

Ordinary Council Meeting

5 March 2025

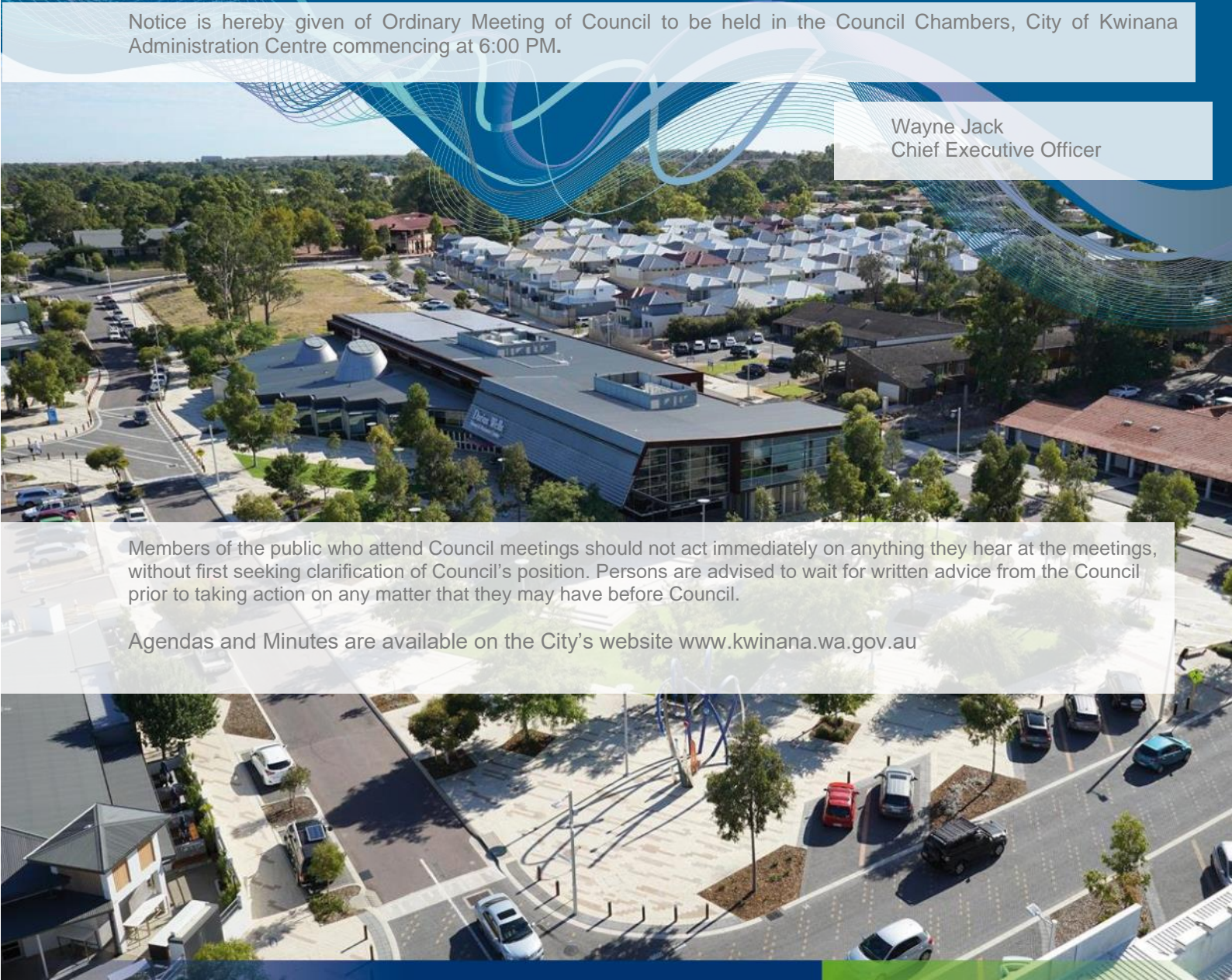
Agenda

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 Michael Brown to read the dedication:

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

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

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

Apologies:

Leave(s) of Absence (previously approved):

Nil

5 PUBLIC QUESTION TIME

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

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

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

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

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

6 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

A petition must –

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

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

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

6.2 PRESENTATIONS

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

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

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

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

6.3 DEPUTATIONS

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

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

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

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 19 FEBRUARY 2025

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 19 February 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

12.1 AUDIT ACTION LOG - PROGRESS REPORT

SUMMARY

Pursuant to Regulation 16 of the *Local Government (Audit) Regulations 1996*, one of the functions of the Audit and Risk Committee (Committee) is to assist Council to discharge its responsibility to exercise due care, diligence, and skill in relation to the oversight of internal and external audits at the City.

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

The Audit Log as of February 2025 is presented at **Attachment A** for noting by the Committee, with new officer comments and any overdue actions highlighted in red.

No audits have been completed since the Committee meeting of 2 December 2024.

OFFICER RECOMMENDATION

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

AUDIT AND RISK COMMITTEE RECOMMENDATION

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

Audit and Risk Committee Comments:

Audit Log Ongoing Actions

In future the City will request of external auditors that each recommendation receive its own specific section of the report to make it easier to read and understand.

OAG Audit – Gift and Benefits

Confirmed that the City was selected at random to be a part of the audit.

Confirmed the City bears no cost for either the OAG Audit or the KPMG forensic audit.

Audit Log

Clarity sought around the Public Sector Commission – Integrity Education Thematic Review Risk Rating being unidentified, but approved completed date being ongoing.

City Response – A rating was not identified, so marked as such to reflect.

Public Sector Commission – Integrity Education Thematic Review Status

Confirmed there is an interim workflow process across departments to capture incident reporting.

Confirmed Lost Time Injury Graph cannot be configured with current payroll system, so the City is developing a permanent manual solution.

Macri Partners – Financial Management Review

No 'Status' input due to being in relation to the OAG audit which was closed in December. Management comment was provided as part of that. The process from here is to appoint an auditor to do an audit of the process. It is the aim to have this closed out by June 2025.

Developer Contributions

Clarification sought around the Developer Contribution Audit end date of 2025. The City is looking at developing a shared internal audit plan with the City of Cockburn, and is in the early stages of that discussion. The Committee encourages that the decision be made by June 2025.

Areas of Review – Developer Contributions

Noted that the City urgently needs to address its audit planning, especially given the approaching financial reporting period.

Summary of Audits

Clarification of wording of *complete* and *closed* as references. It was answered that there was no difference, however, upon further investigation, the Manager Governance and Legal reviewed the 'Closed' action and confirmed that the terminology was appropriate in this instance. This audit recommendation has been closed as the City has decided not to proceed with the use of personal duress alarms.

Comment from the Chair regarding the 2027 completion date against CCTV surveillance and duress alarms at the creche. The Acting CEO noted that a decision as to whether CCTV would be included in the Creche had not been made, noting there is sensitivity around filming children. The 2027 timeframe was based on the refurbishment of the Recquatic facility being the most cost effective way to implement the CCTV if this is to occur.

VOTING REQUIREMENT

Simple majority

DISCUSSION

The Audit Log at **Attachment A** lists the status of all outstanding actions arising from previous audits (both internal and external). No new actions have been added to the Audit Log, as no audits (internal) have been completed since the Committee meeting of 2 December 2024.

Actions which were marked as finalised at the Committee meeting of 2 December 2024 and subsequently removed from the Audit Log are as follows:

- **Australian Auditors – HR Incident Reporting Processes and Procedures**
 - a) IA: 2024/06 (3.0) Data Capture in MyOSH system
 - b) IA: 2024/06 (4.0) Corrective Action Items
 - c) EA: 2024/07 (3) User Access Reviews (Finapp – Authority)
- **Australian Auditors – Recquatic Centre Safety Review**
 - a) IA: 2024/07 (1.0) Policies and Procedures
- **Australian Auditors – Essential Services: Parking Infringements and Pet Registration**
 - a) IA: 2024/07 (4.0) Monitoring of Withdrawals

The City remains hopeful of progressing shared services in the area of auditing, given the potential cost saving benefit. In the interim, and given the City’s existing Strategic Internal Audit Plan has now lapsed, the City is proposing to engage an appropriately experienced auditor to review the following areas:

Area of Review	Hours	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Compliance Audit Return	40												
Community Services – Retirement Village	40												
Fleet Management	40												
Business Continuity/ Disaster Recovery/ Pandemic/Emergency Planning*	40												
Environmental & Health Services/Waste* (currently not budgeted for review)	-												
Project/Program Management (Building, Operations & Engineering)* (currently not budgeted for review)	-												
Developer Contributions													

*Areas outstanding from 2021/24 Strategic Internal Audit Plan.

The Office of the Auditor General has commenced the City’s Performance Audit: Local Government Management of Gifts and Benefits,

The City’s key questions are as follows:

- Are local governments complying with their gifts and benefits policies and procedures, and do these meet the local government regulation requirements?
- Are local governments recording all offers of gifts and benefits?
- Are local governments’ decisions for accepting or declining gifts and benefits appropriate?
- Are local governments recording and managing all conflicts of interests in relation to gifts and benefits?
- Is the Department of Local Government, Sports and Cultural Industries actively monitoring compliance with the regulations and providing adequate guidance to local governments?

The City’s report is currently in its investigative stages, the OAG anticipate tabling the audit report in the Parliament in the first quarter of 2025.

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	5.4 – Establish a culture of continuous improvement achieving high levels of business excellence	5.4.4 – N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Although there is no direct connection to the Strategic Community Plan concerning the City’s internal auditing, implementing this function supports the City’s commitment to fostering a culture of continuous improvement and business excellence. It also ensures accountability and transparency in the delivery of services to the community.

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. **Audit Log - February 2025** [↓](#)



AUDIT LOG

Summary

Ongoing Actions (Previous Completed Audits)

Audit/Action	Risk Rating	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – HR Incident Reporting Processes and Procedures				
IA: 2024/06 (1.0) Policy and Framework Documents	Low	30 September 2024	Ongoing	30 September 2024 March 2025
IA: 2024/06 (2.0) Monitoring against Reporting Timeframes	Low	31 December 2024	Ongoing	31 December 2024 30 April 2025
IA: 2024/06 (3.0) Data Capture in MyOSH system	Medium	31 December 2024	Complete	31 December 2024
IA: 2024/06 (4.0) Corrective Action Items	Medium	30 September 2024	Complete	30 September 2024
IA: 2024/06 (5.0) Key Performance Indicators (KPIs)	Medium	31 December 2024	Ongoing	31 December 2024 March 2025
Australian Auditors – Recquatic Centre Safety Review				
IA: 2024/07 (1.0) Policies and Procedures	Low	30 June 2025	Complete	31 December 2024
		31 December 2024	Complete	30 September 2024
IA: 2024/07 (2.0) Process Improvements	Medium	30 June 2025	Ongoing	30 June 2025
		31 December 2024	Complete	31 December 2024
		31 December 2024	Complete	31 October 2024
		31 December 2024	Closed	31 December 2024
		31 December 2024	Complete	31 October 2024
		30 June 2024	Complete	31 December 2024
		31 December 2024	Ongoing	31 December 2024
		30 June 2024	Complete	31 December 2024
		31 December 2024	Complete	31 December 2024
30 September 2024	Complete	30 September 2024		
Australian Auditors – Essential Services: Parking Infringements and Pet Registration				
IA: 2024/07 (1.0) Parking Infringements Procedures Manual	Low	ASAP	Complete	31 October 2024
			Complete	30 September 2024
			Complete	30 September 2024
			Complete	30 September 2024
			Complete	31 October 2024
			Ongoing	30 November 2024 31 May 2025
IA: 2024/07 (2.0) Policy / Protocol on Approving Withdrawal of Infringements	Low	ASAP	Ongoing	30 September 2024 31 May 2025
IA: 2024/07 (4.0) Monitoring of Withdrawals	Low	ASAP	Complete	6 September 2024
			Complete	6 September 2024
			Complete	30 November 2024
IA: 2024/07 (5.0) Training of Parking Officers	Low	ASAP	Ongoing	31 December 2024 31 May 2025
			Ongoing	31 December 2024 31 May 2025



AUDIT LOG

Ongoing Actions (Previous Completed Audits)

Audit/Action	Risk Rating	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Regulation 17 Review				
EA: 2023/12 (3) Payroll	Minor (Low)	-	Ongoing	30 September 2024
RSM – 2022/23 Final Financial Audit				
EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation	Moderate (Medium)	30 June 2024	Ongoing	30 September 2024
Macri Partners – Financial Management Review				
EA: 2023/06 (4.2(iii)) Investment of Surplus Funds	Minor (Low)	31 December 2023	Ongoing	30 September 2024
EA: 2023/06 (4.6(v)) Payroll	Moderate (Medium)	31 December 2023	Ongoing	30 September 2024
Public Sector Commission – Integrity Education Thematic Review				
EA: 2024/06 (1) Frameworks that govern integrity education	Not identified	Not identified	Ongoing	
EA: 2024/06 (2) Approaches to educate employees	Not identified	Not identified	Ongoing	
EA: 2024/06 (3) Reinforcement of integrity education	Not identified	Not identified	Ongoing	
EA: 2024/06 (4) Evaluation and improvement of integrity education	Not identified	Not identified	Ongoing	
OAG – Interim IT General Controls Audit				
EA: 2024/06 (1) Tenable Nessus Vulnerability Management	Moderate (Medium)	30 May 2024	Completed	
EA: 2024/06 (2) Network Access Management	Moderate (Medium)	16 May 2024	Completed	
EA: 2024/06 (3) Finance Application (Authority) User Access Reviews	Moderate (Medium)	10 May 2024	Completed	
OAG – Financial Management Letter (2023/24)				
EA: 2024 (1) Contributed assets recognition	Moderate (Medium)	30 June 2025	Ongoing	30 June 2025
EA: 2024 (2) Valuation of Infrastructure	Minor (Low)	30 June 2025	Ongoing	30 June 2025

AUDIT REPORTS FINALISED SINCE PREVIOUS AUDIT AND RISK COMMITTEE MEETING

Nil



AUDIT LOG

Ongoing Actions (Previous Completed Audits)

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – HR Incident Reporting Processes and Procedures				
<p>IA: 2024/06 (1.0) Policy and Framework Documents</p> <p>Finding / Recommendation The City has the following documents in place supporting the incident reporting processes. These documents have not been reviewed recently and now require review and possible update.</p> <ul style="list-style-type: none"> • Work Health and Safety Policy. The policy was last updated in April 2022. • Work Health and Safety Policy Statement. The statement was made in May 2022. • Safety and Health Management System Framework Tier 1. This document was developed in July 2020. This document has not been reviewed and updated since then. • Safety and Health Management System Framework Tier 2 (Standards and Procedures). This was developed in Oct 2020. This document has not been reviewed and updated since then. <p>We recommend that:</p> <ul style="list-style-type: none"> • City Management review and update the relevant policies, policy statement and the system framework documents. • The policy documents should be subject to ongoing review and at least once every 2 years. <p>Risk Rating Low</p>	<p>Management Comment All the WHS framework documents have been updated. Tier 1 document was approved at the Audit and Risk Committee meeting on 9 March 2023. Tiers 2 & 3 were reviewed and approved at the Audit and Risk Committee meeting on 19 June 2023. Included in this documentation was the WHS Policy. This review and updates had many changes with a focus on the new WHS legislation.</p> <p>The next review is due to commence but the City is waiting on the finalisation of the new Workers Compensation and Injury Management legislation due to be implemented on 30 June 2024. Within this process, the City is awaiting advice from the City's insurers and for Workcover to release their guidelines.</p> <p>Responsible Officer Manager HR</p>	<p>30 September 2024</p>	<p>Ongoing</p> <p>12 August 2024 – Manager Human Resources: In addition, the newly created Strategic WHS Committee are currently developing "Generic" guidelines for Hazard identification and City controls. On completion of this tasks, this information will be updated in the applicable Tier documentation.</p> <p>14 November 2024 – Manager Human Resources: As stated in the Management Comment, the auditor did not receive the current version of the WHS Framework documentation (Tier 1, 2 and 3) and the review period for this documentation is bi-annually – therefore due in March and June 2025. The review of the WHS framework has commenced and includes the new Workers Compensation and Injury Management legislation.</p> <p>20 January 2025 – Manager Human Resources: Halfway through review of Tier 2. Tier 1 has been through the Strategic WHS Committee, WHS Committee and ELT for approval. Tier 3 review following completion of Tier 2. Remains due for completion in March 2025.</p>	<p>30 September 2024</p> <p>March 2025</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – HR Incident Reporting Processes and Procedures				
<p>IA: 2024/06 (2.0) Monitoring against Reporting Timeframes</p> <p>Finding / Recommendation The Health Safety and Injury Management Advisor has the responsibility to ensure incidents are dealt with in a timely manner. However, there are no timeframes set for the actioning of incidents.</p> <p>Ageing analysis of the outstanding incidents at as 22 May 2024 showed that of the 27 incidents outstanding, 25 were outstanding for more than 30 days with 13 outstanding for more than 90 days. Refer to Appendix B for details.</p> <p>Our sample testing of 11 incidents identified the following:</p> <ul style="list-style-type: none"> • 2 incidents which were not reported within 24 hours of occurrence. • Of the 7 incidents that were closed, 5 incidents took more than a week for investigation to complete and Director to sign off. <p>We recommend that:</p> <ul style="list-style-type: none"> • Timeframes should be set for reporting of incidents, investigation, Manager review and Director sign off. • Performance against the timeframes should be monitored and reported where timeframes are not being complied with. <p>Useful information to report would include:</p> <ul style="list-style-type: none"> ○ Days to report incident by Department. ○ Days to complete investigation by Department. ○ Days to close incidents by Department. ○ Ageing of incidents by Department. <p>Risk Rating Low</p>	<p>Management Comment The City is currently working with the MyOSH system vendors to develop a timeframed workflow with follow-up reminders.</p> <p>HSIMA has been tasked to manually follow-up outstanding incidents to ensure accurate and meaningful data is captured and the outstanding incidents are closed out. This will be listed as a KPI for 24/25 for HSIMA.</p> <p>In addition, the HSIMA has been tasked to ensure that the City has well trained and knowledgeable MyOSH champions to assist with timeframes and accurate and meaningful data collection.</p> <p>Responsible Officer HSIMA</p>	<p>31 December 2024</p>	<p>Ongoing</p> <p>12 August 2024 – Manager Human Resources: The City has met with the City of Stirling’s Health and Safety team. The City of Stirling have been using MyOSH for many years and their system is mature in comparison to the City’s. At this meeting, City staff explored processes for timeframe workflows, reminders, training of staff and record keeping. This information will be used to further develop the MyOSH system.</p> <p>14 November 2024 – Manager Human Resources: On track with work currently being undertaken, yet to be finalised.</p> <p>20 January 2025 – Manager Human Resources: System yet to be reconfigured. Still having to manually track this information within MyOSH. City still of determining whether the required system changes are possible as well as the cost of doing so (or alternatively, potential work-arounds). In discussions with City of Stirling, it appears this is likely to require a manual process given restrictions with OneCouncil.</p>	<p>31 December 2024</p> <p>30 April 2025</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – HR Incident Reporting Processes and Procedures				
<p data-bbox="248 323 831 347">IA: 2024/06 (3.0) Data Capture in MyOSH system</p> <p data-bbox="248 371 831 395">Finding / Recommendation</p> <p data-bbox="248 395 831 467">The data captured in MyOSH system against the incidents are not complete or sufficiently adequate. Not all the fields required to be completed are completed by staff.</p> <p data-bbox="248 491 831 515">Sample testing of 11 incidents identified the following:</p> <ul data-bbox="248 515 831 730" style="list-style-type: none"> • 2 instances where dates were incorrectly entered. In these instances, the date of reporting was prior to date of occurrence of the incident. • Some of the fields in MyOSH were not completed for the incidents. • Quality of the root cause analysis was not considered satisfactory in some instances. • Corrective actions with responsibility and timeframe were not identified for 9 incidents. <p data-bbox="248 754 831 778">We recommend that:</p> <ul data-bbox="248 778 831 986" style="list-style-type: none"> • Health Safety and Injury Management Advisor review each incident to ensure quality of data captured in MyOSH is satisfactory and sign off. Any training required should also be identified and provided to staff. • Management should identify information that is mandatory for completion in MyOSH system and set up the system such that the system prevents from submitting the incident for review if all required mandatory information is not completed. <p data-bbox="248 1010 831 1034">Risk Rating</p> <p data-bbox="248 1034 831 1058">Medium</p>	<p data-bbox="831 323 1198 347">Management Comment</p> <p data-bbox="831 347 1198 563">The HSIMA has been tasked to ensure that the City has well trained and knowledgeable staff and to ensure that the data entered adheres to the approved documented process for recording / data input into the system. MyOSH champions to assist with timeframes, education and accurate and meaningful data collection.</p> <p data-bbox="831 587 1198 675">The City is currently working with the MyOSH system vendors to develop a timeframed workflow with follow-up reminders.</p> <p data-bbox="831 699 1198 842">HSIMA has been tasked to manually follow-up outstanding incidents to ensure accurate and meaningful data is captured and the outstanding incidents are closed out. This will be listed as a KPI for 24/25 for HSIMA.</p> <p data-bbox="831 866 1198 890">Responsible Officer</p> <p data-bbox="831 890 1198 914">HSIMA</p>	<p data-bbox="1198 323 1406 347">31 December 2024</p>	<p data-bbox="1406 323 1780 347">Ongoing</p> <p data-bbox="1406 371 1780 659">12 August 2024 – Manager Human Resources: The City has met with the City of Stirling’s Health and Safety team. The City of Stirling have been using MyOSH for many years and their system is mature in comparison to the City’s. At this meeting, City staff explored processes for timeframe workflows, reminders, training of staff and record keeping. This information will be used to further develop the MyOSH system.</p> <p data-bbox="1406 683 1780 1010">14 November 2024 – Manager Human Resources: The HSIMA has been individually reviewing each recorded incident (in consultation with the person who has input data in the system) in order to closeout outstanding incidents, ensure that the data is meaningful and where necessary provide additional training for staff. Currently, a video tutorial is being prepared to assist with capture of significant and accurate data and this will be rolled out across the organisation.</p> <p data-bbox="1406 1034 1780 1249">20 January 2025 – Manager Human Resources: The HSIMA now has a process of manually reviewing the quality of all data input and amending/updating as required, including providing additional training to staff. This occurs on a daily basis and will remain ongoing. Draft ‘iGuide’ has been developed for staff.</p>	<p data-bbox="1780 323 1991 347">31 December 2024</p> <p data-bbox="1780 683 1991 707">February 2025</p> <p data-bbox="1780 1034 1991 1058">Completed</p>



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Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – HR Incident Reporting Processes and Procedures				
<p>IA: 2024/06 (4.0) Corrective Action Items</p> <p>Finding / Recommendation Determining the corrective action for an incident is a decentralised process without any involvement by the Health Safety & Injury Management Advisor.</p> <p>There is no clear process to translate investigation recommendations to specific corrective actions and to ensure that these actions are documented, communicated, followed up, completed and reported against.</p> <p>During our sample testing of 11 incidents, we found that corrective actions, responsibility and action timeframe were not identified for 9 of these incidents.</p> <p>We recommend that:</p> <ul style="list-style-type: none"> • Corrective actions with responsibility and timeframes for completion should be identified for each incident. • The corrective action recommended by a Business Unit should also be reviewed and approved by the Health Safety & Injury Management Advisor. In reviewing the corrective actions, the Health Safety & Injury Management Advisor should determine if the corrective actions are appropriate, are applicable across the City and take action to implement this. Any training required should also be identified and provided to staff. • Corrective actions identified should be monitored and reported against by the Health Safety & Injury Management Advisor. <p>Risk Rating Medium</p>	<p>Management Comment The City has introduced a new Committee – WHS Strategic Committee who will sit between the Executive team and the WHS Committee to provide more of a strategical approach as opposed to an operational overview.</p> <p>This Committee will be tasked with the oversight of the Corrective Actions and review of WHS documentation. In addition, part of the corrective action process is to ensure that staff are well versed in root cause analysis. This may include further training and on occasions outsourcing of analysis, especially for a high risk incident.</p> <p>Responsible Officer HSIMA</p>	<p>30 September 2024</p>	<p>Ongoing</p> <p>12 August 2024 – Manager Human Resources: The newly formed Strategic WHS Committee have met (Twice) and are actively progressing the Corrective Action process and the development of the “Generic” guidelines for the hazards.</p> <p>14 November 2024 – Manager Human Resources: It was identified that users of MyOSH were recording Corrective Actions in the incorrect field in the system. Every incident reported in the MyOSH system since commencement has been updated to reflect the correct recording of data. This now permits the HSIMA to have oversight of the corrective actions and information is tabled at the WHS Committee meetings.</p> <p>Further to the status at 12 August 2024, the development of the “Generic” guidelines for hazards is now at 60% completion (including endorsement and approval by WHS Committee and ELT)</p> <p>20 January 2025 – Manager Human Resources: The City now has further developed the incident reporting at the WHS Committee such that incident reporting now identifies additional information around corrective actions.</p>	<p>30 September 2024</p> <p>February 2025</p> <p>Completed</p>



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Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – HR Incident Reporting Processes and Procedures				
<p>IA: 2024/06 (5.0) Key Performance Indicators (KPIs)</p> <p>Finding / Recommendation There are no specific key performance indicators (KPIs) set to measure the effectiveness of the incident reporting and management processes.</p> <p>Currently, several statistics are reported to the Executive Team, Work Health & Safety Committee and to the Audit and Risk Committee.</p> <p>Statistics provided include the number of incidents and injuries by Department and Directorate, status, event severity. However we are of the view that statistics alone is not adequate to measure the effectiveness of the incident reporting process and Work Safety and Health systems.</p> <p>For reporting to be useful and add value, they must be designed to provide information that is relevant to intended users and be measured against the City's established criteria.</p> <p>We recommend that:</p> <ul style="list-style-type: none"> • Meaningful KPIs should be developed and reported. KPIs may include: <ul style="list-style-type: none"> ○ targets set for reduction in number of incidents, number of injuries. ○ 12 month comparison of incident rate, injury rate, near misses reported. ○ Average time to close incidents over a 12 month period. ○ Average time to implement corrective actions over a 12 month period. <p>Risk Rating Medium</p>	<p>Management Comment The City is currently working with the MyOSH systems vendor to further develop and enhance the reporting process and data collation which will include monitoring and trending of information. This will then permit the measurement against established data and some meaningful KPIs for reporting.</p> <p>Responsible Officer Executive Team</p>	<p>31 December 2024</p>	<p>Ongoing</p> <p>12 August 2024 – Manager Human Resources: The City has met with the City of Stirling's Health and Safety team. The City of Stirling have been using MyOSH for many years and their system is mature in comparison to the City's. At this meeting, City staff explored processes for data collection and reporting, timeframe workflows, reminders, training of staff and record keeping. This information will be used to further develop the MyOSH system.</p> <p>14 November 2024 – Manager Human Resources: Above is progressing.</p> <p>20 January 2025 – Manager Human Resources: This action will be finalise as part of the review of Tier 2 and Tier 3 documents.</p> <p>LGIS conducted workshopping with the Executive Team with respect to the appropriate information to be recorded within the MyOSH system. This information will assist when final sign-off of incident reports occurs.</p> <p>ELT meeting agenda includes minutes of the WHS Committee and Strategic WHS Committee to keep them informed. In addition, all WHS safety documentation (frameworks etc) are required to be required and approved by ELT.</p>	<p>31 December 2024</p> <p>February 2025</p> <p>March 2025</p>



AUDIT LOG

Audit Details	Action & Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Recquatic Centre Safety Review			
IA: 2024/07 (1.0) Policies and Procedures			
<p>Finding / Recommendation</p> <p>There is a document Register in place which lists all the documented procedures, processes and work instructions applicable for the Kwinana Recquatic Centre. However, the register shows that a number of these policies, procedures and work instructions are out of date. For example, a Creche Handbook is in place covering all aspects of the Creche operations. However, this Handbook has not been updated since 2019.</p> <p>Further, we understand that Kwinana Recquatic Centre Management has instructed staff to leave together when the Centre closes at 9pm late at night and for the Duty Officer to accompany the staff to their car. However, this requirement has not been formally included in the Centre's policies or procedures and also not included in staff induction checklists.</p> <p>We recommend that:</p> <ul style="list-style-type: none"> • give consideration to reviewing all of its existing policies, practices and work instructions and ensure they are regularly reviewed at least every 2-3 year. • Ensure that staff instructions on leaving work late after hours be included in a formal work instruction to staff and also be included in the Centre's induction program. <p>Risk Rating Low</p>	<p>Management Comment</p> <ul style="list-style-type: none"> • Review of all existing policies, practices, and work instructions will be conducted in 24/25 FY, and all added to Promapp, this will become a Recquatic Leadership team KPI. <p>Completion date: 30 June 2025</p> <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Ongoing</p> <p>22 January 2025 – Recquatic Manager – all policies and practices, and work instructions have now been complete.</p>	<p>31 December 2024</p> <p>Complete</p>
	<p>Management Comment</p> <ul style="list-style-type: none"> • Staff instructions on leaving work for close shift or in dark will be formalised and included in both as a risk and in the Centre's induction checklist. <p>Completion date: 31 December 2024</p> <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Ongoing</p> <p>15 November 2024 – Recquatic Manager – Added to CAMMS.Risk – OR153 Staff Leaving Recquatic at Night and update into Recquatic staff induction.</p>	<p>Complete</p>



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Audit Details	Action & Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Recquatic Centre Safety Review			
IA: 2024/07 (2.0) Process Improvements			
<p>Finding / Recommendation</p> <p>The Kwinana Recquatic Centre is considered highly risky to the City due to the level of activities that it provides to a variety of users and as such the City could be liable for injuries sustained within the Centre by patrons should the City not take all the necessary precautions to reduce risk of injury and/or take immediate action should an injury be sustained.</p> <p>The following matters should be considered to further improve existing safety matters at the Centre:</p> <p>Customer Experience</p> <ul style="list-style-type: none"> Except for casual gym users, there is no formal sign-in/sign-out process for other visitors to the Centre. Therefore, it is not known at any point in time who or how many people have entered the Centre or are in the Centre. We understand from the Centre Manager that the Centre could procure a People Counting software which can provide accurate real-time people traffic information within the Centre. We believe this would be valuable to the City and the Centre should there be an unforeseeable incident at the Centre and the Centre requires evacuation. There is a sign at the front entrance of the Centre which provides information on conditions of entry. However, the current sign does not include an indemnity clause such as patrons using the Centre's facilities at their own risk. We believe that adequate enter at own risk signage should be in place at the front entrance to ensure the City is protected in case a patron is injured while in the facility. <p>Fitness programs (Gym & Group Fitness)</p> <ul style="list-style-type: none"> There are 4 separate areas for the Fitness program which includes Cardio studio, functional training studio, a Gym and also a group fitness room. Although there are adequate CCTV in each room, there are no safety signs to warn patrons of the risks and also that they are using the equipment at their own risk. We believe that adequate use at own risk signage should be in place in these highly injury risk area to ensure the City is protected in case a patron is injured while using facility equipment. 	<p>Management Comment</p> <p>Customer Experience</p> <ul style="list-style-type: none"> At peak times, sign in and sign out for all patrons is not practical. People Counting Software can be introduced at relatively low cost. Proposal was sent last year, this will be updated and sent again for approval and implementation. Completion date: 30 June 2025 The sign at the front of the Centre does have condition number 1 as. Customers enter Kwinana Recquatic at their own risk. Safety is in place in main gym with large equipment, additional warning signs will be introduced in Cardio, functional and group fitness rooms. Completion date: 31 December 2024 <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Ongoing. May be people counting software available in current system. Investigating this with IT.</p> <p>15 November 2024 – Recquatic Manager – In the process of purchasing people counting software – Cohera Tech</p> <p>22 January 2025 – Recquatic Manager – In the process of purchasing people counting software – Cohera Tech</p> <p>Ongoing. Whilst there is signage, the wording of the risk warning is being reviewed to ensure its appropriateness.</p> <p>15 November 2024 – Recquatic Manager – Entrance signage being updated to ensure risk is not broad in nature.</p> <p>“We’re glad to have you here. Please be aware that participation in any recreational activities at Kwinana Recquatic involves inherent risks including the risk of personal injury or death. By entering and using these facilities, you acknowledge and accept these risks and voluntarily assume personal responsibility for your participation.</p>	<p>30 June 2025</p> <p>31 December 2024</p> <p>Complete</p>
	<p>Management Comment</p> <p>Fitness programs (Gym & Group Fitness)</p>		



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<ul style="list-style-type: none"> There is only 1 Gym instructor covering the 3 fitness areas being the Gym, Cardio and Functional training studios. These studios are at various levels of the Centre requiring the Gym Duty Supervisor to travel between the various studios to keep an eye on the patrons using the equipment. Although each of the studios has a CCTV, there is no CCTV display screens within the Gym Duty Supervisors office to enable the Gym Duty Supervisor to effectively monitor the activities in each of the three studios at any given point. Camera vision screens would allow the Gym duty Supervisor to monitor all 3 areas at the same time. Also, it would be beneficial to have an emergency alarm available in the studios for the users to press when needed in case of an emergency due to injury. <p>Sports & Programs</p> <ul style="list-style-type: none"> The sign displayed at the indoor sports stadium states "play at own risk". However, there is only 2 small signs covering the whole area. <p>Creche</p> <ul style="list-style-type: none"> Creche policy states that the same parent signing in a child has to also sign out the child before the Child can leave the Creche area. Although we consider this is a sensible policy, there is no formal verification check to ensure the person who signed in a child is also the same person that signs the child out. At present such verification is only done through staff remembering and also getting to know the regular parents. To assist this and to minimise possible risk of a child being picked up by a non-parent or not by the same parent that signed in the child, the Creche should consider seeking some form of identification of the person signing out a child to confirm they are the actual child's parent. There is no documented policy to exclude sick children in the Creche Handbook except that parents have a responsibility to notify Creche staff that a child is sick. We believe that in order to prevent the spread possible sickness to other Creche users that the Creche has a formal policy in place to deny a sick child from entering the Creche should that child impose a risk to other children and Creche staff. We noted that there are no CCTV cameras or duress alarm in the Creche or even in the outside play area. This would be essential and would protect the City should a child be injured while in the Creche and the child's parent decides to take legal action against the City. 	<ul style="list-style-type: none"> CCTV access for Fitness areas can be added to the Gym team computer. Personal duress alarms will be investigated for gym spaces and assessed depending on whether reasonably practical. <p>Completion date: 31 December 2024</p> <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>15 November 2024 – Recquatic Manager – CCTV is now available on the Gym team laptop and monitored when staff are required to be in office for extended periods.</p> <p>15 November 2024 – Recquatic Manager – Personal duress alarms, given we have full coverage of gym hours with Gym Instructors, and the addition of CCTV on laptops, at this stage this is not required. The Court would only look at this action if the Kwinana Recquatic adjusted its opening hour to 24/7</p>	<p>31 December 2024</p> <p>Complete</p> <p>31 October 2024</p> <p>Closed</p>
<p>Management Comment</p> <p>Sports & Programs</p> <ul style="list-style-type: none"> Additional "play at your own risk" signs will be installed in the indoor sports stadium. <p>Completion date: 31 December 2024</p> <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Management Comment</p> <p>Creche</p> <ul style="list-style-type: none"> Risk assessment will be completed for this to identify the best reasonably practical outcome, checking identification every visit is not practical for known parents. <p>Completion date: 31 December 2024</p> <ul style="list-style-type: none"> A written procedure to exclude sick children from the Creche, based on the Creche Supervisor's assessment, will be implemented as part of the onboarding process to creche as part of term and conditions of use. <p>Completion date: 30 June 2024</p>	<p>Ongoing. Signage will be installed at same time as Fitness spaces</p> <p>15 November 2024 – Recquatic Manager – Additional signage has been ordered.</p> <p>22 January 2025 – Recquatic Manager – Advised that this action is now complete.</p>	<p>31 December 2024</p> <p>Complete</p>
<p>Management Comment</p> <p>Creche</p> <ul style="list-style-type: none"> Risk assessment will be completed for this to identify the best reasonably practical outcome, checking identification every visit is not practical for known parents. <p>Completion date: 31 December 2024</p> <ul style="list-style-type: none"> A written procedure to exclude sick children from the Creche, based on the Creche Supervisor's assessment, will be implemented as part of the onboarding process to creche as part of term and conditions of use. <p>Completion date: 30 June 2024</p>	<p>Management Comment</p> <p>Creche</p> <ul style="list-style-type: none"> Risk assessment will be completed for this to identify the best reasonably practical outcome, checking identification every visit is not practical for known parents. <p>Completion date: 31 December 2024</p> <ul style="list-style-type: none"> A written procedure to exclude sick children from the Creche, based on the Creche Supervisor's assessment, will be implemented as part of the onboarding process to creche as part of term and conditions of use. <p>Completion date: 30 June 2024</p>	<p>15 November 2024 - Recquatic Manager – Recquatic creche team are creating Creche Specific Terms and Conditions to cover this risk. This will be signed by all parents/guardians using the facility.</p> <p>15 November 2024 – Recquatic Manager - Updated with new Creche Terms and Conditions</p>	<p>Complete</p> <p>Complete</p>



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<p>Risk Register</p> <ul style="list-style-type: none"> The Kwinana Recquatic Centre has a Risk Register which has identified safety relevant risks and the controls / risk treatments that are in place to mitigate these safety risk. However, we believe that the controls/risk treatment's recorded in the risk register does not adequately describe all of the controls/risk treatments that currently are in place and should be updated to reflect all of the safety controls and risk treatments that have been implemented and currently exist at the Centre. Creche related risks have not been identified and included in the Kwinana Recquatic Risk Register. Although Creche related risks have been included in the Community Facilities risk register, given that a Creche is also within the Kwinana Recquatic Centre, the risks should also be captured and managed in the Kwinana Recquatic Centre's risk register. <p>Inductions</p> <ul style="list-style-type: none"> Each Team Leader has developed Induction Checklist for their own team except for Gym & Group Fitness and Sports & Programs teams. Role Specific Manuals have been developed except for Team Leader & Sport Supervisor roles. 	<ul style="list-style-type: none"> This will be discussed with CoK building team, and if feasible CCTV and duress alarms will be installed in the Creche and outside play area. Completion date: 31 December 2024 <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Ongoing. 15 November 2024 – Recquatic Manager – has been included on the City's IT teams task list to install when new CCTV is purchased</p> <p>To be considered as part of the Recquatic Centre refurbishment. No further action at this stage.</p>	<p>31 December 2024</p> <p>December 2027</p>
<p>We recommend that the Kwinana Recquatic Manager:</p> <ul style="list-style-type: none"> Consider either introducing a formal sign in/sign out for all Centre visitors which may be impractical or investigate and implement a people counting system which can provide on time live data on all visitors entering and leaving the Centre. Consider upgrading the sign at the front of the Centre entrance to clearly state that visitors enter at own risk. Consider introducing safety warning signs in each of the Gym and Fitness rooms. Consider providing CCTV display screens withing the Gym Duty Supervisors office and install an emergency alarm buttons in the 3 Gym studios. Consider installing more play at your own risk signs in the indoor sports stadium. Consider introducing some form of parent verification checks to be implemented at the point a parent is picking up their child at the Creche. This could be in the form of providing their driver's license or each parent may be given an identification tag that can be presented when signing out their child. 	<p>Management Comment</p> <p>Risk Register</p> <ul style="list-style-type: none"> The Recquatic Centre risk register will be updated with more specific controls and risk treatment to the centre. Completion date: 30 June 2024 All Creche-related risks will be included in the Centre's risk register as a priority. Completion date: 31 December 2024 <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Ongoing.</p> <p>22 January 2025 – Recquatic Manager – Advised that this action is now complete.</p> <p>Ongoing.</p> <p>22 January 2025 – Recquatic Manager – Advised that this action is now complete.</p>	<p>31 December 2024</p> <p>Complete</p> <p>31 December 2024</p> <p>Complete</p>
	<p>Management Comment</p> <p>Inductions</p> <ul style="list-style-type: none"> All frontline staff role specific inductions and manuals are being completed in Q1 24/25. Induction checklists and role-specific manuals are being developed for all frontline staff. These will cover 95% of what the Team Leaders will need to know for their team, as such, new team Leaders will receive a Recquatic general induction as well as be run through their direct reports induction. An additional role specific manual is not deemed necessary for team Leaders. Completion date: 30 September 2024 <p>Responsible Officer Kwinana Recquatic Manager</p>	<p>Ongoing. Currently revising and reviewing frontline staff role specific manuals to roll out Oct 24.</p> <p>Role specific manual not required for Team Leaders</p> <p>15 November 2024 – Recquatic Manager – This is ongoing, role specific manuals have been developed and are currently being finalised for formatted.</p> <p>22 January 2025 – Recquatic Manager – Advised that this action is now complete.</p>	<p>30 September 2024</p> <p>Complete</p>



