance	528.00
12607	Perfect Gym Solutions Pty Ltd	Computer software maintenance/equipment	21.01
10408	Perth Auto Alliance	Fleet management	300.40
12146	Perth Energy P/L	Utilities	84.92
11019	Planning Institute of Australia Pty Ltd	Employee Training/professional development	105.00
12759	Platinum Speakers & Entertainers P/L	Community Workshops/Facilitation	1,925.00
10490	Port Printing Works	Printing/Graphic expenses	48.95
12400	Pretzos Holding P/L	Mower parts & repairs	914.00
10832	Promotions Only	Promotional items	660.55
10995	Purearth	Maintenance of Streetscapes/Landscapes	3,108.60
11175	QTM Pty Ltd	Traffic management - Callista, Battersby and Harlow Rds	21,995.48
11293	Reppco (CPC Asia Pacific)	Plant repairs and maintenance	66.00
10499	Ridleys Towing & Transport	Incursions/Excursions	105.00
11154	Rockingham Toyota	Plant repairs and maintenance	891.07
10503	Royal Life Saving Society	Recquatic expenses	349.00
10389	Rubek Automatic Doors	Facility maintenance	1,643.40
11924	Sigma Telford Group (Cromag P/L)	Cleaning products	311.30
10491	Sonic Health Plus	Medical examinations	1,654.40
11233	Sound Cabinets P/L	Facility maintenance - Callistemon unit repairs	1,705.00
11148	Southern Quicksapes	Maintenance of Streetscapes/Landscapes	5,309.47
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	1,196.97
11407	State Wide Turf Services	Turf maintenance	9,002.40
11186	Sullivan Commercial Pty Ltd	Title searches/valuations	1,375.00
99999	Sundry EFT	Sundry EFT - Rates, bond refunds, Grants, Community Funding	41,964.03
10525	Sunny Sign Company Pty Ltd	Signage	541.53
12706	Super Group Discretionary Trust	Weed Control	11,371.82
10008	SuperChoice	Superannuation contribution	156,639.20
12193	Swell Fine Food Catering	Catering OCM February 25	559.90
12594	Sydney Maguire	Building construction	406.00
10600	Synergy	Utilities	35,269.76
10745	T J Depiazzi & Sons	Gardening - plants/supplies	4,958.25
12785	Tang Minh Enterprises Pty Ltd	Catering for High Tea	250.00
10684	Tangent Nominees Pty Ltd T/As Summit Homes Group	Duplicate payment reimbursed	825.79
10526	Telstra Limited	Phone/Internet expenses	1,658.26
12751	The Brockwell Family Trust	Canopy repair for KWN2134	4,158.70
12508	The Trustee for Kwinana WTE Project Trust	Waste removal/services/fees	176,812.39
12722	The Trustee for RICO Family Trust	Cleaning services Admin and outstations	39,553.25
12177	The Trustee Tan Family Trust	Computer Software maintenance/equipment	102.00
11733	The Well Tavern & Bistro	Catering for Every Club workshop	100.00
11978	Theatre 180 INC	Koorliny performance	1,529.00
11947	Thorn Creative	Web hosting for Koorliny performance	99.00
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation stock	11,654.60
10957	Total Tools Rockingham	Tool repairs	129.90
12627	Trevor Lewis Walley	Welcome to Country	500.00
12529	Trustee for The Narasimha Swamy Family	Security services	2,707.76
12152	Trustee For the Tanks For Hire Trust	Plant/equipment hire	742.50
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	226,765.16
10551	Water Corporation of Western Australia	Utilities	1,630.62
12241	West Coast Spring Water Pty Ltd	Water/delivery	173.28
10554	Westbooks	Books/CDs/DVDs	966.88
10422	Winc Australia Pty Ltd	Stationery for HR, Koorliny and Depot	650.85
10072	Woolworths Group Online	Items for Depot and Admin	429.65
11605	Woolworths Group Open Pay	Items for Zone programs, Arclight Youth programs and various Departments	730.78
12281	Workwear & Safety Solutions P/L	Staff uniforms	89.10
10561	Wurth Australia Pty Ltd	Tools/repairs	1,288.01
EFT 26-Feb-2025			
11879	Emma Louise Vaughan-Williams	Reimbursement for HBF fun run	104.00
11880	Joseph Stephen Girod	Reimbursement for Farewell	99.20
11525	A & P Advisory	Audit fees	825.00
10680	AAA Blinds Port Kennedy	Facility maintenance	1,650.00
12655	ABN Residential WA P/L	Bond refunds	2,000.00
12552	ABN Residential WA T/A	Bond refunds	4,000.00
10735	AC Cooling Services	Airconditioning/refrigeration maintenance	187.00
11041	Accidental Health & Safety Perth	First Aid Service/supplies	636.99
10272	Agrimate Fencing	Fencing maintenance Gilmore Ave	6,160.00
12335	All Flags and Signs Pty Ltd	Advertising/marketing expenses	1,085.70
11797	Allways Property Maintenance	Banksia and Callistemon maintenance	440.00
12792	Andrea Harold	Summer Sounds sensory activation	1,100.00
10049	Anna Kelly	Ball run activity for Children's Festival and ongoing engagements	1,500.00
12453	Aussie Broadband Ltd	Phone/Internet expenses	974.00
11355	Australian HVAC Services Pty Ltd	Airconditioning/refrigeration maintenance	550.00
12688	Auto Control Systems Pty Ltd	Splash Pad maintenance	1,258.31
11278	Back Beach Co Pty Ltd	Recquatic Proshop Items	1,459.70
12805	Barking Gecko Theatre Company Ltd	Children's Earth Sculpture for festival	703.45
11676	Barry Charles Winmar	Elected Member Sitting Fees/reimbursements	5,089.17
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Payments made between 01-Feb-2025 and 28-Feb-2025