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<ul style="list-style-type: none"> • Consider implementing a formal policy to exclude sick children from the Creche where it is the opinion of the Creche Supervisor that the child poses a risk to other children and staff. • Consider installing CCTV and duress alarms in the Creche and outside play area. • Consider updating the Recquatic Centre risk register to acknowledge all of the safety and risk prevention processes that are in place. This will then allow these safety and risk prevention processes to be subject to continual review to ensure safety and risk mitigation processes are continually being effective. • Consider including all Creche related risk in the Centre's risk register as a matter of priority. • Consider and give priority to ensuring that induction checklists and role specific manuals are developed for all team leaders. <p>Risk Rating Medium</p>			
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Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Essential Services: Parking Infringements and Pet Registration				
<p>IA: 2024/07 (1.0) Parking Infringements Procedures Manual</p> <p>Finding / Recommendation The current procedures manual only covers work instructions for the issuing of an infringement and evidence gathering. It would be beneficial if the procedures document also covers the following:</p> <ul style="list-style-type: none"> Voiding / cancelling of the infringements. Follow up procedures including timeframes for the outstanding infringement notices. Referring to Fines and Enforcement Registry. Appeal, review and withdrawal approval process. Legal action process. Tasks performed by the Administration Officer. Monitoring controls to be employed such as review of withdrawals and cancellations processed in the system, review of outstanding infringement reports etc. <p>We recommend that:</p> <ul style="list-style-type: none"> Management develops procedures / work instructions that covers the process for voiding infringements, follow up procedures, referring to FER, legal action process, tasks performed by the Administration Officer and monitoring controls. <p>Risk Rating Low</p>	<p>Management Comment Limitations with Authority have prevented some of these items being developed. OneCouncil is expected to improve reporting capability.</p> <p>Accept recommendations and will proceed to develop and implement proposed improvements relating to voiding, follow up, legal action and monitoring controls.</p> <p>Responsible Officer Manager Essential Services</p>	<p>ASAP</p>	<p>Task 2 Procedure – Managing Outstanding Infringement Notices – NOT STARTED - awaiting return of ESAO to proceed</p> <p>25 November 2024 – Manager Essential Services: the procedure with regards to Managing Outstanding Infringement Notices has been developed and documented in the City’s process management software.</p> <p>Task 3 Procedure – Referring Infringement Notices to FER – NOT STARTED - awaiting return of ESAO to proceed</p> <p>25 November 2024 – Manager Essential Services: The procedure with regards to Referring Infringement Notices has been developed and documented in the City’s process management software.</p> <p>Task 4 Procedure – Appeal/Review/Withdraw Infringement Notices – Procedure drafted, awaiting implementation</p> <p>25 November 2024 – Manager Essential Services: The procedure with regards to Appeal/Review/Withdraw has been developed and implemented and is awaiting the additional step for the process to be documented in the City process management software.</p>	<p>31 October 2024 Complete</p> <p>30 September 2024 Complete</p> <p>30 September 2024 Complete</p>



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			<p>Task 5 Procedure – Have Infringement Notice Heard in Court (legal action process) – Procedure drafting commenced</p> <p>25 November 2024 – Manager Essential Services: The procedure with regards to Infringement Notice Heard in Court (legal action process) has been developed and implemented and is awaiting the additional step for the process to be documented in the City process management software.</p> <p>Task 6 Procedure – Administration Officer Infringement Notice Tasks – NOT STARTED - awaiting return of ESAO to proceed</p> <p>25 November 2024 – Manager Essential Services: The procedure with regards to Administration Officer Infringement Notice Tasks has been developed and documented in the City's process management software.</p> <p>Task 7 Develop Monitoring Controls – Voiding/Withdrawal/Cancellation – NOT STARTED</p> <p>25 November 2024 – Manager Essential Services: The development of the Monitoring Controls is currently being drafted, however has been delayed. Revised date to be complete 31 January 2025.</p>	<p>30 September 2024 Complete</p> <p>31 October 2024 Complete</p> <p>30 November 2024 31 May 2025</p>
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AUDIT LOG

			20 January 2025 – A/Manager Essential Services: Remains ongoing.	
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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Essential Services: Parking Infringements and Pet Registration				
<p>IA: 2024/07 (2.0) Policy / Protocol on Approving Withdrawal of Infringements</p> <p>Finding / Recommendation There is currently no documented policy or protocol outlining circumstances where an infringement may be withdrawn.</p> <p>On appeal by the parking offender, an infringement notice may be reviewed and withdrawn by the Manager Essential Services. There are no set criteria applied, it is assessed on a case by case basis.</p> <p>We recommend that:</p> <ul style="list-style-type: none"> • Management should develop a policy or protocol which outlines the circumstances where an infringement may be withdrawn. These may include but not limited to for example: <ul style="list-style-type: none"> ○ A broken-down vehicle emergency ○ A car accident emergency ○ A hospital emergency ○ The vehicle was stolen • Management should also consider incorporating within the policy circumstances under which the infringement may not be withdrawn. <p>Risk Rating Low</p>	<p>Management Comment Accept recommendations and will proceed to develop and implement proposed improvements relating to a policy for approval of infringement withdrawals that provides structure around what defines an approval and refusal.</p> <p>Responsible Officer Manager Essential Services</p>	<p>ASAP</p>	<p>Task 8 Develop Infringement Withdrawal Policy – Procedure drafting commenced</p> <p>25 November 2024 – Manager Essential Services: The development of the Infringement Withdrawal Policy is currently being drafted, however has been delayed. Revised date to be complete 31 December 2024.</p> <p>20 January 2025 – A/Manager Essential Services: Completed.</p>	<p>30 September 2024 31 December 2024 Completed</p>



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Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Essential Services: Parking Infringements and Pet Registration				
<p>IA: 2024/07 (4.0) Monitoring of Withdrawals</p> <p>Finding / Recommendation There are currently no monitoring controls in place to ensure:</p> <ul style="list-style-type: none"> Withdrawals of infringements processed in the system are only those that have been approved by the delegated officer. <p>The report provided of the withdrawals processed for a period of 12 month, showed that there were only 11 infringements that were withdrawn with a value of \$1,205.</p> <ul style="list-style-type: none"> Follow ups actions are undertaken in a timely manner. Voided / cancelled infringements are for valid reasons. At the moment, the voided / cancelled infringements are not captured anywhere, so this monitoring is not possible. <p>We recommend that management should:</p> <ul style="list-style-type: none"> On a regular basis, produce a report from the Infringement module showing all the infringement withdrawals processed in the infringement system. The report should be verified against the approvals by the delegated officer to ensure proper process and justification for withdrawal was met and warranted. Produce a report on the voided /cancelled infringements to ensure these are not excessive and are authorised. Produce an aged report on the outstanding infringements and ensure appropriate follow up actions are taken in a timely manner. <p>The monitoring control should be undertaken by an officer who does not have access to the Infringement system.</p> <p>Risk Rating Low</p>	<p>Management Comment Aged reports are currently able to be produced. A process will be developed to ensure that aged reports are reconciled with FER records on an accepted frequency to improve assurance.</p> <p>Accept recommendations and will proceed to develop and implement proposed improvements relating to Monitoring of Infringement Withdrawals, Voided Infringements and Aged Infringements reports.</p> <p>Responsible Officer Manager Essential Services</p>	<p>ASAP</p>	<p>Task 10/14 Report – Infringement Notice Withdrawals – Report template prepared, 1st report due to be issued 6/09/2024</p> <p>25 November 2024 – Manager Essential Services: Report template prepared and implemented</p> <p>Task 11/14 Report – Voided Infringement Notices – Report template prepared, 1st report due to be issued 6/09/2024</p> <p>25 November 2024 – Manager Essential Services: Report template prepared and implemented</p> <p>Task 12/14 Report – Aged Infringement Notices – NOT STARTED - awaiting return of ESAO to proceed</p> <p>25 November 2024 – Manager Essential Services: Procedure currently being drafted.</p> <p>20 January 2025 – A/Manager Essential Services: Remains ongoing.</p>	<p>6-September-2024 Complete</p> <p>6-September-2024 Complete</p> <p>30-November-2024 31 May 2025</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
<p>IA: 2024/07 (5.0) Training of Parking Officers</p> <p>Finding / Recommendation There is currently no structured, formalised and documented training plan for the parking officers.</p> <p>We recommend that:</p> <ul style="list-style-type: none"> • A more formalised training plan should be developed for the parking officers. • Training records should be maintained. <p>Risk Rating Low</p>	<p>Management Comment Accept recommendations and will proceed to develop and implement proposed improvements relating to formalised parking officer training and related records.</p> <p>Responsible Officer Manager Essential Services</p>	<p>ASAP</p>	<p>Task 13/14 Training Program – Parking Officers – Program drafting commenced</p> <p>25 November 2024 – Manager Essential Services: Project drafting on track</p> <p>20 January 2025 – A/Manager Essential Services: Remains ongoing</p> <p>Task 14/14 Training Register – Parking Officers - NOT STARTED – contents of register will depend on contents of Training Program</p> <p>25 November 2024 – Manager Essential Services: On track.</p> <p>20 January 2025 – A/Manager Essential Services: Remains ongoing</p>	<p>31 December 2024 31 May 2025</p> <p>31 December 2024 31 May 2025</p>



AUDIT LOG

ITEMS OUTSTANDING FROM PRIOR AUDITS

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Regulation 17 Review				
<p>EA: 2023/12 (3) Payroll</p> <p>Finding Based on my discussions with the City's payroll officer, I believe that adequate control processes are in place over the City's payroll process. However, there is currently no formal written policies and procedures in place to ensure that the payroll process continues to be followed on a consistent basis.</p> <p>Recommendation The City ensure that formal payroll related policies and procedures are developed as a matter of priority.</p> <p>Risk Rating Minor (Low)</p>	<p>Management Comment The City understands the importance of robust payroll-related policies and procedures. A checklist/guide has been developed that details all parts/steps of the payroll process and this is adhered to when processing the payroll. The City recognises the requirement to develop its processes and measures have been put in place to provide additional resources to permit this to occur.</p> <p>Responsible Officer Manager Human Resources</p>		<p>23 January 2024 Manager Human Resources: Ongoing</p> <p>On 8 January 2024, an additional resource commenced in the City's Payroll team. The current checklist/guides and processes have been reviewed and assessed for currency and the further development of formal written procedures has commenced.</p> <p>25 March 2024 – Manager Human Resources: With the additional resource, preparation of process instructions has commenced with detailed screen shots forming part of the instructions. Still on track.</p> <p>HR are currently working with IT to secure a new software licence to improve processes.</p> <p>12 August 2024 – Manager Human Resources: The payroll resource now has the new licence for the software package to further develop the processes. Still on track – each pay run is aligned to an extensive checklist for consistency and verification.</p> <p>20 January 2025 – Manager Human Resources: The City has guidelines and checklists in place. These continue to evolve, with associated polices amended to reflect ongoing changes to legislation in this area.</p>	<p>30 April 2024</p> <p>30 June 2024</p> <p>30 September 2024</p> <p>Completed</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date															
RSM – 2022/23 Final Financial Audit																			
EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation																			
<p>Finding During our audit of the employee leave provision balances, we noted differences between the Tech One system leave balances and the Annual and Long Service Leave schedule which is used in the determination of the leave provision balances recognised in the financial statements. The identified differences in both hours and resultant impact on the leave provisions were as follows as at 30 June 2023:</p> <table border="1" data-bbox="271 539 934 743"> <thead> <tr> <th>Category</th> <th>Tech One balance (Hours)</th> <th>AL and LSL Schedule (Hours)</th> <th>Difference (Hours)</th> <th>Resultant Difference (\$)</th> </tr> </thead> <tbody> <tr> <td>Annual Leave</td> <td>29,216</td> <td>29,043</td> <td>(173)</td> <td>(3,567)</td> </tr> <tr> <td>Long Service</td> <td>54,367</td> <td>59,827</td> <td>5,460</td> <td>265,649</td> </tr> </tbody> </table> <p>We understand from management that the differences are mainly due (but not limited) to the following factors:</p> <ul style="list-style-type: none"> At the time of migration from Authority to Techone, the Long Service Leave entitlement for some of the employees had not been updated and reconciled in TechOne, however had been correctly provided for in the manual Annual and Long Service Leave schedule; Casual Long Service Leave has to be validated in TechOne regarding their eligibility. This was accrued for in TechOne but not allowed for in the manual schedule; and Long Service Leave owing by other Councils in relation to some of the new employees (who joined the City from other Councils) have not been captured in TechOne however been captured in the manual Annual and Long Service Leave schedule. <p>The resulting difference has been included in the schedule of uncorrected misstatements included in the management representation letter.</p> <p>Recommendation We recommend that the City investigate the reasons for the difference between TechOne and the leave schedules and ensure a full reconciliation is performed on a regular basis. Any arising reconciling items should be validated and adjusted as required.</p> <p>Risk Rating</p>	Category	Tech One balance (Hours)	AL and LSL Schedule (Hours)	Difference (Hours)	Resultant Difference (\$)	Annual Leave	29,216	29,043	(173)	(3,567)	Long Service	54,367	59,827	5,460	265,649	<p>Management Comment Agree. Payroll has now sourced additional resources to undertake and assist with the appropriate reconciliations.</p> <p>Responsible Officer Chief Financial Officer Manager Human Resources</p>	<p>30 June 2024</p>	<p>25 March 2024 – Manager Human Resources: The Payroll Coordinator has been auditing all the LSL entitlements (particularly the part-time and casual status employees. These calculations are two thirds completed and will provide information as per the differences.). On initial review/assessment, it would appear that the some of the information (pro-rata) in Authority was not accurately recorded when a part-time or casual employee commenced at the City and follow-up is being undertaken. It should be noted, that prior to any payment of LSL entitlement (either Authority or TechOne), an independent calculation was validated before any payment ensuring accuracy of these payments. In addition, the Payroll team have been following up with other LGs to ensure that the appropriate LSL invoicing is up to date – currently up to date.</p> <p>14 May 2024 – Manager Human Resources: The reconciliation calculations have been completed. The OneCouncil configuration will need to be changed and the Payroll Coordinator is working with TechOne regarding the required amendments. In addition, the DLGSC have just released the new LSL regulations due to come into effect on 1 September 2024.</p>	<p>30 June 2024 30 September 2024 Completed</p>
Category	Tech One balance (Hours)	AL and LSL Schedule (Hours)	Difference (Hours)	Resultant Difference (\$)															
Annual Leave	29,216	29,043	(173)	(3,567)															
Long Service	54,367	59,827	5,460	265,649															



AUDIT LOG

Moderate (Medium)			<p>Payroll are now having to align the new regulations with the current configuration. DLGSC have been providing information sessions as to the required amendments.</p> <p>12 August 2024 – Manager Human Resources: The Dept. has released a new set of LSL regs and the City are currently re-configuring the system to support the many amendments in readiness for the implementation date of 1 September 2024. As part of this, the Leave Management policy is being reviewed to assist with management of excessive leave.</p> <p>20 January 2025 – Manager Human Resources: New LSL legislation has come into effect and the City's payroll system has been reconfigured to align to the regulations. In addition, a reconciliation of all staff LSL entitlements has been undertaken and confirmed.</p> <p>The City's policies relating to annual leave have been aligned to the new State IR system to ensure compliance.</p>
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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date															
Macri Partners – Financial Management Review																			
EA: 2023/06 (4.2(iii)) Investment of Surplus Funds																			
<p>Finding The City's investment policy (D12/63257/v5) requires that investments be spread within a credit rating to ensure that single entity exposure is limited as detailed below.</p> <table border="1" data-bbox="257 470 817 790"> <thead> <tr> <th>S&P Long Term Rating</th> <th>S&P Short Term Rating</th> <th>Direct Investment Maximum for Category</th> </tr> </thead> <tbody> <tr> <td>AAA and Bendigo Bank Kwinana Community Branch</td> <td>A-1+ and Bendigo Bank Kwinana Community Branch</td> <td>45%</td> </tr> <tr> <td>AA</td> <td>A-1+</td> <td>45%</td> </tr> <tr> <td>A</td> <td>A-1</td> <td>23%</td> </tr> <tr> <td>BBB</td> <td>A-2</td> <td>10%</td> </tr> </tbody> </table> <p>Our examination of the investment portfolio as at 30 June 2023 revealed that the investment in Bendigo Bank is 100% of the total investment in the AAA and Bendigo Bank credit rating category and the investment in National Australia Bank in the AA credit rating category is 69% and the investment in the Suncorp Bank in the A credit rating category is 100%.</p> <p>We understand that the intent of the City is to monitor single entity investment in comparison to the total portfolio of investments.</p> <p>Recommendation The City should review the investment policy and update it in order to fall in line with the expectations of the City.</p> <p>Risk Rating Minor (Low)</p>	S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for Category	AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	45%	AA	A-1+	45%	A	A-1	23%	BBB	A-2	10%	<p>Management Comment The intent of the policy is to monitor single entity investment in comparison to the total portfolio of investments. This however, is not very clearly articulated in the current policy and will need to be updated accordingly.</p> <p>Responsible Officer Chief Financial Officer</p>	<p>31 December 2023</p>	<p>1 November 2023 – Coordinator Finance: The review of the investment policy has commenced.</p> <p>1 February 2024 – Coordinator Finance: The review of the investment policy is expected to be completed by the end of the month.</p> <p>25 March 2024 – Coordinator Finance: The draft Investment Policy has been changed to ensure the requirement for maximum percentages are clarified. We have utilised the opportunity to update the policy to increase its focus on Green investment (non-fossil fuel investments) including setting a target for this investment. This is scheduled to go to Executive leadership Team for reviewing in April and thereafter to Council.</p> <p>14 May 2024 – Coordinator Finance: The draft Investment Policy is ready will go to the Executive Leadership team for reviewing in May, with view to it going to Council via the Audit and Risk Committee and OCM in June.</p> <p>20 August 2024 – Coordinator Finance: The Investment Policy will be presented at the September Audit and Risk Committee and will include updates as requested at the previous ARC meeting.</p>	<p>31 January 2024 29 February 2024 30 June 2024 30 September 2024</p>
S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for Category																	
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	45%																	
AA	A-1+	45%																	
A	A-1	23%																	
BBB	A-2	10%																	



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
<p>EA: 2023/06 (4.6(v)) Payroll</p> <p>Finding During our testing of the long services records it was noted that when transitioning from the Authority system to the OneCouncil system, prorated long service leave balances at the end of the last financial year have not been brought forward to the 2022/23 financial year.</p> <p>Recommendation The management should carry out a detailed investigation of the brought forward long service balances from the Authority system to the OneCouncil system and rectify the errors in order to ensure the year end long service liability is accurate.</p> <p>Risk Rating Moderate (Medium)</p>	<p>Management Comment The Authority System does not have the capability to provide the pro rata balances between the anniversary date of the employee and the date of migration 26/06/2023. We have identified this issue and a manual calculation is required. This will be rectified in the coming months.</p> <p>Responsible Officer Payroll and Systems Coordinator</p>	<p>31 December 2023</p>	<p>1 November 2023 – Payroll and Systems Coordinator: Manual Calculation for part-time/casual employees has commenced. The process/calculation will continue to be progressed over the next couple of months.</p> <p>23 January 2024 – Payroll and Systems Coordinator: This action is on-going and is progressing. Additional resourcing in the Payroll team has provided extra capacity and capability to achieve this task.</p> <p>25 March 2024 – Payroll and Systems Coordinator: Manual calculations still progressing (as per outstanding action EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation).</p> <p>25 March 2024 – Manager Human Resources: The reconciliation calculations have been completed. The OneCouncil configuration will need to be changed and the Payroll Coordinator is working with TechOne regarding the required amendments. In addition, the DLGSC have just released the new LSL regulations due to come into effect on 1 September 2024. Payroll are now having to align the new regulations with the current configuration. DLGSC have been providing information sessions as to the required amendments.</p> <p>12 August 2024 – Manager Human Resources:</p>	<p>29 February 2024</p> <p>30 June 2024</p> <p>30 September 2024</p> <p>Completed</p>



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			<p>This is progressing well and on-track for 1 September 2024.</p> <p>20 January 2025 – Manager Human Resources: New LSL legislation has come into effect and the City's payroll system has been reconfigured to align to the regulations. In addition, a reconciliation of all staff LSL entitlements has been undertaken and confirmed.</p>	
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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Public Sector Commission – Integrity Education Thematic Review				
<p>EA: 2024/06 (1) Frameworks that govern integrity education</p> <p>Finding An integrity framework, Learning and Development Policy, and training schedule is used to document the City of Kwinana’s approach to integrity education.</p> <p>Most roles and responsibilities for delivering integrity training are defined, setting out sessions delivered by human resources, governance and legal, procurement, finance and ICT areas. While no formal learning management system exists, the training schedule includes dates when training occurs.</p> <p>Code of conduct, diversity, equity and inclusion training are mandatory for employees, including casual employees. It is also mandatory for those with procurement responsibilities to undertake procurement training. Human resources deliver corporate induction training within 4 weeks from an employee commencing and refresher training occurs every 2 years.</p> <p>Several systems are used to record training completion, including a Corporate Business System (CBS) and document management system. All information related to mandatory and non-mandatory training completion is stored on personnel files in the CBS. A skills register forms part of the CBS and is used to record certificates and other completion records. Human resources follow up on any non-completion of training.</p> <p>Corporate and individual training needs are identified annually and managed by Human Resources, using information from performance management plans to identify additional training required.</p> <p>Where external training is requested, the External Training Form requires employees to indicate how they intend to share learnings with their manager and team. This is reinforced in the Learning and Development Policy. The City is revising this form to better communicate how learnings from external events are to be shared.</p>	<p>Management Comment Recommendation agreed.</p> <p>Responsible Officer Manager Human Resources</p>	<p>Not identified</p>	<p>20 January 2025 – Manager Human Resources: The City’s integrity framework is based off the template provided by the Public Sector Commission and the City is actively progressing the actions within such template.</p> <p>The framework incorporates such documents as the Employee Equity, Diversity and Inclusion Framework which describes the interaction between other strategies and plans maintained by the City. Many of these are legislatively required (eg., Reconciliation Action Plan, Disability and Inclusion Plan, and the Equal Opportunity Management Plan). Such plans incorporate actions, with responsible officers regarding how the City will achieve the identified outcomes.</p> <p>Review and improvement of such documentation will remain an ongoing process.</p>	<p>Completed</p>



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<p>Recommendation Reference the Learning and Development Policy and training schedule in the City's integrity framework. Include in the integrity framework roles and responsibilities of all functional areas who deliver and support integrity education. Set out the role of managers to support integrity under the roles and responsibilities section of the integrity framework. This recognises and reinforces the important role they have in influencing integrity in the City.</p> <p>Risk Rating Not identified</p>				
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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Public Sector Commission – Integrity Education Thematic Review				
<p>EA: 2024/06 (2) Approaches to educate employees</p> <p>Finding The City uses internal and external information to develop training content. Reports from integrity agencies and the media are considered alongside information from internal audit recommendations, misconduct reporting, and employee perception surveys. The City's internal audit function identifies areas of risk and works with human resources to identify relevant training as required.</p> <p>A skills register is used to identify what role specific training may be required, such as code of conduct training for Volunteer Bush Firefighters working with the City, and procurement training for employees managing contractors and suppliers.</p> <p>Corporate induction training is used to educate new employees. This daylong session includes a variety of information such as procurement, work health and safety, and information related to human resources.</p> <p>A Leadership Program supported by Corporate Executive is facilitated by a third party provider for executives, managers, and coordinator level employees. The program includes coaching, mentoring, roleplay and case studies to encourage effective leadership and reinforce integrity. Managers are expected to share relevant learnings with their teams.</p> <p>Multiple approaches are used to deliver integrity education including in person presentations, tailored scenarios to highlight specific risks, role play and discussions. Methods support a variety of adult learning styles.</p> <p>Recommendation Supplement induction with more fulsome training on the code of conduct to avoid messages being lost in a broader induction program. This recognises its importance in communicating the City's integrity expectations. Content should draw on sections of the code and include information about the unique role of public officers to maintain the trust of the community. In line with this improvement opportunity, enhance the City's</p>	<p>Management Comment Recommendation agreed.</p> <p>Responsible Officer Manager Human Resources</p>	<p>Not identified</p>	<p>20 January 2025 – Manager Human Resources: The City is in the early stages of investigating the expansion of the induction program to include training which incorporates organisational compliance requirements such as the Code of Conduct. This would be required to be developed and run internally.</p>	<p>31 December 2025</p>



AUDIT LOG

<p>refresher training to reflect topics covered in the initial code of conduct training.</p> <p>Code of conduct training materials have been developed by the Public Sector Commission for public sector use and can be adapted to suit the local government context.</p> <p>Have those responsible for delivering and supporting education meet periodically to identify ways to improve the City's approach to integrity education and confirm whether any messaging needs to change. For example, in response to any emerging integrity issues. Document this approach in the City's integrity framework or policy linked to it.</p> <p>Risk Rating Not identified</p>				
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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Public Sector Commission – Integrity Education Thematic Review				
<p>EA: 2024/06 (3) Reinforcement of integrity education</p> <p>Finding The City uses various activities to reinforce and support integrity education. This starts at recruitment with job advertisements including information about standards of conduct. New employees are provided key integrity documents such as the code of conduct, ICT acceptable use and social media policies. Performance evaluations provide an opportunity to discuss the City’s values and includes a questionnaire to test employee knowledge of the code.</p> <p>The CEO provides a weekly message to employees which occasionally includes information on integrity and the City’s values. Human resources, the marketing department and other functional areas work together to develop these messages.</p> <p>Quarterly whole of City meetings includes information about integrity. This is delivered by functional area leaders like Human Resources. At these meetings the employee Values Award is given to recognise those who demonstrate the City’s values.</p> <p>Other activities to raise awareness of integrity include regular information posted on the intranet, informal integrity discussions between managers and employees, and promotional material displays.</p> <p>Employee knowledge of integrity is tested by monitoring online training results.</p> <p>Recommendation Plan for integrity messaging throughout the year and include CEO messages and awareness raising campaigns as part of this. Document these activities in the communications plan.</p> <p>Risk Rating Not identified</p>	<p>Management Comment Recommendation agreed.</p> <p>Responsible Officer Manager Human Resources</p>	<p>Not identified</p>	<p>20 January 2025 – Manager Human Resources: The City will develop a communications plan, with the view to including applicable topics within the organisational team agenda template so that all staff are receiving consistent messages.</p>	<p>1 July 2025</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Public Sector Commission – Integrity Education Thematic Review				
<p>EA: 2024/06 (4) Evaluation and improvement of integrity education</p> <p>Finding The Learning and Development Policy requires employees to complete a training evaluation form and return it to human resources.</p> <p>Where a third party provider has been used to facilitate training, feedback is collected and consolidated. This information is provided to human resources to inform improvements to integrity education.</p> <p>Recommendation Periodically ask employees how they intend to use their learnings in the workplace. Then at a later point follow up whether they have applied their learnings or if not, why not. This will help inform whether the training requires improvements to help embed learnings.</p> <p>Collect, combine and analyse information from a range of sources to get insights into the effectiveness of integrity education, delivery methods and identify gaps in learning. Sources could include employee surveys testing knowledge, conflict of interest and gift registers, audit recommendations, exit interviews, secondary employment applications, and training feedback. Use the insights to improve training and communications.</p> <p>Risk Rating Not identified</p>	<p>Management Comment Recommendation agreed.</p> <p>Responsible Officer Manager Human Resources</p>	<p>Not identified</p>	<p>20 January 2025 – Manager Human Resources: This information is included in the existing 'Learning and Development Form' required when seeking to undertake training by staff. This process is being transitioned into the new corporate business system (OneCouncil) and as such, it will be highlighted to staff through the organisational team agenda template.</p>	<p>31 March 2025</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
OAG – Interim IT General Controls Audit				
<p>EA: 2024/06 (1) Tenable Nessus Vulnerability Management</p> <p>Finding We identified that no formal process is being followed for investigating and actioning critical Nessus vulnerability scan results. We were informed that vulnerabilities raised in the Nessus scan reports are actioned by the IT team on an ad hoc basis and are not recorded.</p> <p>Failure to have effective vulnerability management policies, processes, and procedures increases the risk that the City cannot maintain an effective and secure cybersecurity posture. This could lead to potential cyber breaches, downtime, loss or exposure of critical systems or information.</p> <p>Recommendation The City should implement a formal vulnerability management process to investigate and remediate risks identified from critical vulnerabilities.</p> <p>Risk Rating Medium</p>	<p>Management Comment Accepted and resolved.</p> <p>Fortnightly scheduled task created and enacted for system administrator staff in ticket system to allow for scheduled and recorded investigations into vulnerability reports. First report implemented and enacted 30 May 2024.</p> <p>Responsible Officer Manager Information Technology</p>	<p>30 May 2024</p>	<p>Completed</p>	



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
OAG – Interim IT General Controls Audit				
<p>EA: 2024/06 (2) Network Access Management</p> <p>Finding User Access Reviews We identified that the Network Active Directory (AD) user access reviews conducted between July 2023 and February 2024 only reviewed dormant accounts, and a user access review to verify that all users are currently employed and have an appropriate level of access for their current role was not performed.</p> <p>We acknowledge that the City received the FY23 ITGC Audit Management Letter in December 2023 and have implemented the updated user access review process as of March 2024.</p> <p>This finding was first raised in 2022.</p> <p>Network AD Dormant Account Management We identified 2 Network AD active accounts that had not logged in for over 180 days. We were informed that these users were on maternity leave. The identified accounts had access to the Financial Applications, TechOne and Authority due to Single Sign-On (SSO) being the authentication method.</p> <p>We were informed that the process to disable users going on extended leave has now been implemented.</p> <p>This finding was first raised in 2022.</p> <p>Without adequate governance and effective user access management processes for AD, there is an increased risk of inappropriate or unauthorised access to the City's network. This unauthorised access can potentially impact the confidentiality and integrity of network resources and information.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • Continue to review user access regularly to ensure that all users are currently employed and have an appropriate level of access for their current role. This review should include all accounts. • Continue to place accounts on temporary expiry for users on extended leave. <p>Risk Rating Medium</p>	<p>Management Comment Resolved. This finding was closed last financial year, with the City's approach accepted at the time. As part of the City's continuous improvement approach, and in the context of the previous recommendation, the existing approach has been improved through a decision by the Executive Leadership Team to apply a six-month limit on accounts for periods of extended leave (i.e. accounts disabled at the commencement of any leave approved for a period exceeding six months). This change was implemented on 16 May 2024.</p> <p>Responsible Officer Manager Information Technology</p>	<p>Completed 16 May 2024</p>	<p>Completed</p>	



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
OAG – Interim IT General Controls Audit				
<p>EA: 2024/06 (3) Finance Application (Authority) User Access Reviews</p> <p>Finding We identified that user access reviews for Authority are not being performed. We were advised that these were not being performed due to Authority being replaced by TechOne.</p> <p>This finding was raised in 2023.</p> <p>Without adequate user access reviews, there is an increased risk that individuals could perform activities in the financial application that are outside their responsibilities. Additionally, without verification that the review was conducted and approved by appropriate personnel, the adequacy of the reviews cannot be confirmed.</p> <p>Recommendation Management should regularly perform user access reviews over the Financial Application (Authority). The City should ensure that user access reviews:</p> <ul style="list-style-type: none"> • Are conducted to cover the entire user population appropriately. • Include a review of user roles assigned to each user. • Are conducted and approved by appropriate personnel, and any issues identified from user access reviews are promptly remediated. <p>Risk Rating Medium</p>	<p>Management Comment Accepted and Resolved</p> <p>As a legacy system Authority was not expected to require upkeep for this long. Due to the ongoing nature of the ERP migration, the Authority system has been added to the ERP user access review process already in place for the new system, Technology One. The process was implemented on 10 May 2024, and will continue while the legacy system is live.</p> <p>Responsible Officer Manager Information Technology</p>	10 May 2024	Completed	



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
<p>EA: 2024/06 (4.6(v)) Payroll</p> <p>Finding In 2022-23 financial year, we identified a prior period error of \$6m in relation to contributed assets not recognised. One of the root causes of this error was that the City had no standard operating procedure around the recognition of contributed assets, including lack of regular review process for contributed assets recognition.</p> <p>We noted that in the current year, the City has formalised a standard operating procedure on contributed assets. The tracking is in the form of a register of gifted assets that is updated by the development team, actioned by the assets team, and signed off at the end of the financial year by the Manager Assets Services. Approximately \$12m of previously unrecognized contributed assets were identified (\$6.3m relating to 2022-23 financial year and \$5.6m relating to 2021-22).</p> <p>Consequently, the prior comparative year figures in the 2023-24 financial statements have been restated as disclosed in note 31 to the financial statements. We note that the 2021-22 restatement of \$6m was in addition to a similar restatement of \$6m effected for the same period in the 2022-23 financial statements indicating that the process to identify the unrecorded assets in 2022-23 was not effective.</p> <p>While our audit procedures did not identify any other assets not capitalised, noting repetition of significant restatements from the asset recognition processes, the City should consider undertaking an internal audit on the newly implemented procedure to provide management with assurance on the effectiveness of this new process in mitigating material existence of unrecognised developer contributed assets.</p> <p>Lack of effective processes around recognition of developer contribution assets can result in a material misstatement in infrastructure balances and contribution received revenue as was noted in the repetitive restatements on the developer contributed assets in the current and prior periods.</p>	<p>Management Comment Noted. However, this is the first financial year that the new process has been in place. The restatement of the prior year values related to gifted assets is an occurrence from prior to the new procedure.</p> <p>To ensure compliance with the new procedure, the internal audit plan will be amended to include the Development Contributed Asset process. We aim to complete this by 30 June 2025.</p> <p>Responsible Officer Manager Assets</p>	<p>30 June 2025</p>		<p>30 June 2025</p>



AUDIT LOG

<p>Recommendation As noted above, while we acknowledge implementation of a standard operating procedure on contributed assets during the year, we recommend the City to undertake an internal audit on the adequacy of this process to prevent further material restatements being noted in future.</p> <p>Risk Rating Medium</p>				
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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
<p>EA: 2024/06 (4.6(v)) Payroll</p> <p>Finding The City recognised a revaluation surplus of \$60.8 million which arose from the current year’s revaluation of the parks and ovals and other infrastructure assets which were within this current year’s revaluation cycle.</p> <p>Based on our testing, we identified that the unit rates and the condition rating assessment applied in the valuation of these infrastructure assets was incorrectly adopted in some instances, resulting in misstatements amounting to \$770k. These remained uncorrected as at 30 June 2024 as management concluded they were not material.</p> <p>From our inquiries, management acknowledges the continuous improvements required, including amending the processes by adding peer reviews of the data to identify anomalies, such as unit rate and primary dimension discrepancies and making corrections prior to submission to the Finance Team.</p> <p>Improvements in communication between the Development and Assets Teams should also improve the quality of data due to the timely receipt of information.</p> <p>Review process weaknesses pertaining to valuation inputs can lead to material errors in the valuation outputs and consequently the financial statements.</p> <p>Recommendation We recommend the City considers implementing peer review of valuation data inputs to identify any existing anomalies prior to submission of the information to the Finance Team. Enhancing the validation procedures for these inputs will help ensure accuracy in future valuations.</p> <p>Risk Rating Minow (Low)</p>	<p>Management Comment Peer review is in place. As formal revaluations will generally only occur on a five year cycle, there is a likelihood of the team getting out of practice, with errors and oversights at the next valuation. To reduce the risk, the City intends to do practice revaluations each year, with the City’s Chief Financial Officer undertaking a mini audit.</p> <p>Responsible Officer Manager Assets</p>	<p>30 June 2025</p>		<p>30 June 2025</p>

12.2 COMPLIANCE AUDIT RETURN 2024

SUMMARY

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

The City has prepared its response to the CAR for the period 1 January 2024 to 31 December 2024, which is provided at **Attachment A** for noting by the Audit and Risk Committee (**Committee**) prior to presenting to Council for adoption.

A copy of the City's adopted CAR is required to be certified by the Mayor and Chief Executive Officer before being submitted to the Department of Local Government, Sport and Cultural Industries (**Department**) by 31 March 2025.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Review the City of Kwinana Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as provided at Attachment A; and
2. Recommend that Council adopt the Compliance Audit Return at Attachment A for submitting to Department of Local Government, Sport and Cultural Industries by the Chief Executive Officer.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. **Review the City of Kwinana Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as provided at Attachment A; and**
2. **Recommend that Council adopt the Compliance Audit Return at Attachment A for submitting to Department of Local Government, Sport and Cultural Industries by the Chief Executive Officer.**

Audit and Risk Committee Comments:

Tenders for Providing Goods and Services

Committee noted that while the purchasing complied with the Procurement Policy and wasn't a breach, recurrent expenditure with single suppliers is regularly monitored by the independent Procurement Team. They pursue formal contracts for better value when appropriate. This check is done annually as part of the CAR, and only one instance was identified this year, so the current approach is deemed effective.

Compliance Audit Return

The Compliance Audit Return was completed internally by the Governance and Legal Team, but will be referred to as a compliance/governance checklist going forward. The City will consider independent audits every three years.

Electoral Gift Register

The City will ensure an Electoral Gift Register, even if empty, is published on its website, clarifying its distinction to other gift registers.

Local Government Employees - CEO and/or Senior Employee Vacancies

The City's only designated Senior Employee is the CEO, though the Local Government Act allows for other senior staff, like a Deputy CEO, to be designated as such.

DISCUSSION

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

The 2024 Compliance Audit Return relates to the period 1 January 2024 to 31 December 2024 and focuses on those areas considered high risk under the Act and associated regulations.

Regulations require that the CAR be presented to Council for adoption following a review by the Committee. Once adopted, the CAR is to be certified and submitted to the Department by 31 March 2025. As with previous years, this occurs online through the Department's 'SmartHub' portal.

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

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

Compliance Area	Number of Questions	Compliance
Commercial Enterprises	5	100%
Delegation	13	100%
Disclosure of Interest	21	100%
Disposal of Property	2	100%
Elections	3	100%
Finance	7	100%
Integrated Planning and Reporting	3	100%
Local Government Employees	5	100%
Official Conduct	4	100%
Optional Questions	9	88.89%
Tenders	22	95.45%

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

Optional Questions

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

City Comment:

In July 2022, the Chief Executive Officer received a gift of two tickets to a West Coast Eagles game. While he initially accepted one ticket for himself and declared the ticket within the required timeframe. He declined the second due to his partner's prior travel commitments. However, the second ticket was subsequently accepted when travel plans changed on the day of the event. His partner attended the event directly from the airport. Due to the timing the requirement to declare the additional gift was inadvertently overlooked and entered late 2024.

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

The City is currently conducting a comprehensive review of its gift procedures. Several amendments and improvements have already been implemented, including updates to the City's Code of Conduct for employees, enhancements to the City's gift reporting software to include additional information and the ability to add notes to previously declared gifts, and the development of more robust educational and training materials. A process has been established whereby any offer of gifts to the CEO are automatically recorded by the City's Executive Assistant to CEO & Mayor.

Tenders for Providing Goods and Services

- 2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?**

An instance of accumulative goods/services spend exceeding 250,000 over 3 years, without a tender process or formal contract in place has been identified:

- Renovation/Handyman and Maintenance works

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

This expenditure was solely located at the Retirement Village. An email has been sent to the responsible Manager of the City's Retirement Village and included the Manager of Community Facilities. This email included details of the identified expenditure and process details for procurement initiation.

A procurement initiation form will be completed and a procurement planning meeting will be held shortly after receipt of this form. From there, a term contract will be formed via public tender. No timeline has been set for this process yet, however the City will strive to have an appropriate service contract in place by the end of the financial year, or very early in the 25/26 financial year.

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

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
5 – Visionary leadership dedicated to acting for its community	5.1 – Model accountable and ethical governance, strengthening trust with the community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	While this report may not have a direct association with the City’s Strategic Plan (SCP) the City remains dedicated to model accountability and ethical governance and continuous improvement. This report plays a crucial role in advancing this commitment by highlighting areas for enhancement, thereby contributing to the ongoing improvement of the City’s processes and procedures.
	5.4 – Establish a culture of continuous improvement achieving high levels of business excellence	5.4.4 – N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS**Local Government (Audit) Regulations 1996:****14. Compliance audits by local governments**

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

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

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- (2) *In this regulation —*

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

 - (a) *the mayor or president; and*
 - (b) *the CEO.*

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. **Compliance Audit Return Questions - 2024** [↓](#)



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	The City of Kwinana have not issued any delegations to its committees.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	The City of Kwinana have not issued any delegations to its committees.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	The City of Kwinana have not issued any delegations to its committees.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	The City of Kwinana have not issued any delegations to its committees.
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	The City of Kwinana have not issued any delegations to its committees.



6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Council adopted the City's Delegated Authority Register at its Ordinary Council Meeting held 26 June 2023.
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	The City has a register of delegated authority that details the CEOs delegations. CEO delegations are issued via Attain and saved to the CEOs Attain profile.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	The City has a register of delegated authority that details all employees' delegations. Employee delegations are issued via Attain and actioned the delegates are saved to their Attain profile.
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	All decisions in relation to the amendment of delegations are made by absolute majority, in addition to the resolution of Council on the 26 June to adopt the Delegation Authority Register there has been one other instance a delegation has been amended and adopted by Council at the meeting of council held on 11 December 2024.
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	The City's Delegated Authority Register for both the CEO and City employee is located in the City's governance compliance software system and the record keeping system.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	The delegation review process commenced in January 2024, the reviewed and amended Delegated Authority Register was adopted at the Ordinary Council Meeting held 26 June 2024.



13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	The City strives to include all exercised delegated powers into its governance compliance software, there are some instances exercised delegated powers are not entered into the software. However, these records can be located in additional record keeping systems.
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Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	An Elected Member provide written declaration of interest at the Ordinary Council Meeting held 11 December 2024, as reflected in the minutes the Elected Member exited the chambers.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Declarations of interest by an Elected Member are maintained in the appropriate register within the City's record keeping system.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Yes, all primary returns have been lodged within three months of their start date or allocation of delegations
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	All Annual Return have been completed by the 31 August 2024.
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	All acknowledgements are issued via Attain



7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	The City maintains and keeps up to date its register of financial interest.
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	The City utilises its compliance software system for its declaration of gifts and register.
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	The City's gift registers are pulled from the compliance software and placed on the City's website.
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	Once someone ceases to be a person who is required to make a disclosure they are removed from the City's compliance software, this process includes the removal from relevant statutory registers
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A	



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	Yes	The City reviewed and adopted its Code of Conduct Behaviour Complaints Management Policy in 2024 and complies with the relevant requirements.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	The review of the City's Employees Code of Conduct commenced in 2024, the most current and up to date document is available on the City's website.



Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	As per Section 3.58 (3)
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	Settlement anticipated 30 January 2025. Public advertising completed 5 June 2024 - Copy of vendor report (D24/35644) as per email confirmation

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No elections held 2024
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No elections held 2024



3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	Although blank at present, the Electoral Gift Register is located on the City's website
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Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	The City established its Audit and Risk Committee at its OCM held on the 8 November 2023
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	Audit and Risk Committee do not have any delegations
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Report was received on 4 December 2024.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	



7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	Report was received on 4 December 2024.
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Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The City's minor review of its Strategic Community Plan was adopted by an absolute majority of Council at the Ordinary Council Meeting, held on 28 June 2023.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The City's current Corporate Business Plan was adopted by an absolute majority of Council at the Ordinary Council Meeting, held on 26 June 2024.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	The City's Corporate Business Plan complies with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) and (3).



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

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The Chief Executive Officer is the City's complaints officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	The City has and does maintain the City's complaints register as required.
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	N/A	The City has not had an instance that they have received a complaint that is required to be included within the register.
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Although the City has not received any complaints in accordance with the <i>Local Government Act 1995</i> , the City has



				developed complaints register and is made available on the City's website.
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Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	N/A	The City was not required to undertake the requirements of this section of legislation in 2024. The Reg 5 review was completed for the review period of 1/7/2022-30/6/2023, Council adopted the report at the Council meeting held 13 December 2023.
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	N/A	The City was not required to undertake the requirements of this section of legislation in 2024. The Reg 17 review was completed in 2023.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	No	In July 2022, the Chief Executive Officer received a gift of two tickets to a West Coast Eagles game. While he initially accepted one ticket for himself and declared the ticket within the required timeframe. He declined the second due to his partner's prior travel commitments. However, the second ticket was subsequently accepted when travel plans changed on the day of the event. His partner attended the event directly from the airport. Due to the timing and urgency, the requirement to declare the additional



				gift was inadvertently overlooked and entered late 2024.
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	N/A	Then City's Elected Member and Chief Executive Officer Attendance at Events policy was not required to be presented to Council in 2024. However, this policy is due for review in 2025.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	The City is complaint with section 5.96A.
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The City adopted its Elected Members Training and Development policy at its Ordinary Council Meeting held 28 February 2024.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	The Elected Members training report was presented at the Ordinary Council Meeting 10 July 2024.
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	The City submitted the balanced accounts and annual financial report on the 30 September 2024.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	



2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	No	An instance of accumulative goods/services spend exceeding 250,000 over 3 years, without a tender process or formal contract in place has been identified: Renovation/Handyman and Maintenance works
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	Even with electronic tendering, the public are still welcome to attend. No members of public attended.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	



11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996</i> regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	Yes	



19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	n/a	Kwinana is not regional and do not provide regional price preference

Chief Executive Officer

Date

Mayor/President

Date

12.3 COUNCIL POLICY REVIEW UPDATE

SUMMARY

The City is undertaking a review of its Council policies to address those that are overdue for review and ensuring all polices align with current legislative requirements and meet the evolving needs of the City.

Although there is no legislatively mandated timeframe for the review of Council policies, the City has established a review interval of 2 to 4 years, depending on the nature of the policy.

Since the Audit and Risk Committee meeting held 2 December 2024, the following policies have been review and adopted by Council:

- Risk Management
- Recruitment, Performance Review and Termination of CEO
- Temporary Employment or Appointment of CEO
- Street Trees and Verge Treatments
- Recordkeeping
- Percent for Art
- Complaints
- Financial Hardship Policy for Ratepayers
- Engagement
- Use of Recquatic Facilities Emergency Services Personnel
- Live Streaming and Recording Council Meetings
- Art Collection

The following policies were revoked by Council following their review, on the basis they no longer met the evolving needs of the City:

- Immunisation Exemption Form
- Emergency Management Response Leave for City of Kwinana Employees
- Aged Persons Rental Units Accommodation
- Community Facilities Sites
- Art Collection Conservation

Attachment A outlines the 21 policies currently overdue for review. Presently 5 of these policies are anticipated to be presented to Council in March 2025. Relevant business areas are working to ensure all such policies are reviewed as a matter of priority.

Attachment B outlines the City's planned review of all local planning policies. Unlike Council policies, any amendment to a local planning policy (other than those minor in nature) requires the City to undergo a consultation process as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note the City's progress towards the review of all outstanding Council policies (as detailed at Attachment A) and local planning policies (as detailed at Attachment B).

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note the City's progress towards the review of all outstanding Council policies (as detailed at Attachment A) and local planning policies (as detailed at Attachment B).

Audit and Risk Committee Comments:

The City confirmed that in respect to mid-2025 policy deadlines and resources, once the current reviews are completed, responsible Officers will ensure routine revision and remain current.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Council Policy Review

Section 2.7(2)(b) of *Local Government Act 1995* provides that Council is responsible for determining the local government's policies.

Council policies serve as high-level statements that articulate the intent behind the City's strategic objectives and guide its operations. Well-constructed policies strengthen the City's governance framework, ensuring consistency in decision-making and delivering aligned outcomes across all functions.

A comprehensive review of the City's existing policies revealed that an unacceptably high amount were overdue for review, presenting a potential risk to the organisation. To address this, the City has launched a structured review of all outstanding policies.

The Governance and Legal Team, in collaboration with relevant departments, has presented 68 policies to Council over the last 24 months. This has included policies requiring amendments, policies with no necessary amendments, new policies for adoption, as well as policies requiring revocation.

As part of this project, a new review process has been established. High-risk policies are now reviewed no later than every two years, while lower-risk policies are reviewed no later than every four years. Policies will also be updated earlier where required in response to changes in legislation, procedures, or other relevant factors.

In addition to the above, to support timely policy reviews, all Council policies are now entered into a centralised reporting system, namely Attain software. This system assigns each policy to the relevant manager for review and sets automated reminders based on the policy's review timeframe. Managers receive email notifications until the review is completed and formally closed, with final approval achieved upon a Council resolution.

Attachment A provides a detailed report of Council policies that remain overdue. These overdue policies are being prioritised for review to ensure compliance with current standards and operational needs.

Local Planning Policy Review

As reported to the Audit and Risk Committee on 2 December 2024 (refer Item 8.5), the City has commenced a review of the City's 17 local planning policies adopted under the local planning scheme. During 2024, a desktop audit was undertaken of the local planning policies, leading to a review program that prioritises and allocates resources to undertake this work (**Attachment B**).

At its Ordinary Meeting on 11 December 2024, Council adopted minor amendments to 3 local planning policies. **Attachment B** to this report has been updated to reflect the amended local planning policies.

On average, approximately 6 local planning policies are aimed to be reviewed and amended, or drafted, every 6 months over the next 2 years. This review process will align with the anticipated gazettal of the new local planning scheme, meaning by the end of 2026, the City will have a completely refreshed and contemporary local planning framework.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
5 – Visionary leadership dedicated to acting for its community	5.1 – Model accountable and ethical governance, strengthening trust with the community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Although there is no specific action to the City’s SCP or CBP the review, adoption and revoking of Council Policies should reflect the City desired achievements of the outcomes and objective of the visionary leadership of the City.

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. **Attachment A - Policy Review Report - February 2025** [↓](#)
- B. **Attachment B - Local Planning Policy Review Report** [↓](#)



Overdue Council Policy Report

	Due	Activity	Officer	Status	Comments	Expected OCM Date
1.	Overdue	C177 Policy Review - Conservation of Remnant Vegetation - D12/63505[v2]	Manager Environment and Waste	90% progress	Review almost complete - awaiting final input from Environmental Planning/Compliance. Expected completion by February 2025.	March 2025
2.	Overdue	C183 Policy Review - Scattering of Ashes, Memorial Plaque and Tree Requests	Manager Community Engagement	0% progress	This policy will be reviewed in 2025 with a desktop assessment and comparison of Local Governments to ascertain the future direction and purpose of the Policy. Currently this Policy is administered on average once every two years.	April 2025
3.	Overdue	C185 Policy Review - Community Facilities Usage - D12/63028 [v3]	Manager Community Facilities	0% progress	The Community Facilities policy requires a major review, starting with a desktop review, it has since been made a priority with the City Life team to undertake this review and will be presented to Council early 2025.	July 2025
4.	Overdue	C186 Policy Review - Pruning and Removal of Trees on City Managed Land	Manager City Operations	90% progress	The City's Pruning and Removal of Trees on City Managed Land policy has been reviewed and is awaiting Council adoption.	March 2025
5.	Overdue	C187 Policy Review - Access and Equity - D12/63001[v3]	Manager Community Engagement	0% progress	Actioned to Manager Community Engagement for review	June 2025
6.	Overdue	C188 Policy Review - Public Library - Collection Development	Manager Community Facilities	0% progress	The State Library have recently updated guidelines in regards to the Intellectual freedom policy, and the Australia Library and Information Association's Free access to information statement. Officers will be attending a workshop in late November 2024	April 2025

					to understand the changes and inform the Policy review.	
7.	Overdue	C190 Policy Review - Graffiti and Vandalism - D13/69872[v2]	Manager Essential Services	0% progress	Actioned to the Manager Essential Services for review	June 2025
8.	Overdue	C197 Policy Review - Charity Clothing Receptacles	Manager Environment and Waste	90% progress	The Charity Clothing Receptacles policy has been reviewed and is awaiting Council adoption.	March 2025
9.	Overdue	C203 Policy Review - Policy - Applications for Exemption as to Limitations on the Keeping of Dogs	Manager Essential Services	0% progress	Actioned to the Manager Essential Services for review.	June 2025
10.	Overdue	C206 Policy Review - Local Commercial and Activity Centre Improvement Grant Funding - D18/74074	Manager Economic Development and Advocacy	0% progress	Actioned to the Manager Economic Development and Advocacy for review	June 2025
11.	Overdue	C209 Policy Review - Homelessness - D16/35301[v2]	Manager Community Engagement	0% progress	Homelessness policy has been marked for review, starting with a desktop review, it has since been made a priority with the City Life team to make this review a priority.	June 2025
12.	Overdue	C213 Policy Review - Recognition and Depreciation of Assets - D21/30471	Chief Financial Officer	0% progress	Actioned to the Chief Financial Officer for review	June 2025
13.	Overdue	C216 Policy Review - Related Party Disclosure - D19/17351[v2]	Chief Financial Officer	0% progress	Actioned to the Chief Financial Officer for review	June 2025
14.	Overdue	C220 Policy Review - Local Commercial Support Grants - D20/1356[v2]	Manager Economic Development and Advocacy	0% progress	Actioned to the Manager Economic Development and Advocacy for review.	June 2025

15.	Overdue	C249 Policy Review - Rates Collection	Chief Financial Officer	80% progress	The Rates Collection policy is currently under review, final approval and feedback is currently being sought from area Coordinators.	March 2025
16.	Overdue	C194 Policy Review - Access to Information and Staff by Elected Members - D13/64384[v4]	Manager Governance and Legal	80% progress	In Draft form - Recommended to be revoked to be incorporated with the new Policy - Elected Members Communications Agreement, this agreement is to meet compliance with changes to the <i>Local Government Act 1995</i> . A resolution was presented to OCM 27 September 2023, Council deferred the item until such time the LGA Reform has been complete.	TBA
17.	Overdue	C207 Policy Review - Advertising and Directional Signage in Thoroughfares and on Local Government Property - D19/5702	?	0% progress	Investigating what team is responsible for the policy	June 2025
18.	Due 1 Dec 2024	C229 Policy Review - Climate Change Policy - D13/1372 [v3]	Manager Environment and Waste	90% progress	The Climate Change policy has been reviewed and is awaiting Council adoption.	March 2025
19.	Due 1 Dec 2024	C230 Policy Review - Leasing - D14/69943 [v5]	Manager Governance and Legal	90% progress	The Leasing policy has been reviewed and is awaiting Council adoption.	March 2025
20.	Due 14 Dec 2024	C231 Policy Review - Debtor Collection - D17/69752[v4]	Chief Financial Officer	0% progress	With the Chief Financial Officer for review	June 2025
21.	Due 1 March 2025	C232 Policy Review – Naming of Streets, Parks and Buildings	Manager Community Engagement	0% progress	Currently actioned to the Manager Community Engagement for review	June 2025



Local Planning Policies Review

	Policy	Last review	Action	Priority	Target date	Status
1.	No. 14 - Residential Development (R-Codes exemptions)	2022	Review	High	Jul - Dec 2024	Complete
2.	No. 4 - Administration of Development Contributions	2022	Review	High	Jul - Dec 2024	Complete
3.	No. 9 - Advertising Signage	2018	Review	High	Jul - Dec 2024	In-progress
4.	No. 7 - Uniform Fencing	2018	Review	High	Jul - Dec 2024	Complete
5.	Exemptions Policy	-	Draft	High	Jan - Dec 2025	Not commenced
6.	Residential Subdivision and Development Guidelines	2010	Review	High	Jan - Dec 2025	Not commenced
7.	No. 2 - Streetscapes	2017	Review	High	Jan - Dec 2025	Not commenced
8.	Tree retention (discussion paper)	-	Draft	Medium	Jan - Dec 2025	In-progress
9.	Internal guide for public notice/advertising (not LPP)	-	Draft	Medium	Jan - Dec 2025	Not commenced
10.	Heritage	-	Draft	Medium	Jan - Dec 2025	Not commenced
11.	Ancillary Dwelling Local Planning Policy	2008	Review	Medium	Jan - Dec 2025	Not commenced
12.	Development within Special Rural Zones	2012	Review	Medium	Jan - Dec 2025	Not commenced
13.	Development within the Special Residential Zones	2012	Review	Medium	Jan - Dec 2025	Not commenced
14.	No. 10 - Commercial Vehicle Parking	2018	Review	Medium	Jan - Dec 2025	Not commenced
15.	No. 11 - Site Requirements and Standards for Development within Industrial Zones	2018	Review	Medium	Jan - Dec 2025	Not commenced

16.	No. 1 - Landscape Feature and Tree Retention	2016	Review	Low	Jan - July 2026	Not commenced
17.	No. 3 - Bollard Bulrush Landscape Masterplan	2022	Review	Low	Jan - July 2026	Not commenced
18.	No. 6 - Guidelines for Structure Planning in the Casuarina Cell	2018	Review	Low	Jan - July 2026	Not commenced
19.	No. 13 Telecommunications Infrastructure and Communications Equipment	2018	Review	Low	Jan - July 2026	Not commenced
20.	No. 5 - Development Contribution Towards Public Art	2022	Review	Low	Jan - July 2026	Not commenced
21.	Environmentally sustainable design / water sensitive design (discussion paper)	-	Draft	Low	Jan - July 2026	Not commenced
22.	Bicycle parking and end of trip facilities	-	Draft	Low	Jan - July 2026	Not commenced
23.	Non-residential development (in residential areas)	-	Draft	Low	Jan - July 2026	Not commenced
24.	Development in commercial areas	-	Draft	Low	Jan - July 2026	Not commenced
25.	Development within Cockburn Sound Catchment	2012	Rescind	Neutral	Dec 2025	In-progress
26.	No. 8 - Designing Out Crime	2018	Rescind	Neutral	Dec 2025	In-progress

12.4 RISK MANAGEMENT REPORT

SUMMARY

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

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

The City's strategic risk register is provided at **Attachment A** for noting and comment by the Committee. The following changes are noted since the previous Committee meeting of 2 December 2024:

1) Changes to risk registers:

- **SR12 – Failure to comply with Work Health and Safety (WHS) legislation**
Following risk management training conducted in September, the risk has been reviewed and updated to more accurately reflect the City's exposure. The risk title has been modified to specify that the risk to the City involves the potential failure to comply with the City's requirement under the *Work, Health and Safety Act 2020*.
- **SR28 – Failure to comply with the City's obligations due to the transition to the Industrial Relations Act 1979**
Since the December 2024, Audit and Risk Committee meeting, this risk item has been reviewed and amended to reflect the new risk to the City following the completion of the implementation stage. The amendments include a title update from 'SR28 – Impact of mandated transition from Federal to State industrial relations (IR) systems on 1 January 2025' to its current title as detailed above and in **Attachment A**.

With the implementation period now complete, the City must ensure ongoing compliance with the *Industrial Relations Act 1979*. To address this, new procedures have been established and implemented.

OFFICER RECOMMENDATION

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

AUDIT AND RISK COMMITTEE RECOMMENDATION

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

Audit and Risk Committee Comments:

No comments to note.

VOTING REQUIREMENT

Simple majority.

DISCUSSION

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

Risks		Risks by Ratings (Residual)	
Operational Risks	105	Extreme	0
		High	0
		Medium	52
		Low	53
Strategic	7	Extreme	0
		High	0
		Medium	5
		Low	2

The City’s strategic risk register shows all 7 active strategic risks recorded for the City.

Of the 105 active operational risks recorded for the City, those that that are recorded with a residual rating of ‘high’ or ‘extreme’ are presented to the Committee (presently nil).

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

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

AS/NZS ISO 31000:2018 Risk Management – Guidelines defines risk as “the effect of uncertainty on objectives.” While it is not feasible to eliminate all risk, it is possible to manage uncertainty and create an environment where the occurrence of unexpected events is minimised.

The City’s risk management objectives as set out in the City’s Risk Management Strategy are as follows:

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

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

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

- a) ensuring the City has appropriate risk management and internal controls in place;
- b) approving and reviewing risk management programmes and risk treatment options for extreme risks;
- c) setting and reviewing risk management tolerances/appetite and making recommendations to Council;
- d) providing guidance and governance to support significant and/or high-profile elements of the risk management spectrum;
- e) monitoring strategic risk management and the adequacy of internal controls established to manage the identified risks;
- f) monitoring the City’s internal control environment and reviewing the adequacy of policies, practices and procedures;

- g) assessing the adequacy of risk reporting;
- h) monitoring the internal risk audit function, including development of audit programs as well as monitoring of audit outcomes and the implementation of recommendations;
- i) setting the annual internal audit plan in conjunction with the internal auditor taking into account the City Strategic and Operational Risk Registers;
- j) conduct an annual review of the organisation’s Risk Management Policy and Strategy; and
- k) reporting through the Chief Executive Officer to the Council on its findings.

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

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

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

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

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

17. CEO to review certain systems and procedures

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. **Attachment - Risk Update Report - Strategic Risk Register** [↓](#)



Risk Management Report



Introduction

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

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

Risk Chart

The following charts offer a comprehensive overview of the active risk items currently listed within the City's risk portfolio. These items are categorised under two primary registers: the Strategic Risk Register and the Operational Risk Register.

Strategic Risk Register

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

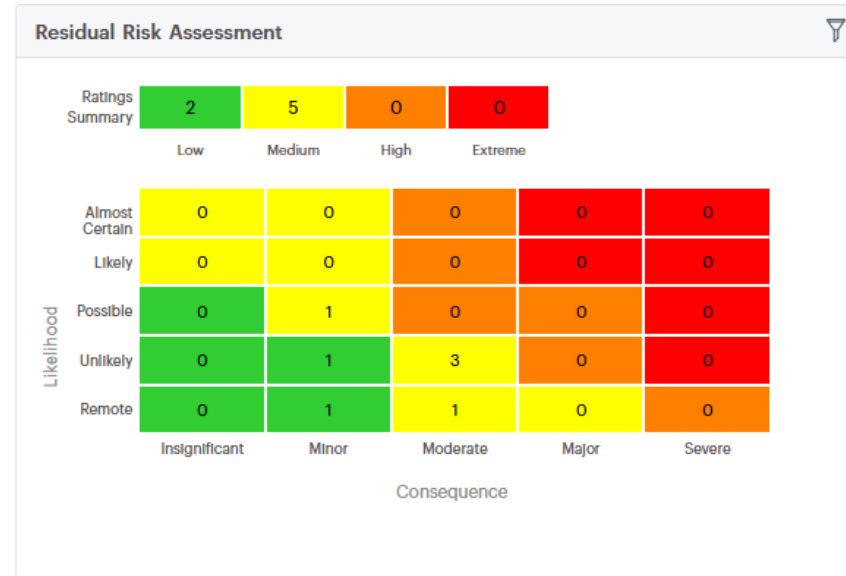
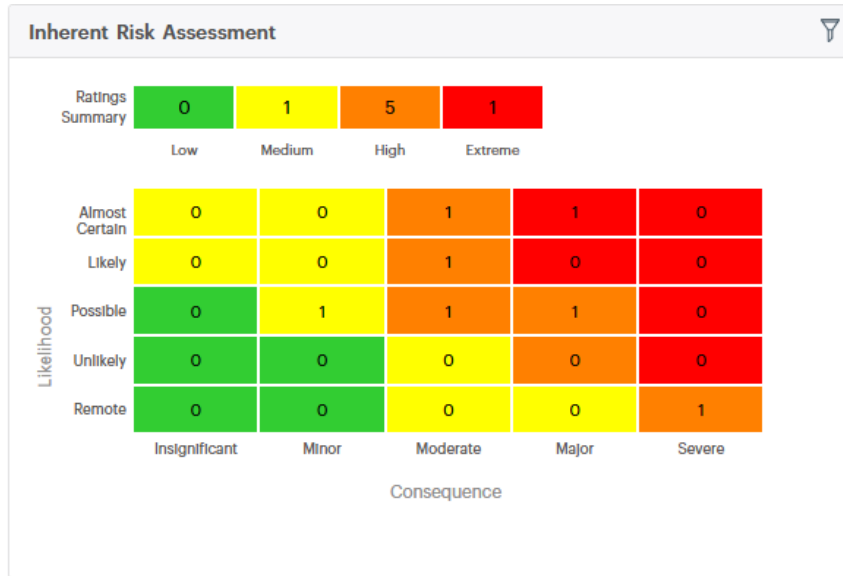
All active risks within the City's Strategic Risk Register are presented. These risks are critical to the City's overarching strategy and are continuously assessed to mitigate potential impacts.

Operational Risk Register

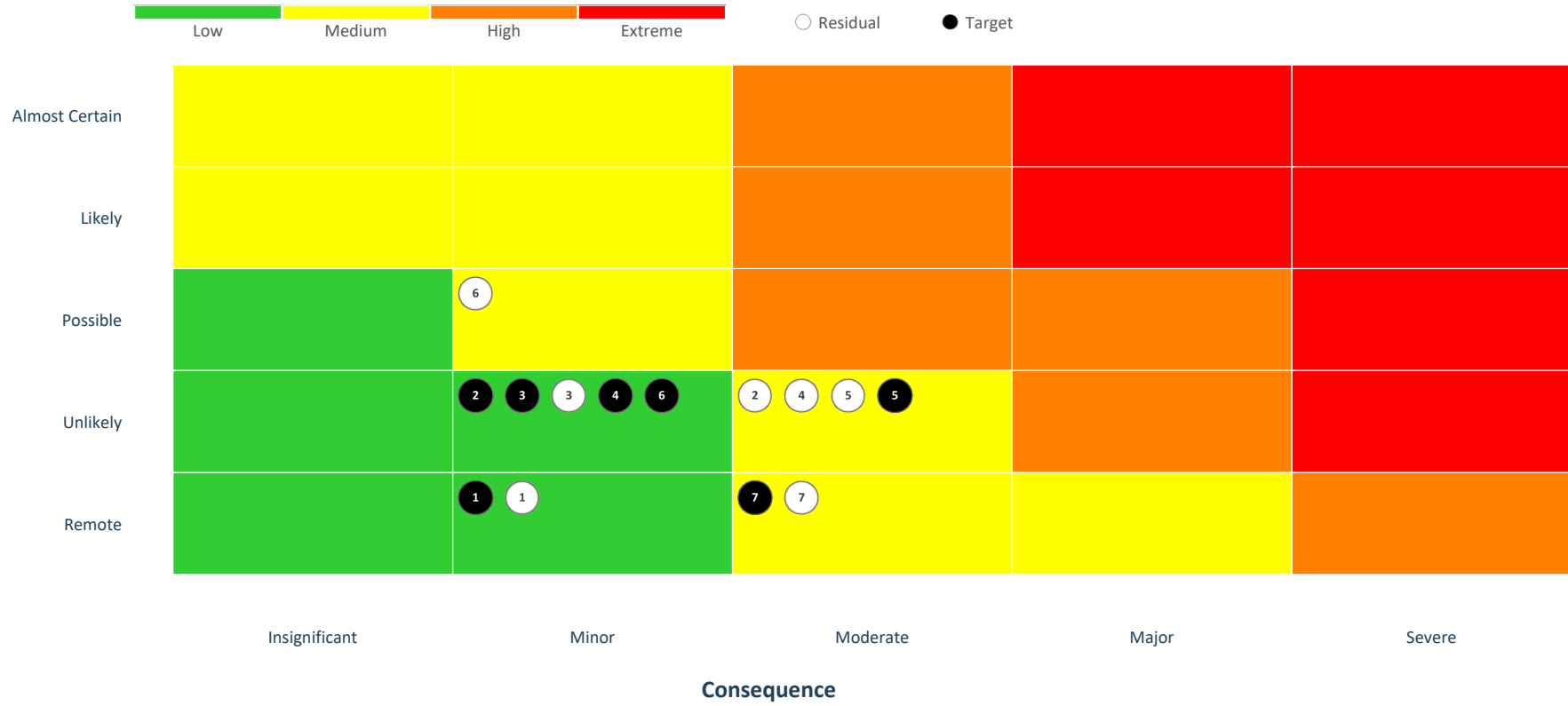
The Operational Risk Register includes risks that could affect the City's day-to-day operations and service delivery. These risks are more specific and typically relate to the internal processes, systems, and procedures that support the City's functions. For instance, operational risks might involve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

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

Strategic Risk Register



HEATMAP



RISK SUMMARY

Strategic Risk

No.	Risk Title	Residual	Target	Trend
1	SR2 - Monitoring of financial ratios Risk Review Comments: Long Term Financial Plan has been completed in June 2024 and the asset ratio target indicate the 80% target will be achieved by 2034	Low	Low	↔
2	SR6 - Maintain level of service of City assets Risk Review Comments: Risk assessments and amended controls have been reviewed. The revised Long Term Financial Plan has been approved by Council and reflects current levels of service. Council are currently working on the major review of the Strategic Community, which includes consideration of levels of service.	Medium	Low	↔
3	SR12 - Failure to comply with Work Health and Safety (WHS) legislation Risk Review Comments: As of the 31 March 2024, the transition period for the new WHS legislation ended, the City undertook several projects to ensure the City is compliant with the new legislation. Updating and implementing amendments to the WHS framework to achieve the strategic outcomes of this framework. Whilst the City has assessed and reviewed its documentation and processes against the new WHS legislation and this has been implemented across the City, (now considered as business as usual), moving forward there is a requirement to ensure that workers are adhering to and applying these updates. Ensuring this compliance is on-going strategic risk that needs to be mitigated."	Low	Low	↔
4	SR25 - Impact of impending reform to the Retirement Villages Act 1992 on the City's ability to operate Banksia Park Retirement Estate Risk Review Comments: The new Retirement Village Regulations were passed in November 2024 and Consumer Protection is commencing 5 months of consultation with key stakeholders regarding implementation. A desk top review and understanding of the process other Local Governments have implemented when considering the long term service delivery of the Retirement Villages. Officers are developing a timeline for internal review. The City is continuing to monitor the impending changes as well as advice received and the City has requested the Department of Mines, Industry Regulation and Safety include the City as part of their consultation process. No further updates have been received. A bill containing the proposed amendments to the RV Act has yet to be prepared for introduction into Parliament. The City has completed a consolidation process for Callistemon Court Aged Persons Units to streamline all current agreements into one agreement. Included in the new agreement is intended to be a clause acknowledging that the City is presently considering the long-term future of the site given impending legislative changes in this area proposed by State Government. An agreement has now been reached and the City is awaiting execution by the Department of Communities and the Department of Communities will relinquish agreements in 2025 and 2030.	Medium	Low	↔
5	SR28 - Failure to comply with the City's obligations due to the transition to the Industrial Relations Act 1979 Risk Review Comments: The City's HR team continues to monitor the information being presented and attends information sessions. The City is currently on schedule to transition to the new requirement by 31 December 2024.	Medium	Medium	↔

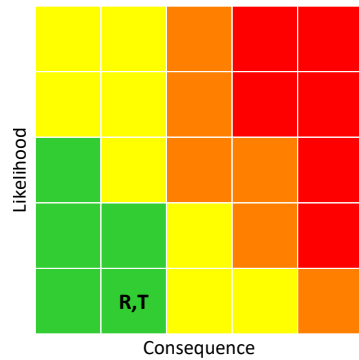
No.	Risk Title	Residual	Target	Trend
6	SR29 - Cyber security	Medium	Low	↔
Risk Review Comments: During the 2023/24 financial year, the City completed several significant cyber security projects and underwent required regulatory audits. Actively enhancing its cyber security awareness and capabilities, the City has effectively mitigated all risks and will ensure the efficacy of the systems.				
7	SR30 - Failure to deliver business continuity in the event of a disaster relating to City of Kwinana infrastructure	Medium	Medium	
Risk Review Comments: The City's has undertaken training and workshops in relation to the City's Business Continuity Framework, the Audit and Risk Committee noted the City's Framework at its last meeting held in June 2024. The Business Continuity Framework will continue to be monitored and updated on an as required basis. Scope of work are being developed to engage a training provider to undertake a exercise of the City's Crisis Management Plan.				

RISK OVERVIEW

Strategic Risk

SR2	Monitoring of financial ratios		
Risk Categories: Financial, ICT, Assets/Infrastructure	Responsible Person: Chief Financial Officer	Last Reviewed Date: 16 Sep, 2024	Next Review Date: 01 Dec, 2025

Individual Heatmap

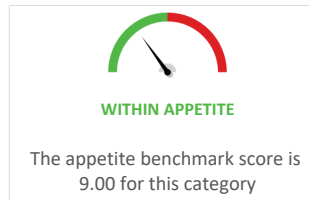


- R Residual Risk Assessment
- T Target Risk Assessment

Effectiveness of control

- R Substantially Effective

Risk Appetite



Causes

- Inadequate asset sustainability practices

Consequences

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

Risk Review Comments: Long Term Financial Plan has been completed in June 2024 and the asset ratio target indicate the 80% target will be achieved by 2034

Residual Controls

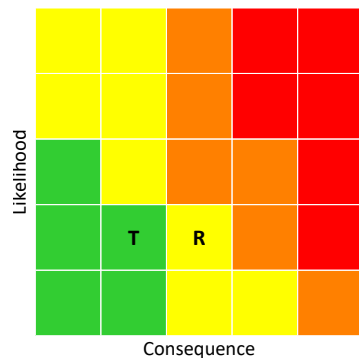
Control Title	Control Owner	Control Effectiveness	Next Review Date
2022-2041 Long Term Financial Plan	Chief Financial Officer	Effective	30 Jun, 2025

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Ensure that future budgets and LTFPs continue to increase asset renewal expenditure to bring the asset sustainability ratio to an acceptable level.	Chief Financial Officer	Completed	100	30 Jun, 2024

SR6	Maintain level of service of City assets		
Risk Categories: ICT, Assets/Infrastructure, Financial, Service Delivery	Responsible Person: Director City Infrastructure	Last Reviewed Date: 15 Jan, 2025	Next Review Date: 05 Jan, 2026

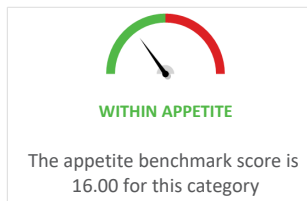
Individual Heatmap



- R Residual Risk Assessment
- T Target Risk Assessment

Effectiveness of control	
R	Partially Effective

risk Appetite



Causes

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

Consequences

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

Risk Review Comments: Risk assessments and amended controls have been reviewed. The revised Long Term Financial Plan has been approved by Council and reflects current levels of service. Council are currently working on the major review of the Strategic Community, which includes consideration of levels of service.

Residual Controls

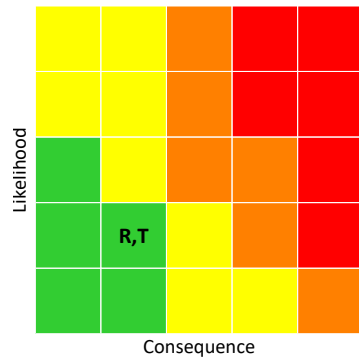
Control Title	Control Owner	Control Effectiveness	Next Review Date
Advocate to maintain asset financial ratios in the annual report and the My Council Website	Director City Infrastructure	Partially Effective	05 Sep, 2025
Asset Management Plans (to be reviewed by Dec 2024)	Manager Asset Management Services	Partially Effective	30 Apr, 2025
Prioritisation of asset management and accurate planning of works.	Manager Asset Management Services	Effective	08 Sep, 2025
Provide updated financial data for asset valuation and financial ratios	Manager Asset Management Services	Partially Effective	08 May, 2025

Residual Solutions

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

SR12	Failure to comply with Work Health and Safety (WHS) legislation		
Risk Categories: Legislative Compliance	Responsible Person: Manager Human Resources	Last Reviewed Date: 13 Jan, 2025	Next Review Date: 31 Mar, 2025

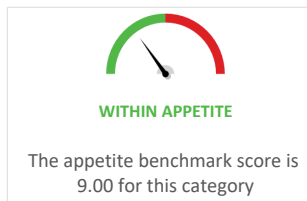
Individual Heatmap



- R Residual Risk Assessment
- T Target Risk Assessment

Effectiveness of control
R Substantially Effective

Risk Appetite



Causes

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

Consequences

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

Risk Review Comments: As of the 31 March 2024, the transition period for the new WHS legislation ended, the City undertook several projects to ensure the City is compliant with the new legislation. Updating and implementing amendments to the WHS framework to achieve the strategic outcomes of this framework.

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

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
City of Kwinana Safety and Wellbeing Strategy 2024-2026	Manager Human Resources	Effective	30 Jun, 2026
Development of generic Hazards Guidelines for the organisation	Manager Human Resources	Partially Effective	30 Jun, 2025
Keeping up to date of amendments to Work Health and Safety (WHS) legislation, including obtaining advice from WALGA/LGIS and other associated governing bodies.	Manager Human Resources	Partially Effective	30 Jun, 2025
LGIS/WorkSafe Audit	Manager Human Resources	Effective	31 Mar, 2025
Strategic Work Health Safety Committee	Manager Human Resources	Effective	13 Jan, 2026
WHS Committee	Manager Human Resources	Effective	01 Jul, 2025
WHS Framework	Manager Human Resources	Effective	30 Jun, 2025
Work Health and Safety Training	Manager Human Resources	Effective	31 Mar, 2025

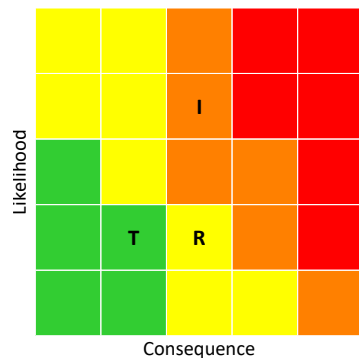
Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Continue to deliver training for key staff (including induction, where appropriate)	Manager Human Resources	Completed	100	31 Mar, 2024

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Implement actions identified in GAP analysis.	Manager Human Resources	Completed	100	31 Mar, 2023
Implement new Strategic Work Health and Safety Committee	Manager Human Resources	Completed	100	19 Apr, 2023
Monitor implementation of Regulations and WALGA advice	Manager Human Resources	Completed	100	03 Nov, 2022
Review, update, and implement the actions of the City of Kwinana Health and Wellbeing Strategy 2024 – 2026.	Manager Human Resources	Completed	100	30 Apr, 2024
Undertake the roll out of new WHS documentation to all teams within the City, advising them of the changes and their requirements	Manager Human Resources	In Progress	80	30 Jun, 2025

SR25	Impact of impending reform to the Retirement Villages Act 1992 on the City's ability to operate Banksia Park Retirement Estate		
Risk Categories: Legislative Compliance, Financial, Reputation/Image, Service Delivery	Responsible Person: Manager Community Facilities	Last Reviewed Date: 28 Jan, 2025	Next Review Date: 15 Jun, 2025

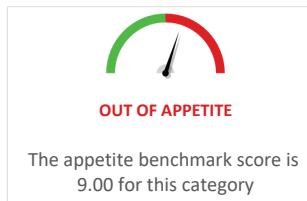
Individual Heatmap



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

Effectiveness of control	
R	Substantially Effective

Risk Appetite



Causes

- Changes to legislation

Consequences

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

Risk Review Comments: The new Retirement Village Regulations were passed in November 2024 and Consumer Protection is commencing 5 months of consultation with key stakeholders regarding implementation.

A desk top review and understanding of the process other Local Governments have implemented when considering the long term service delivery of the Retirement Villages.

Officers are developing a timeline for internal review.

The City is continuing to monitor the impending changes as well as advice received and the City has requested the Department of Mines, Industry Regulation and Safety include the City as part of their consultation process. No further updates have been received. A bill containing the proposed amendments to the RV Act has yet to be prepared for introduction into Parliament.

The City has completed a consolidation process for Callistemon Court Aged Persons Units to streamline all current agreements into one agreement. Included in the new agreement is intended to be a clause acknowledging that the City is presently considering the long-term future of the site given impending legislative changes in this area proposed by State Government. An agreement has now been reached and the City is awaiting execution by the Department of Communities and the Department of Communities will relinquish agreements in 2025 and 2030.

Residual Controls

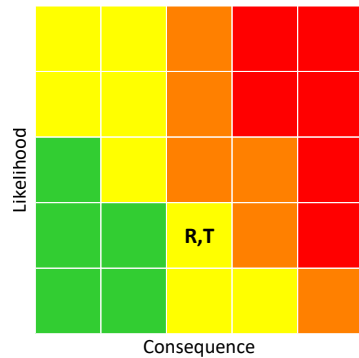
Control Title	Control Owner	Control Effectiveness	Next Review Date
Monitor the progress of impending changes to the Retirement Villages Act 1997 (WA), including reviewing the adequacy of existing City resources to meet additional legislative obligations imposed as well as assessing associated risks.	Manager Community Facilities	N/A	01 Sep, 2025

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Consultation to take place with workforce regarding transition	Manager Community Facilities	Ongoing	15	30 Jun, 2025
Monitor and progress to review of the 'Decision Regulatory Impact Statement' (DRIS) recommending amendments to the Retirement Villages Act 1997 to determine appropriate City response.	Manager Community Facilities	In Progress	10	31 Dec, 2024
Review impact of the new DRIS amendments to determine the appropriate City response.	Manager Community Facilities	Completed	100	31 Dec, 2024
Undertake Independent Service Review Process through external consultancy	Manager Community Facilities	Not Started	0	30 Jan, 2026

SR28	Failure to comply with the City's obligations due to the transition to the Industrial Relations Act 1979		
Risk Categories: Financial, Legislative Compliance, Reputation/Image	Responsible Person: Manager Human Resources	Last Reviewed Date: 13 Jan, 2025	Next Review Date: 01 Jan, 2026

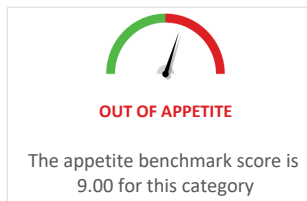
Individual Heatmap



- R Residual Risk Assessment
- T Target Risk Assessment

Effectiveness of control	
R	Partially Effective

Risk Appetite



Causes

- Changes to legislation

Consequences

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

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

Residual Controls

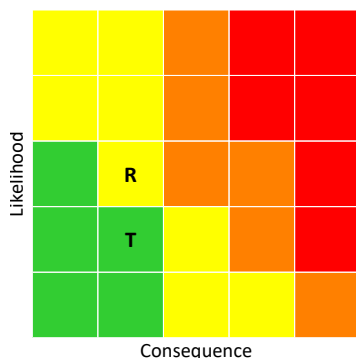
Control Title	Control Owner	Control Effectiveness	Next Review Date
Engagement of HR Strategic Project Officer to support the City's transition to the State IR system.	Manager Human Resources	Effective	30 Jun, 2026
Ensuring the City's compliance with amendments to Industrial Relations Act 1979 and Minimum Conditions of Employment Act 1993.	Manager Human Resources	Partially Effective	13 Jan, 2026

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Consultation to take place with workforce regarding transition	Manager Human Resources	Completed	100	06 May, 2023
Engagement of HR Strategic Project Officer	Manager Human Resources	Completed	100	27 Nov, 2024
HR Strategic Project Officer to undertake review of all relevant City policies and procedures.	Manager Human Resources	In Progress	95	01 Jan, 2025
Submit an application for the HR Strategic Project Officer to sit on WALGA State industrial relations working group	Manager Human Resources	Completed	100	31 Dec, 2024

SR29	Cyber security		
Risk Categories: ICT, Assets/Infrastructure, Financial, Reputation/Image, Service Delivery	Responsible Person: Manager Information Technology	Last Reviewed Date: 22 Jan, 2025	Next Review Date: 30 Jun, 2025

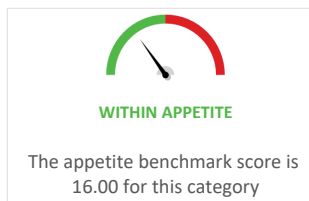
individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

Effectiveness of control	
R	Substantially Effective

risk Appetite



Causes

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

Risk Review Comments: During the 2023/24 financial year, the City completed several significant cyber security projects and underwent required regulatory audits. Actively enhancing its cyber security awareness and capabilities, the City has effectively mitigated all risks and will ensure the efficacy of the systems.