Creditor No	Payee	Description	Amount
10750	BGC (Australia) Pty Ltd	Roadworks/upgrades/asphalt	326.48
11268	Biffa Mini Bins	Waste removal/services/fees	460.00
10450	Blackwoods Pty Ltd	Staff uniforms	1,243.76
12553	Blueprint Homes WA P/L	Bond refunds	2,000.00
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	60.78
10400	Bunnings Building Supplies	Hardware for various departments	2,052.94
12613	CHG-Meridian Australia Pty Ltd	Leased equipment buyout for scanner and plotter	10,244.43
11650	Chourasia Family Trust	Summer Sounds coffee tokens	84.00
10413	City of Gosnells	Energy Audit kits	2,800.00
12394	City of Kwinana -PSWMA	PSWMA 2024/2025 Member Council contributions	66,361.00
10651	Cleanaway Co Pty Ltd	Waste removal/services/fees	21,018.80
10761	Complete Office Supplies Pty Ltd	Stationery for Reacquatic	1,205.66
10062	Construction Training Fund	CTF Levy July 24 and February 25	9,907.65
10220	Creative Chameleon	Arclight Logo design	4,400.00
10675	Daniels Printing Craftsmen	Printing/Graphic design expenses	1,001.00
12220	David Acker	Elected Member Sitting Fees/reimbursements	3,060.15
12816	David Martin O'Neill	Plant repairs and maintenance	239.20
11770	Department of Education, Skills and Employment	Bright Futures Child Fees 2021 support overpayment return	2,996.68
11082	Department of Planning, Lands and Heritage	Planning and building fees	6,168.00
12286	Donald Hospitality Pty Ltd	Catering	2,778.00
10649	Downer EDI Works Pty Ltd	Roadworks/upgrades/asphalt	50,545.36
10168	Easifleet	Novated Leases	834.75
10793	Eco Resources Pty Ltd	Waste removal/services/fees	1,019.70
10870	Elexacom	Electrical services	3,608.28
12239	Erin Sergeant	Elected Member Sitting Fees/reimbursements	3,060.15
10437	Fire & Emergency Services, Dept of	Emergency Services Levy	926.00
10972	Fire And Safety Australia Pty Ltd	Safety Clothing/Equipment/Uniforms	2,150.00
12621	Footprint WA Pty Ltd	Marketing posters for Koorliny Centre	407.00
10940	Frontline Fire and Rescue Equipment	Staff uniforms	655.60
11680	Galaxy 42 Pty Ltd (Altura)	Consultancy services for Critical support and Financial Assets	9,735.00
11031	Gaye McMath	Audit fees	1,980.00
10124	Good Samaritan Industries	Event expenses	120.00
10945	GreenLite Electrical Contractors Pty Ltd	Bore drilling/maintenance	1,217.70
12683	GripFactory Australia P/L	Flooring	302.50
11942	Hatch Pty Ltd	Consultancy services Wellard Road	9,083.80
10691	HECS Fire	Fire Equipment/Service	552.52
10077	Home Group WA	Bond refunds and overpayment	10,020.00
10579	Host Direct	Bio cups for upcoming events	305.80
12617	HUG Group (WA) Pty Ltd	Bond refund	2,000.00
12142	Hydroquip Pumps & Pumps Irrigation P/L	Bore drilling/maintenance	10,562.20
10855	Imagesource Digital Solutions	Printing/graphic design expenses	221.10
12726	IML Home Services Pty Ltd	Banksia Villa clean	1,170.00
11117	InterFire Agencies	Fire equipment/service	5.89
12429	Iru & Yug Pty Ltd	Senior Citizens catering	38.00
12238	Ivy Penny	Elected Member Sitting Fees/reimbursements	3,060.15
10453	K Mart	Arclight Youth expenses	559.50
11255	Katherine John Entertainment	Summer Sounds staffing and management team	17,545.00
10811	Kirby Swim Equip Pty Ltd	Reacquatic Swim School expenses	3,179.55
10427	Landgate	Title searches/valuations	227.00
10731	LD Total	Maintenance of Streetscapes/Landscapes	114,952.71
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing services	7,661.14
12386	Maria Russo	Bee Bath workshop	515.00
10813	Master Look Service	Locksmith services	1,756.00
11202	Materon Investments WA Pty Ltd	Bond refund	2,000.00
11046	Matthew James Rowse	Elected Member Sitting Fees/reimbursements	3,065.92
12240	Maxco Australia Pty Ltd	Facility maintenance	44.51
11677	Michael Brown	Elected Member Sitting Fees/reimbursements	3,065.92
12743	Michelle Kember-Imrie	Website UX improvements	5,000.00
10635	Modern Teaching Aids Pty Ltd	Books/CDs/DVDs	274.84
11317	Moore Australia (WA) Pty Ltd	Audit fees for Developer contribution Schemes	11,000.00
10717	MRP General Pest/Termite Division 43 07	Pest control	6,474.90
11955	Music Theatre International Aust	Musical performance at Koorliny	385.00
10818	Name Badge World	Staff uniforms	464.61
11747	Newground Water Services Pty Ltd	Reticulation stock	679.37
12099	Oracle Customer Management Solutions	Phone/Internet expenses	2,802.51
11209	Outback Handyman	Banksia and Callistemon maintenance	1,279.30
11589	Parkin Print	Printing/graphic design expenses	176.00
10408	Perth Auto Alliance	Purchase of KWN720 for fleet management	53,597.18
10660	Peter Edward Feasey	Elected Member Sitting Fees/reimbursements	12,566.59
12475	Power Paving	Paving contractor	1,980.00
12400	Pretzos Holding P/L	Mower parts & repairs	976.75
10824	Programmed Property Services Pty Ltd	Mowing and pruning	13,291.43
11320	Pure Homes Pty Ltd T/As B1homes	Bond refund	2,000.00
10995	Purearth	Maintenance of Streetscapes/Landscapes	1,079.38
11175	QTM Pty Ltd	Traffic management	1,087.22
10497	Red Sand Supplies Pty Ltd	Sand/soil	66.00
11869	Robinsons Welding Group P/L	Welding repairs	2,745.42
11154	Rockingham Toyota	Plant repairs and maintenance	1,332.38
11060	Rosie O Entertainment Pty Ltd	Face painting for Summer Sounds	1,790.00
12536	Segafredo Zanetti Aust P/L	Catering for Koorliny kiosk	1,082.17
10509	Shane McMaster Surveys	Survey expenses	440.00
10568	Sherilyn Wood	Elected Member Sitting Fees/reimbursements	3,046.24
11924	Sigma Telford Group (Cromag P/L)	Cleaning products	266.86
11779	Signarama Myaree	Signage	886.13
10491	Sonic Health Plus	Medical examinations	281.60
11233	Sound Cabinets P/L	Facility maintenance	2,794.00
11422	SSB Pty Ltd T/As Momu WA	Bond refund	2,000.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	735.00
11407	State Wide Turf Services	Turf maintenance	11,226.81
10442	StrataGreen	Maintenance of Streetscapes/Landscapes	3,689.40
99999	Sundry EFT	Sundry EFT - Rates, bond refunds, Grants, Community Funding	10,553.31
10525	Sunny Sign Company Pty Ltd	Signage	334.40
12706	Super Group Discretionary Trust	Weed Control	465.04
11675	Susan Edith Kearney	Elected Member Sitting Fees/reimbursements	3,065.92
12504	Sweets On The Run Pty Ltd	Catering for Honeywood event	100.00
12594	Sydney Maguire	Building construction	646.00
10684	Tangent Nominees Pty Ltd T/As Summit Homes Group	Bond refund	2,000.00
10623	Technology One Limited	Consultancy Technology One SaaS Platform	9,460.00
12725	The Trustee for Artie Trust	Ticket sales for Koorliny	20,460.50
12787	The Trustee for Prime Projects Constr.	Bond refund	4,000.00
12722	The Trustee for RICO Family Trust	Cleaning services	1,851.85
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation stock	29.17
10815	Totally Workwear Rockingham	Staff uniforms	51.12
12474	Transplumb Water Technologies P/L	Kitchen sink for Depot	2,029.00
12529	Trustee for The Narasimha Swamy Family	Security services	1,426.48
10947	Walter J Pratt Pty Ltd	Remote programming	143.00