Consequences

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

Residual Controls

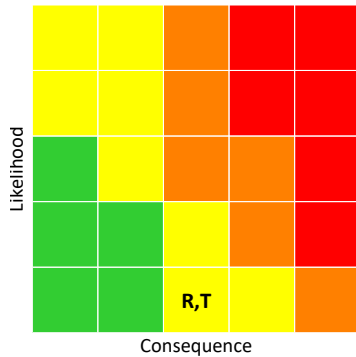
Control Title	Control Owner	Control Effectiveness	Next Review Date
Implementation of cyber security manual	Manager Information Technology	Effective	05 Sep, 2026
Network controls, including firewall, virus scan and SEIM monitoring system	Manager Information Technology	Effective	05 Sep, 2026
Staff cyber security training	Manager Information Technology	Effective	05 Sep, 2026
Testing of efficacy of network resiliency through penetration testing.	Manager Information Technology	Effective	05 Sep, 2026

Residual Solutions

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

SR30	Failure to deliver business continuity in the event of a disaster relating to City of Kwinana infrastructure		
Risk Categories: Service Delivery, Financial, ICT, Assets/Infrastructure, Reputation/Image	Responsible Person: Manager Governance and Legal	Last Reviewed Date: 29 Jan, 2025	Next Review Date: 12 Aug, 2025

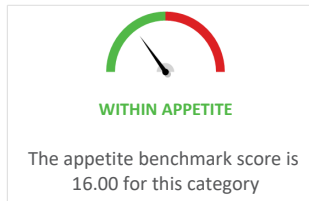
Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

Effectiveness of control
R Substantially Effective

Risk Appetite



Causes

- Cyber Security Breach
- Non-operational building, due to environmental damage.
- Pandemic

Consequences

- Breach of legislative obligations
- Closure of facilities or other infrastructure
- Interrupted services delivery
- Loss of assets
- Loss of productivity due to unavailability of systems

Risk Review Comments:

The Business Continuity Framework will continue to be monitored and updated on an as required basis. Scope of work are being developed to engage a training provider to undertake a exercise of the City's Crisis Management Plan.

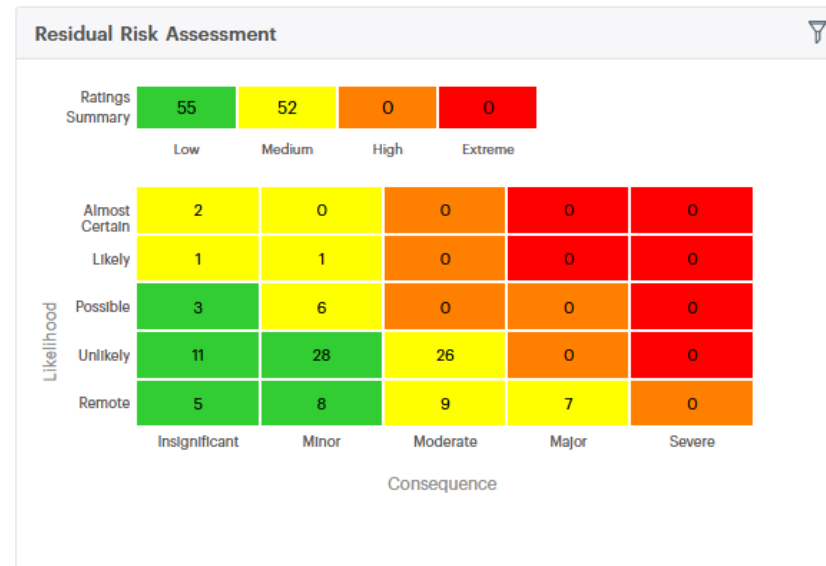
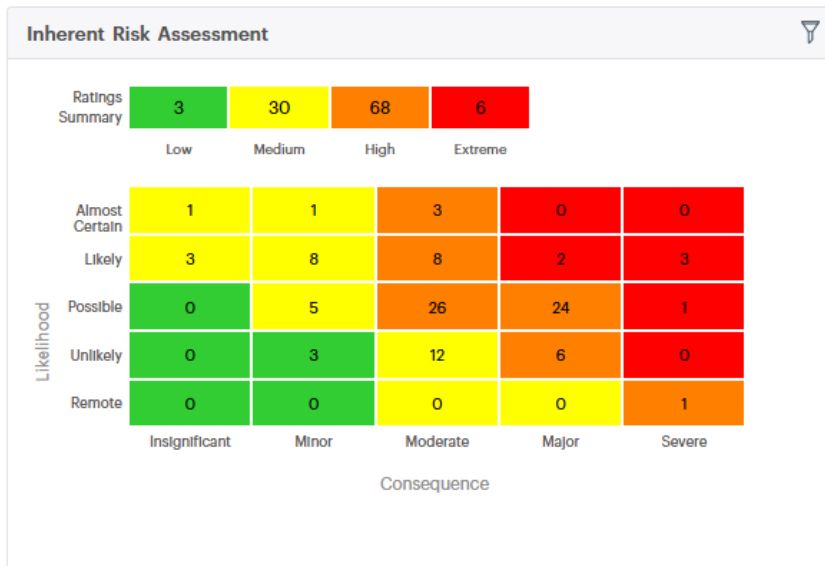
Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Business Continuity Management Framework	Governance and Risk Officer	Effective	30 Jun, 2025
Business Continuity Plan	Governance and Risk Officer	Effective	30 Jun, 2025
Crisis Management Plan	Governance and Risk Officer	Effective	30 Jun, 2025
IT Disaster Recovery Plan	Manager Information Technology	Partially Effective	28 Feb, 2025
Local Business Continuity Plans	Governance and Risk Officer	Effective	30 Jun, 2025

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Crisis Management Testing and Training	Manager Governance and Legal	In Progress	30	30 Jun, 2025

Operational Risk Register



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

12.5 WORK HEALTH AND SAFETY (WHS) STATISTICAL REPORT - 30 JANUARY 2025**SUMMARY**

Council has endorsed a Health and Safety Policy to meet its moral and legal obligation to provide a safe and healthy work environment for all employees, contractors, customers, and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness, or property damage. It is usual practice to provide a report detailing statistical data at each Audit and Risk Committee meeting. The report is enclosed as Attachment A.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note and provide comment where appropriate on the City of Kwinana WHS Statistical data report detailed in Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note and provide comment where appropriate on the City of Kwinana WHS Statistical data report detailed in Attachment A.

Audit and Risk Committee Comments:

The Committee requests that the City please use bar graphs to highlight statistics rather than pie charts in future to better identify trends over time, year by year.

VOTING REQUIREMENT

Simple majority Discussion

Summary of Statistical Data:

A summary of the incidents recorded over the period from 18 November 2024 to the 28 January 2025 is as follows.

A total of eighteen incidents have been recorded during the nearly three-month period. Nine from the City Life directorate, six from the City Infrastructure directorate, three from City Development and Sustainability directorate and none reported from the Office of the CEO. Nine incidents were recorded as injuries, two incidents were recorded as a near miss, four recorded as a vehicle incident, and three incidents were classified as Inappropriate Behaviour/Violence. (Noting, one vehicle incident is excluded from the Incidents by Classification graph as the vehicle incident is recorded as non-work related).

Further categorisation of the eighteen incidents determined that the event severity of the actual incident category, that is prior to any identified mitigating actions, were as follows: two being as a medium rating and sixteen as a low rating. The statistical graphs are included in Attachment A.

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

17. CEO to review certain systems and procedures

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. **Attachment A - WHS Statistical Data Report - 18 November 2024 to 28 January 2025** [↓](#)

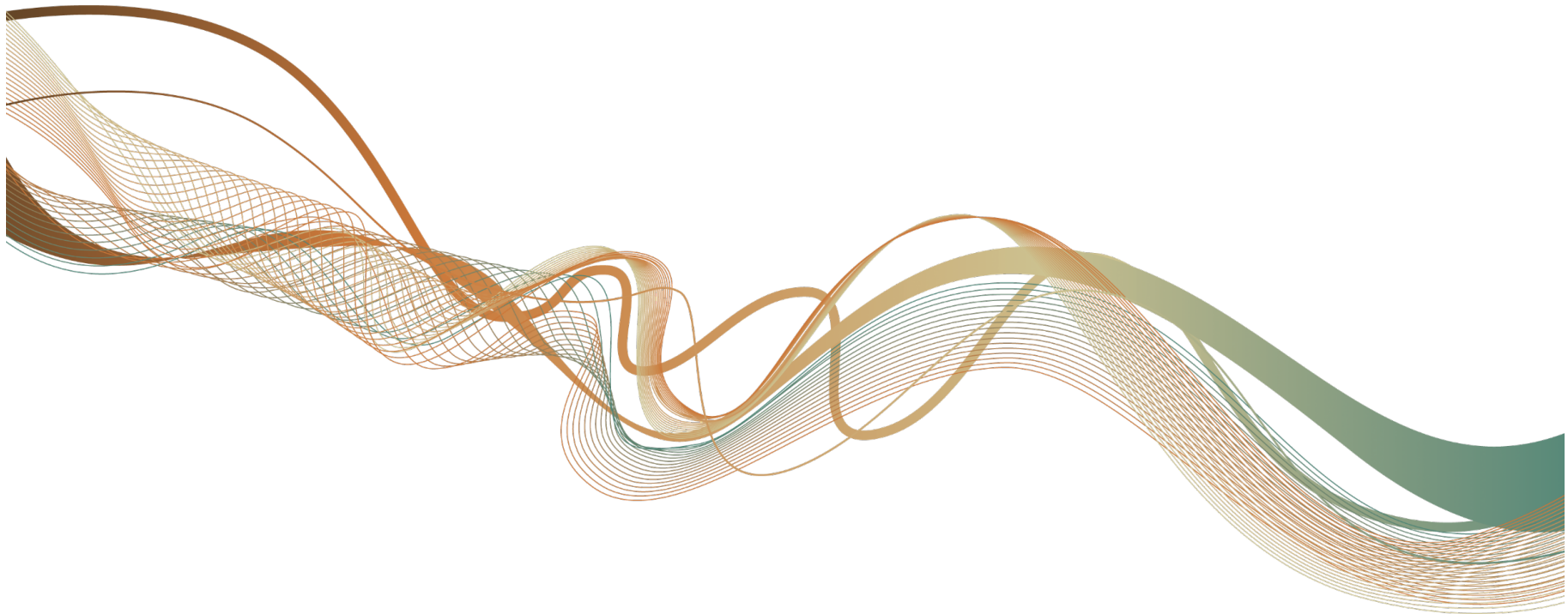


Work Health and Safety

Audit & Risk Committee Statistical Report

18 November 2024 - 28 January 2025

ATTACHMENT A



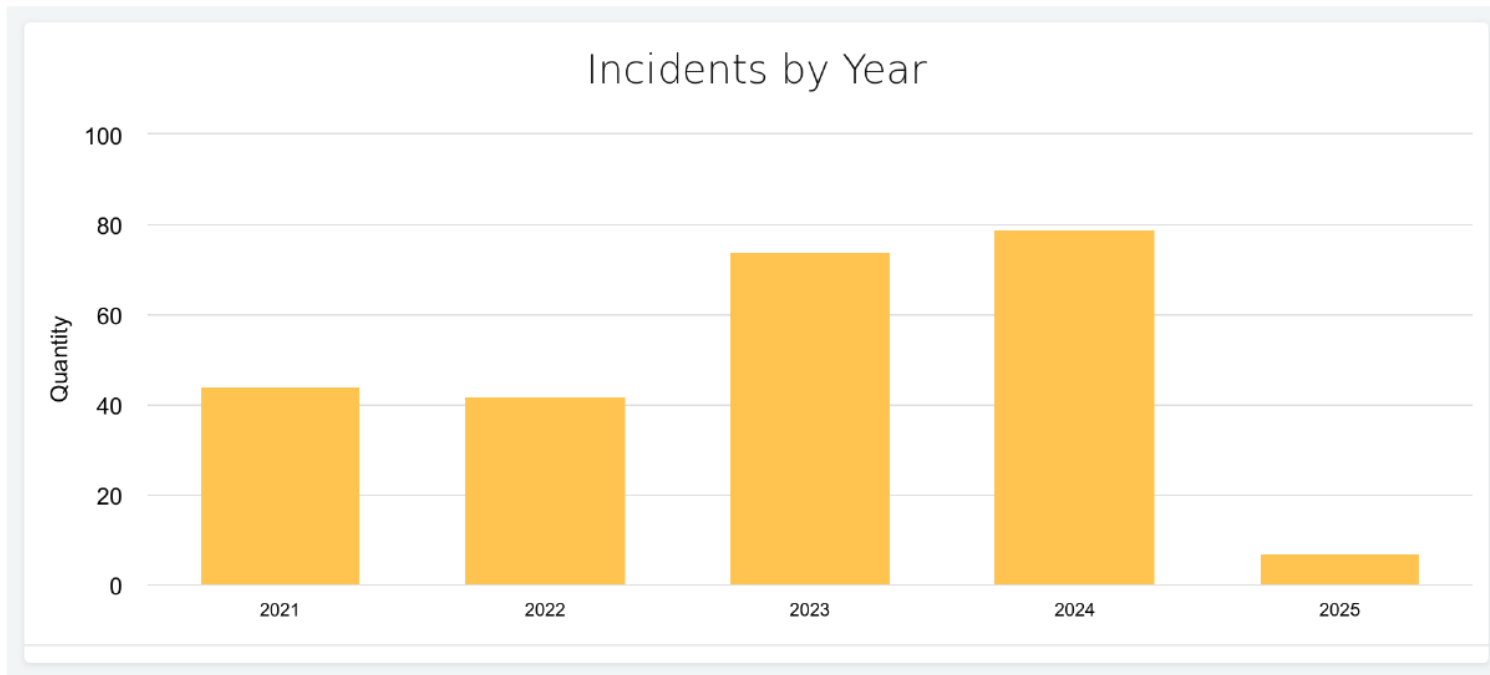
Safety Statistics Report

Page 1 of 1

Incident Data by Year



18/11/2024 - 28/01/2025



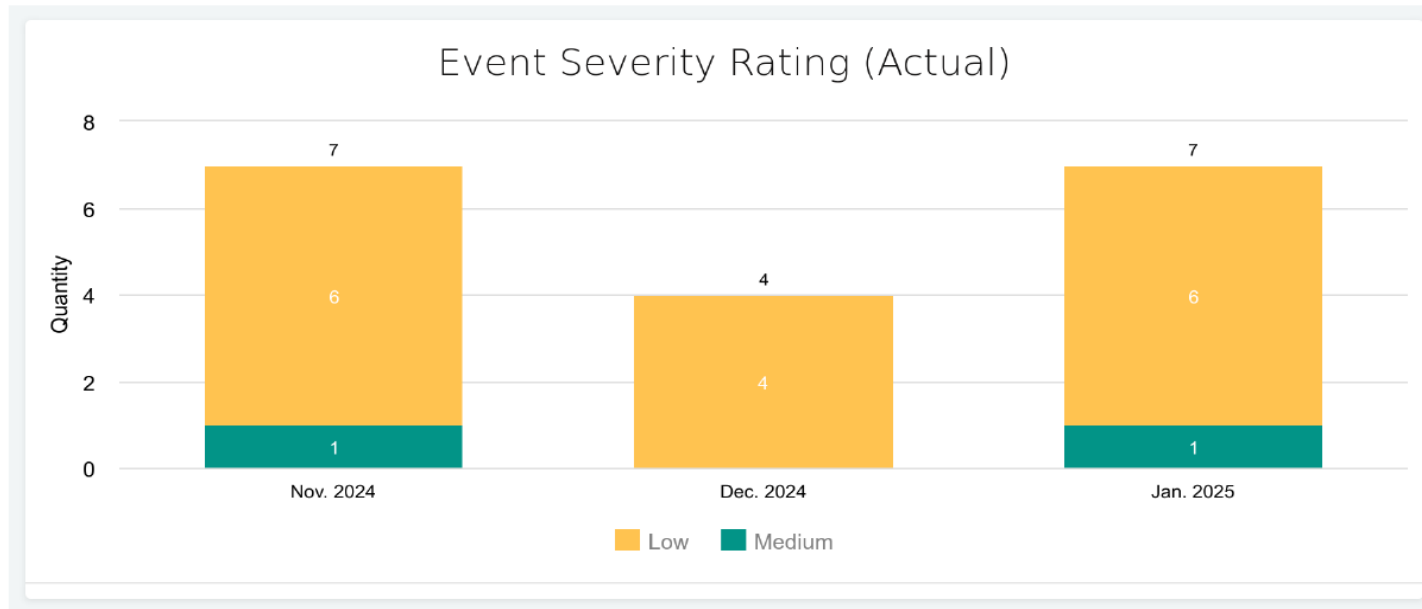
Incidents: 18 November 2024 - 28 January 2025



Total incidents = 18



18/11/2024 - 28/01/2025



Total incident Count:

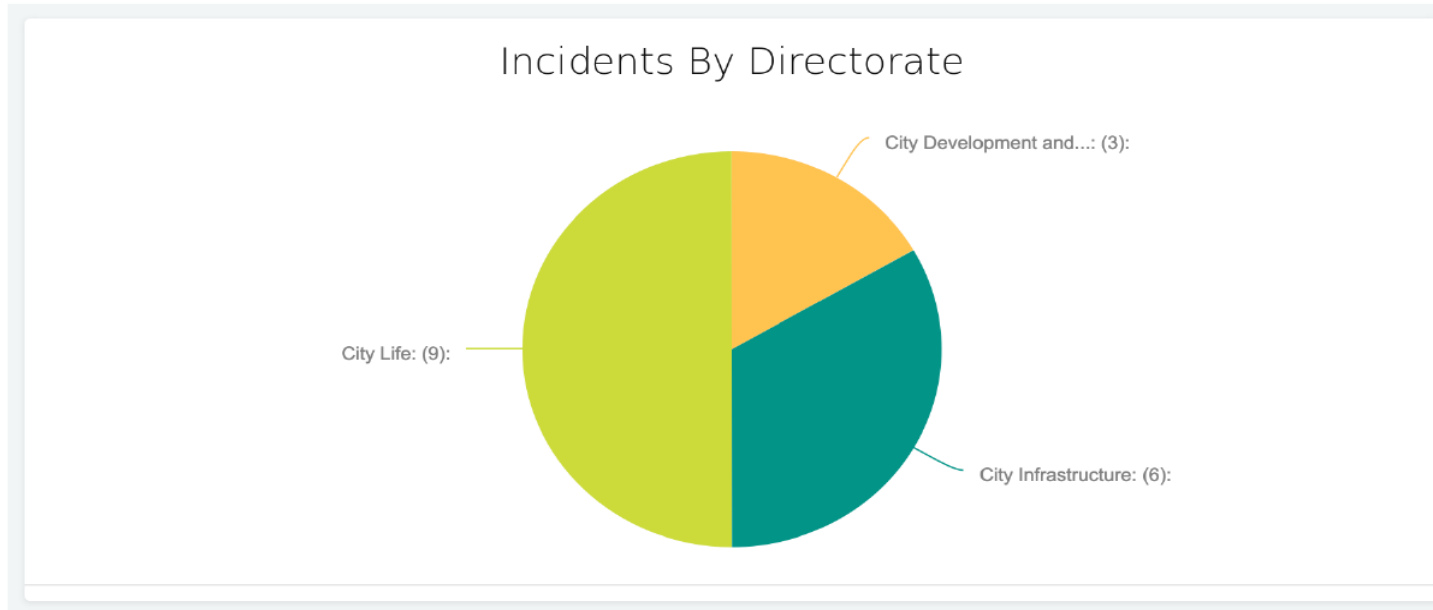
- Nov 24 = 7
- Dec 24 = 4
- Jan 25 = 7

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

Incidents: 18 November 2024 - 28 January 2025



18/11/2024 - 28/01/2025



City Development & Sustainability

3/18



City Life

9/18



City Infrastructure

6/18



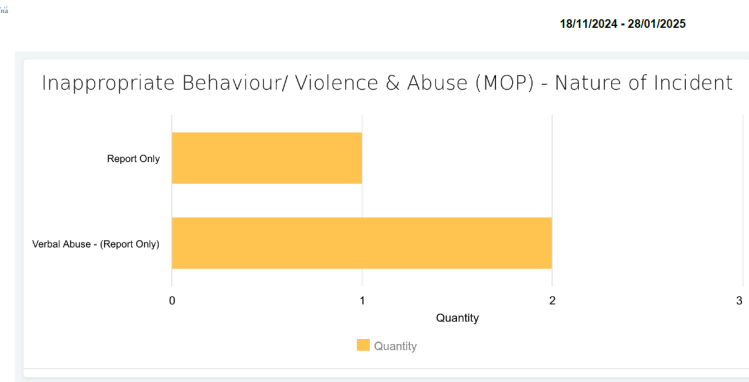
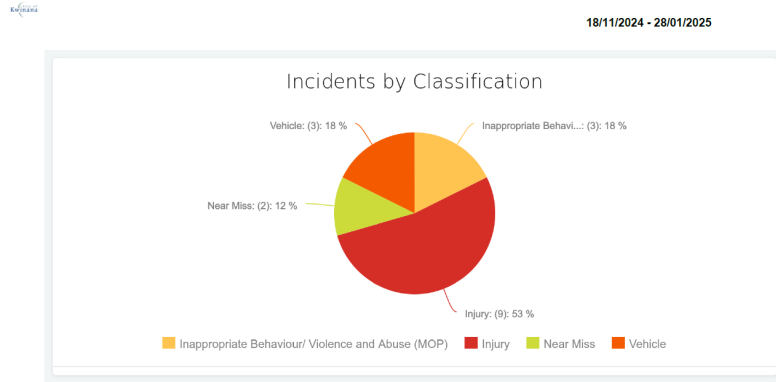
Office of the CEO

0/18

Safety Statistics Report

Page 4 of 1

Incidents: 18 November 2024 - 28 January 2025



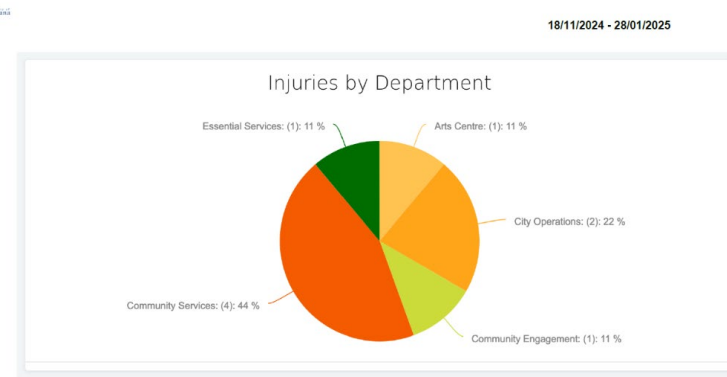
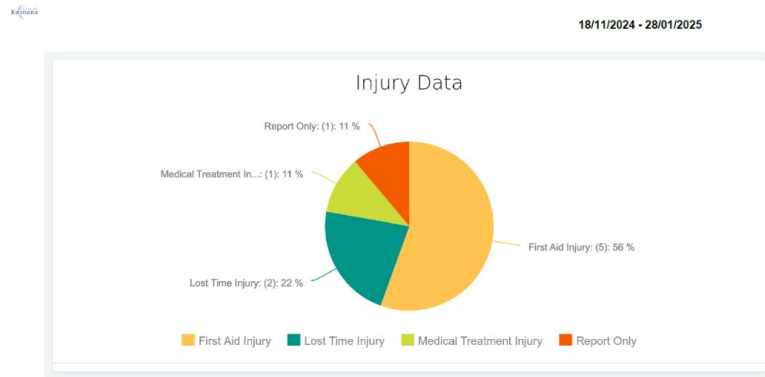
Incidents by classification can include:

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

Note: The 3 incidents listed as “Inappropriate Behavior/ Violence & Abuse (MOP)”, 2 are Verbal Abuse Report Only

Note: Incidents by Classifications includes one Vehicle Incident recorded as Non-Work related and therefore excluded from Incident by Classification graph.

Injuries: 18 November 2024 - 28 January 2025



Total Injuries = 9

Out of 18 incidents recorded in the Nov 2024 - Jan 2025 period - 9 were reported as Injuries.

Injuries by classification can include:

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

13 ENBLOC REPORTS

14 REPORTS – COMMUNITY

Nil

15 REPORTS – ECONOMIC

Nil

16 REPORTS – NATURAL ENVIRONMENT

Nil

17 REPORTS – BUILT INFRASTRUCTURE

17.1 LOCAL PLANNING SCHEME NO.4 - ADOPTION FOR ADVERTISING

SUMMARY

A local planning scheme is a statutory document that guides land use and development across a local government area. Every local government in the Perth metropolitan area has its own local planning scheme. A local planning scheme comprises of:

- a scheme text; and
- a scheme map.

The City currently operates under two local planning schemes:

- Local Planning Scheme No. 2 (LPS2)
- Local Planning Scheme No. 3 (LPS3)

LPS2, established in 1992, applies to most of the local government area and is the oldest planning scheme in the metropolitan area. LPS3, introduced in 2012, applies only to the Kwinana Town Centre. The age and limitations of LPS2 and LPS3 highlight the need for a comprehensive update to align with the current planning framework and community needs.

LPS2 and LPS3 do not conform with the modern state planning framework which has sought to standardise planning schemes. The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) establish a Model Scheme Text (MST) that is to be applied when preparing a new local planning scheme. The MST is essentially a template for local planning schemes to provide greater consistency across local governments. The Regulations also require local planning schemes to be regularly reviewed.

At its meeting on 11 April 2018, Council resolved to approve a Report of Review regarding the City of Kwinana LPS2 and LPS3. This report of review sought to initiate the project to prepare a new local planning scheme no. 4, following the completion of a Local Planning Strategy.

Now that the Local Planning Strategy has been adopted by Council and is with the WAPC for finalisation, a draft Local Planning Scheme No. 4 (LPS4) has been prepared to align with the Regulations and establish a streamlined planning framework that best reflects modern practice (see Attachments A and B). LPS4 is largely informed by the City's Local Planning Strategy, which contains strategic direction and actions that apply to the preparation of a new scheme. The City has also sought to simplify existing development requirements, delete redundant clauses and, where possible, strengthen provisions that seek to maintain the character of Kwinana.

The draft Scheme is accordingly presented to Council for consent to advertise.

OFFICER RECOMMENDATION

That Council:

1. Pursuant to Section 72 of the *Planning and Development Act 2005* (the Act) and Regulation 21 and 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolve to advertise the draft City of Kwinana Local Planning Scheme No. 4 (LPS4).
2. Prior to advertising and in accordance with regulation 21 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolve to:
 - a. Refer LPS4 to the Environmental Protection Authority (EPA) in accordance with section 81 of the Act to consider whether formal environmental assessment is required pursuant to section 48A of the *Environmental Protection Act 1986*;
 - b. Refer LPS4 to the Western Australian Planning Commission (WAPC) to seek approval from the Minister to advertise the proposed Scheme pursuant to section 83A of the Act;
 - c. Make any modifications as required by the WAPC prior to commencement of advertising.

VOTING REQUIREMENT

Simple majority

DISCUSSION

The current LPS2 and LPS3 are outdated and inconsistent with the state planning framework which has sought to standardise planning schemes. LPS4 will replace the City's current LPS2 and LPS3. LPS4 comprises:

1. a Scheme Text (Attachment A); and
2. a Scheme Map (Attachment B).

The Scheme text is largely influenced by strategic planning documents and legislation. It is divided into six parts as follows:

- Part 1: Preliminary
- Part 2: Reserves
- Part 3: Zones and Use of Land
- Part 4: General Development Requirements
- Part 5: Special Control Areas
- Part 6: Terms Referred to in Scheme

The Scheme map depicts the various zones and reserves across the local government area – these zones are then listed in the Scheme text.

The key changes proposed in LPS4 are explained in this report.

Project Overview and Objective

Under the Regulations, any review of a local planning scheme must be initiated by Council. In 2017, Council resolved to commence a project to draft Local Planning Scheme No. 4 (LPS4), contingent on the preparation of a local planning strategy. With the Local Planning Strategy now finalised, LPS4 is being presented to Council for review and consent to proceed to public advertising, as per the Regulations. This marks the first step in the process before LPS4 is submitted to the Western Australian Planning Commission (WAPC), who will review and provide final consent to commence public advertising.

As part of drafting LPS4, a comprehensive review of LPS2 and LPS3 has been undertaken to understand how best to retain the uniqueness of Kwinana while ensuring a modern and flexible planning framework.

Key milestones of the project are outlined in the table below (*timeframes are indicative only*).

Timeline	Description
February 2025	LPS4 finalised and presented to Council for adoption to advertise.
March 2025	LPS4 forwarded to WAPC for review and consent to advertise (subject to Council endorsement).
December 2025	Modifications (as requested by WAPC) completed, and consent to advertise LPS4 received.
January 2026 – July 2026	LPS4 is publicly advertised.
August 2026 – December 2026	Submissions collated and modifications to LPS4 drafted as required. Finalised LPS4 presented to Council for adoption.
January 2027	LPS4 is forwarded to WAPC for adoption and gazettal.

The objective of this project is to produce a new local planning scheme that will be the modern, principal statutory planning document for the City of Kwinana. Under this objective, the following outcomes will be achieved:

1. Development of key documents for a relevant, flexible and robust Local Planning Framework;
2. Allow the formation of statutory planning controls (i.e. local planning polices); and
3. Provide greater certainty and modernity to Council and the community in relation to land use and development in Kwinana.

What is guiding LPS4?

Local planning schemes are primarily guided by the Regulations and a local planning strategy. To provide consistency in structure and content, the Regulations include a Model Scheme Text (MST), which is a template to assist local government planners and industry in the preparation, review or amendment of local planning schemes. The Regulations also include a set of deemed provisions that form part of every local planning scheme in the State. For the purposes of consistency, LPS4 has been drafted using the MST.

The Regulations also require local governments to prepare a local planning strategy for land within the district of the local government. The City's first local planning strategy has recently been adopted by Council and is the key strategic document that guides the provisions in LPS4.

While the State's one-size-fits-all approach through the Regulations and MST is useful for consistency and simplicity, it is appropriate to incorporate Kwinana-specific provisions that address local issues and promote character and proper planning suitable to Kwinana. As such, the drafting of LPS4 has been a complex project that is now at the stage of requiring further input from Council, stakeholders and the local community through a comprehensive consultation period (as shown in the project timeline above). Consent from both Council and the WAPC is required before this consultation process can commence.

LPS4 Text

This section discusses the six parts of LPS4 (as per the MST) and explains several key changes from LPS2 and LPS3.

Part 1: Preliminary

Part 1 is largely administrative and introduces LPS4. A key element of this part is the Aims of the Scheme (Clause 9). The six aims of LPS4 are taken directly from the Local Planning Strategy. These aims set the foundation of the scheme and incorporate the key strategic themes of:

- Liveability;
- Character;
- Prosperity;
- Accessibility and connectivity;
- Sustainable development; and
- Resilience.

These aims seek to create safe, vibrant, and high-quality communities; celebrate local identity and heritage; foster economic growth; improve transport networks; balance development with environmental conservation and build adaptability for future challenges. The aims of the scheme are high level and strategic, serving as the cornerstone for LPS4.

Part 2: Reserves

Part 2 lists the local reserves that exist in the scheme area. Reserved land is different to zoned land in that it is reserved for a public purpose. The reserves listed in LPS4 align with those listed in the MST. Although several reserve names have changed (and some are being introduced), the intent of the reserves is largely unchanged. Refer to Attachment C (Table 2) which outlines the proposed changes to reserves in LPS4.

A significant addition in LPS4 (under Part 2) is the introduction of objectives for each reserve. The objectives for each reserve are taken from the MST. These objectives outline the purpose and intent of each reserve, providing clarity and clear direction for the use of the land.

Part 3: Zones and Use of Land

Zones

Zoning of land across the City is visually depicted on the Scheme Map (Attachment B). LPS4 has adopted zones as listed in the MST. The names of several existing zones are therefore updated in LPS4 to ensure consistency with the MST. Several new zones are also proposed to be incorporated into LPS4. The proposed changes and rationale are summarised in Attachment C (Table 3).

Similar to the approach taken in Part 2 for reserves, Clause 16 of LPS4 includes objectives for each zone. These objectives describe the intended purpose for that zone. The objectives in Clause 16 are largely taken from the MST. Several additional objectives and minor alterations are proposed. These changes have been informed by the goals and objectives of the City's Local Planning Strategy and other key informing strategies such as the Local Biodiversity Strategy and the Local Commercial Activity Centre Strategy (LCACS). For example, a key element of the Local Planning Strategy is to provide for adequate separation distance between industry and sensitive land uses to protect industrial growth while ensuring high quality of living for existing residential areas. Therefore, an additional objective to this effect is proposed for the Industrial zone.

The zone objectives will replace the 'Policy Areas' section of the current LPS2. These existing 'Policy Areas' are significantly outdated and inconsistent with both the MST and modern planning.

It should be noted that LPS4 does not propose to 'up code' any of the established residential areas in Kwinana. Upcoding areas in the residential zone is not a direct action of the Local Planning Strategy. Rather, LPS4 requires the structure planning process to consider and investigate the feasibility of higher density residential development within walkable catchments (usually 800 metres) of centres. This is an appropriate planning approach and is consistent with the objectives of the project in providing for a local planning scheme that is modern and allows greater flexibility.

Land Use

The zoning table (Table 3 of LPS4) provides guidance on the permissibility of different land uses in each zone. This table has been updated to ensure the listed land uses are modern and align with the objectives of each zone. The land uses listed in Table 3 of LPS4 are taken from the MST. It should be noted that several land uses are not listed in the MST – these are taken from the Consistent Local Planning Schemes Final Report, prepared by the Department of Planning, Lands and Heritage. This Report was prepared as part of a wider state planning reform agenda with a focus on providing greater consistency for zones, reserves and land use definitions in local planning schemes. Although the Regulations have not yet been amended to incorporate the recommendations of the Report, it is expected this will happen prior to gazettal of LPS4. The recommendations of the Report remain appropriate and relevant.

Table 3 of LPS4 will replace the current Table 1: Zoning and Use Classes in LPS2. In aligning with the MST, several existing land use terms have been updated, consolidated, or replaced. These updates are generally straightforward and involve minor changes in terminology or descriptions to reflect contemporary land use practices. For example, the outdated term 'Eating House' has been replaced with the more current terminology of 'Restaurant/Café'. These updates ensure the terminology and definitions are modern, clear, and user-friendly.

In addition to updating terms, careful consideration has been given to land use permissibility across the zones to avoid outcomes that may negatively impact existing amenity or contradict zone objectives. For example, the 'Caretaker's Dwelling' use is no longer permissible in the General Industry zone in LPS4. This use is incompatible with the objectives for the Industrial zone and this change seeks to safeguard public health and wellbeing.

While Table 3 introduces several changes, its primary goal is to modernise land use classifications and provide greater flexibility where appropriate.

Non-conforming uses

A non-conforming land use is a use that received development approval in the past, but due to subsequent changes to the zoning, has become a prohibited use under the current scheme.

Clauses 22 to 24 of LPS4 are taken from the MST and are generally consistent with the existing provisions in LPS2. Clause 24 is new to the City's framework and allows the City to prepare a non-conforming use register to provide greater certainty and transparency for these uses. The City aims to prepare the register in the near future whilst LPS4 is under consideration by the WAPC.

Part 4: General Development Requirements

Modifications to the R-Codes (Clause 26)

Clause 26 of LPS4 outlines any exclusions and variations to the R-Codes that apply for Residential zoned land within the Scheme area. LPS4 proposes a modification to the R-Codes which applies specifically to the larger Residential R5 zoned lots in Homestead Ridge, Wellard. The modification is worded to enable building envelopes on these larger properties, rather than applying standard setback and open space requirements of the R-Codes. Building envelopes are currently used in Homestead Ridge and are seen as an appropriate planning mechanism to allow development while preserving the environmental significance and character of the area. Additional provisions in Clause 32 (discussed below) complement this modification to the R-Codes.

Development provisions (Clause 32)

Clause 32 of LPS4 incorporates provisions that seek to guide development in different areas and/or zones. This clause is significant in that it provides an opportunity for the City to incorporate provisions that promote good planning and development outcomes that are distinctively applicable to Kwinana.

In LPS4, the actual provisions of Clause 32 are set out in Schedule A. The majority of development provisions are generally consistent with the current provisions in LPS2 & 3, for example the provision of building envelopes in Homestead Ridge and the Rural Residential zone continue to apply. However, there are also several new provisions that are being introduced. The key additions are discussed in Attachment C (Table 4).

Part 5: Special Control Areas

The purpose of Special Control Areas (SCAs) is to provide bespoke development controls to address a specific issue, such as sea level rise or developer contributions. In LPS4, the SCAs are set out in Schedule B. Several changes are proposed to the current SCA framework with the intent being to simplify and include key planning issues that need to be addressed. The new or modified SCAs proposed in LPS4 are summarised Attachment C (Table 5).

Part 6: Terms Referred to in the Scheme

Part 6 covers key definitions for general terms (see Division 1) and land use terms (see Division 2). LPS4 has a much shorter list of general terms than the current LPS2 as it seeks to remove repetition where terms are already defined in other planning instruments (such as the R-Codes or the *Planning and Development Act*). All definitions of terms are taken from the MST.

Schedules

LPS4 contains four schedules (A to D). As previously outlined in this report, Schedule A corresponds to Part 4 (Clause 32), while Schedule B pertains to Part 5 (Special Control Areas). Schedules C and D, which relate to development contributions, have been carried over directly from LPS2 and do not require any notable modification. The City's Development Contribution Plans (as per Schedule C) are current and align with the relevant state policy requirements, though the opportunity has been taken to clarify some infrastructure nomenclature for consistency. These administrative changes do not affect any apportioning or costings of the DCPs. Schedule D is a static feasibility model which provides guidance in calculating developer contributions. This schedule is consistent with the modern planning framework and associated provisions and is therefore unchanged from LPS2.

LPS4 Mapping

The LPS4 mapping can be found in Attachment B, with all colours and symbols presented in accordance with the Regulations. A key objective of LPS4 is to consolidate various zones. An example of this can be seen in the Rural zone as shown on the mapping. Additionally, several existing development areas are proposed to be 'normalised'. This process involves updating the zoning in LPS4 to reflect the zoning outlined in an approved structure plan for the area that has been largely developed – refer to the urban Wandri North area as an example. Several reserves have also been updated (including City owned reserves) to reflect the current and continued use of the land – for example, the Wellard Community Centre on Mortimer Road is now reserved as a Civic & Community Reserve, which reflects the actual use of the land.

Local Planning Policies

Important development provisions have been included in Clause 32 of LPS4 to provide greater weight with supplementary and supporting provisions to be contained in an updated suite of local planning policies (LPPs). The primary purpose of LPPs is to provide parameters for the exercise of discretion as well as providing guidance on meeting specific design outcomes identified for an area or type of development. To manage the scope and ensure the timely delivery of LPS4, a review of

relevant policies has commenced and will continue to progress through the consultation and review process of LPS4 over the next few years.

Conclusion

The preparation of draft Local Planning Scheme No. 4 (LPS4) represents a critical milestone in updating and modernising the City’s planning framework. By aligning with the *Planning and Development (Local Planning Schemes) Regulations 2015* and incorporating insights from the Local Planning Strategy, the draft LPS4 provides a simplified, streamlined, and contemporary approach to land use and development. It ensures that the City of Kwinana is equipped with a statutory document that reflects modern planning principles while preserving the unique character of the area.

Adoption of the draft LPS4 for advertising will enable community engagement and feedback, ensuring that the new scheme meets the needs and aspirations of residents and stakeholders alike.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
1 – A naturally beautiful environment that is enhanced and protected	1.1 – Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	LPS4 incorporates provisions that seek to retain character and preserve the uniqueness of Kwinana.
	1.2 – Maintain and enhance our beautiful, natural environment through sustainable protection and conservation	1.2.1 – Implement the Local Biodiversity Strategy 1.2.2 – Develop and implement the Environment Strategy 1.2.5 – Finalise and implement the Local Planning Strategy 1.2.6 – Prepare the Local Planning Scheme 1.2.11 – Implement the Climate Change Plan	LPS4 implements actions that form part of several adopted strategic documents. This includes provisions in LPS4 that seek to enhance the natural environment. This project specifically achieves action 1.2.6 in preparing a new scheme.
2 – A resilient and thriving economy	2.1 – Enable a thriving and sustainable local economy that supports	2.1.3 – Finalise and implement the Local Planning Strategy	The Local Planning Strategy is the primary guiding document for

and exciting opportunities	and sustains quality jobs and economic opportunities		the Local Planning Scheme. Applicable actions of the strategy have been incorporated into LPS4.
4 – A unique, vibrant and healthy City that is safe, connected and socially diverse	4.1 – Create, activate and manage places and local centres that are inviting, unique and accessible	Finalise and implement the Local Planning Strategy	As per above, LPS4 seeks to implement applicable actions of the Local Planning Strategy.

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?
5 – Caring and Supported	5.0 – Challenges to wellbeing are supported by a caring community	5.7 – Plan for housing diversity and advocate for appropriate housing support	LPS4 incorporates several provisions that seek to promote housing diversity. For example, the objectives for the Residential Zone emphasise the need for diversity in housing.
6 – Vibrant and Celebrated	6.0 – Vibrancy and creativity thrive and our unique identity and achievements are celebrated	6.6 – Provide opportunities to establish a thriving creative economy	A key element of the LPS4 project was to prepare a scheme that is modern and provides greater flexibility. In this regard, the scheme seeks to promote greater economic opportunity.

LEGAL/POLICY IMPLICATIONS

As a statutory document, Local Planning Scheme No. 4 (LPS4) carries significant legal implications. It will replace the current outdated planning schemes, providing a modernised planning framework that aligns with contemporary regulatory requirements. This updated framework will strengthen the City’s capacity to manage land use and development effectively, with positive legal outcomes anticipated. To ensure the robustness of LPS4, legal advice has been sought on key issues identified during its drafting.

The development of LPS4 has also highlighted the need to review existing local planning policies and draft new policies to complement the updated scheme. The review process for current policies is already underway, and the preparation of additional policies will be prioritised to ensure completion prior to gazettal of LPS4. These efforts will establish a cohesive and comprehensive planning framework to guide the City's future development.

FINANCIAL/BUDGET IMPLICATIONS

The LPS4 project has been appropriately budgeted, with funding allocated. To date, the project is progressing under budget, and no additional financial or budgetary implications are anticipated beyond the allocated funds as the project moves forward.

ASSET MANAGEMENT IMPLICATIONS

Although there will be no direct asset management implications, LPS4 does propose several changes to the naming of City owned Reserves and Zones. The general intent of the changes is to ensure consistency with the terminology outlined in the state planning framework and provide for greater flexibility. The changes in LPS4 will not affect the current use or management of these land parcels.




ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

The introduction of LPS4 is expected to have positive environmental and public health implications. By aligning with modern planning principles and incorporating provisions from strategic documents such as the City's Local Biodiversity Strategy, LPS4 promotes the protection of natural assets, and the conservation of biodiversity. LPS4 sets the basis for other planning documents (such as local planning policy) to promote environmental and public health values. Additionally, the updated framework encourages the development of green spaces and walkable neighbourhoods, fostering healthier, more active communities.

COMMUNITY ENGAGEMENT

Community engagement will take place during the next stage of the project. A detailed engagement plan for LPS4 will be developed to ensure effective and meaningful consultation. The engagement process is anticipated to commence in early 2026 and will run for several months, following consent from the Western Australian Planning Commission (WAPC) to advertise, as required under the Regulations. This will provide the community and stakeholders with the opportunity to review and provide feedback on the draft scheme.

ATTACHMENTS

- A. [LPS4 Text](#) 
- B. [LPS4 Map](#) 
- C. [LPS4 Information Sheet](#) 

CITY OF KWINANA

LOCAL PLANNING SCHEME NO. 4

Updated to Include AMD

DISCLAIMER

This is a copy of the Local Planning Scheme produced from an electronic version of the Scheme held and maintained by the Department of Planning. Whilst all care has been taken to accurately portray the current Scheme provisions, no responsibility shall be taken for any omissions or errors in this documentation.

Consultation with the respective Local Government Authority should be made to view a legal version of the Scheme.

Please advise the Department of Planning of any errors or omissions in this document.

LOCAL PLANNING SCHEME GAZETTAL DATE: [SELECT DATE]

CITY OF KWINANA LOCAL PLANNING SCHEME NO. 4 - AMENDMENTS

AMD NO.	GAZETTAL DATE	UPDATED		BY	DETAILS
		WHEN			

SCHEME DETAILS

CITY OF KWINANA

LOCAL PLANNING SCHEME NO. 4

The City of Kwinana under the powers conferred by the *Planning and Development Act 2005* makes the following Local Planning Scheme.

Blue text = New OR additional to the Model Provisions

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Part 1 - Preliminary

1. Citation

This local planning scheme is the City of Kwinana Scheme No 4.

2. Commencement

Under section 87(4) of the Act, this local planning scheme comes into operation on the day on which it is published in the Gazette.

3. Scheme revoked

The following local planning schemes are revoked:

Name: Local Planning Scheme No.2, Gazettal Date: 20/11/1992

Name: Local Planning Scheme No.3, Gazettal Date: 18/08/1998

4. Notes do not form part of Scheme

Notes, and instructions printed in italics, do not form part of this Scheme.

Note: The *Interpretation Act 1984* section 32 makes provision in relation to whether headings form part of the written law.

5. Responsibility for Scheme

The City of Kwinana is the local government responsible for the enforcement and implementation of this Scheme and the execution of any works required to be executed under this Scheme.

6. Scheme area

This Scheme applies to the area shown on the Scheme Map.

Note: The Scheme area (or part) is also subject to the Metropolitan Region planning scheme (see clause 12) and other local planning schemes (see clause 11).

7. Contents of Scheme

- (1) In addition to the provisions set out in this document (the ***scheme text***), *this* Scheme includes the following -
 - (a) the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2);
 - (b) the Scheme Map.
- (2) This Scheme is to be read in conjunction with any local planning strategy for the Scheme area.

8. Purposes of Scheme

The purposes of this Scheme are to -

- (a) set out the local government's planning aims and intentions for the Scheme area; and
- (b) set aside land as local reserves for public purposes; and

- (c) zone land within the Scheme area for the purposes defined in this Scheme; and
- (d) control and guide development including processes for the preparation of structure plans, activity centre plans and local development plans; and
- (e) set out procedures for the assessment and determination of development applications; and
- (f) set out procedures for contributions to be made for the costs of providing infrastructure in connection with development through development contribution plans; and
- (g) make provision for the administration and enforcement of this Scheme; and
- (h) address other matters referred to in Schedule 7 of the Act.

9. Aims of Scheme

The aims of this Scheme are to -

- (a) Ensure communities are safe, enable an active healthy lifestyle and offer a high quality of life and amenity.
- (b) Promote and celebrate natural and cultural assets and landscape elements that are synonymous with the character and identity of Kwinana.
- (c) Maintain a strong and sustainable local, regional and international economy with diverse business and employment opportunities.
- (d) Prioritise safe, efficient and effective movement networks that enhance legibility and permeability, link places and spaces through an improved pedestrian and cycle network at the local level and connect regional facilities.
- (e) Incorporate sustainable development principles into everyday practices to achieve a balance between development and conservation, ensuring the needs of future generations are met.
- (f) Ensure that communities have the capacity to adapt and respond flexibly to future challenges and opportunities.

10. Relationship with local laws

Where a provision of this Scheme is inconsistent with a local law, the provision of this Scheme prevails to the extent of the inconsistency.

11. Relationship with other local planning schemes

There are no other local planning schemes of the City of Kwinana which apply to the Scheme area.

12. Relationship with region planning scheme

The Metropolitan Region Scheme made (or continued) under Part 4 of the Act applies in respect of part or all of the Scheme area.

Note: The authority responsible for implementing the Metropolitan Region Scheme is the Western Australian Planning Commission.

Part 2 - Reserves

13. Regional Reserves

- (1) Regional reserves are marked on the Scheme Map according to the legend on the Scheme Map.
- (2) The lands marked as regional reserves are lands reserved for a public purpose under the Metropolitan Region Scheme.

Note The process of reserving land under a regional planning scheme is separate from the process of reserving land under the Land Administration Act 1997 section 41.

14. Local reserves

- (1) In this clause -

Department of Main Roads means the department principally assisting in the administration of the *Main Roads Act 1930*;

Western Australian Road Hierarchy means the document of that name available on the website maintained by the Department of Main Roads.

- (2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.
- (3) The objectives of each local reserve are as follows -

Table 1 - Reserve objectives

	Objectives
Public Open Space	<ul style="list-style-type: none"> • To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152. • To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Environmental conservation	<ul style="list-style-type: none"> • To identify areas with biodiversity and conservation value, and to protect those areas from incompatible development and subdivision. • To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.
Civic and Community	<ul style="list-style-type: none"> • To provide for a range of community facilities which are compatible with surrounding development. • To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.
Public Purposes	<ul style="list-style-type: none"> • To provide for a range of essential physical and community infrastructure.
Infrastructure Services	<ul style="list-style-type: none"> • Public Purposes which specifically provide for a range of essential infrastructure services.
Drainage/Waterway	<ul style="list-style-type: none"> • To set aside land required for significant waterways and drainage.

	Objectives
District Distributor Road	<ul style="list-style-type: none"> To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy. To ensure development is consistent with the purpose of the reserve as outlined in the Western Australian Road Hierarchy.
Local Distributor Road	<ul style="list-style-type: none"> To set aside land required for a local distributor road being a road classified as a Local Distributor under the Western Australian Road Hierarchy. To ensure development is consistent with the purpose of the reserve as outlined in the Western Australian Road Hierarchy.
Local Road	<ul style="list-style-type: none"> To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy. To ensure development is consistent with the purpose of the reserve as outlined in the Western Australian Road Hierarchy.

15. Additional uses for local reserves

There are no additional uses for land in local reserves that apply to this Scheme

Part 3 - Zones and Use of Land

16. Zones

- (1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.
- (2) The objectives of each zone are as follows -

Table 2 - Zone objectives

Zone name	Objectives
Residential	<ul style="list-style-type: none"> • To provide for a range of housing and a choice of residential densities to meet the needs of the community. • To facilitate and encourage high quality design, built form and streetscapes throughout residential areas. • To ensure that the amenity of residential areas is protected from incompatible uses and disproportionate or excessive development. • To enhance established and recognised neighbourhood character by ensuring that new development is respectful of, and responds to, the key features of the surrounding area. • To ensure that the built form of new development is designed to provide an effective transition between higher and lower density land in a manner that considers and preserves amenity, and is at a similar scale to existing development in the surrounding area.
Urban Development	<ul style="list-style-type: none"> • To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme. • To provide for a range of residential densities to encourage a variety of residential accommodation. • To provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development. • To provide an intermediate transitional zone following the lifting of an urban deferred zoning within the Metropolitan Region Scheme.
Rural	<ul style="list-style-type: none"> • To provide for the maintenance or enhancement of specific local rural character. • To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use. • To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage. • To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone. • To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses

Zone name	Objectives
	<ul style="list-style-type: none"> To ensure that all development and changes to land use within the Jandakot Groundwater Protection area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply.
Rural Residential	<ul style="list-style-type: none"> To provide for lot sizes in the range of 2 ha to 4 ha. To provide primarily for low density rural-residential development. To ensure that development and changes to land use within the Jandakot Groundwater Protection area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply. To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land. To set aside areas for the retention of vegetation and landform or other features which distinguish the land. To enhance existing vegetation and environmental values, including wetlands and other natural features.
Light Industry	<ul style="list-style-type: none"> To provide for a range of industrial uses and service industries generally compatible with urban areas. To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity
General Industry	<ul style="list-style-type: none"> To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses. To accommodate industry that would not otherwise comply with the objectives of light industry. Seek to manage impacts such as noise, dust and odour within the zone To ensure adequate separation distance between industry and sensitive land uses.
Mixed Use	<ul style="list-style-type: none"> To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels. To allow for the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents
Service Commercial	<ul style="list-style-type: none"> To accommodate commercial activities which, because of the nature of the business, require good vehicular access and/or large sites. To provide for a range of wholesale sales, showrooms, trade and services which, by reason of their scale, character, operational or land requirements, are not generally appropriate in, or cannot conveniently or economically be accommodated in, the central area, shops and offices or industrial zones.

Zone name	Objectives
<p>Centre <i>(KCC & Wandí)</i></p>	<ul style="list-style-type: none"> • To provide a focal point for a range of land uses to meet the community’s district and/or sub-regional needs for goods and services, including shopping, community facilities, entertainment and leisure, education, health services and tourism, consistent with the centre’s level on the activity centre hierarchy. • To enhance the Kwinana City Centre as the primary place for retail shopping, commercial, educational, entertainment, civic and recreation activities in the scheme area. • To provide a focal point for accommodating higher-density residential and employment self-sufficiency, consistent with the centre’s level of the activity centre hierarchy. • To provide a basis for detailed planning in accordance with relevant state planning policy. • To ensure that development at the edges of the centre is of a scale which facilitates a transition with adjoining areas. • To allow for the staged delivery of the ultimate built form and provide for the possibility of interim uses. • To promote excellence in the design of a centre’s-built environment and public realm. • To prioritise walking, cycling and public transport access to and within the centre. • To promote high quality building design and well-planned public realm and public spaces, that contribute towards a sense of place and community.
<p>Neighbourhood Centre <i>(Neighbourhood – Anketell South, Mortimer Rd, Wellard Village, Medina, Bertram)</i></p>	<ul style="list-style-type: none"> • To provide a focal point for accommodating a range of activity, vibrancy and land uses which meet the local community’s daily to weekly household shopping needs, community facilities, employment opportunities, higher-density residential and other activities, consistent with the centre’s level of the activity centre hierarchy. • To facilitate development which is of an appropriate scale which promotes activity and vibrancy while managing off-site impacts. • To allow centres to be developed over time commensurate with community needs and demands, including provision for compatible interim uses and building forms. • To prioritise walking, cycling and public transport access to and within the centre. • To promote excellence in the design of a centre’s built environment and public realm.
<p>Local Centre <i>(Local – Mandogalup, Wandí North, Casuarina central, Kwinana station, Parmelia, Leda, Emerald park, Wellard East)</i></p>	<ul style="list-style-type: none"> • To provide a focal point for the local community’s daily, incidental and convenience needs of goods and services, consistent with this level of the activity centre hierarchy. • To ensure that development of the centre is of a small-scale compatible with the existing and desired future character of surrounding areas. • To encourage development which is compatible with the scale and planned amenity of the surrounding locality. • To prioritise walking, cycling and public transport access to and within the centre. • To promote excellence in the design of a centre’s built environment and public realm.

Zone name	Objectives
Private Clubs, Institutions and Places of Worship	<ul style="list-style-type: none"> To provide sites for privately owned and operated recreation, institutions and places of worship. To integrate private recreation areas with public recreation areas wherever possible. To separate potentially noisy engine sports from incompatible uses. To provide for a range of privately-owned community facilities and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development. To ensure that the standard of development is in keeping with surrounding development and protects the amenity of the area.
Environmental Conservation	<ul style="list-style-type: none"> To identify areas with biodiversity and conservation value, and to protect those areas from incompatible development and subdivision. To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.
Special Use	<ul style="list-style-type: none"> To facilitate special categories of land uses which do not sit comfortably within any other zone. To enable specific conditions be imposed associated with the special use.

17. Zoning table

The zoning table for this Scheme is as follows –

Table 3 - Zoning Table Interpreting zoning table

Use Classes	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Rural	Rural Residential	Private clubs, institutions and place of worship	Environmental Conservation
Abattoir	X	X	X	X	X	X	D	X	X	X	X	X
Aerodrome	X	X	X	X	X	X	X	X	X	X	X	X
Agriculture - Extensive	X	X	X	X	X	X	X	X	D	D	X	X
Agriculture - Intensive	X	X	X	X	X	X	D	X	D	X	X	X
Aircraft Landing Area	X	X	X	X	X	X	A	X	X	X	X	X
Animal Establishment	X	X	X	X	X	X	X	D	D	X	X	X
Animal Husbandry - Intensive	X	X	X	X	X	X	X	X	A	X	X	X
Betting Agency	X	D	D	A	A	A	X	X	X	X	X	X
Beverage Production Facility	X	D	D	A	D	X	P	P	X	X	X	X

Use Classes	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Rural	Rural Residential	Private clubs, institutions and place of worship	Environmental Conservation
Bulky Goods Showroom	X	D	D	X	P	D	X	X	X	X	X	X
Camping Ground	X	X	X	X	X	X	X	X	X	X	X	X
Caravan Park	X	X	X	X	X	X	X	X	X	X	X	X
Caretaker's Dwelling	X	X	X	X	X	X	X	X	D	X	X	X
Car Park	X	D	D	D	P	D	P	P	X	X	X	X
Child Care Premises	A	P	P	X	D	A	X	X	X	X	X	X
Cinema/Theatre	X	P	P	X	X	X	X	X	X	X	X	X
Civic Use	A	P	P	D	P	P	D	D	D	X	X	X
Club Premises	A	A	A	X	A	A	X	X	X	X	P	X
Commercial Vehicle Parking	X	X	X	X	X	X	P	P	P	P	X	X
Community Purpose	D	P	P	D	D	D	X	D	X	X	P	X
Consulting Rooms	D	P	P	P	D	P	X	X	X	X	X	X
Container Deposit Recycling Centre	X	X	X	X	D	X	P	D	X	X	D	X
Convenience Store	D	P	P	P	D	D	X	D	X	X	X	X
Corrective Institution	X	X	X	X	X	X	X	X	X	X	X	X
Educational Establishment	A	D	D	D	D	D	D	D	X	X	P	X
Exhibition Centre	X	P	P	X	D	D	X	X	X	X	D	X
Family Day Care	P	P	P	P	X	P	X	X	P	P	X	X
Food Outlet	X	P	P	P	D	D	D	D	X	X	X	X
Food Outlet with Drive-Through Facility	X	P	P	A	D	X	X	X	X	X	X	X
Freeway Service Centre	X	X	X	X	P	X	X	X	D	X	X	X
Fuel Depot	X	X	X	X	X	X	P	A	X	X	X	X
Funeral Parlour	X	P	D	X	D	D	X	D	X	X	X	X
Garden Centre	X	D	D	D	D	A	X	D	D	X	X	X
Grouped Dwelling	P	D	D	D	X	D	X	X	X	X	X	X
Home Business	D	D	D	D	X	D	X	X	D	D	X	X

Use Classes	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Rural	Rural Residential	Private clubs, institutions and place of worship	Environmental Conservation
Home Occupation	P	P	P	P	X	P	X	X	P	P	X	X
Home Office	P	P	P	P	X	P	X	X	P	P	X	X
Home Store	A	P	P	P	X	P	X	X	D	X	X	X
Hospital	X	D	D	X	D	A	X	X	X	X	X	X
Hotel	X	D	D	A	X	A	X	X	X	X	X	X
Independent Living Complex	D	D	D	D	X	D	X	X	X	X	X	X
Industry	X	X	X	X	X	X	P	D	X	X	X	X
Industry - Extractive	X	X	X	X	X	X	A	X	X	X	X	X
Industry - Light	X	X	X	X	D	X	D	P	X	X	X	X
Industry - Rural	X	X	X	X	X	X	P	D	D	X	X	X
Liquor Store - Small	X	P	P	P	X	D	X	A	X	X	X	X
Liquor Store - Large	X	D	D	D	D	D	X	X	X	X	X	X
Marina	X	X	X	X	X	X	P	D	X	X	X	X
Marine Filling Station	X	X	X	X	X	X	D	D	X	X	X	X
Market	X	P	P	D	D	A	X	X	X	X	X	X
Medical Centre	X	P	P	D	D	D	X	X	X	X	X	X
Mining Operations	X	X	X	X	X	X	X	X	X	X	X	X
Motor Vehicle, Boat or Caravan Sales	X	X	D	X	P	X	X	X	X	X	X	X
Motor Vehicle Repair	X	D	D	X	D	A	P	D	X	X	X	X
Motor Vehicle Wash	X	D	D	D	P	A	P	P	X	X	X	X
Multiple Dwelling	P	D	D	D	X	D	X	X	X	X	X	X
Nightclub	X	A	X	X	X	X	X	X	X	X	X	X
Office	X	P	P	D	P	P	X	X	X	X	D	X
Park Home Park	X	X	X	X	X	X	X	X	X	X	X	X
Place Of Worship	A	P	P	D	P	A	X	D	X	X	P	X
Reception Centre	X	P	P	A	P	A	X	X	X	X	P	X

Use Classes	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Rural	Rural Residential	Private clubs, institutions and place of worship	Environmental Conservation
Recreation - Private	X	D	D	D	P	D	X	D	X	X	P	X
Renewable Energy Facility	X	D	D	D	D	X	P	D	D	X	X	X
Residential Care Facility	P	D	D	D	X	P	X	X	X	X	D	X
Residential Building	A	D	D	X	X	A	X	X	A	A	X	X
Resource Recovery Centre	X	X	X	X	X	X	D	D	X	X	X	X
Restaurant/Cafe	X	P	P	P	D	D	X	X	A	X	X	X
Restricted Premises	X	D	D	X	D	X	X	X	X	X	X	X
Road House	X	X	X	X	X	X	X	X	X	X	X	X
Rural Home Business	X	X	X	X	X	X	X	X	D	D	X	X
Rural Pursuit/Hobby Farm	X	X	X	X	X	X	X	X	D	D	X	X
Service Station	X	D	D	A	P	X	D	D	X	X	X	X
Shop - Large	X	P	D	D	X	A	X	X	X	X	X	X
Shop - Small	X	P	P	P	X	D	X	X	X	X	X	X
Short-term Rental Accommodation - Hosted	P	P	P	P	X	P	X	X	P	P	X	X
Short-term Rental Accommodation - Unhosted	D	D	D	D	X	D	X	X	D	D	X	X
Single House	P	D	D	D	X	D	X	X	P	P	X	X
Small Bar	X	P	P	D	X	P	X	X	X	X	X	X
Tavern	X	D	D	A	A	A	X	X	X	X	X	X
Telecommunications Infrastructure	D	P	P	D	P	D	P	P	D	D	D	X
Tourist and Visitor Accommodation	X	D	A	A	X	D	X	X	X	X	X	X
Trade Display	X	X	X	X	D	X	P	P	X	X	X	X
Trade Supplies	X	X	X	X	D	X	D	D	X	X	X	X
Transport Depot	X	X	X	X	X	X	D	D	X	X	X	X
Tree Farm	X	X	X	X	X	X	X	X	D	X	X	X
Veterinary Centre	A	P	P	D	P	D	X	P	D	X	X	X
Warehouse/Storage	X	D	X	X	P	X	P	P	X	X	X	X

Use Classes	Residential	Centre	Neighbourhood Centre	Local Centre	Service Commercial	Mixed Use	General Industry	Light Industry	Rural	Rural Residential	Private clubs, institutions and place of worship	Environmental Conservation
Waste Disposal Facility	X	X	X	X	X	X	D	X	X	X	X	X
Waste Storage Facility	X	X	X	X	X	X	D	A	X	X	X	X
Workforce Accommodation	A	X	X	X	X	X	X	X	D	X	X	X

18. Interpreting zoning table

- (1) The permissibility of uses of land in the various zones in the Scheme area is determined by cross-reference between the list of use classes on the left hand side of the zoning table (Table 3) and the list of zones at the top of the zoning table (Table 3).
- (2) The symbols used in the zoning table (Table 3) have the following meanings –
 - P means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme;
 - D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;
 - A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;
 - X means that the use is not permitted by this Scheme.

Note 1 The development approval of the local government may be required to carry out works on land in addition to any approval granted for the use of land. In normal circumstances 1 application is made for both the carrying out of works on, and the use of, land.

Note 2 Under clause 61 of the deemed provisions, certain works and uses are exempt from the requirement for development approval.

Note 3 Clause 67 of the deemed provisions deals with the consideration of applications for development approval by the local government. Under that clause, development approval cannot be granted for development that is a class X use in relation to the zone in which the development is located, except in certain circumstances where land is being used for a non-conforming use.
- (3) A specific use class referred to in the zoning table is excluded from any other use class described in more general terms.
- (4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -
 - (a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
 - (b) determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

- (c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.
- (5) If a use of land is identified in a zone as being a class P, the local government may not refuse an application for development approval for that use in that zone but may require works that are to be undertaken in connection with that use to have development approval.
- (6) If the zoning table (Table 3) does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land -
 - (a) a structure plan;
 - (b) a local development plan.

18A. Temporary approval

- (1) The local government may approve an application for a temporary use in respect of any use class, but it shall only give such approval in respect of a use which would not ordinarily be permissible in the relevant zone where –
 - (a) no building would be placed on the land unless it could be readily adapted for use for a purpose permitted in the zone, or which might preclude or inhibit the ultimate use of the land for a permitted purpose;
 - (b) the use would be compatible with the use of adjoining properties or the predominant use of land in the immediate locality; and
 - (c) the use would not be prejudicial to the amenity of the locality.
- (2) Before approving a temporary use under the provisions of this subclause the local government shall give notice in accordance with clause 64 of the deemed provisions.
- (3) The local government shall not approve a temporary use for more than two years.
- (4) The local government may approve an application for a temporary use in the Residential Zone if the use proposed will not be offensive, unsightly or otherwise considered to be detrimental to the amenity of the neighbourhood.

19. Additional uses

There are no additional uses for land in local reserves that apply to this Scheme.

20. Restricted uses

There are no restricted uses which apply to this Scheme.

21. Special use zones

- (1) Table 4 sets out -
 - (a) special use zones for specified land that are in addition to the zones in the zoning table; and
 - (b) the classes of special use that are permissible in that zone; and
 - (c) the conditions that apply in respect of the special uses.

Table 4 - Special use zones in Scheme area

No.	Description of land	Special use	Conditions
SU1	45 Chilcott Street Calista	'P' Uses: <ul style="list-style-type: none"> Residential Aged Care Facility Independent Living Complex 	In addition to any general provisions of the scheme, further development of land is to accord with the R20 development requirements of the R-Codes.
SU2	18 Sawyer Road Calista	'P' Uses: <ul style="list-style-type: none"> Residential Aged Care Facility Independent Living Complex 	In addition to any general provisions of the scheme, further development of land is to accord with the R20 development requirements of the R-Codes.
SU3	20 Bright Road Calista	'P' Uses: <ul style="list-style-type: none"> Residential Aged Care Facility Independent Living Complex 	In addition to any general provisions of the scheme, further development of land is to accord with the R20 development requirements of the R-Codes.

- (2) A person must not use any land, or any structure or buildings on land, in a special use zone except for a class of use that is permissible in that zone and subject to the conditions that apply to that use.

Note: Special use zones apply to special categories of land use which do not comfortably sit within any other zone in the Scheme.

22. Non-conforming uses

- (1) Unless specifically provided, this Scheme does not prevent -
- (a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or
 - (b) the carrying out of development on land if -
 - (i) before the commencement of this Scheme, the development was lawfully approved; and
 - (ii) the approval has not expired or been cancelled.
- (2) Subclause (1) does not apply if -
- (a) the non-conforming use of the land is discontinued; and
 - (b) a period of 6 months, or a longer period approved by the local government, has elapsed since the discontinuance of the non-conforming use.
- (3) Subclause (1) does not apply in respect of a non-conforming use of land if, under Part 11 of the Act, the local government -
- (a) purchases the land; or
 - (b) pays compensation to the owner of the land in relation to the non-conforming use.

23. Changes to non-conforming use

- (1) A person must not, without development approval-
 - (a) alter or extend a non-conforming use of land; or
 - (b) erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or
 - (c) repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or
 - (d) change the use of land from a non-conforming use to another use that is not permitted by the Scheme.
- (2) An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.
- (3) A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use -
 - (a) is less detrimental to the amenity of the locality than the existing non-conforming use; and
 - (b) is closer to the intended purpose of the zone in which the land is situated.

24. Register of non-conforming uses

- (1) The local government may prepare a register of land within the Scheme area that is being used for a non-conforming use.
- (2) A register prepared by the local government must set out the following –
 - (a) a description of each area of land that is being used for a non-conforming use;
 - (b) a description of any building on the land;
 - (c) a description of the non-conforming use;
 - (d) the date on which any discontinuance of the non-conforming use is noted.
- (3) If the local government prepares a register under subclause (1) the local government –
 - (a) must ensure that the register is kept up-to-date; and
 - (e) must ensure that an up-to-date copy of the register is published in accordance with clause 87 of the deemed provisions. This is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.
- (4) An entry in the register in relation to land that is being used for a non-conforming use is evidence of the matters set out in the entry, unless the contrary is proved.

Part 4 - General Development Requirements

25. R-Codes

- (1) The R-Codes, modified as set out in clause 26, are to be read as part of this Scheme.
- (2) The local government must ensure that the R-Codes are published in accordance with clause 87 of the deemed provisions. This is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.
- (3) The coding of land for the purposes of the R-Codes is shown by the coding number superimposed on a particular area contained within the boundaries of the area shown on the Scheme Map.
- (4) The R-Codes apply to an area if —
 - (a) the area has a coding number superimposed on it in accordance with subclause (3); or
 - (b) a provision of this Scheme provides that the R-Codes apply to the area.

26. Modification of R-Codes

- (1) For the Residential R5 zoned land bounded by Wellard Road to the North/East, Leda Boulevard to the South and Wellard Village to the West (Homestead Ridge), the deemed-to-comply requirements of the R-Codes for Open Space, Street Setback and Boundary Setbacks are replaced by an approved building envelope applicable to that lot.

27. DELETED

28. DELETED

29. Other State planning policies to be read as part of Scheme

There are no other State planning policies that are to be read as part of the Scheme.

30. Modification of State planning policies

There are no modifications to a State Planning Policy that, under Clause 29 is to be read as part of the Scheme.

31. Environmental conditions

There are no environmental conditions imposed under the Environmental Protection Act 1986 that apply to this Scheme.

32. Additional site and development requirements

- (1) **Schedule A** sets out requirements relating to development that are additional to those set out in the R-Codes, precinct structure plans, local development plans or State or Local Planning Policies.
- (2) To the extent that a requirement referred to in subclause (1) is inconsistent with a requirement in the R-Codes, a precinct structure plan, a local development plan or State or local planning policy, the requirement referred to in subclause (1) prevails.

33. Additional site and development requirements for areas covered by structure plan, activity centre plan or local development plan

There are no additional requirements for areas covered by structure plan, activity centre plan or local development plan that apply to this Scheme.

34. Variations to site and development requirements

- (1) In this clause –

additional site and development requirements means requirements set out in clauses 32 and 33.
- (2) The local government may approve an application for a development approval that does not comply with an additional site and development requirements.
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must -
 - (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and
 - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that -
 - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
 - (b) the non-compliance with the additional site and development requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

35. Restrictive covenants

- (1) A restrictive covenant affecting land in the Scheme area that would have the effect of limiting the number of residential dwellings which may be constructed on the land is extinguished or varied to the extent that the number of residential dwellings that may be constructed is less than the number that could be constructed on the land under this Scheme.
- (2) If subclause (1) operates to extinguish or vary a restrictive covenant
 - (a) development approval is required to construct a residential dwelling that would result in the number of residential dwellings on the land exceeding the number that would have been allowed under the restrictive covenant; and
 - (b) the local government must not grant development approval for the construction of the residential dwelling unless it gives notice of the application for development approval in accordance with clause 64 of the deemed provisions.

Part 5 - Special Control Areas

36. Special control areas

- (1) Special control areas are marked on the Scheme Map according to the legend on the Scheme Map.
- (2) The purpose, objectives and additional provisions that apply to each special control area is set out in **Schedule B**.

Part 6 - Terms Referred to in Scheme

Division 1- General Definitions used in Scheme

37. Terms used

(1) If a word or expression used in this Scheme is listed in this clause, its meaning is as follows:

Ancillary dwelling	has the meaning given in the R-Codes.
Aged person	has the meaning given in the R-Codes.
building envelope	means the area of land within which all buildings and effluent disposal facilities on a lot must be contained.
building height	in relation to a building - <ul style="list-style-type: none"> (a) if the building is used for residential purposes, has the meaning given in the R-Codes; or (b) if the building is used for purposes other than residential purposes, means the maximum vertical distance between the natural ground level and the finished roof height directly above, excluding minor projections as that term is defined in the R-Codes.
commencement day	means the day this Scheme comes into effect under section 87(4) of the Act.
commercial vehicle	means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including - <ul style="list-style-type: none"> (a) a utility, van, truck, tractor, bus or earthmoving equipment; and (b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).
Dwelling	has the meaning given in the R-Codes.
floor area	has meaning given in the Building Code.
frontage	has the meaning given in the R-Codes.
Open Space	has the meaning given in the R-Codes.
precinct	means a definable area where particular planning policies, guidelines or standards apply.
predominant use	means the primary use of premises to which all other uses carried out on the premises are incidental.
retail	means the sale or hire of goods or services to the public.
wholesale	means the sale of goods or materials to be sold by others.

(2) A word or expression that is not defined in this Scheme -

- (a) has the meaning it has in the *Planning and Development Act 2005*; or
- (b) if it is not defined in that Act - has the same meaning as it has in the R-Codes.

Division 2 - Land use terms used in Scheme

38. Land use terms used

If this Scheme refers to a category of land use that is listed in this provision, the meaning of that land use is as follows -

Definitions in BLUE in this section are new land uses as per the Consistent Local Planning Scheme Report (CLPSR) which is not yet adopted by DPLH.

abattoir	means premises used commercially for the slaughtering of animals for the purposes of consumption as food products.
aerodrome	means those areas of land or water certified under Civil Aviation Act for use as an aerodrome, but does not include drone use.
agriculture - extensive	means premises used for the raising of stock or crops including outbuildings and earthworks, but does not include agriculture - intensive or animal husbandry - intensive.
agriculture - intensive	means premises used for commercial production purposes, including outbuildings and earthworks, associated with any of the following - <ul style="list-style-type: none"> (a) the production of grapes, vegetables, flowers, exotic or (b) native plants, or fruit or nuts; (c) the establishment and operation of plant or fruit nurseries; (d) the development of land for irrigated fodder production or irrigated pasture (including turf farms); aquaculture.
aircraft landing area	Means area of land suitable for the conduct of takeoff and landing and associated aircraft operations for private, aircraft operations for private, aerial work or charter activities; aerial work or charter activities, but does not include drone use.
animal establishment	means premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry - intensive or veterinary centre.
animal husbandry - intensive	means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens.
betting agency	means an office or totalisator agency established under the <i>Racing and Wagering Western Australia Act 2003</i> .
beverage production facility	means premises the subject of a producer's licence authorising the production of: <ul style="list-style-type: none"> (a) beer, cider or spirits granted under the Liquor Control Act 1988; and/or

(b) other non-alcoholic beverages

bulky goods showroom

means premises -

- (a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes -
 - (i) automotive parts and accessories;
 - (ii) camping, outdoor and recreation goods;
 - (iii) electric light fittings;
 - (iv) animal supplies including equestrian and pet goods;
 - (v) floor and window coverings;
 - (vi) furniture, bedding, furnishings, fabrics, manchester and homewares;
 - (vii) household appliances, electrical goods and home entertainment goods;
 - (viii) party supplies;
 - (ix) office equipment and supplies;
 - (x) babies' and children's goods, including play equipment and accessories;
 - (xi) sporting, cycling, leisure, fitness goods and accessories;
 - (xii) swimming pools.

or

- (b) used to sell goods and accessories by retail if -
 - (i) a large area is required for the handling, display or storage of the goods; or
 - (ii) vehicular access is required to the premises for the purpose of collection of purchased goods.

camping ground

[means premises that are a camping ground as defined in the Caravan Parks and Camping Grounds Act 1995 section 5 \(1\).](#)

caravan park

means premises that are a caravan park as defined in the *Caravan Parks and Camping Grounds Act 1995* section 5 (1).

caretaker's dwelling

means a dwelling on the same site as a building, operation or plant, and occupied by a supervisor of that building, operation or plant.

car park

means premises used primarily for parking vehicles whether open to the public or not but does not include -

- (a) any part of a public road used for parking or for a taxi rank; or
- (b) any premises in which cars are displayed for sale.

child care premises

means premises where -

	(a) an education and care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> Section 5(1), other than a family day care service as defined in that section, is provided; or
	(b) a child care service as defined in the <i>Child Care Services Act 2007</i> section 4 is provided.
cinema/theatre	means premises where the public may view a motion picture or theatrical production.
civic use	means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.
club premises	means premises used by a legally constituted club or association or other body of persons united by a common interest.
commercial vehicle parking	means premises used for parking of one or 2 commercial vehicles but does not include -
	(a) any part of a public road used for parking or for a taxi rank; or
	(b) parking of commercial vehicles incidental to the predominant use of the land.
community purpose	means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.
consulting rooms	means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
convenience store	means premises -
	(a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and
	(b) operated during hours which include, but may extend beyond, normal trading hours; and
	(c) the floor area of which does not exceed 300 m ² net lettable area.
corrective institution	means premises used to hold and reform persons committed to it by a court, such as a prison or other type of detention facility.
educational establishment	means premises used for the purposes of providing education including premises used for a school, higher education institution, business college, academy or other educational institution.
exhibition centre	means premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature including a museum.
family day care centre	means premises where a family day care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> is provided.

food outlet	means premises with no drive-through service used for the preparation, sale and serving of food to customers in a form ready to be eaten — (a) without further preparation; and (b) primarily off the premises.
food outlet with drive-through facility	Means premises, with a drive-through service, for the preparation, sale and serving of food to customers in a form ready to be eaten — (a) without further preparation; and (b) primarily off the premises.
freeway service centre	means premises that has direct access to a freeway and which provides all the following services or facilities and may provide other associated facilities or services but does not provide bulk fuel services - (a) service station facilities; (b) emergency breakdown repair for vehicles; (c) charging points for electric vehicles; (d) facilities for cyclists; (e) restaurant, cafe or fast food services; (f) take-away food retailing; (g) public ablution facilities, including provision for disabled access and infant changing rooms; (h) parking for passenger and freight vehicles; (i) outdoor rest stop facilities such as picnic tables and shade areas.
fuel depot	means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel but does not include premises used – (a) as a service station; or (b) for the sale of fuel by retail into a vehicle for use by the vehicle.
funeral parlour	means premises used (a) to prepare and store bodies for burial or cremation; (b) to conduct funeral services.
garden centre	means premises used for the propagation, rearing and sale of plants, and the storage and sale of products associated with horticulture and gardens.
home business	means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession - (a) does not involve employing more than 2 people who are not members of the occupier's household; and (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and

- (c) does not occupy an area greater than 50 m²; and
- (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- (f) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and
- (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

home occupation

means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that -

- (a) does not involve employing a person who is not a member of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 20 m²; and
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and
- (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (f) does not -
- (g) require a greater number of parking spaces than
- (h) normally required for a single dwelling; or
- (i) result in an increase in traffic volume in the neighbourhood; and
- (j) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and
- (k) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (l) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

home office

means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation -

- (a) is solely within the dwelling; and
- (b) does not entail clients or customers travelling to and from the dwelling; and
- (c) does not involve the display of a sign on the premises; and
- (d) does not require any change to the external appearance of the dwelling.

home store	means a shop attached to a dwelling that - <ul style="list-style-type: none"> (a) has a net lettable area not exceeding 100 m²; and (b) is operated by a person residing in the dwelling.
hospital	means premises used as a hospital as defined in the <i>Hospitals and Health Services Act 1927</i> section 2(1).
hosted short term rental accommodation	means any of the following — <ul style="list-style-type: none"> (a) short-term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement; (b) short-term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement; (c) short-term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement.
hotel	means premises the subject of a hotel licence other than a small bar or tavern licence granted under the <i>Liquor Control Act 1988</i> including any betting agency on the premises.
independent living complex	means a development with self-contained, independent dwellings for aged or dependent persons together with communal amenities and facilities for residents and staff that are incidental and ancillary to the provision of such accommodation but does not include a development which includes these features as a component of a residential aged care facility.
industry	means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes - <ul style="list-style-type: none"> (a) the storage of goods; (b) the work of administration or accounting; (c) the selling of goods by wholesale or retail; (d) the provision of amenities for employees; (e) incidental purposes.
industry - extractive	means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes - <ul style="list-style-type: none"> (a) the processing of raw materials including crushing, screening, washing, blending or grading;

	(b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration.
industry - light	means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed.
industry – rural	means premises used — (a) to carry out a primary production business; or (b) for a workshop servicing plant or equipment used in primary production businesses.
liquor store - large	means premises the subject of a liquor store licence granted under the <i>Liquor Control Act 1988</i> with a net lettable area of more than 300 m ² .
liquor store - small	means premises the subject of a liquor store licence granted under the <i>Liquor Control Act 1988</i> with a net lettable area of not more than 300 m ² .
marina	means - (a) premises used for providing mooring, fuelling, servicing, repairing, storage and other facilities for boats, including the associated sale of any boating gear or equipment; and (b) all jetties, piers, embankments, quays, moorings, offices and storerooms used in connection with the provision of those services.
marine filling station	means premises used for the storage and supply of liquid fuels and lubricants for marine craft.
market	means premises used for the display and sale of goods from stalls by independent vendors.
medical centre	means premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
mining operations	means premises where mining operations, as that term is defined in the <i>Mining Act 1978</i> section 8(1), is carried out.
motor vehicle, boat or caravan sales	means premises used to sell or hire motor vehicles, boats or caravans.
motor vehicle repair	means premises used for or in connection with - (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or (b) repairs to tyres other than recapping or re-treading of tyres.
motor vehicle wash	means premises primarily used to wash motor vehicles.

nightclub	means premises the subject of a nightclub licence granted under the <i>Liquor Control Act 1988</i> .
office	means premises used for administration, clerical, technical, professional or similar business activities.
park home park	means premises used as a park home park as defined in the <i>Caravan Parks and Camping Grounds Regulations 1997</i> Schedule 8.
place of worship	means premises used for religious activities such as a chapel, church, mosque, synagogue or temple.
reception centre	means premises used for hosted functions on formal or ceremonial occasions.
recreation - private	means premises that are - <ul style="list-style-type: none"> (a) used for indoor or outdoor leisure, recreation or sport; and (b) not usually open to the public without charge.
renewable energy facility	means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource or a premises used to store energy.
residential care facility	<p>a residential facility providing personal and/or nursing care primarily to people who are frail and aged or dependent persons which, as well as accommodation, includes:</p> <ul style="list-style-type: none"> a) appropriate staffing to meet the nursing and personal care needs of residents b) meals and cleaning services c) furnishings, furniture and equipment. <p>This may consist of multiple components that include communal amenities and land uses for residents and staff that are incidental and ancillary to the provision of such accommodation, residential respite (short-term) care and an independent living complex, but does not include a hospital, rehabilitation or psychiatric facility.</p>
resource recovery centre	means premises other than a waste disposal facility used for the recovery of resources from waste.
restaurant/cafe	means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the <i>Liquor Control Act 1988</i> .
restricted premises	<p>means premises used for the sale by retail or wholesale, or the offer for hire, loan or exchange, or the exhibition, display or delivery of -</p> <ul style="list-style-type: none"> (a) publications that are classified as restricted under the <i>Classification (Publications, Films and Computer Games) Act 1995</i> (Commonwealth); and

- (b) materials, compounds, preparations or articles which are used or intended to be used primarily in or in connection with any form of sexual behaviour or activity; or
- (c) smoking-related implements.
- road house** means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services -
- (a) a full range of automotive repair services;
- (b) wrecking, panel beating and spray painting services;
- (c) transport depot facilities;
- (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.
- (e) facilities for being a muster point in response to accidents, natural disasters and other emergencies.
- rural home business** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or occupation -
- (a) does not involve employing more than 2 people who are not members of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 200 m²; and
- (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- (f) does not involve the presence, use or calling of more than 3 vehicles at any one time or of a vehicle more than 30 tonnes gross weight.
- rural pursuit/hobby farm** means any premises, other than premises used for agriculture - extensive or agriculture - intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household -
- (a) the rearing, agistment, stabling or training of animals;
- (b) the keeping of bees;
- (c) the sale of produce grown solely on the premises.
- service station** means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for -