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Payment Listing

Payments made between 01-Feb-2025 and 28-Feb-2025



Creditor No	Payee	Description	Amount
11000	Waste Management & Resource Recovery Association	Membership fee	1,937.00
10550	Waste Stream Management Pty Ltd	Waste removal/services/fees	105.60
10768	Web In A Box	Digital Certificate for Website verification	50.00
10554	Westbooks	Books/CDs/DVDs	660.67
10548	Western Australian Local Government Association	Employee Training/professional development	187.50
10559	WH Locations Services Pty Ltd	Utility Service Locations	3,967.79
10422	Winc Australia Pty Ltd	Stationery for Depot and Callistemon	730.01
10072	Woolworths Group Online	Items for Admin and Depot and Recquatic	354.67
11605	Woolworths Group Open Pay	iPad for Arclight Alternative Learning, Catering for Zone Programs Term 1 and various Departments	1,880.80
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	15,022.72
12281	Workwear & Safety Solutions P/L	Staff uniforms	601.17
EFT 28-Feb-2025			
10437	Fire & Emergency Services, Dept of	Emergency Services Levy 22-23	42,860.56
10782	LGISWA	Insurance for City of Kwinana	94,552.70
Total EFT			5,075,932.33
Automatic Deductions			
Automatic Deductions 01-Feb-2025			
12610	Go Go Australia	Phone/Internet expenses	151.80
Automatic Deductions 07-Feb-2025			
10969	Commonwealth Bank	Credit cards	27,775.17
11890	Fleetcare	Novated Leases	3,156.79
Automatic Deductions 08-Feb-2025			
10645	Toyota Fleet Management	Fleet management	635.24
Automatic Deductions 11-Feb-2025			
99999	Sundry EFT	Sundry EFT Duplicate payment	-242.04
Automatic Deductions 17-Feb-2025			
10438	Fines Enforcement Registry	Fines Enforcement Registry lodgement fees	688.00
Automatic Deductions 20-Feb-2025			
12704	Fleet Partners Pty Limited	Novated Leases	1,058.53
11262	Windcave Pty Ltd	Point of sale/EFT expenses	139.67
Automatic Deductions 21-Feb-2025			
10015	Ampol Australia Petroleum Pty Ltd	Fuel, Oil, Additives	8,091.91
10396	BP Australia Pty Ltd	Fuel, Oil, Additives	19,758.92
10934	Wright Express Australia Pty Ltd	Fuel, Oil, Additives	1,017.99
Automatic Deductions 24-Feb-2025			
10438	Fines Enforcement Registry	Fines Enforcement Registry lodgement fees	516.00
Total Automatic Deductions			62,747.98
Payroll			
Payroll		KWINANA 30/01/2025	17,589.18
Payroll		KWINANA 02/02/2025	795,793.44
Payroll		KWINANA 16/02/2025	812,637.60
Payroll		KWINANA 17/02/2025	4.09
Payroll		KWINANA 20/02/2025	31,811.56
Total Payroll			1,657,835.87
Grand Total			6,797,567.98