- (d) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or
- (e) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.

shop - large

means premises greater than 1500 m² NLA other than a bulky goods showroom, a liquor store — large or a liquor store — small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.

shop - small

means premises no greater than 1500 m² other than a bulky goods showroom, a liquor store — large or a liquor store — small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.

small bar

means premises the subject of a small bar licence granted under the *Liquor Control Act 1988*.

tavern

means premises the subject of a tavern licence granted under the *Liquor Control Act 1988*.

telecommunications infrastructure

means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.

tourist and visitor accommodation

- (a) means a building, or a group of buildings forming a complex, that
 - (i) is wholly managed by a single person or body; and
 - (ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and
 - (iii) may include on-site services and facilities for use by guests; and (iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;

and
- (b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but
- (c) does not include any of the following —

- (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);
- (ii) a caravan park;
- (iii) hosted short-term rental accommodation;
- (iv) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);
- (v) a park home park; (vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);
- (vi) a road house;
- (vii) workforce accommodation.

trade display	means premises used for the display of trade goods and equipment for the purpose of advertisement.
trade supplies	means premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for any of the following purposes including goods which may be assembled or manufactured off the premises - <ul style="list-style-type: none"> (a) automotive repairs and servicing; (b) building including repair and maintenance; (c) industry; (c) landscape gardening; (d) provision of medical services; (e) primary production; (f) use by government departments or agencies, including local government.
transport depot	means premises used primarily for the parking or garaging of 3 or more commercial vehicles including - <ul style="list-style-type: none"> (a) any ancillary maintenance or refuelling of those vehicles; and (b) any ancillary storage of goods brought to the premises by those vehicles; and (c) the transfer of goods or persons from one vehicle to another.
tree farm	means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the <i>Carbon Rights Act 2003</i> section 5.
unhosted short term rental accommodation	means short-term rental accommodation that — <ul style="list-style-type: none"> (a) is not hosted short-term rental accommodation; and (b) accommodates a maximum of 12 people per night.

veterinary centre	means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders.
warehouse/ storage	means premises including indoor or outdoor facilities used for (a) the storage of goods, equipment, plant or materials; or (b) the display or the sale by wholesale of goods.
waste disposal facility	means premises used - (a) for the disposal of waste by landfill; or (b) the incineration of hazardous, clinical or biomedical waste.
waste storage facility	means premises used to collect, consolidate, temporarily store or sort waste before transfer to a waste disposal facility or a resource recovery facility on a commercial scale.
workforce accommodation	means premises, which may include modular or relocatable buildings, used - (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

Schedule A - Additional Site and Development Requirements

No.	Description of land	Requirement				
1	<p>Homestead Ridge, Wellard</p> <p>(Residential R5 zoned lots in Wellard bounded by Wellard Road to the North/East, Leda Boulevard to the South and Wellard Village to the West)</p>	<p>The following shall apply to all lots zoned Residential R5 in Homestead Ridge, Wellard:</p> <p>Building Envelopes</p> <p>(a) All lots shall be subject to the approval of a building envelope.</p> <p>(b) A building envelope shall be approved under the provisions for development approval (Part 8 of the Deemed Provisions).</p> <p>(c) A building envelope shall be established as part of subdivision and/or development approval. Any development on a lot where no building envelope exists requires development approval.</p> <p>(d) The building envelope shall be located and designed in accordance with the following provisions:</p> <p>(i) Located in an area that seeks to minimise the need for clearing of vegetation by being located in the most degraded area of the lot;</p> <p>(ii) Consistent with a Bushfire Management Plan with respect to site layout, vehicular access, firefighting water supply and siting of development; and</p> <p>(iii) As per the requirements set in the table below;</p> <table border="1" data-bbox="630 1111 1315 1323"> <thead> <tr> <th data-bbox="630 1111 948 1171">Maximum Building Envelope Area</th> <th data-bbox="948 1111 1315 1171">Minimum Building Envelope Setbacks</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 1171 948 1323">1000 square metres or one half the total lot area (whichever is greater).</td> <td data-bbox="948 1171 1315 1323">Front: 12 metres Side: 4 metres Rear: 6 metres Secondary street frontage: 6 metres</td> </tr> </tbody> </table> <p>(e) To ensure the preservation and enhancement of biodiversity and wildlife habitat in this zone, planting of vegetation equal to or greater than the amount removed during development, ensuring no net loss in vegetation cover shall be required as a condition of development approval.</p>	Maximum Building Envelope Area	Minimum Building Envelope Setbacks	1000 square metres or one half the total lot area (whichever is greater).	Front: 12 metres Side: 4 metres Rear: 6 metres Secondary street frontage: 6 metres
Maximum Building Envelope Area	Minimum Building Envelope Setbacks					
1000 square metres or one half the total lot area (whichever is greater).	Front: 12 metres Side: 4 metres Rear: 6 metres Secondary street frontage: 6 metres					
2	<p>Wellard Village, Wellard</p>	<p>Structure Plan/Design Guidelines</p> <p>(a) Development in the Wellard Village Neighbourhood Centre zone is to be guided by a structure plan and/or design guidelines.</p> <p>Residential R10 zoned lots</p> <p>(b) All lots shall be subject to the approval of a building envelope.</p> <p>(c) A building envelope shall be approved under the provisions for development approval (Part 8 of the Deemed Provisions).</p>				

No.	Description of land	Requirement				
		<p>(d) A building envelope shall be established as part of subdivision and/or development approval. Any development on a lot where no building envelope exists requires development approval.</p> <p>(e) The building envelope shall be located and designed in accordance with the following provisions:</p> <ul style="list-style-type: none"> (i) Located in an area that seeks to minimise the need for clearing of vegetation by being located in the most degraded area of the lot; (ii) Consistent with a Bushfire Management Plan with respect to site layout, vehicular access, firefighting water supply and siting of development; and (iii) In accordance with the requirements set in the table below: <table border="1" data-bbox="619 786 1316 996"> <thead> <tr> <th data-bbox="619 786 948 846">Maximum Building Envelope Area</th> <th data-bbox="948 786 1316 846">Minimum Building Envelope Setbacks</th> </tr> </thead> <tbody> <tr> <td data-bbox="619 846 948 996">750 square metres.</td> <td data-bbox="948 846 1316 996"> Front/Primary Street: 5 metres Side: 4 metres Rear: 12 metres Secondary street: 4 metres </td> </tr> </tbody> </table> <p>(f) To ensure the preservation and enhancement of biodiversity and wildlife habitat in this zone, planting of vegetation equal to or greater than the amount removed during development, ensuring no net loss in vegetation cover shall be required as a condition of development approval.</p>	Maximum Building Envelope Area	Minimum Building Envelope Setbacks	750 square metres.	Front/Primary Street: 5 metres Side: 4 metres Rear: 12 metres Secondary street: 4 metres
Maximum Building Envelope Area	Minimum Building Envelope Setbacks					
750 square metres.	Front/Primary Street: 5 metres Side: 4 metres Rear: 12 metres Secondary street: 4 metres					
3	Centre Zone	<p>Within the Centre Zone, the following shall apply:</p> <p>Precinct Structure Plan (PSP)</p> <ul style="list-style-type: none"> (a) A structure plan shall be prepared for land zoned Centre. (b) Land use and development shall occur generally in accordance with the approved structure plan. 				
4	Neighbourhood Centre Zone (Excluding Wellard Village Neighbourhood Centre Zone)	<p>Within the Neighbourhood and Local Centre zones, the following shall apply:</p> <ul style="list-style-type: none"> (a) A structure plan is to be prepared for land zoned Neighbourhood Centre. (b) Structure plans shall include Residential zoned land within 800 metres of the Neighbourhood Centre zone. (c) Where required in accordance with part (b), the preparation of a structure plan may be initiated together with and inform the proposal for rezoning the land under the scheme. 				
5	Mixed Use Zone	<p>Within the Mixed-Use zone, the following shall apply:</p>				

No.	Description of land	Requirement									
		<ul style="list-style-type: none"> (a) The R60 requirements of the R-Codes shall apply to residential development within the Mixed use zone. (b) Residential development shall only be supported where it is above or behind commercial or retail development on the same site. (c) Development within the Mixed Use zone shall include commercial and/or retail component(s) with a minimum floorspace generally in accordance with the LCACS. 									
6	Rural Residential Zone	<p>Within the Rural Residential zone, the following shall apply:</p> <p>Lot Size</p> <ul style="list-style-type: none"> (a) The minimum lot size shall be 2 hectares. <p>Building Envelopes</p> <ul style="list-style-type: none"> (b) All lots within the Rural Residential zone are subject to an approved building envelope. (c) A building envelope shall be approved under the provisions for development approval (Part 8 of the Deemed Provisions) or as part of subdivision approval. Any development on a lot where no building envelope exists requires development approval. (d) The building envelope shall be located and designed in accordance with the following provisions: <ul style="list-style-type: none"> (i) Located in an area that seeks to minimise the need for clearing of vegetation by being located in the most degraded area of the lot; (ii) Located outside conservation and resource enhancement category wetlands and their buffer; (iii) Consistent with a Bushfire Management Plan with respect to site layout, vehicular access, firefighting water supply and siting of development; and (iv) As per the requirements set in the table below: <table border="1" data-bbox="635 1480 1313 1928"> <thead> <tr> <th data-bbox="635 1480 810 1570">Lot Area</th> <th data-bbox="810 1480 1043 1570">Maximum Building Envelope Area</th> <th data-bbox="1043 1480 1313 1570">Minimum Building Envelope Setbacks</th> </tr> </thead> <tbody> <tr> <td data-bbox="635 1570 810 1749">< 1.5 hectares</td> <td data-bbox="810 1570 1043 1749">N/A (size of envelope is determined by minimum building envelope setbacks)</td> <td data-bbox="1043 1570 1313 1749">Primary Street/Front: 10 metres Side: 15 metres Rear: 15 metres Secondary street: 15 metres</td> </tr> <tr> <td data-bbox="635 1749 810 1928">≥ 1.5 hectares</td> <td data-bbox="810 1749 1043 1928">2000 square metres or one half the total lot area (whichever is greater)</td> <td data-bbox="1043 1749 1313 1928">Primary Street/Front: 10 metres Side: 15 metres Rear: 15 metres Secondary street: 15 metres</td> </tr> </tbody> </table>	Lot Area	Maximum Building Envelope Area	Minimum Building Envelope Setbacks	< 1.5 hectares	N/A (size of envelope is determined by minimum building envelope setbacks)	Primary Street/Front: 10 metres Side: 15 metres Rear: 15 metres Secondary street: 15 metres	≥ 1.5 hectares	2000 square metres or one half the total lot area (whichever is greater)	Primary Street/Front: 10 metres Side: 15 metres Rear: 15 metres Secondary street: 15 metres
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< 1.5 hectares	N/A (size of envelope is determined by minimum building envelope setbacks)	Primary Street/Front: 10 metres Side: 15 metres Rear: 15 metres Secondary street: 15 metres									
≥ 1.5 hectares	2000 square metres or one half the total lot area (whichever is greater)	Primary Street/Front: 10 metres Side: 15 metres Rear: 15 metres Secondary street: 15 metres									

No.	Description of land	Requirement
		<p>(e) To ensure the preservation and enhancement of biodiversity and wildlife habitat in this zone, planting of vegetation equal to or greater than the amount removed during development, ensuring no net loss in vegetation cover shall be required as a condition of development approval.</p> <p>Keeping of Stock</p> <p>(f) Development applications for the keeping of stock (<i>Rural Pursuit/Hobby Farm</i> or <i>Agriculture – Extensive land use</i>) are to consider the following:</p> <p>(i) A management plan is to be submitted as part of a development application for a premises used for the raising of stock or crops (<i>Rural Pursuit/Hobby Farm</i> or <i>Agriculture – Extensive land use</i>). The management plan shall include limitation on numbers of stock, areas from which stock are to be excluded, fencing standards, or any other matters necessary to avoid soil, vegetation, landscape or environmental degradation.</p> <p>(ii) Pasture/grazing areas are to be located in areas that are clear of vegetation.</p> <p><i>NOTE: The Rural Pursuit/Hobby Farm and/or Agriculture – Extensive land uses relate to keeping of all stock including alpacas, cattle, horses, goats and sheep.</i></p> <p>Wetlands</p> <p>(g) Specific measures to manage wetlands may be required as a condition of subdivision or planning approval where impacts on a mapped conservation and/or resource enhancement category wetland can be reasonably anticipated due to the nature of the proposed use or development.</p> <p>(h) Wetland management, commensurate with the threat to the wetland from the subdivision or proposed development, may be required which may include, but is not limited to:</p> <ul style="list-style-type: none"> • Preparation of a wetland management plan; • Preparation of a nutrient and irrigation management plan; • Fencing of stock; • Development of stock management plan; • Ecological values assessment; • Rehabilitation management plan; • Wetland buffer study.
7	Rural Zone	<p>Within the Rural zone, the following shall apply:</p> <p>Lot Size</p> <p>(a) The minimum lot size shall be 4 hectares.</p> <p>Minimum Setbacks</p>

No.	Description of land	Requirement
		<p>(b) Minimum setbacks from relevant property boundaries are to be as follows:</p> <ul style="list-style-type: none"> (i) Primary Street/Front: 10 metres (ii) Secondary Street: 15 metres (iii) Side/Rear: 15 metres <p>Retention of Vegetation</p> <p>(c) No vegetation shall be cleared, felled or removed without planning approval, except in the following situations:</p> <ul style="list-style-type: none"> (i) The clearing is necessary for any firebreak as required under the Bush Fires Act 1954; or (ii) The clearing is exempt from requiring planning approval under a local planning policy. <p>(d) To ensure the preservation and enhancement of biodiversity and wildlife habitat in this zone, planting of vegetation equal to or greater than the amount removed during development, ensuring no net loss in vegetation cover shall be required as a condition of development approval.</p> <p>Keeping of Stock</p> <p>(e) A management plan is to be submitted as part of a development application for a premises used for the keeping of stock or crops (<i>Rural Pursuit/Hobby Farm</i> or <i>Agriculture – Extensive</i> land use). The management plan shall include limitation on numbers of stock, areas from which stock are to be excluded, fencing standards, or any other matters necessary to avoid soil, vegetation, landscape or environmental degradation.</p> <p>(f) Pasture/grazing areas proposed as part of a development application for a premises used for the keeping of stock or crops (<i>Rural Pursuit/Hobby Farm</i> or <i>Agriculture – Extensive</i> land use) are to be located in areas that are clear of vegetation.</p> <p><i>NOTE: The Rural Pursuit/Hobby Farm and/or Agriculture – Extensive land uses relate to keeping of all stock including alpacas, cattle, horses, goats and sheep.</i></p> <p>Wetlands</p> <p>(g) Specific measures to manage wetlands may be required as a condition of planning approval where impacts on a conservation or resource enhancement category wetland can be reasonably anticipated due to the nature of the proposed use or development.</p> <p>(h) Wetland management, commensurate with the threat to the wetland from the proposed development, may be required which may include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Preparation of a wetland management plan; • Preparation of a nutrient and irrigation management plan;

No.	Description of land	Requirement
		<ul style="list-style-type: none"> • Fencing of stock; • Development of stock management plan; • Ecological values assessment; • Rehabilitation management plan; • Wetland buffer study.
8	Lots 1, 7 – 11 & 88 Lyon Road, Wandi	<p>Subdivision</p> <p>(a) A condition of subdivision approval and/or development approval shall be required to prevent any new dwelling being located within the Rural – Water Protection zone under the Metropolitan Region Scheme.</p> <p>(b) A Landscape Feature and Tree Retention Plan shall be submitted as part of a subdivision application. For lots zoned Residential with a density code of R5, R10 or R12.5, trees worthy of retention shall be retained and incorporated into the subdivision design.</p> <p>Development</p> <p>(c) Replacement of any existing dwelling in the Rural - Water Protection zone under the Metropolitan Region Scheme is discretionary subject to development approval being granted by the local authority.</p> <p>(d) No clearing of vegetation within the Rural - Water Protection zone under the Metropolitan Region Scheme is permitted, except in accordance with an approved bushfire management plan.</p> <p>(e) Notwithstanding the R-Codes, for R10 and R12.5 development, a minimum 10 metre primary street setback is required to accommodate landscaping.</p>

Schedule B– Special Control Areas

Name of Area	Additional Provisions
<p>SCA1: Public drinking water source Area – Jandakot Groundwater Protection Area</p>	<p>Purpose: To protect the Jandakot Groundwater Protection area.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Provide a basis for the protection of public drinking resources through the control of development, which has the potential to affect the quality of drinking water supplies for public use. 2. Implement additional planning provisions that are designed to address water quality and public health risks in a public drinking water source area. <p>Additional Provisions:</p> <ol style="list-style-type: none"> 3. Development within SCA1 shall be guided by State Planning Policy 2.3: Jandakot Groundwater Protection and the Department of Water and Environmental Regulation’s Water Quality Protection Note No. 25 – Land Use Compatibility Tables for Public Drinking Water Source Areas (as amended). 4. Applications for development approval may be referred to the Department of Water and Environmental Regulation (DWER) for comment where that application is for a land use identified as ‘compatible with conditions’ or ‘incompatible’ within the relevant priority area on the Department of Water’s Land Use Compatibility Table in the Water Quality Protection Note No. 25 – Land Use Compatibility in Public Drinking Water Source Areas (as amended).
<p>SCA2: Coastal Hazard / Risk Area</p>	<p>Purpose: Designate coastal hazard risk areas, control land use and trigger the need for development approval.</p> <p>Objective:</p> <ol style="list-style-type: none"> 1. Ensure that development takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria. <p>Additional Provisions:</p> <ol style="list-style-type: none"> 2. All development in SCA2 requires development approval. 3. In considering whether to grant development approval as referred to in Clause 2, the local government must consider: <ol style="list-style-type: none"> (a) the provisions of State Planning Policy No. 2.6 - State Coastal Planning; (b) the likelihood of the proposed development adversely affecting, or being adversely affected by, coastal processes; (c) the likelihood of the proposed development adversely affecting any dune or beach of the shoreline or foreshore; (d) whether adequate safeguards and rehabilitation measures have been, or will be, taken to protect the environment.
<p>SCA3: Development Contribution Areas</p>	<p>Purpose: Facilitate the efficient and effective provision of infrastructure and facilities that are essential to meet the demands arising from population growth and development.</p>

Name of Area	Additional Provisions																
	<p>Objectives:</p> <ol style="list-style-type: none"> 1. Provide for the equitable sharing of the costs of infrastructure and administrative costs between owners. 2. Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area. 3. Coordinate the timely provision of Infrastructure. <p>Additional Provisions:</p> <ol style="list-style-type: none"> 4. <u>Terms Used</u> <ol style="list-style-type: none"> (a) If a word or expression used in these additional provisions, its meaning is as follows: <table border="0" style="margin-left: 20px;"> <tr> <td style="vertical-align: top;">administrative costs</td> <td>means such costs as are reasonably incurred for the preparation and (with respect to standard infrastructure items) implementation of a development contribution plan.</td> </tr> <tr> <td style="vertical-align: top;">administrative items</td> <td>means the administrative matters required to be carried out by or on behalf of the local government in order to prepare and (with respect to standard infrastructure items) implement a development contribution plan, including legal, accounting, planning, engineering, and other professional advice.</td> </tr> <tr> <td style="vertical-align: top;">cost apportionment schedule</td> <td>means a schedule prepared and distributed in accordance with the provisions of this scheme.</td> </tr> <tr> <td style="vertical-align: top;">cost contribution</td> <td>means the contribution to the cost of infrastructure including administrative costs payable by an owner any applicable development contribution plan.</td> </tr> <tr> <td style="vertical-align: top;">development contribution area</td> <td>means each area shown on the scheme map as DCA with a number and included in Schedule C of this scheme.</td> </tr> <tr> <td style="vertical-align: top;">development contribution plan</td> <td>means a development contribution plan prepared in accordance with the provisions of State Planning Policy 3.6 and the provisions of this Scheme, as incorporated into Schedule C of this Scheme.</td> </tr> <tr> <td style="vertical-align: top;">development contribution plan report</td> <td>means a report prepared and distributed in accordance with the provisions of this Scheme.</td> </tr> <tr> <td style="vertical-align: top;">infrastructure</td> <td>means the standard infrastructure items (services and facilities set out in Appendix</td> </tr> </table> 	administrative costs	means such costs as are reasonably incurred for the preparation and (with respect to standard infrastructure items) implementation of a development contribution plan.	administrative items	means the administrative matters required to be carried out by or on behalf of the local government in order to prepare and (with respect to standard infrastructure items) implement a development contribution plan, including legal, accounting, planning, engineering, and other professional advice.	cost apportionment schedule	means a schedule prepared and distributed in accordance with the provisions of this scheme.	cost contribution	means the contribution to the cost of infrastructure including administrative costs payable by an owner any applicable development contribution plan.	development contribution area	means each area shown on the scheme map as DCA with a number and included in Schedule C of this scheme.	development contribution plan	means a development contribution plan prepared in accordance with the provisions of State Planning Policy 3.6 and the provisions of this Scheme, as incorporated into Schedule C of this Scheme.	development contribution plan report	means a report prepared and distributed in accordance with the provisions of this Scheme.	infrastructure	means the standard infrastructure items (services and facilities set out in Appendix
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Name of Area	Additional Provisions
	<p>1 of State Planning Policy 3.6) and community infrastructure, including recreational facilities; community centres; child care and after school centres; libraries and cultural facilities and such other services and facilities for which cost contributions may reasonably be requested having regard to the objectives, scope and provisions of State Planning Policy 3.6.</p> <p>infrastructure cost means any costs reasonably incurred for the acquisition and construction of infrastructure.</p> <p>owner means an owner of land that is located within a development contribution area.</p> <p>valuer means a licensed valuer agreed by the local government and the owner, or, where the local government and the owner are unable to reach agreement, by a valuer appointed by the President of the Western Australian Division of the Australian Property Institute.</p> <p>5. <u>Development Contribution Plan</u> (a) A development contribution plan is required to be prepared for each development contribution area.</p> <p>(b) development contribution plans are incorporated in Schedule C of this Scheme.</p> <p>6. <u>Land excluded</u> (a) In calculating both the area of an owner's land and the total area of land in a development contribution area, the area of land provided or required in that development contribution area for: (i) roads designated under the Metropolitan Region Scheme as Primary Regional Roads and Other Regional Roads; (ii) existing public open space; (iii) existing government primary and secondary schools; and (iv) such other land as is set out in the development contribution plan, is to be excluded.</p> <p>7. <u>Development Contribution Plan Report and Cost Apportionment Schedule</u> (a) Within 90 days of the development contribution plan coming into effect, the local government is to adopt and make available a development contribution plan report and cost apportionment schedule to all owners in the development contribution area.</p> <p>(b) The development contribution plan report and the cost apportionment schedule shall set out in detail the calculation of the cost Contribution for each owner in the development contribution area, based on the methodology provided in the</p>

Name of Area	Additional Provisions
	<p>development contribution plan, and shall take into account any proposed staging of the development.</p> <p>(c) The development contribution plan report and the cost apportionment schedule do not form part of the Scheme, but once adopted by the local government they are subject to review.</p> <p>8. <u>Cost Contributions based on estimates</u></p> <p>(a) The determination of Infrastructure Costs and Administrative Costs is to be based on amounts expended, but when expenditure has not occurred, it is to be based on the best and latest estimated costs available to the local government and adjusted accordingly, if necessary.</p> <p>(b) Where a Cost apportionment schedule contains estimated costs, such estimated costs are to be reviewed at least annually by the local government:</p> <p>(i) in the case of land to be acquired, in accordance with clause 9; and</p> <p>(ii) in all other cases, in accordance with the best and latest information available to the local government until the expenditure on the relevant item of infrastructure or administrative costs has occurred.</p> <p>(c) The local government is to have such estimated costs independently certified by appropriate qualified persons and must provide such independent certification to an owner when requested to do so.</p> <p>(d) Where any cost contribution has been calculated on the basis of an estimated cost for Infrastructure, the local government:</p> <p>(i) is to adjust any unpaid cost contribution of any owner in accordance with the revised estimated costs; and</p> <p>(ii) may accept a cost contribution based upon estimated costs, as a final cost contribution.</p> <p>(e) Where an owner's cost contribution is adjusted under clause 8(d), the local government, on receiving a request in writing from an owner, is to provide the owner with a copy of estimated costs and the calculation of adjustments.</p> <p>(f) If an owner objects to the amount of a cost contribution, the owner may give notice to the local government requesting a review of the amount of the cost contribution by an appropriate qualified person ('independent expert') agreed by the local government and the owner at the owner's expense, within 28 days after being informed of the cost contribution.</p> <p>(g) If the independent expert does not change the cost contribution to a figure acceptable to the owner, the cost contribution is to be determined:</p> <p>(i) by any method agreed between the local government and the owner; or</p> <p>(ii) if the local government and the owner cannot agree on a method pursuant to (a) or an independent expert, by</p>

Name of Area	Additional Provisions
	<p>arbitration in accordance with the Commercial Arbitration Act 1985, with the costs to be shared equally between the local government and owner.</p> <p>9. <u>Valuation</u></p> <p>(a) This clause applies in order to determine the value of land to be acquired for the purpose of providing Infrastructure.</p> <p>(b) In the case of DCA1 'Value' means the capital sum which an unencumbered estate in fee simple of the land might reasonably be expected to realise if offered for sale on such reasonable terms and conditions as a bona fide seller would require:</p> <ul style="list-style-type: none"> (i) on the basis that there are no buildings, fences or other improvements of a like nature on the land; (ii) on the assumption that any rezoning necessary for the purpose of the development has come into force; and (iii) taking into account the added value of all other improvements on or appurtenant to the land. <p>(c) In the case of all other DCAs, 'Value' means the fair market value of land, at a specified date, which is defined as the capital sum that would be negotiated in an arm's length transaction in an open and unrestricted market, assuming the highest and best use of the land with all its potential and limitations (other than the limitation arising from the transaction for which the land is being valued), wherein the parties act knowledgeably, prudently and without compulsion to buy or sell.</p> <p>(d) The net land value is to be determined by a static feasibility valuation model, using the working sheet model attached to this scheme as Schedule D. As part of that feasibility an appropriate profit and risk factor is to be determined from which a 10 per cent profit factor is to be excluded from the calculation.</p> <p>(e) If any owner objects to a valuation made by the valuer, the owner may give notice to the local government requesting a review of the amount of the value, at the owner's expense, within 28 days after being informed of the value.</p> <p>(f) If, following a review, the valuer's determination of the value of the land is still not a figure acceptable to the owner, the value is to be determined:</p> <ul style="list-style-type: none"> (i) by any method agreed between the local government and the owner; or (ii) if the local government and the owner cannot agree, the owner may apply to the State Administrative Tribunal for a review of the matter under part 14 of the <i>Planning and Development Act 2005</i>. <p>10. <u>Liability for Cost Contributions</u></p> <p>(a) An owner must make a cost contribution in accordance with the applicable development contribution plan.</p> <p>(b) An owner's liability to pay the owner's cost contribution to the local government arises on the earliest of:</p>

Name of Area	Additional Provisions
	<ul style="list-style-type: none"> (i) the local government giving advice to the Western Australian Planning Commission that conditions of subdivision approval of the owner's land within the development contribution area, which conditions are cleared by the local government, have been complied with; (ii) the Western Australian Planning Commission endorsing its approval on the deposited plan or survey strata plan of the subdivision of the owner's land within the development contribution area; (iii) the commencement of the subject development on the owner's land within the development contribution area; (iv) the approval of any strata plan by the local government or Western Australian Planning Commission on the owner's land within the development contribution area; (v) the commencement of a change or extension of use by the local government on the owner's land within the development contribution area; or <p>The liability arises only once upon the earliest of the above listed events. Upon an owner's liability to pay the owner's cost contribution arising in accordance with this clause, the local government may issue a notice to the owner requiring payment of the cost contribution in accordance with Clause 11.</p> <ul style="list-style-type: none"> (c) Notwithstanding clause 10(b), an owner's liability to pay the owner's cost contribution does not arise if the owner commences development of the first single house or outbuilding associated with that first single house on an existing lot which has not been subdivided or strata subdivided since the coming into effect of the development contribution plan. (d) Where a development contribution plan expires, an owner's liability to pay the owner's cost contribution under that development contribution plan shall be deemed to continue in effect and be carried over into any subsequent development contribution plan which includes the owner's land, subject to such liability. <p>11. Payment of Cost Contribution</p> <ul style="list-style-type: none"> (a) The owner, with the agreement of the local government, is to pay the owner's cost contribution by: <ul style="list-style-type: none"> (i) cheque or cash; (ii) transferring to the local government or a public authority land in satisfaction of the cost contribution; (iii) the provision of physical infrastructure; (iv) some other method acceptable to the local government; or (v) any combination of these methods. (b) The owner, with the agreement of the local government, may pay the owner's cost contribution in a lump sum, by instalments or in such other manner as agreed with the local government. (c) Payment by an owner of the cost contribution, including a cost contribution based upon estimated costs in a manner acceptable to the local government, constitutes full and final discharge of

Name of Area	Additional Provisions
	<p>the owner’s liability under the development contribution plan and the local government shall provide certification in writing to the owner of such discharge if requested by the owner.</p> <p>12. <u>Charge on land</u></p> <p>(a) The amount of any cost contribution for which an owner is liable under Clause 10, but has not paid, is a charge on the owner’s land to which the cost contribution relates, and the local government may lodge a caveat at the owner’s expense against the owner’s title to that land.</p> <p>(b) The local government, at the owner’s expense and subject to such other conditions as the local government thinks fit, can withdraw a caveat, lodged under clause 12(a) to permit a dealing and may then re-lodge the caveat to prevent further dealings.</p> <p>(c) If the cost contribution is paid in full, the local government, if requested to do so by the owner and at the expense of the owner, is to withdraw any caveat lodged in accordance with this clause.</p> <p>13. <u>Administration of Funds</u></p> <p>(a) The local government is to establish and maintain a reserve account in accordance with the <i>Local Government Act 1995</i> for each development contribution area into which cost contributions for that development contribution area will be credited and from which all payments for the cost of infrastructure costs and administrative costs within that development contribution area will be paid.</p> <p>The purpose of such a reserve account or the use of money in such a reserve account is limited to the application of funds for that development contribution area.</p> <p>(b) Interest earned on cost contributions credited to a reserve account in accordance with clause 13(a) is to be applied in the development contribution area to which the reserve account relates.</p> <p>(c) The local government is to publish an audited annual statement of accounts for that development contribution area as soon as practicable after the audited annual statement of accounts becomes available.</p> <p>14. <u>Shortfall or Excess in Cost Contributions</u></p> <p>(a) If there is a shortfall in the total of cost contributions when all cost contributions have been made or accounted for in a particular development contribution area, the local government may:</p> <ul style="list-style-type: none"> (i) make good the shortfall; (ii) enter into agreements with owners to fund the shortfall; or (iii) raise loans or borrow from a financial institution, but nothing restricts the right or power of the local government to impose a differential rate to a specified development contribution area in that regard.

Name of Area	Additional Provisions
	<p>(b) If there is an excess in the total of cost contributions when all cost contributions have been made or accounted for in a particular development contribution area, the local government is to refund the excess funds to contributing owners for that development contribution area. To the extent, if any, that it is not reasonably practicable to identify owners and/or their entitled amount of refund, any excess in funds shall be applied to the provision of additional facilities or improvements in that development contribution area.</p> <p>15. <u>Powers of the Local Government</u></p> <p>(a) The local government in implementing the development contribution plan has the power to:</p> <ul style="list-style-type: none"> (i) acquire any land or buildings within the scheme area under the provisions of the <i>Planning and Development Act 2005</i>; and (ii) deal with or dispose of any land which it has acquired under the provisions of the <i>Planning and Development Act 2005</i> in accordance with the law and for such purpose may make such agreements with other owners as it considers fit. <p>16. <u>Arbitration</u></p> <p>(a) Subject to clauses 9(c) and 9(d), any dispute between an owner and the local government in connection with the cost contribution required to be made by an owner is to be resolved by arbitration in accordance with the <i>Commercial Arbitration Act 1985</i>.</p>

Schedule C- Development Contribution Plans

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
Infrastructure and Administrative Items to be funded	1.1 Bridge
	Item A 100% of the cost of construction of the Sulphur Road Bridge over the railway line immediately south of the proposed Thomas Road Station.
	1.2 Roads and Drainage
	Item B The development of storm water management infrastructure on the Peel Main Drain in accordance with the requirements of the Water Corporation to service the flows north of Bertram Road.
	Item C Bertram Road upgrade (Bertram/Mortimer Roads between Challenger Avenue and the Kwinana Freeway and Johnson Road/Bertram Road Intersection treatments) including all associated infrastructure works.
	Item D Johnson Road upgrade (north of Peel Lateral Drain to Holden Close from a rural standard to urban standard being a Neighbourhood Connector A or equivalent) including all associated infrastructure works.
	Item E Johnson Road upgrade (south of Peel Lateral Drain to Bertram Road, from rural standard to an urban standard being a Neighbourhood Connector A or equivalent) including all associated infrastructure works.
	Item F The construction of a dual use path on the eastern side of Johnson Road from Holden Close to Bertram Road.
	Item G The upgrading of Johnson Road (south of Bertram Road) to the eastern edge of the Peel Main Drain Reserve to a Neighbourhood Connector A standard (or equivalent) including all associated infrastructure works.
	Item H Johnson Road (west side of the Peel Main Drain Reserve to Millar Road). The construction of a new road from the west side of the Peel Main Drain Reserve southward. Contributions will be sought for the difference between a Neighbourhood Connector A standard road (or a comparable standard as constructed) and an Access Street B in terms of the costs of acquiring the additional land and the associated infrastructure works costs.
Item I The construction of a road linkage across the Parks and Recreation Reserve in the Bertram locality reflected on the approved Casuarina Structure Plan.	
Item J Wellard Road upgrade (Bertram Road to Millar Road) to an Integrator A standard, or equivalent, including all associated infrastructure works.	

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
	<p>Item K Bertram Road upgrade (Challenger Avenue to Wellard Road) to an Integrator A standard, or equivalent, including all associated infrastructure works.</p> <p>Item L Johnson Road provision of a new culvert and road crossing over the Peel Main Drain Reserve connecting Items G and H, to a Neighbourhood Connector A standard, or equivalent, including all associated infrastructure works costs.</p> <p>Item M New road culvert and road crossing over the Peel Main Drain linking Lot 661 and Lot 670 Bertram Road (the northern side of Bollard Bulrush Wetland) constructed to an Access Street C standard.</p> <p>1.3 Administration cost including:</p> <p>i. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering the plan);</p> <p>ii. Costs to prepare Annual Report and monitoring;</p> <p>iii. Costs to prepare and review cost estimates and the cost apportionment schedule;</p> <p>and</p> <p>iv. Valuation costs.</p>
Cost Contribution Methodology	<p>2.1 Bridge</p> <p>Landowners within the catchment shown on the figure 'Item A', as contained within the Development Contribution Plan 1 Report are required to contribute towards this item.</p> <p>Item A Bridge</p> <p>The method for determining cost contributions for this item is based on actual lot yield and estimated future lot yield within the catchment.</p> <p>2.2 Roads and Drainage</p> <p>Landowners within the relevant catchment are required to contribute to the following infrastructure items. The relevant catchments are specified below. Associated infrastructure works for upgrades to roads include but are not limited to earthworks, drainage, resurfacing or reconstruction, dual use paths, kerbing, lighting, landscaping, roundabout(s), undergrounding of power (as applicable) and any additional land required for a standard subdivisional road as applicable and where required by the City of Kwinana.</p> <p>Item B Cost contributions in relation to the development of stormwater management infrastructure on the Peel Main Drain are to be made by landowners within the catchment shown on the figure 'Item B', as contained within the Development Contribution Plan 1 Report. Contributions are to be based on actual lot yield and estimated future lot yield.</p>

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
	<p>Item C Cost contributions in relation to the upgrade of Bertram/Mortimer Roads between Challenger Avenue and the Kwinana Freeway and Johnson/Bertram Intersection treatments are based on actual lot yield and estimated future lot yield. Landowners within the catchment shown on the figure 'Item C', as contained within the Development Contribution Plan 1 Report, are required to contribute towards this item.</p> <p>Item D Johnson Road upgrade (north of the Peel Lateral Drain)</p> <ul style="list-style-type: none"> • Cost contributions towards the western side (100% share of costs for the road upgrade) are based on actual lot yield and estimated future lot yield and are payable by landowners west of Johnson Road within the catchment shown on the figure 'Item D1', as contained within the Development Contribution Plan 1 Report. • Cost contributions towards the eastern side (100% share of costs) are based on frontage of landholding and are payable by landowners within the catchment shown on the figure 'Item D2', as contained within the Development Contribution Plan 1 Report. <p>Item E Johnson Road upgrade (south of the Peel Lateral Drain)</p> <ul style="list-style-type: none"> • Cost contributions towards the upgrade of Johnson Road (100% of costs) in this location are based on frontage of landholding. A landowner may, with the agreement of the City, discharge liability for a cost contribution through the provision of physical infrastructure directly in accordance with clause 6.16.5.14.1. • Cost contributions towards roundabouts (2) construction are based on actual lot yield and estimated future lot yield. • Landowners within the catchment shown on the figure 'Item E', as contained within the Development Contribution Plan 1 Report, are required to contribute 100% towards the cost of this item. <p>Item F Construction of a dual use path on the eastern side of Johnson Road from Holden Close to Bertram Road.</p> <ul style="list-style-type: none"> • All landowners participating in the Casuarina Structure Plan, with the catchment as shown on the figure 'Item F', as contained within the Development Contribution Plan 1 Report, are required to contribute 100% towards the cost of this item. Contributions are to be based on actual lot yield and estimated future lot yield. <p>Item G Cost contributions towards the upgrading of Johnson Road</p>

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
	<p>south of Bertram Road to the east side of the Peel Main Drain Reserve are based on actual lot yield and estimated future lot yield.</p> <ul style="list-style-type: none"> • Contributions will be sought for earthworks, drainage, resurfacing, resealing, dual use path (eastern side), side kerbing, lighting, undergrounding of overhead powerlines to both sides of Johnson Road including reinstatement of the verge, landscaping and roundabout(s) where required by the City. • Landowners within the catchment shown on the figure 'Item G', as contained within the Development Contribution Plan 1 Report, are required to contribute 100% towards the cost of this item. <p>Item H Cost contributions towards the upgrading of the portion of realigned Johnson Road, extending from the west side of the Peel Main Drain Reserve into the Providence Estate along Irasburg Parade and then directly south along Fairhaven Boulevard to Millar Road, are based on actual lot yield and estimated future lot yield.</p> <ul style="list-style-type: none"> • Contributions will be sought for the difference between a Neighbourhood Connector A road (or a comparable standard as constructed) and an Access Street B in terms of the costs of acquiring the additional land and the associated infrastructure works costs. • Landowners within the catchment shown on the figure 'Item H', as contained within the Development Contribution Plan 1 Report, are required to contribute 100% towards the cost of this item. <p>Item I Cost contributions towards a new road linkage across the Parks and Recreation Reserve in the Bertram locality as shown on the Casuarina Structure Plan, based on actual lot yield and estimated future lot yield.</p> <ul style="list-style-type: none"> • Landowners within the catchment shown on the figure 'Item I', as contained within the Development Contribution Plan 1 Report, are required to contribute 100% towards the cost of this item. <p>Item J Proportional cost contribution towards the full cost of the upgrade of Wellard Road from the intersection of Bertram Road to Millar Road within the City of Kwinana boundary, based on traffic apportionment in accordance with the traffic modelling report prepared by Cardno dated 31 August 2018, allocated against the actual lot yield and estimated future lot yield for each traffic generation locality.</p>

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
	<ul style="list-style-type: none"> • Contributions will be sought for an Integrator A standard road (or equivalent) and the associated infrastructure works costs; • The full cost of this item will be proportionally reduced based on the percentage of traffic from elsewhere in DCA1 and external to DCA1 using this road as calculated from traffic modelling. • The provision of this infrastructure item will be in accordance with the Priority and Timing of Infrastructure as listed in the prevailing DCP Report. • Landowners within the catchment shown on the figure 'Item J', as contained within the Development Contribution Plan 1 Report, are required to contribute towards this item. <p>Item K Cost contribution towards the full cost of the Bertram Road upgrade to an urban standard applies from the intersection of Challenger Avenue to Wellard Road and is based on the traffic volumes in accordance with the traffic modelling report prepared by Cardno dated 31 August 2018, allocated against the actual lot yield and estimated future lot yield for each traffic generation locality.</p> <ul style="list-style-type: none"> • Contributions will be sought for an Integrator A standard road (or equivalent) and the associated infrastructure work s costs. • The full cost of this item will be proportionally reduced based on the percentage of traffic from elsewhere in DCA1 and external to DCA1 using this road as calculated from traffic modelling. • The provision of this infrastructure item will be in accordance with the Priority and Timing of Infrastructure as listed in the Development Contribution Plan 1 Report. • Landowners within the catchment shown on the figure 'Item K', as contained within the Development Contribution Plan 1 Report, are required to contribute towards this item. <p>Item L Cost contributions towards the full cost of the new Johnson Road culvert and road crossing, located within the Peel Main Drain Reserve connecting Items G and H, are based on actual lot yield and estimated future lot yield. The construction of the culvert and road crossing will be to a suitable standard to address, but not affect the flow of the drain and meet the traffic demands of a Neighbourhood Connector B standard road (or as constructed).</p> <ul style="list-style-type: none"> • Unless otherwise constructed to support subdivision works, the provision of this infrastructure item will be in accordance with the Priority and Timing of Infrastructure as listed in the Development Contribution Plan 1 Report.

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
	<ul style="list-style-type: none"> • Landowners within the catchment as shown on the figure 'Item L', as contained within the Development Contribution Plan 1 Report, are required to contribute towards this item. <p>Item M Cost contributions towards the full cost of the new culvert and road crossing over the Peel Main Drain linking Lots 661 and 670 Bertram Road, based on actual lot yield and estimated future lot yield. The design and construction of the culvert and road crossing will be to a suitable standard to address the flow of the drain and meet the traffic demands of an Access Street C standard.</p> <ul style="list-style-type: none"> • The exact location of this culvert and road crossing is to be determined via local structure planning of these lots and is to cross the Peel Main Drain to provide a road connection to allow for traffic movement east-west within urban development south of Bertram Road and north of the Bollard Bulrush Wetland and buffer. • This item may be constructed in the initial stages of subdivision for Lot 661 and/or Lot 670, or if this is not the case, construction will be in accordance with the Priority and Timing of Infrastructure as listed in the DCP Report. • Landowners within the catchment as shown on the figure 'Item M', as contained within the Development Contribution Plan 1 Report, are required to contribute towards this item. <p>2.3 Administration Costs</p> <p>As estimated in the DCP report.</p>
Operation	<p>3.1 Land Included</p> <p>Cost contributions from landowners within the applicable Item's catchment are required for residential and non-residential lots (based on Developable Area) created at the time when land in DCA1 became subject to the various amendments pursuant to DCP1 as per Local Planning Scheme No.2.</p> <p>3.2 Traffic Modelling</p> <p>Traffic modelling for Bertram Road and Wellard Road is based on traffic forecasts to 2031 and estimated future lot yields in each of the modelled traffic generation areas within DCA1 in accordance with the traffic modelling report prepared by Cardno dated 31 August 2018.</p> <p>The modelling is designed to identify DCA1 traffic generation areas and quantify the marginal traffic impact of each of these areas on Bertram Road and Wellard Road</p>

<p>Development contribution area name</p>	<p>BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)</p>
<p>Reference No.</p>	<p>DCA1</p>
	<p>infrastructure, taking account of existing development in DCA1 and externally-generated traffic.</p> <p>Cost contributions based on traffic modelling will be based on proportional traffic volume, being the percentage of the total volume of traffic using the particular infrastructure item as generated or likely to be generated by the contributing landholdings. This figure, as determined by the traffic modelling undertaken, is generally fixed for the life of the DCP and is based on the estimated lot yield for the catchment. The traffic modelling figures will be included within the initial Cost Apportionment Schedule following the gazettal of Amendment 132 and a full copy of the traffic modelling report will be appended to the Development Contribution Plan 1 Report.</p> <p>Nothing in this proceeding paragraph prevents the City from reviewing the traffic modelling should the densities change within DCA1 to the extent that the proportionate share of the cost of Wellard and Bertram Roads based on the Cardno Traffic Modelling (31 August 2018) becomes inequitable for contributing parties.</p>
	<p>3.3 Calculation of cost contribution liability</p> <p>Given that each lot entails a different bundle of items, it is necessary to calculate the cost contribution for each lot, where:</p> <p>IC is the estimated or actual infrastructure cost for each DCA1 item including administration costs;</p> <p>TY is the total actual lot yield / estimated lot yield expected for each infrastructure item.</p> <p>Y is the actual lot yield / estimated future lot yield for a particular lot;</p> <p>CCPL is the estimated cost contribution per lot for each item where CCPL = Y/TY x IC;</p> <p>The amount of an owner's cost contribution is calculated at the time of liability arising under clause 6.16.5.13.2 as follows:</p> <p>Owner's cost contribution = Sum of All CCPL that the lot must pay contributions towards</p> <p>Non-residential uses including commercial and light industrial; 1 hectare of Developable Area = 20 Equivalent Dwellings (ED) demand; i.e. 500m² equates to 1 lot.</p>
	<p>3.4 Definitions</p> <p>Terms used within this Schedule, and not already defined by the Scheme in 6.16.5, or elsewhere in this Schedule, have the following meaning:</p>

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)	
Reference No.	DCA1	
	<ul style="list-style-type: none"> • Access Street B means an Access Street B as defined in Liveable Neighbourhoods (as amended from time to time); • Access Street C means an Access Street C as defined in Liveable Neighbourhoods (as amended from time to time); • Actual lot yield and estimated future lot yield means the actual lots created after 27 June 2012 and the likely lot yield of a defined area estimated from approved local structure plans or, where there are no approved local structure plans, by application of an R25 density yield across remaining net developable land area and further reduced by 30% to account for local infrastructure required to support subdivision, including both residential and non-residential uses; • Catchment means an area within DCA1 relevant to use of an infrastructure item as shown in figures 'Items A to M'; • Developable Area means the total site area less areas for schools, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads; • Integrator A means an Integrator A arterial route as defined in Liveable Neighbourhoods (as amended from time to time); Liveable Neighbourhoods means the operational policy entitled 'Liveable Neighbourhoods: a Western Australian Government sustainable cities initiative' dated January 2009 Update 02 (as amended from time to time); • Neighbourhood Connector A means a Neighbourhood Connector A street as defined in Liveable Neighbourhoods (as amended from time to time); • Neighbourhood Connector B means a Neighbourhood Connector B street as defined in Liveable Neighbourhoods (as amended from time to time); • Contribution credit – amount of pre-funding for infrastructure or administration by the local government or landowner less any repayments or cost contribution offsets; 	
Period of operation	4.1	The Development Contribution Plan shall operate for a period of 15 years from the date of gazettal.
Priority and Timing of Infrastructure Provision	5.1	The Development Contribution Plan 1 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.

Development contribution area name	BERTRAM / WELLARD / PARMELIA (NORTH EAST) / ORELIA (EAST)
Reference No.	DCA1
Review process	<p>6.1 The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 2
Reference No.	DCP2
Area Name:	Development Contribution Area 2 - Wellard East – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p>1. Roads</p> <p>1.1 Millar Road – 100% of the full cost of design and construction of Millar Road to a single carriageway urban standard from the Kwinana Freeway to the intersection with the north-south internal collector road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths).</p> <p>1.2 Mortimer Road – 100% of the full cost of design, realignment, construction and land acquisition of Mortimer Road to a single carriageway urban standard between Kwinana Freeway to Woolcoot Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 2 and Development Contribution Area 3 on a pro rata developable area basis.</p> <p>1.3 Internal collector road:</p> <p>a) 100% of the full cost of design, land acquisition and construction of the portion of the main proposed north-south internal collector road between Mortimer Road and Sunrise Boulevard across Lot 28 Mortimer Road to an Access Street C standard as defined by Liveable Neighbourhoods (15.4 wide reservation, 6m wide pavement). Includes full earthworks, carriageway,</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 2
	<p>drainage, landscaping, undergrounding of power and all structures (including lighting, kerbing and footpaths).</p> <p>b) 100% of the full cost of design, land acquisition and construction of the portion of the main proposed north-south internal collector road between Mortimer Road and Sunrise Boulevard across Lot 59 Mortimer Road to an Access Street C standard as defined by Liveable Neighbourhoods (15.4 wide reservation, 6m wide pavement). Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all structures (including lighting, kerbing and footpaths).</p> <p>c) 100% of the full cost of design, land acquisition and construction of the portion of the main proposed north-south internal collector road between Mortimer Road and Sunrise Boulevard across Lots 28 and 59 Mortimer Road to a Neighbourhood Connector B standard (19.4m wide reservation, 11.2m wide pavement) as defined by Liveable Neighbourhoods less the infrastructure defined by 1.3(a) and (b). Includes full earthworks, carriageway, drainage, structures (including lighting, kerbing and footpaths).</p> <p>2. Drainage – Peel Sub Drains (as identified by the Water Corporation’s “Jandakot Drainage and Water Management Plan 2009”)</p> <p>2.1 Peel Sub N Drain – 100% of the cost of the upgrade of the Sub N Drain to an appropriate urban standard. This item applies to the length of Sub N Drain located outside of the Conservation Category Wetland core area.</p> <p>2.2 Peel Sub N1 Drain – 100% of the cost of the upgrade of the Sub N1 Drain to an appropriate urban standard.</p> <p>2.3 Peel Sub N2 Drain - 100% of the cost of the upgrade of the Sub N2 Drain to an appropriate urban standard. This item applies to the length of Sub N2 Drain located outside of the Conservation Category Wetland core area.</p> <p>3. District Hard Courts</p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for District Hard Courts to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4. Community Facilities</p> <p>4.1 Costs associated with the acquisition of land for a District Multipurpose Community Facility (serves Districts A and B) to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be apportioned between Owners in Development</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 2
	<p style="text-align: center;">Contribution Areas 2-7 inclusive.</p> <p>5. Administration costs</p> <p>5.1 Administrative costs including:</p> <ul style="list-style-type: none"> i. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering the plan); ii. Costs to prepare Annual Report and monitoring; iii. Costs to prepare and review cost estimates and the cost apportionment schedule; <p>And</p> <ul style="list-style-type: none"> iv. Valuation costs.
<p>Method for calculating contributions:</p>	<p>Contributions for items 1.1 and 1.2 will be calculated on a pro rata developable area basis. Developable area is defined as the total site area less areas for schools, , community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u>Infrastructure Item per hectare calculation for Developable Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Developable Area</u> Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha).</p> <p><u>Cost Contribution for Developable Area</u> Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Contribution for item 1.3(a) will be apportioned only to Lot 28 Mortimer Road on Deposited Plan 65245 on a pro rata gross subdivisible area basis.</p> <p>Contributions for item 1.3(b) will be apportioned only to Lot 59 Mortimer Road on Deposited Plan 202645 on a pro rata gross subdivisible area basis.</p> <p>Contributions for items 1.3(c), 2, 3 and 4 will be calculated on a pro rata gross subdivisible area basis.</p> <p>Gross subdivisible area is defined as per Liveable Neighbourhoods (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u> Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 2
	<p>(ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha).</p> <p><u>Cost Contribution for Gross Subdivisible Area</u> Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Cost Contribution for Administration Costs</p> <p>As estimated in the DCP report Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%.</p> <p><u>Total Contribution</u> Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 3
Reference No.	DCP3
Area Name:	Development Contribution Area 3 - Casuarina – Standard Infrastructure.
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p>1. Roads</p> <p>1.1 Mortimer Road - 100% of the full cost of design, realignment, construction and land acquisition of Mortimer Road to a single carriageway urban standard between Kwinana Freeway to Woolcoot Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting,</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 3
	<p>kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 2 and Development Contribution Area 3 on a pro rata developable area basis.</p> <p>1.2 Thomas Road – 100% of the full cost of design, construction of Thomas Road to an urban standard as approved and required by Main Roads WA between Kwinana Freeway and the boundary of the Urban zone near Bombay Boulevard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 3 and Development Contribution Area 4 on a pro rata developable area basis.</p> <p>2. Drainage – Peel Sub Drains (as identified by the Water Corporation’s “Jandakot Drainage and Water Management Plan 2009”).</p> <p>2.1 Peel Sub P Drain – 100% of the cost of the upgrade of the Sub P Drain to an appropriate urban standard.</p> <p>2.2 Peel Sub P1 Drain – 100% of the cost of the upgrade of the Sub P1 Drain to an appropriate urban standard and piping under the district open space as per the structure plan.</p> <p>2.3 Peel Sub P1A Drain - 100% of the cost of the upgrade of the Sub P1A Drain to an appropriate urban standard.</p> <p>2.4 Peel Sub O Drain - 100% of the cost of the upgrade of the Sub O Drain to an appropriate urban standard.</p> <p>3. Public open space</p> <p>3.1 100% of the land acquisition costs to acquire public open space in accordance with the structure plan or public open space strategy prepared for the development contribution area, including land for community purposes.</p> <p>3.2 100% of the costs to improve the public open space to an appropriate standard for use in accordance with the structure plan prepared for the development contribution area.</p> <p>3.3 Only creditable public open space as per Liveable Neighbourhoods forms part of items 3.1 and 3.2.</p> <p>4. District Hard Courts</p> <p>4.1 Costs associated with the acquisition, site works and basic servicing of land for District Hard Courts to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>5. Community Facilities</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 3
	<p>5.1 Costs associated with the acquisition of land for a District Multipurpose Community Facility (serves Districts A and B) as part of a combined community facility to be located within the Wandii District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>6. Administration costs</p> <p>6.1 Administrative costs including:</p> <ul style="list-style-type: none"> i. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering the plan); ii. Costs to prepare Annual Report and monitoring; iii. Costs to prepare and review cost estimates and the cost apportionment schedule; <p>And</p> <ul style="list-style-type: none"> iv. Valuation costs.
<p>Method for calculating contributions:</p>	<p>Contributions for item 1 on a pro rata developable area basis. Developable area is defined as the total site area less areas for schools, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u>Infrastructure Item per hectare calculation for Developable Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Developable Area</u> Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha).</p> <p><u>Cost Contribution for Developable Area</u> Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Contribution for items 2, 3, 4 and 5 will be calculated on a pro rata gross subdivisible area basis. Gross subdivisible area is defined as per Liveable Neighbourhoods (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total GSA for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u> Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha).</p> <p><u>Cost Contribution for Gross Subdivisible Area</u></p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 3
	<p>Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Cost Contribution for Administration Costs</p> <p>As estimated in the DCP report Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%.</p> <p>Total Contribution Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 4
Reference No.	DCP4
Area Name:	Development Contribution Area 4 - Anketell - Standard Infrastructure.
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p>1. Roads</p> <p>1.1 Thomas Road – 100% of the full cost of design, construction of Thomas Road to an urban standard as approved and required by Main Roads WA between Kwinana Freeway and the boundary of the Urban zone near Bombay Boulevard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 3 and Development Contribution Area 4 on a pro rata developable area basis.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 4
	<p>1.2 Anketell Road – 100% of the full cost of design, realignment, construction of Anketell Road to a single carriageway urban standard between Kwinana Freeway and Lyon Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power, and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 4 and Development Contribution Area 5 on a pro rata developable area basis.</p> <p>1.3 Internal collector road (Treeby Road) – 100% of the full cost of design, construction and land acquisition of Treeby Road across the Bush Forever Site 270 between the southern and northern portions of Development Contribution Area 4, to a single carriageway urban standard. Includes full earthworks, carriageway, drainage, kerbing, footpaths, lighting, landscaping, intersections and undergrounding of power.</p> <p>2. Public open space</p> <p>2.1 100% of the land acquisition costs to acquire public open space in accordance with the approved structure plan prepared for the northern portion of the development contribution area (between Anketell Road and Bush Forever site 270), including land for community purposes.</p> <p>2.2 100% of the costs to improve the public open space to an appropriate standard for use in accordance with the structure plan prepared for the northern portion of the development contribution area (between Anketell Road and Bush Forever site 270).</p> <p>2.3 Only creditable public open space as per Liveable Neighbourhoods forms part of items 2.1 and 2.2.</p> <p>3. District Hard Courts</p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for District Hard Courts to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4. Community Facilities</p> <p>4.1 Costs associated with the acquisition of land for a District Multipurpose Community Facility (serves Districts A and B) to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>5. Administration costs</p> <p>5.1 Administrative costs including:</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 4
	<p>i. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software of hardware for purpose of administering the plan);</p> <p>ii. Costs to prepare Annual Report and monitoring;</p> <p>iii. Costs to prepare and review cost estimates and the cost apportionment schedule;</p> <p>And</p> <p>iv. Valuation costs.</p>
<p>Method for calculating contributions:</p>	<p>Contributions for items 1.1 and 1.2 will be calculated on a pro rata developable area basis. Developable area is defined as the total site area less areas for schools, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p>Infrastructure Item per hectare calculation for Developable Area Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha).</p> <p>Contributions based on pro rata Developable Area Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha).</p> <p>Cost Contribution for Developable Area Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Contribution for item 1.3, 3 and 4.1 will be calculated on a pro-rata gross subdivisible area basis. Contributions for items 2 will be calculated on a pro rata gross subdivisible area basis for landholdings in the northern portion of the Development Contribution Area (between Anketell Road and Bush Forever site 270). Gross subdivisible area is defined as per Liveable Neighbourhoods (Western Australian Planning Commission).</p> <p>Infrastructure Item per hectare calculation for Gross Subdivisible Area Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total GSA for the total DCA area (ha).</p> <p>Contributions based on pro rata Gross Subdivisible Area Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha).</p> <p>Cost Contribution for Gross Subdivisible Area Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Cost Contribution for Administration Costs</p> <p>As estimated in the DCP report Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 4
	Total Contribution Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 5
Reference No.	DCP5
Area Name:	Development Contribution Area 5 – Wandī – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p>10. Roads</p> <p>10.1 Anketell Road – 100% of the full cost of design, realignment, construction of Anketell Road to a single carriageway urban standard between Kwinana Freeway and Lyon Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power, and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 4 and Development Contribution Area 5 on a pro rata developable area basis.</p> <p>1.2 Lyon Road – 100% of the full cost of design and construction of Lyon Road between Anketell Road and Rowley Road to a single carriageway urban standard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths).</p> <p>10.1 Internal collector road – 100% of the full cost of design and construction of the main north-south internal collector road between Anketell Road and Rowley Road to a single carriageway urban standard. Includes full earthworks, carriageway, drainage,</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 5
	<p>landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths).</p> <p>2. Public Open Space</p> <p>2.1 100% of the total cost of the land and improvements for public open space in accordance with the adopted structure plans for the development contribution area, including land for community purposes.</p> <p>2.2 Only creditable public open space as per Liveable Neighbourhoods forms part of item 2.1.</p> <p>2.3 100% of the total cost of the land, design and construction of the Wandi Playing Fields (as per the approved Wandi North and South Local Structure Plans) including but not limited to land acquisition, earthworks, landscaping, car parking areas and access roads and a playground.</p> <p>3. District Hard Courts</p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for a District Hard Courts to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4. Community Facilities</p> <p>4.1 Costs associated with the acquisition of land for a District Multipurpose Community Facility (serves Districts A and B) to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>5. Administration costs</p> <p>5.1 Administrative costs including:</p> <p>10. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software of hardware for purpose of administering the plan);</p> <p>ii. Costs to prepare Annual Report and monitoring;</p> <p>iii. Costs to prepare and review cost estimates and the cost apportionment schedule;</p> <p>And</p> <p>iv. Valuation costs.</p>
<p>Method for calculating contributions:</p>	<p>Urban Land East of Lyon Road Developer Contributions shall be in accordance with City of Kwinana Local Planning Scheme No. 4 – Development Contribution Area 5 with the exception of the following:</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 5
	<p>a) Infrastructure items excluded from contributions include Item 1.3 (Internal Collector Road)</p> <p>b) The method for determining developer contributions shall be based on a pro-rata contribution for the proposed R5, R10 & R12.5 coded Residential zoned land for the agreed infrastructure items.</p> <p>Contribution for item 1.1 will be calculated on a pro rata developable area basis. Developable area is defined as the total site area less areas for schools, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u>Infrastructure Item per hectare calculation for Developable Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Developable Area</u> Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel – (minus/subtract) Deductions for Developable Area (ha).</p> <p><u>Cost Contribution for Developable Area</u> Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Contribution for item 1.2, 1.3, 2, 3 and 4 will be calculated on a pro-rata gross subdivisible area basis. Gross subdivisible area is defined as per Liveable Neighbourhoods (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total GSA for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u> Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) – (minus/subtract) Deductions for Gross Subdivisible Area (ha).</p> <p><u>Cost Contribution for Gross Subdivisible Area</u> Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Cost Contribution for Administration Costs</p> <p>Contributions for item 5 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%.</p> <p><u>Total Contribution</u> Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</p>
Period of operation:	10 years from the date of gazettal.

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 5
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 6
Reference No.	DCP6
Area Name:	Development Contribution Area 6 - Mandogalup - Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p>1. Roads</p> <p>1.1 Hammond Road Extension – 100% of the full cost of design and construction of Hammond Road Extension Road to a single carriageway urban standard for a distance of approximately 370m south from Rowley Road, or as required to connect with the Internal connector road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths).</p> <p>1.2 Internal connector road to Hammond Road Extension – 100% of the full cost of design and construction of the east-west internal connector road to cross Lot 2 on DP11392 to a single carriageway urban standard. Includes land acquisition, full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths).</p> <p>2. Public Open Space</p> <p>2.1 100% of the total cost of the land and improvements for public open space in accordance with the approved structure plans for the development contribution area, including land for community purposes and Local Sporting Ground as per the City of Kwinana</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 6
	<p>Community Infrastructure Plan 2011-2031 as revised.</p> <p>2.2 Only creditable public open space as per Liveable Neighbourhoods forms part of item 2.1.</p> <p>3. District Hard Courts</p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for District Hard Courts to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4. Community Facilities</p> <p>4.1 Costs associated with the acquisition of land for a District Multipurpose Community Facility (serves Districts A and B) to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>5. Administration costs</p> <p>5.1 Administrative costs including:</p> <ul style="list-style-type: none"> i. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software of hardware for purpose of administering the plan); ii. Costs to prepare Annual Report and monitoring; iii. Costs to prepare and review cost estimates and the cost apportionment schedule; <p>And</p> <ul style="list-style-type: none"> iv. Valuation costs.
Method for calculating contributions:	<p>Contributions for items 1.1 and 1.2 will be calculated on a pro rata developable area basis. Developable area is defined as the total site area less areas for schools, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u>Infrastructure Item per hectare calculation for Developable Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Developable Area</u> Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha).</p> <p><u>Cost Contribution for Developable Area</u> Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 6
	<p>Contribution for item 2, 3 and 4 will be calculated on a pro-rata gross subdivisible area basis. Gross subdivisible area is defined as per Liveable Neighbourhoods (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u> Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u> Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha).</p> <p><u>Cost Contribution for Gross Subdivisible Area</u> Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation.</p> <p>Cost Contribution for Administration Costs</p> <p>Contributions for item 5 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%.</p> <p><u>Total Contribution</u> Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 7
Reference No.	DCP7
Area Name:	Development Contribution Area 7 - Wellard/Bertram - Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p>1. District Hard Courts</p> <p>1.1 Costs associated with the acquisition and improvement of land for District Hard Courts to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between developers of Development Contribution Areas 2-7 inclusive.</p> <p>2. Community Facilities</p> <p>2.1 Costs associated with the acquisition of land for a District Multipurpose Community Facility (serves Districts A and B) to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>3. Administration costs</p> <p>3.1 Administrative costs including:</p> <ul style="list-style-type: none"> i. Costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering the plan); ii. Costs to prepare Annual Report and monitoring; iii. Costs to prepare and review cost estimates and the cost apportionment schedule; <p>And</p> <ul style="list-style-type: none"> iv. Valuation costs.
Method for calculating contributions:	<p>Contributions for items 1 and 2 will be calculated on a pro rata gross subdivisible area basis. Gross subdivisible area is defined as per Liveable Neighbourhoods (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u></p> <p>Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha).</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u></p> <p>Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha).</p> <p><u>Cost Contribution for Gross Subdivisible Area</u></p> <p>Cost Contribution = GSA (ha) of land parcel x infrastructure item per</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 7
	<p>hectare calculation. Cost Contribution for Administration Costs</p> <p>Contributions for item 3 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%.</p> <p>Total Contribution Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Administration Costs</p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 8
Area Name	Mandogalup- Community Infrastructure
Map reference on scheme map	DCA8
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	<p>Land developers within DCA 8 shall make contributions towards the following infrastructure items –</p> <ol style="list-style-type: none"> 1. Sub-Regional Facilities – <ul style="list-style-type: none"> - Community Knowledge and Resource Centre (excluding leasable office space and café component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District A Facilities –

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 8
	<ul style="list-style-type: none"> - District Sporting Ground – Hardcourts (serves Districts A and B) – to be located within District B - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A - District Dry Recreation Centre (serves Districts A and B) – to be located within District A <p>3. Local Facilities –</p> <ul style="list-style-type: none"> - Local Sporting Ground with Changeroom <p>4. Administrative Costs</p> <p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology	<p>The contributions outlined in this plan have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the ‘per dwelling’ demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage—the proportion of use drawn from outside of the main catchment area; and - future usage—the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	<p>The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.</p>
Priority and timing:	<p>In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 8 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.</p>
Review Process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 9
Area Name:	Wandi / Anketell – Community Infrastructure
Map reference on scheme map	DCA 9
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana’s Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	<p>Land developers within DCA 9 shall make contributions towards the following infrastructure items—</p> <ol style="list-style-type: none"> 1. Sub-Regional Facilities — <ul style="list-style-type: none"> - Community Knowledge and Resource Centre (excluding leasable office space and cafe’ component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District A Facilities— <ul style="list-style-type: none"> - District Sporting Ground – Hardcourts (serves Districts A and B) - to be located within District B - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A - District Dry Recreation Centre (serves Districts A and B) – to be located within District A 3. Local Facilities — <ul style="list-style-type: none"> - Local Sporting Ground with Community Facility 4. Administrative costs <p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Method for calculating contributions:	<p>The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the ‘per dwelling’ demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage—the proportion of use drawn from outside of the main catchment area; and - future usage—the proportion of usage that will be generated by

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 9
	future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 9 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 10
Area Name:	Casuarina / Anketell Community Infrastructure
Map reference on scheme map	DCA 10
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana’s Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 10 shall make contributions towards the following infrastructure items— 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe’ component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District B Facilities — - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A - Dry Recreation Centre (serves Districts A and B) – to be located within District A 3. Local Facilities— - Local Sporting Ground with Large Community Facility 4. Administrative costs

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 10
	<p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology	<p>The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage—the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	<p>In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time).</p> <p>The Development Contribution Plan 10 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.</p>
Review Process:	<p>The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 11
Area Name:	Wellard (East) Community Infrastructure
Map reference on scheme map	DCA 11
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and	Land developers within DCA 11 shall make contributions towards the

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 11
Administrative Items to be funded:	<p>following infrastructure items —</p> <p>1. Sub-Regional Facilities —</p> <ul style="list-style-type: none"> - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade <p>2. District B Facilities —</p> <ul style="list-style-type: none"> - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - Dry Recreation Centre (serves Districts A and B) – to be located within District A - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A <p>3. Administrative costs</p> <p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	<p>The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	<p>The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.</p>
Priority and timing:	<p>In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time).</p> <p>The Development Contribution Plan 11 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.</p>
Review Process:	<p>The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 11
	The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 12
Area Name:	Wellard (West) Community Infrastructure
Map reference on scheme map:	DCA 12
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana’s Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administration Items to be funded:	<p>Land developers within DCA 12 shall make contributions towards the following infrastructure items —</p> <ol style="list-style-type: none"> 1. Sub-Regional Facilities — <ul style="list-style-type: none"> - Community Knowledge and Resource Centre (excluding leasable office space and cafe’ component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District B Facilities — <ul style="list-style-type: none"> - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - District Dry Recreation Centre (serves Districts A and B) – to be located within District A - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A 3. Local Facilities – <ul style="list-style-type: none"> - Local Sporting Ground with Large Community Facility. 4. Administrative costs <p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution	The contributions outlined in this DCP have been derived based on the

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 12
Methodology:	<p>need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	<p>In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time).</p> <p>The Development Contribution Plan 12 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.</p>
Review Process:	<p>The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 13
Area Name:	Bertram – Community Infrastructure
Map reference on scheme map:	DCA 13
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	<p>Land developers within DCA 13 shall make contributions towards the following infrastructure items —</p> <ol style="list-style-type: none"> 1. Sub-Regional Facilities — <ul style="list-style-type: none"> - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Destination Park - Calista - Wells Beach Foreshore Upgrade (Park and Boating facility) 2. District B Facilities — <ul style="list-style-type: none"> - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - District Dry Recreation Centre (serves Districts A and B) – to be

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 13
	<p>located within District A</p> <ul style="list-style-type: none"> - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A <p>3. Local Facilities –</p> <ul style="list-style-type: none"> - Local Community Centre - Local Sporting Ground with Changeroom <p>4. Administrative costs</p> <p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	<p>The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the ‘per dwelling’ demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Review Process:	<p>The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 14
Area Name:	Wellard / Leda Community Infrastructure
Map reference to	DCA 14

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 14
scheme map:	
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	<p>Land developers within DCA 14 shall make contributions towards the following infrastructure items —</p> <ol style="list-style-type: none"> 1. Sub-Regional Facilities — <ul style="list-style-type: none"> - - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District C Facilities — <ul style="list-style-type: none"> - District Youth Centre - District C Sporting Ground (Thomas Oval/Kelly Park extension/Upgrade) 3. Local Facilities – <ul style="list-style-type: none"> - Local Community Centre - Local Sporting Ground with Pavilion extension - Local Sporting Ground with Changeroom 4. Administrative costs <p>All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including:</p> <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	<p>The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 14
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 14 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 15
Area Name:	Town Centre (Medina, Calista, Orelia, Parmelia) – Community Infrastructure
Map reference in scheme map:	DCA 15
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana’s Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 15 shall make contributions towards the following infrastructure items — 1. Sub-Regional Facilities — <ul style="list-style-type: none"> - Community Knowledge and Resource Centre (excluding leasable office space and cafe’ component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District C Facilities — <ul style="list-style-type: none"> - District Youth Centre - District C Sporting Ground (Thomas Oval/Kelly Park extension/Upgrade) 3. Administrative costs including – All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: <ul style="list-style-type: none"> - Legal and accounting fees; - Community infrastructure design costs allocated to specific items under the DCP; - Other directly related technical and professional costs; - Borrowing costs on all outstanding contribution credits; and - DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by

Development contribution area name	DEVELOPMENT CONTRIBUTION PLAN 15
	City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	<p>The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the —</p> <ul style="list-style-type: none"> - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	<p>In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time).</p> <p>The Development Contribution Plan 15 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.</p>
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

Schedule D- Statutory Static Feasibility Assessment Model

Gross realisation			
Net lot yield @ average market value per lot			
"X" lots @ "\$Y" per lot	\$		(1)
Less GST @ standard / normal rates			
(1) Multiplied by GST rate / (100+GST rate)	\$	(2)	
(1-2)		\$	(3)
Less selling, marketing, advertising & settlement fees			
@ market % multiplied by (1)	\$	(4)	
Add back Input Tax Credit on selling fees			
(4) Multiplied by GST rate / (100+GST rate)	\$	(5)	
(4-5)		\$	(6)
Balance after selling costs etc & Input Tax Credit (3-6)	\$	(7)	
Less adjusted profit & risk allowance as per SPP 3.6			
Market determined profit & risk allowance		%	(8)
Less fixed profit allowance per SPP 3.6		10%	(9)
Risk rate applied (8-9)		= %	(10)
EXPLANATION: (10) to be expressed as a whole number e.g. 15% = 15 i.e. Risk = (7) multiplied by (10) / ((10) + (100))	\$	(11)	
Balance after profit & risk factor (7-11)	\$	(12)	
Less development costs @ "X" lots multiplied by "\$Z" per lot	\$	(13)	
Add back Input Tax Credit on (13)			
(13) Multiplied by GST rate / (100+GST rate)	\$	(14)	
Development cost after Input Tax Credit (13-14)	\$	(15)	
Add interest on net development costs (15)			
For 1/2 development & 1/2 selling term			
@ Applicable market rates			
(15) Multiplied by % rate	\$	(16)	
(15÷16)		\$	(17)
Balance after deduction of development costs & interest (12-17)	\$	(18)	
Less interest on land value, rates & taxes and stamp duty			
Assessed over 1/2 development and 1/2 selling term			
@ Applicable market rates			
(18) Multiplied by % rate / (100+%rate)	\$	(19)	
Balance after interest on the land (18-19)	\$	(20)	
Less rates & taxes		\$	(21)
Balance after rates & taxes (20-21)	\$	(22)	
Less Stamp Duty @ current statutory rates			
(22) Multiplied by stamp duty rate / (100+stamp duty rate)	\$	(23)	
Residual Land Value prior to GST considerations (22-23)	\$	(24)	
Add GST (24) + GST at prevailing statutory rate	\$	(25)	
ASSESSED STATUTORY CONTRIBUTION PER SPP 3.6 (22+23)	\$		

The Static Feasibility Model is based upon:

- (i) The number of lots yielded from the land will have a gross sale price which, when multiplied by the number of lots created, establishes the Gross Realisation (i).
- (ii) GST will be calculated by the standard/normal method.
- (iii) Selling, marketing, advertising and settlement fees expressed as a percentage shall be added and then expressed as a total percentage against the gross realisation.
- (iv) The adjusted risk component applied in the model is the established market profit and risk at the date of valuation less the fixed 10 per cent profit applied in SPP 3.6.
- (v) Development costs will be established as an appropriate servicing cost per lot at the date of valuation, multiplied by the lots realised from the land.
- (vi) Interest against the development costs will be established by the application of bank lending rates for such projects at the date of valuation.
- (vii) Interest against the land in development will be established by the application of bank lending rates for such development acquisitions at the date of valuation.
- (viii) Rates and taxes will be applied for the full term of acquisition, development and sale.
- (ix) Stamp Duty will be applied at the statutory rate as applicable at the date of valuation.
- (x) GST will be applied at the appropriate rate adopted at the date of valuation.

The certification pages for local planning schemes have been updated as follows -

COUNCIL RESOLUTION TO ADVERTISE LOCAL PLANNING SCHEME

Adopted by resolution of the Council of the City of Kwinana at the [Insert Meeting Type] Meeting of Council held on the [Date]

CHIEF EXECUTIVE OFFICER

PRESIDENT/ MAYOR

COUNCIL RESOLUTION TO [SELECT AN OPTION] SCHEME FOR APPROVAL

Council resolved to [Select an option] approval of the draft Scheme of the City of Kwinana at the [Insert Meeting Type] Meeting of Council held on the [Date]

The Common Seal of the City of Kwinana was hereunto affixed by authority of a resolution of the Council in the presence of:

CHIEF EXECUTIVE OFFICER

PRESIDENT/ MAYOR

****delete whichever is not applicable***

WAPC Recommended for Approval

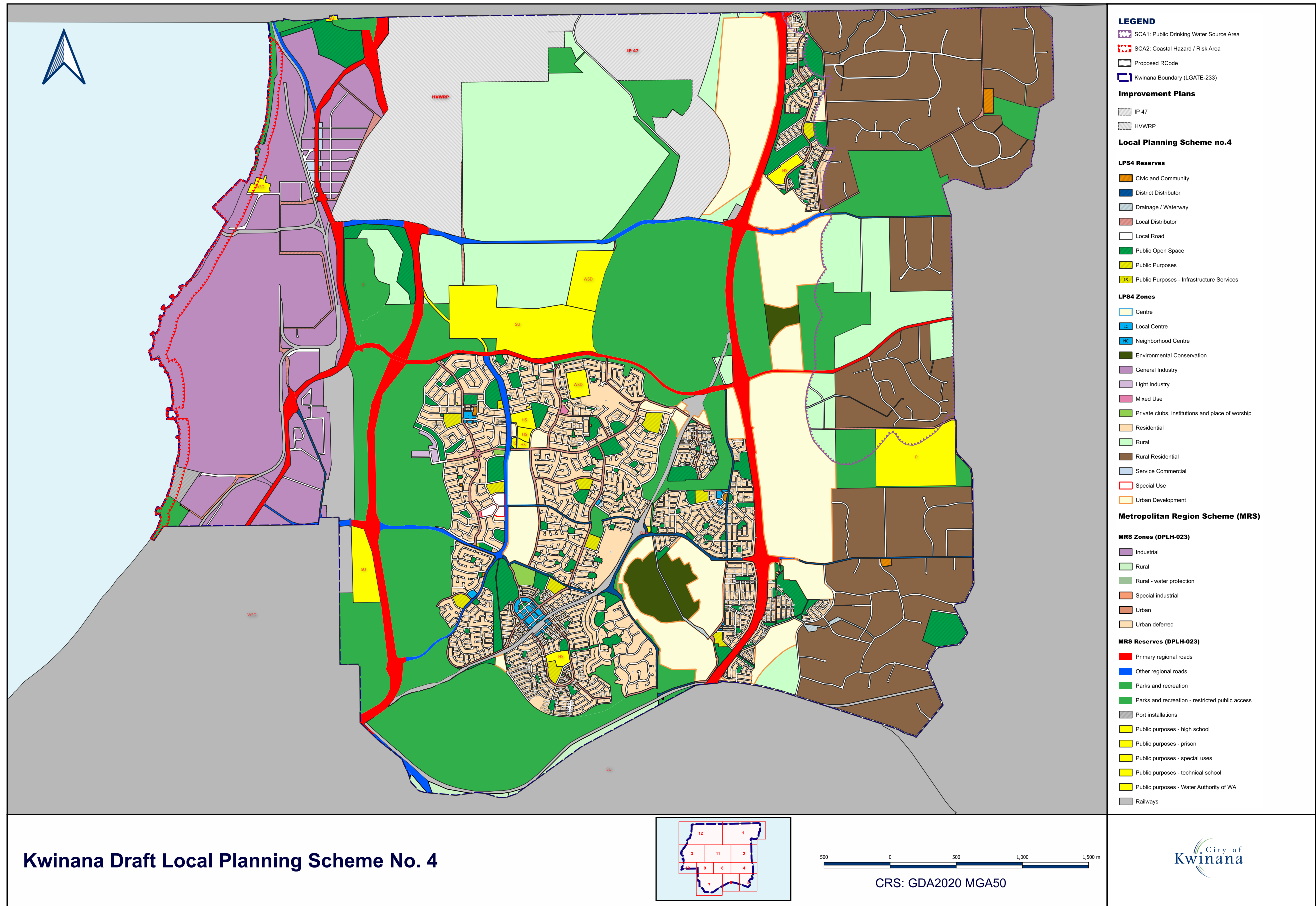
Delegated under S.16 of the Planning and Development Act, 2005

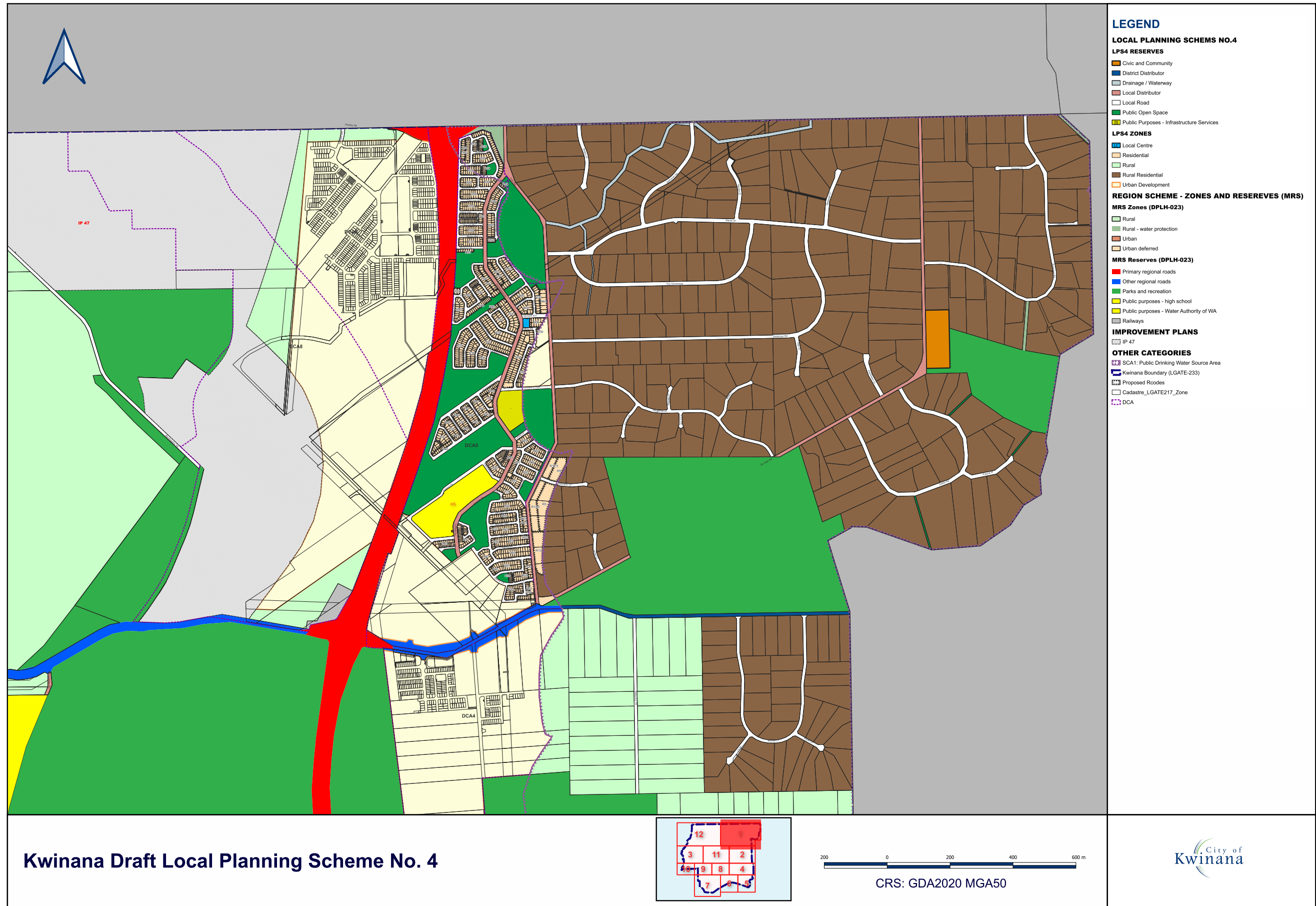
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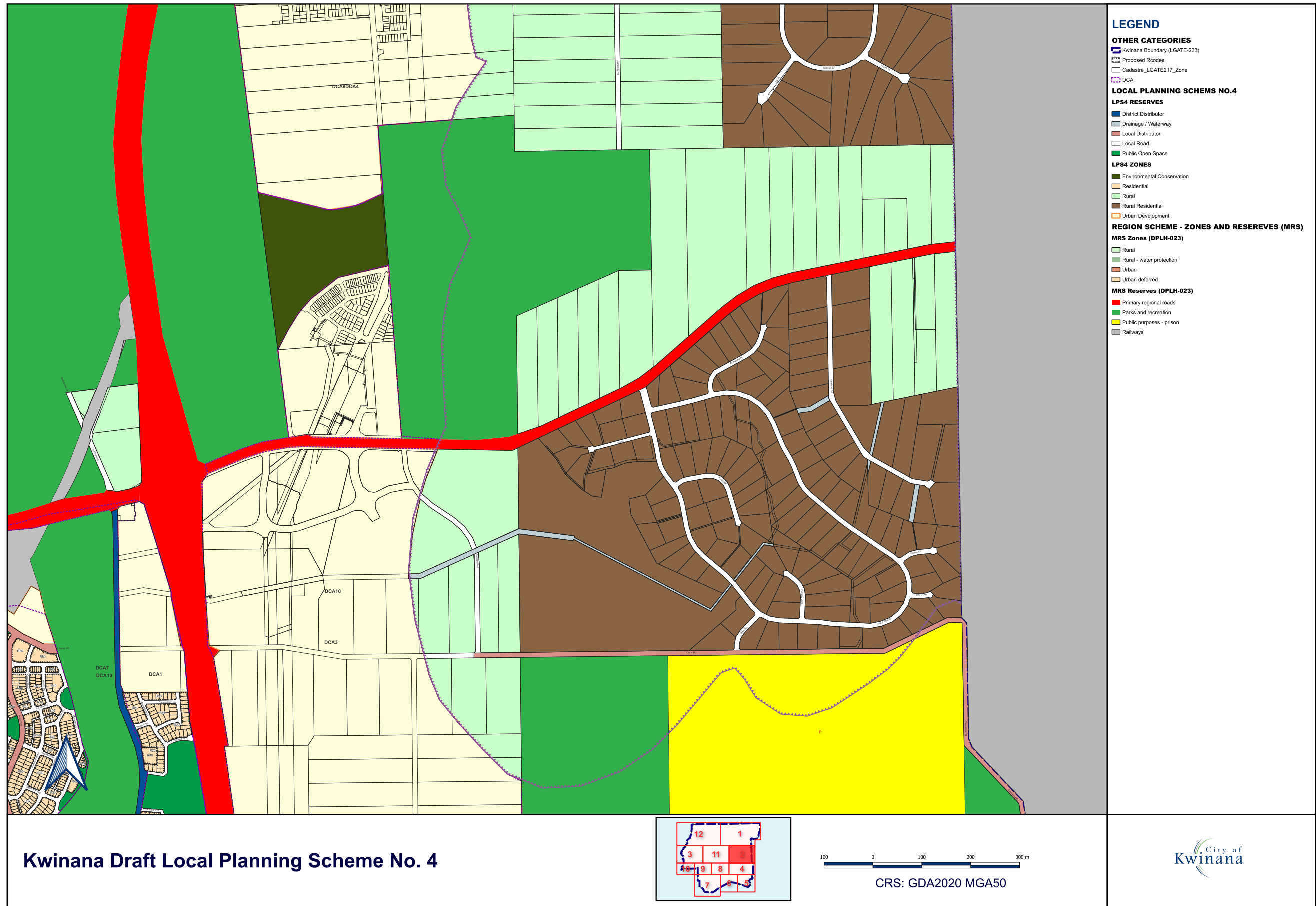
Approval Granted