Credit Card Transactions

Payments made between 04-Jan-2025 and 04-Feb-2025



Reference	Trans Date	Supplier	Amount	Transaction Description
Credit Card Coordinator Koorliny Art Centre			1,765.57	
107559	31/01/2025	Facebook	104.31	Sponsored ads for live shows
107559	23/01/2025	Liquorland	97.27	Hospitality rider for artist Kav Temperley - Koorliny Live
107559	22/01/2025	Sarah Patisserie	27.27	Catering for Artist Koorliny Live
107559	20/01/2025	Spotlight	136.36	Workshop materials (watercolours)
107559	19/01/2025	Facebook	388.00	Sponsored ads for Koorliny Live
107559	18/01/2025	Mailchimp	179.38	EDM's mailouts for shows
107559	17/01/2025	Dan Murphys	87.27	Wine stock for Koorliny café
107559	15/01/2025	Jaycar Electronics	27.23	Adapter Piece for Test & Tag
107559	08/01/2025	eBay	192.91	Display materials for Venue
107559	08/01/2025	eBay	115.71	Display materials for Venue
107559	07/01/2025	Test and Tag Supplies	105.00	Test & Tag machine
107559	07/01/2025	Wavecom Instruments	140.46	Test & Tag labels and ribbons
107559	07/01/2025	Independent Theatre Association	46.36	Annual Community Theatre awards
107559	01/02/2025	Dan Murphys	46.64	Stock for Koorliny bar
107559			71.40	GST
Credit Card Technical Officer Fleet Operation			690.50	
107560	22/01/2025	Clark Rubber Rockingham (Kleyn Pty Ltd)	627.73	Rubber matting and a mattress
107560			62.77	GST
Credit Card Manager Customer & Communication			5,082.78	
107561	31/01/2025	Facebook	303.20	Recquatic 30 day for \$30
107561	31/01/2025	Facebook	19.98	Healthy Lifestyles - Mums who move
107561	31/01/2025	Facebook	94.39	Bin Sticker Competition
107561	31/01/2025	Facebook	272.94	Summer Sounds 2025
107561	31/01/2025	Facebook	131.23	eNews subscription campaign
107561	21/01/2025	Facebook	696.51	Recquatic 30 day for \$30
107561	21/01/2025	Facebook	39.96	Woman's Social Swimming
107561	21/01/2025	Facebook	19.93	Netball Registrations
107561	21/01/2025	Facebook	81.60	Battery Disposal Awareness

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107561	21/01/2025	Facebook	24.98	Lets Go - Growing food from waste
107561	21/01/2025	Facebook	49.98	Bin sticker competition
107561	21/01/2025	Facebook	445.00	Summer Sounds 2025
107561	21/01/2025	Facebook	14.04	eNews subscription campaign
107561	16/01/2025	Survey Monkey	752.73	Annual Online Survey Tool subscription
107561	14/01/2025	WA News	29.09	West Australian subscription
107561	14/01/2025	Open AI	32.63	Chat GPT Subscription
107561	14/01/2025	International Transaction Fee	0.82	International Transaction Fee
107561	08/01/2025	Mail Chimp	213.08	Email marketing software
107561	07/01/2025	Big W	211.90	eNews competition prize vouchers
107561	06/01/2025	Sticker Mule	1,395.50	3-bin rollout enagement stickers
107561	05/01/2025	Typeform	62.20	Subscription - advance form module
107561	05/01/2025	International Transaction Fee	1.56	International Transaction Fee
107561	02/02/2025	Google	101.23	Google Ads Campaign
107561			88.30	GST

Credit Card Human Resources Manager			592.80	
107562	28/01/2025	Cockburn Wetlands Education	345.45	Cockburn Wetlands Education Centre, 6-7
107562	13/01/2025	Easy Flowers	102.64	Sympathy - Flowers
107562	13/01/2025	Easy Flowers	90.82	Birth - Flowers
107562			53.89	GST

Credit Card Manager Information Technology			775.05	
107563	24/01/2025	TEMU.COM	91.05	Staff toolkits
107563	22/01/2025	PLE Computers	68.18	NVME drive reader
107563	20/01/2025	HBPlus Battery Specialist	553.64	Rechargeable batteries
107563			62.18	GST

Credit Card Administration & Special Projects Officer			3,715.55	
107564	23/01/2025	SP World Fitness	3,182.32	Boxing bag for Recquatic Gym
107564	01/02/2025	WARRRL	195.45	Bags & flyers for Containers for Change
107564			337.78	GST

Credit Card Director PSWMA			2,493.95	
107566	28/01/2025	Henderson Alliance	58.93	Networking event
107566	24/01/2025	Dome Rockingham	9.18	Meeting with Mayor Deb Hamblin
107566	24/01/2025	Big W	111.82	Office Supplies / Frames
107566	23/01/2025	WA Newspapers Limited	159.09	Leadership Matters Breakfast
107566	22/01/2025	Flowerhound	131.82	Flowers from PSW Board

107566	20/01/2025	Vistaprint	212.67	Office Images & PSW Tablecloth
107566	15/01/2025	Big W	94.55	Frames
107566	13/01/2025	Dome	11.59	Meeting with Kyle Regan - ASA
107566	06/01/2025	Vistaprint	55.59	Office stationery
107566	06/01/2025	Vistaprint	46.71	Office stationery
107566	06/01/2025	Business News	1,290.00	Yearly Subscription
107566	03/02/2025	Kwinny Hardware	21.65	Framing Supplies
107566	01/02/2025	Xero	63.64	SWCDF Accounting Software
107566			226.71	GST

Credit Card Coordinator Community Services & Partnership	3,966.93
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107592	30/01/2025	PLE Computers	1,806.82	Kwinana Beats Production computer
107592	29/01/2025	Paypal Uniformconc	205.50	Arclight participant school uniforms
107592	29/01/2025	Urban Jungle IRC	125.45	Arclight excursion
107592	28/01/2025	WWC Communities	87.00	Working With Children Check card
107592	20/01/2025	Disputed transaction	176.78	School Holiday Program
107592	20/01/2025	Disputed transaction	55.99	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	38.35	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	17.02	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	32.00	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	5.40	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	5.40	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	98.95	Disputed transaction - reported to CBA - awaiting refund
107592	20/01/2025	Disputed transaction	90.00	Disputed transaction - reported to CBA - awaiting refund
107592	17/01/2025	Adventure World	138.41	KYAC Social Event food
107592	16/01/2025	Officeworks	170.91	Speaker and presentation clicker
107592	11/01/2025	Netflix Australia Pty	592.84	Subscription for the Zone Youth Space
107592	11/01/2025	Netflix Australia Pty	17.26	Subscription for the Zone Youth Space
107592			302.85	GST

Credit Card Coordinator Engagement & Place	669.12
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107593	31/01/2025	One Plan	143.59	Monthly Subscription for the tracking package for Events
107593	31/01/2025	International Transaction Fee	3.59	International Transaction Fee
107593	15/01/2025	Big W	507.95	Gift Card for Bereavement of a staff member
107593	01/02/2025	Spotify	13.99	Monthly subscription for Events

Credit Card Coordinator Library Services	1,819.99
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107594	31/01/2025	Peter Drew Arts	415.20	Set of 4 posters and 1 individual poster
107594	28/01/2025	Spacetoco Venue Hire	27.50	Apsley Community Centre roomhire

107594	17/01/2025	Mortons Media Group	544.00	Best of British - subscription x3
107594	17/01/2025	International Transaction Fee	13.60	International Transaction Fee
107594	09/01/2025	JB HiFi Online	273.30	Games
107594	09/01/2025	JB HiFi Online	286.85	Music CDs
107594	09/01/2025	JB HiFi Online	185.02	DVDs
107594			74.52	GST
Credit Card Director City Life			309.91	
107595	10/01/2025	Officeworks	186.28	Purchase of 4x First Aid Kits for term programs
107595	06/01/2025	Coles Online Kwinana	95.45	Platters for Womens Social Swim at Recquatic
107595			28.18	GST
Credit Card EA to CEO and Mayor			3,217.75	
107596	24/01/2025	Planning Institution of Australia	2,072.73	Professional Development, Tickets for Elected Members - Planet WA
107596	22/01/2025	Officeworks	937.75	Gifts cards for staff awards
107596			207.27	GST
Credit Card Director of City Infrastructure			376.10	
107611	13/01/2025	Disputed transaction	-9.90	Dispute refunded by CBA
107611	13/01/2025	Disputed transaction	-9.90	Dispute refunded by CBA
107611	13/01/2025	Disputed transaction	-38.95	Dispute refunded by CBA
107611	13/01/2025	Disputed transaction	-91.75	Dispute refunded by CBA
107611	13/01/2025	Disputed transaction	-140.00	Dispute refunded by CBA
107611	03/02/2025	SMS Broadcast Pty Ltd Melbourne	606.00	SMS to rate payers
107611			60.60	GST
Credit Card CEO			33.20	
107621	16/01/2025	ChatGPT Subscription	32.39	Monthly Subscription for Open AI Chat GP
107621	16/01/2025	International Transaction Fee	0.81	International Transaction fee
Credit Card Manager Economic Development & Advocacy			2,265.97	
107622	31/01/2025	Economic Development Australia	150.00	EDA Roadshow Event WA
107622	31/01/2025	Western Power	453.55	Streetlight work, Engineering
107622	22/01/2025	Western Power	453.55	Streetlight work, Engineering
107622	21/01/2025	CANVA	36.82	Monthly artwork subscription
107622	14/01/2025	Dome Kwinana	16.05	Business Meeting with Workskill WA
107622	14/01/2025	Economic Development Australia	475.00	Annual membership EDA
107622	03/02/2025	Economic Development Australia	475.00	Annual membership EDA

107622 206.00 GST

Grand Total:	\$ 27,775.17
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19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**20 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING
IF GIVEN DURING THE MEETING**

21 LATE AND URGENT BUSINESS

Note: In accordance with Clauses 3.13 and 3.14 of Council's Standing Orders, only items resolved by Council to be Urgent Business will be considered.

22 REPORTS OF ELECTED MEMBERS

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

24 MAYORAL ANNOUNCEMENTS

25 CONFIDENTIAL ITEMS

Nil

26 CLOSE OF MEETING