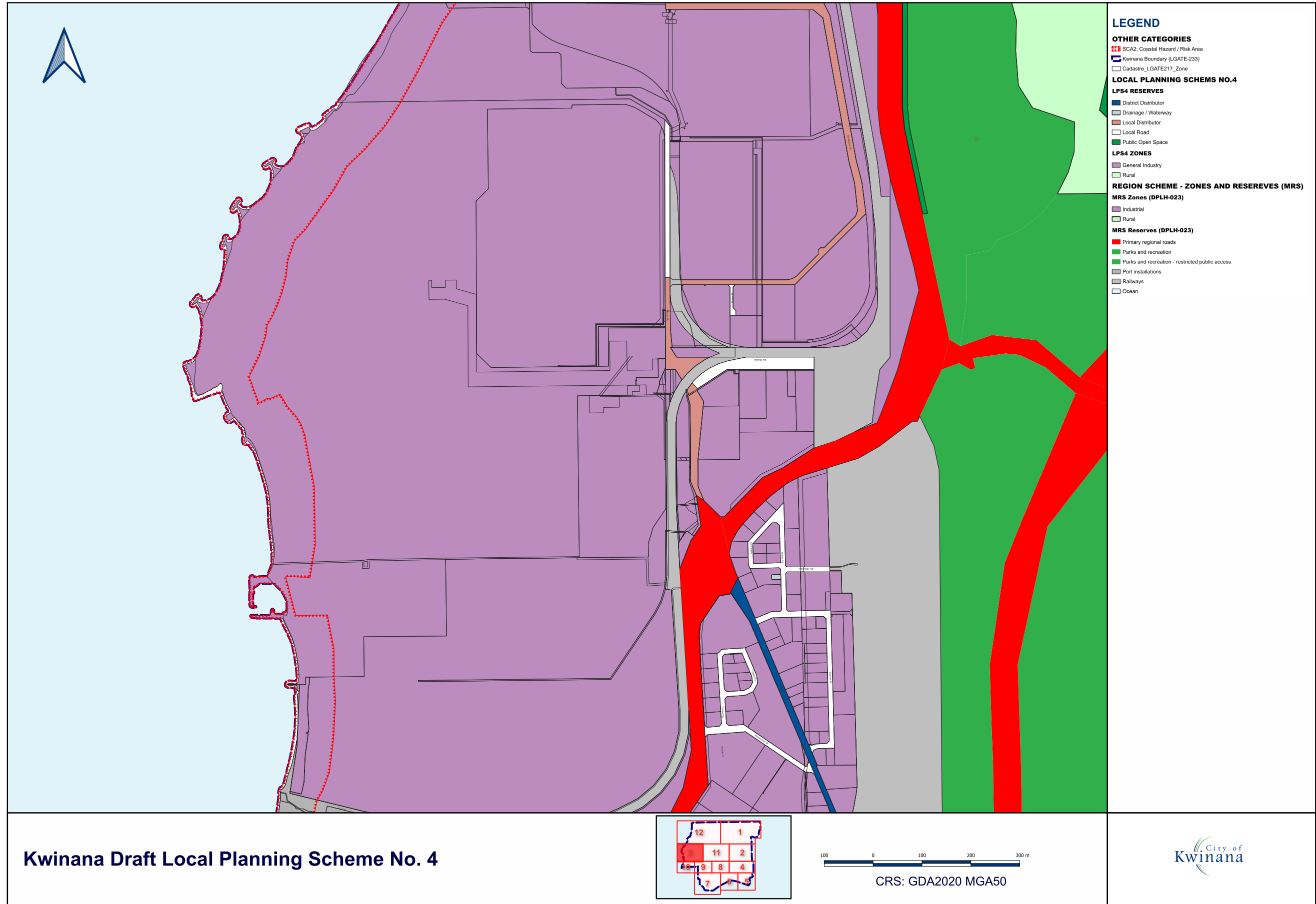
MINISTER FOR PLANNING

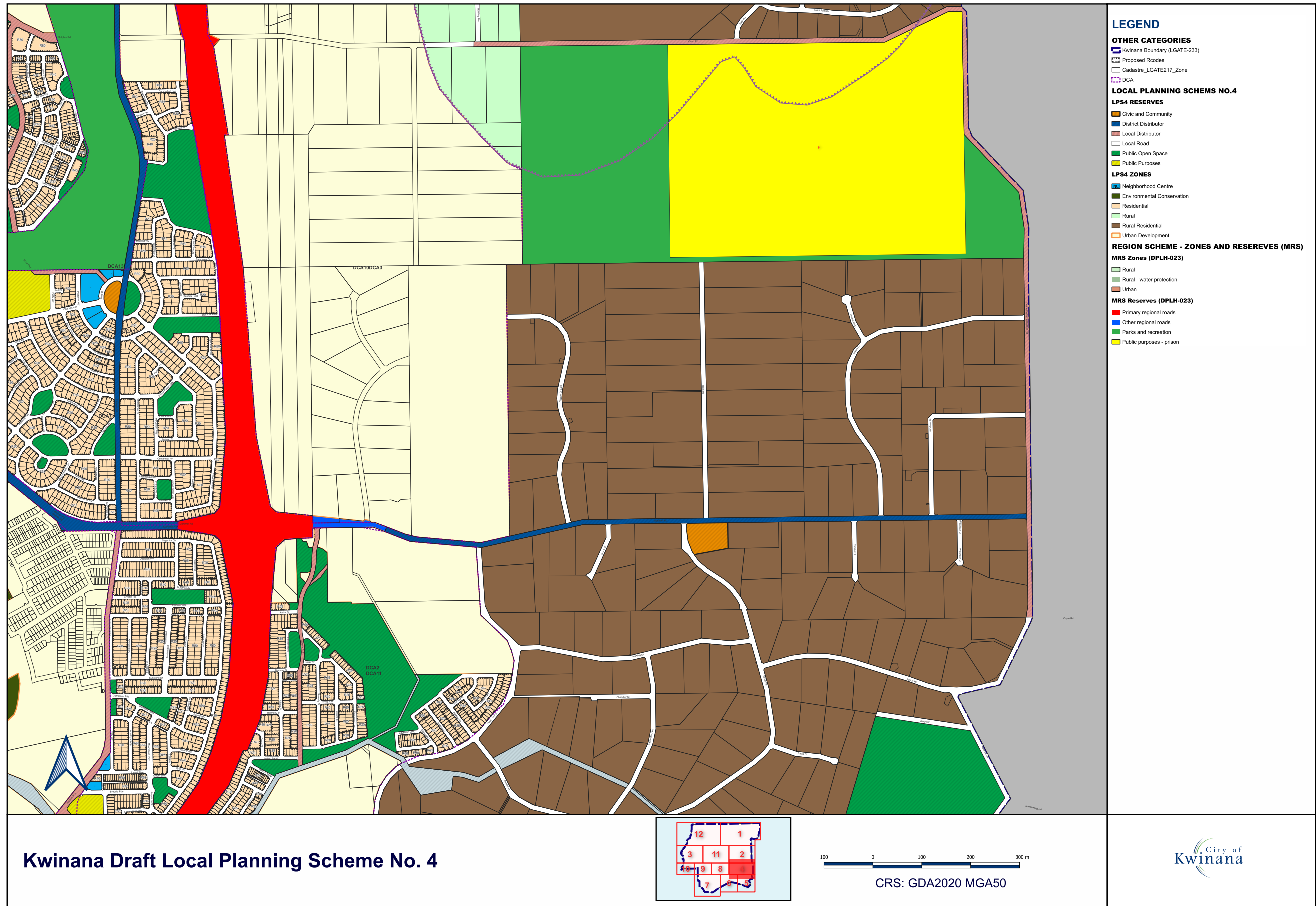
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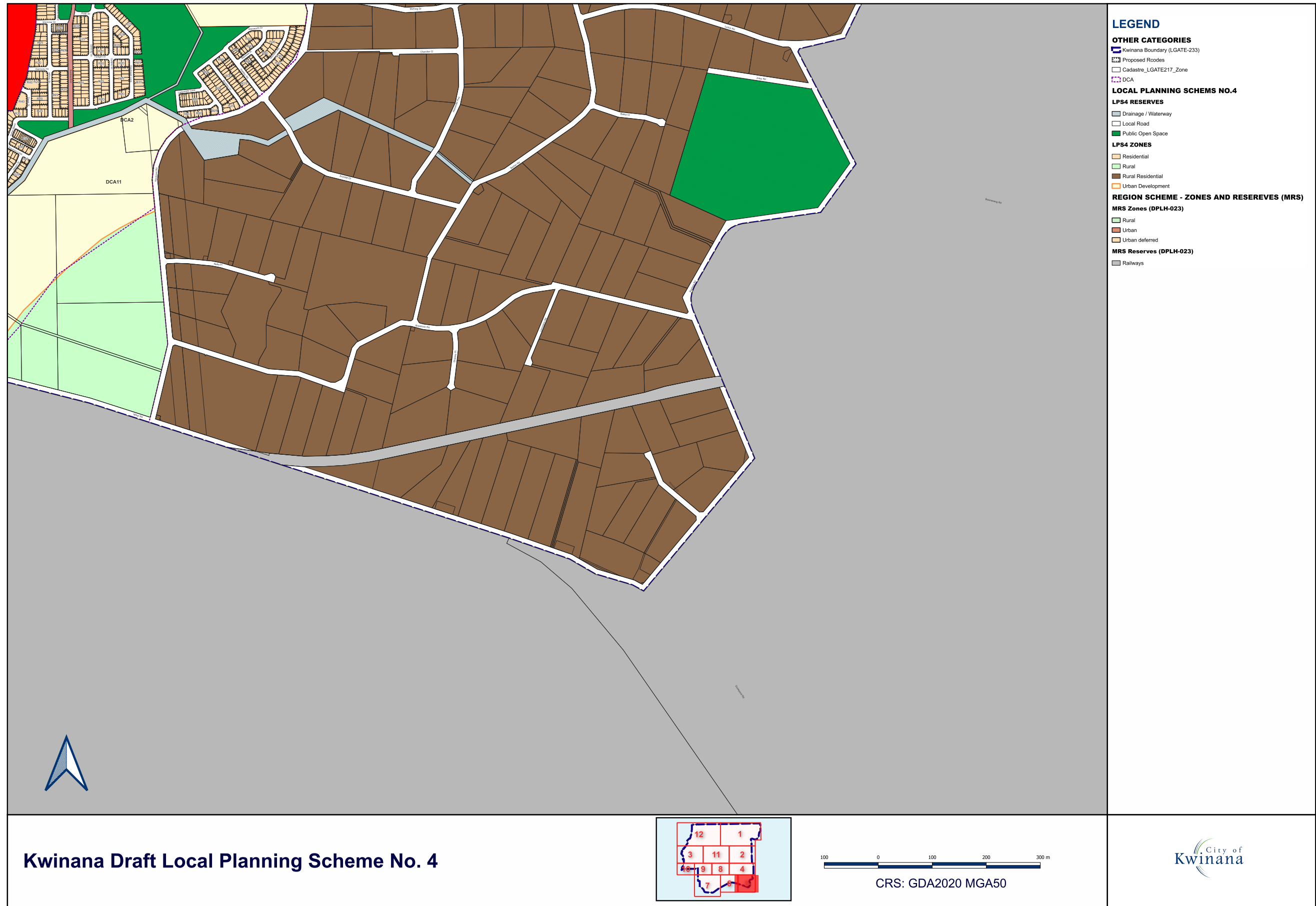


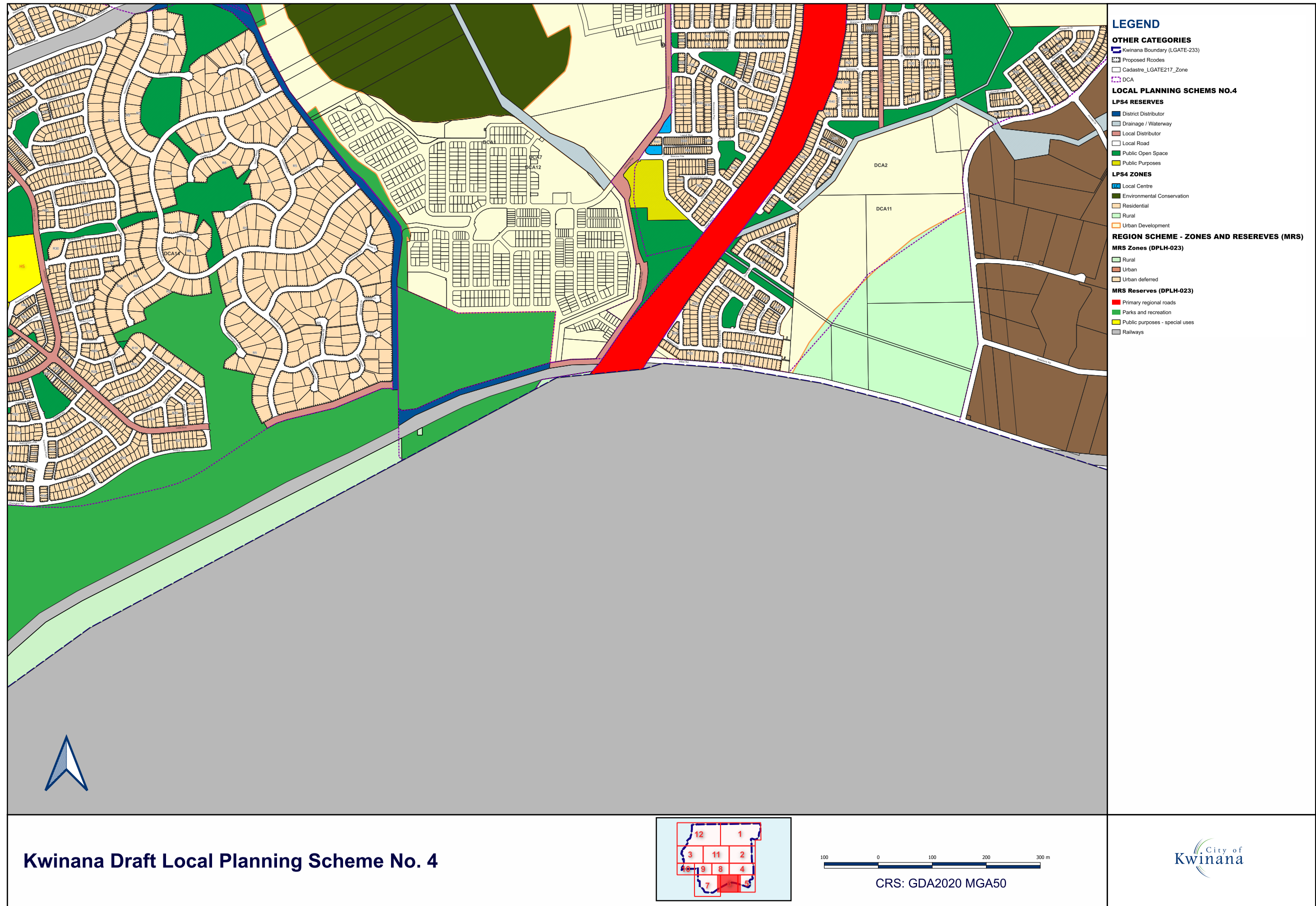


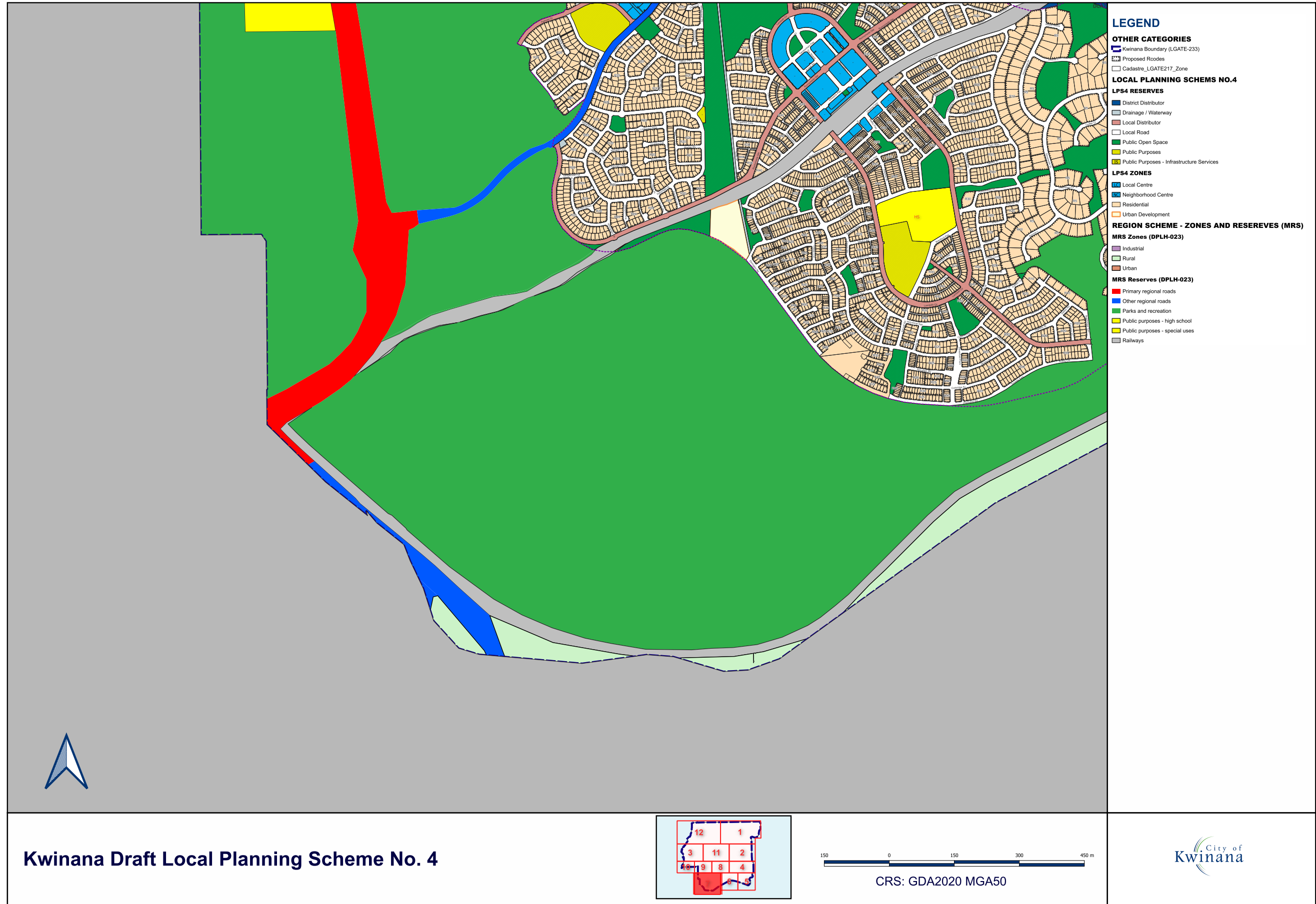




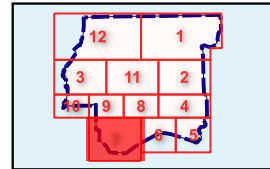








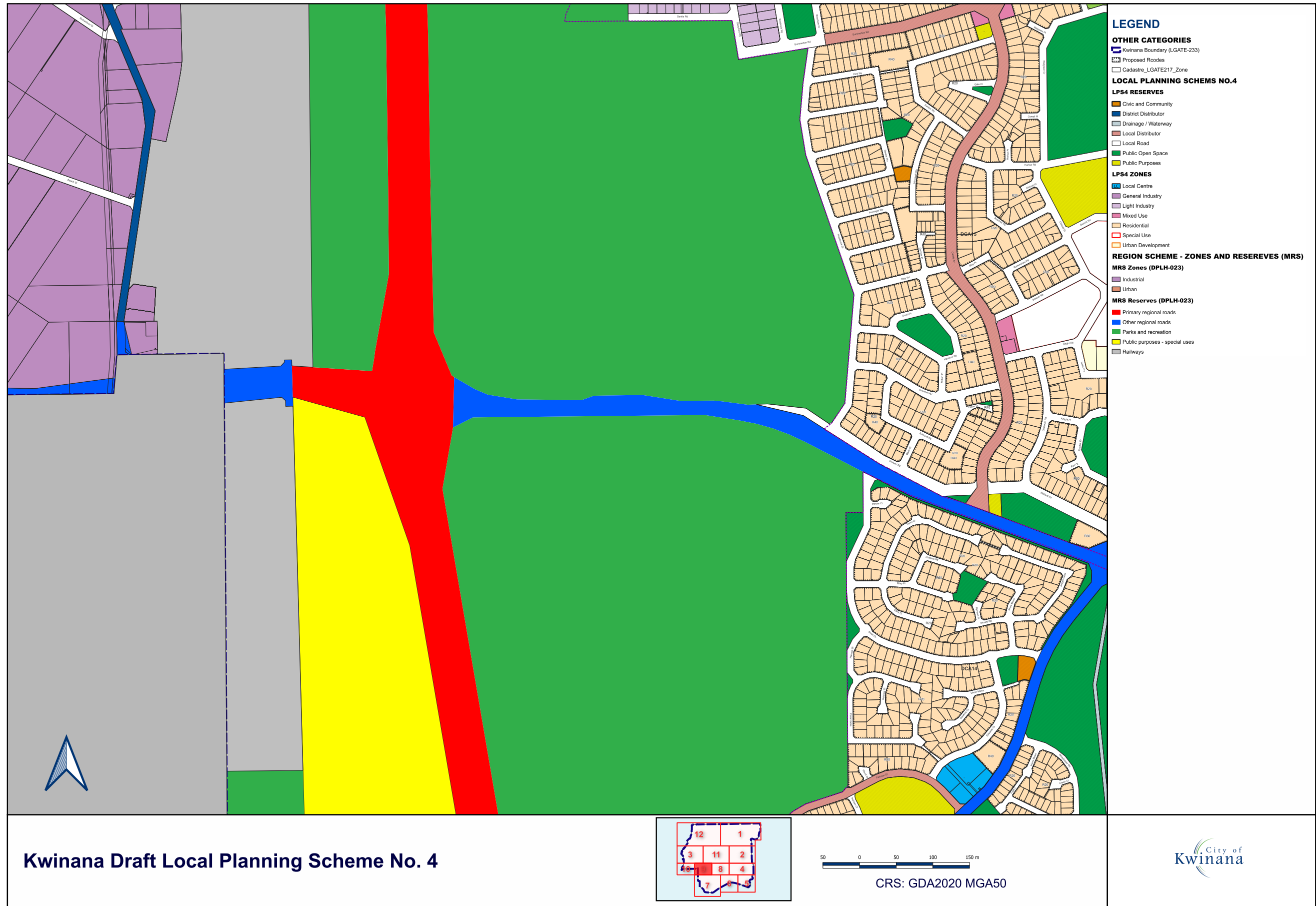
Kwinana Draft Local Planning Scheme No. 4



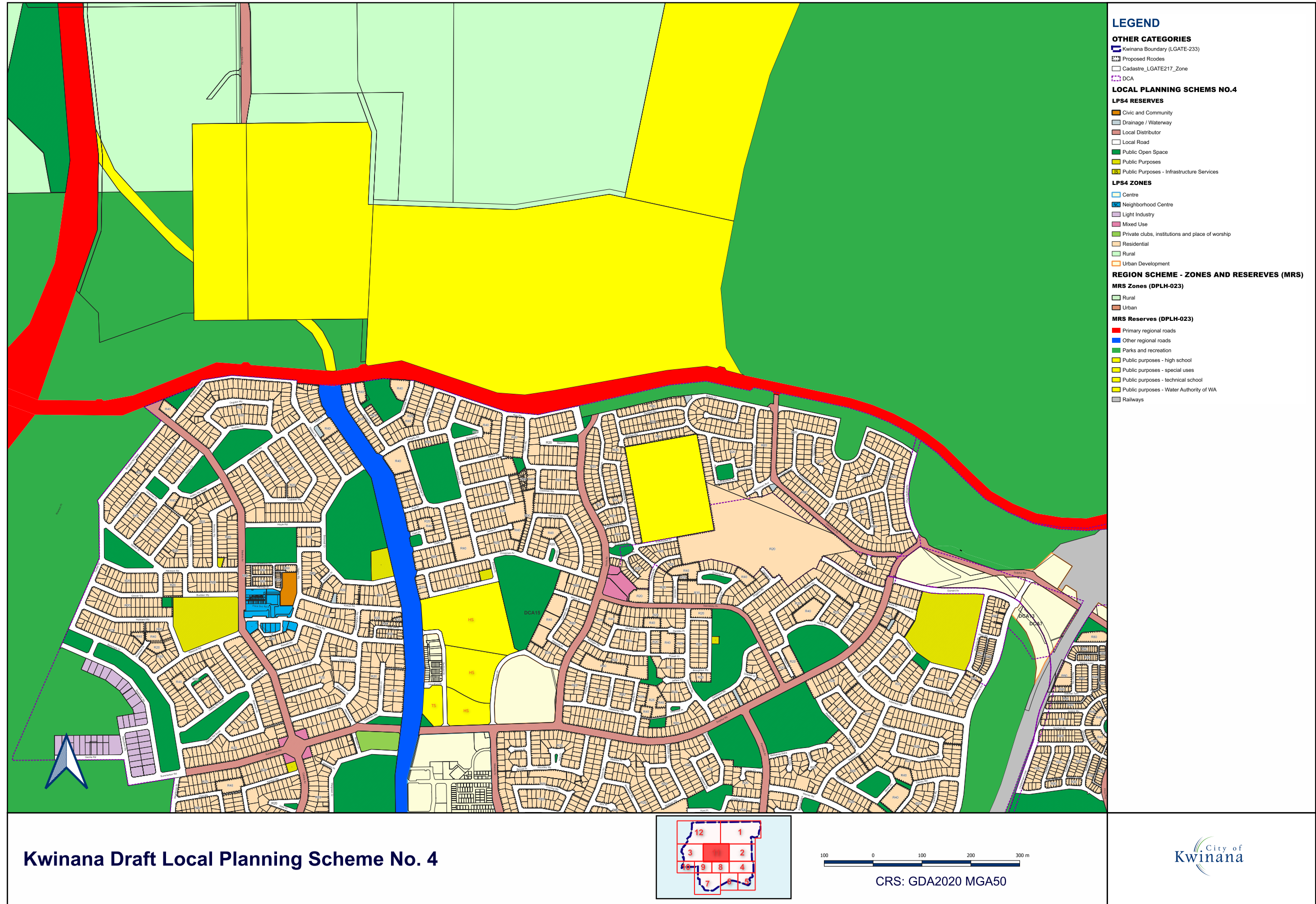
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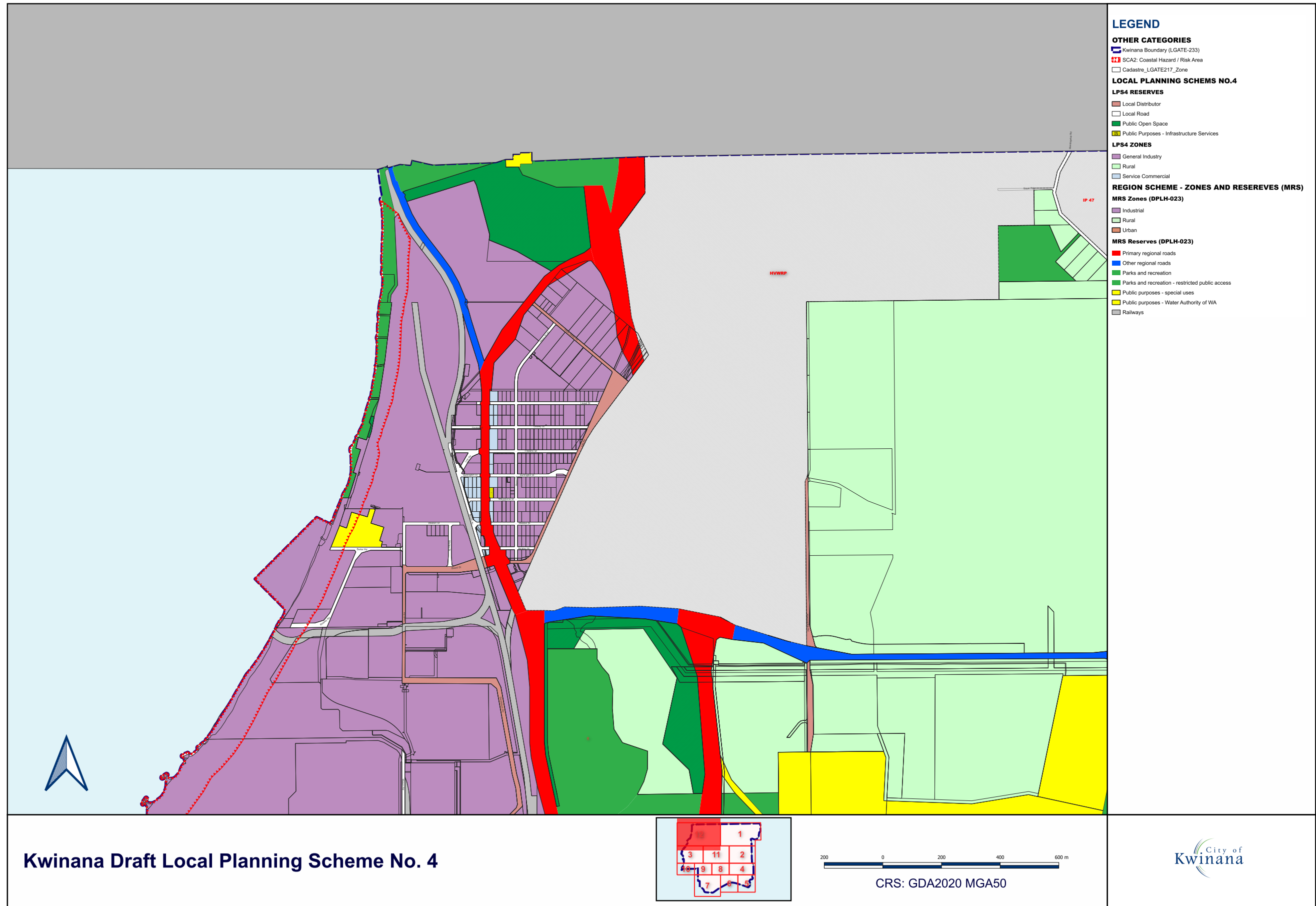














SUMMARY

Key Changes in Draft Local Planning Scheme No. 4 (LPS4)



This information sheet provides a summary of the key elements and changes proposed in LPS4.

The City acknowledges the importance of consistency in local planning schemes to enhance the efficiency and ease of implementation of the Western Australian planning system.

Some of the key changes proposed in LPS4 are summarized in the tables below.

Table 1: General Changes in LPS4 Summary (with Part/Clause Numbers)

Category (Clause No.)	Details
Scheme Aims (Part 1)	LPS4 includes scheme aims that align with the Local Planning Strategy (absent in LPS2 & LPS3).
Reserve Objectives (Clause 14)	Reserve objectives describe the intended purpose and use of each type of local reserve. The objectives for the reserves are provided in the Model Scheme Text (MST).
Zone Objectives (Clause 16)	<p>Similar to Reserve objectives, Zone objectives describe the intended purpose for each zone. For ease of reference, LPS4 has been drafted using different colour text. The objectives in <i>black</i> text are as per the MST. The objectives in <i>blue</i> text are additional objectives proposed in LPS4. Justification is required for any changes and/or additions to the objectives outlined in the MST.</p> <p>The additional objectives have been informed by the actions and objectives of the City's Local Planning Strategy and other key informing strategies. These objectives will replace the current 'Policy Areas' in LPS2 which are significantly outdated.</p>
Land Use Permissibility (Clause 17, Table 3)	<p>Updated symbology:</p> <ul style="list-style-type: none"> • Replaced 'AA' (Discretionary) with 'D' • Replaced 'SA' (Discretionary with Advertising Required) with 'A' • Removed 'IP' (Incidental) category. <p>Land use terms and permissibility in the zoning table has been updated to ensure the range of land uses are modern and reflect the zone objectives. While several changes can be identified, the key intent is to modernise the land uses and, where appropriate, provide greater flexibility.</p>
Non-Conforming Uses (Clauses 22-24)	A new provision for the creation of a non-conforming land use register is added. The provisions under this section are taken from the MST and provide greater transparency and certainty for non-conforming uses.

Category (Clause No.)	Details
R-Codes Modifications (Clause 26)	<p>Building envelopes are required for larger Residential R5 zoned lots in Homestead Ridge, Wellard. The current zoning of Homestead Ridge (Special Residential) is no longer a zone in the MST, and therefore the area is proposed to be zoned Residential R5 under LPS4.</p> <p>The R-Codes are therefore required to be amended to ensure that building envelopes can continue to be implemented as per the current arrangement under LPS2. This will ensure the character and environmental values in Homestead Ridge will continue to be protected.</p>
Additional Site and Development Requirements (Clause 32 & Schedule A)	<p>The provisions under Clause 32 seek to guide development in specified areas/zones to align with strategic and statutory outcomes and zone objectives.</p> <p>Several new provisions are proposed such as a Structure Plan being required for development in Centre and Neighbourhood Centre zones.</p> <p>The majority of provisions generally align with existing requirements in LPS2, such as building envelopes in the Rural Residential zone (with greater clarity).</p> <p>Table 4 (below) explains several key elements of Clause 32 in LPS4.</p>
Special Control Areas (Part 5)	<p>The following new Special Control Areas (SCA) are added in LPS4:</p> <ul style="list-style-type: none"> • Jandakot Groundwater Protection • Coastal Hazard/Risk Area <p>Retaining the Development Contribution Areas SCA as per existing Schemes.</p> <p>Table 5 (below) explains the SCA's in further detail.</p>
Definitions (Part 6)	General terms have been simplified to align with the MST.

Table 2: Reserves Changes (Clause 14)

Current Reserve (LPS2 & LPS3)	Proposed Reserve (LPS4)	Rationale
Parks and Recreation	Public Open Space	Equivalent update reflecting the MST.
Public Purposes – Community Facility	Civic and Community	Consolidation for consistency.
Public Purposes – Water Supply Sewerage and Drainage	Drainage/Waterway	Equivalent purpose.
Public Purposes – Telecom	Infrastructure Services	Equivalent purpose.
All other Public Purposes	Public Purposes	Simplified classification.
New Reserves Introduced	<ul style="list-style-type: none"> • Environmental Conservation • Drainage/Waterway • Local Road • Local Distributor Road • District Distributor Road 	These new Reserves are taken from the MST.

Table 3: Zones Changes (Clause 16)

Current Reserve (LPS2 & LPS3)	Proposed Reserve (LPS4)	Rationale
Residential	Residential	No change.
Special Residential	Residential R5	Special Residential is no longer a zone in the MST; replaced with low-density Residential zone (R5).
Commercial	Centre Neighbourhood Centre Local Centre	Split into 3 different zones which reflect the commercial hierarchy outlined in the LCACS.
Service Commercial	Service Commercial	No change.
Mixed Business	Mixed Use	Updated for consistency with LCACS recommendations.
General Industry	General Industry	No change.

Current Reserve (LPS2 & LPS3)	Proposed Reserve (LPS4)	Rationale
Light Industrial	Light Industrial	No change.
Special Rural	Rural Residential	Renamed to align with MST; intent unchanged.
Rural A, Rural B, Rural Water Resource	Rural	Consolidated into one zone, applicable to larger rural lots (generally > 4 hectares).
Special Use	Special Use	Retained; includes Clause 21 listing special uses.
Development	Urban Development	Minor wording change. Several Local Structure Plan areas have developed significantly and are therefore being normalised as part of LPS4 (i.e. Wandi, Wellard Village, Wellard East and Wellard West).
-	Environmental Conservation	New zone for land with significant environmental value.
-	Private Clubs, Institutions, Places of Worship	New zone for private institutions like private schools and places of worship.

Table 4: Additional Site and Development Requirements (Clause 32/Schedule A)

Area/Zone (Description of Land)	New Provision	Rationale
Centre Zone	A Structure Plan is to be prepared in the Centre zone.	The Local Planning Strategy recommends that development in all higher order centres, including Secondary and District Centres be guided by a Precinct Structure Plan. The Centre Zone in LPS4 includes the Kwinana Town Centre (a Secondary Centre) and the Wandi District Centre as determined in the Local Commercial Activity Centre Strategy. The Wandi District Centre is an upcoming Centre with a Precinct Structure Plan currently in the process of being prepared.
Neighbourhood Centre & Local Centre Zones	A Structure Plan is to be prepared in the Neighbourhood Centre zone. Structure plans are to consider incorporating residential zoned land within 800 metres of the Neighbourhood Centre.	The Local Planning Strategy recommends that development in all Neighbourhood Centres be guided by a Precinct Structure Plan. The Neighbourhood Centres are shown in the Local Commercial Activity Centre Strategy. Consistent with principles of planning around centres and Liveable Neighbourhoods, LPS4 proposes that all structure plans for Neighbourhood Centres include residential zoned land within 800 metres (a walkable catchment). The structure plan will then investigate the feasibility of changes to density for the residential land surrounding the Neighbourhood Centre. This is a key planning principle.
Mixed Use Zone	Nominating R60 zoning and location of commercial land uses. Residential development shall only be supported where it is above or behind commercial or retail development on the same site.	Provisions for the Mixed Use zone nominate an appropriate residential density of R60 and seek to ensure commercial/retail development is designed appropriately and provided in accordance with LCACS. High quality design outcomes are critical. LPS4 provides the foundation for good design which will allow planning policy to further expand for this zone. The R60 zoning is appropriate for this zone and will enable desired outcomes.
Rural Residential and Rural Zones	Wetland management may be required where development is located in proximity to a mapped wetland.	Wetlands are important environmental assets. LPS4 incorporates this provision to demonstrate the importance of wetlands and enables them to be protected and enhanced.

Area/Zone (Description of Land)	New Provision	Rationale
Rural, Rural Residential and Homestead Ridge	Enable the opportunity for preservation and enhancement of biodiversity and wildlife habitat in these zones.	LPS4 introduces a new identical provision that is found in CI 32 in these three areas. These zones/areas have significant biodiversity values as identified in the City's Local Planning Strategy and Local Biodiversity Strategy. The new provision outlines that revegetation may be required as part of development to ensure preservation and enhancement of biodiversity and wildlife habitat. This provision will be expanded in a local planning policy.
Rural Residential and Homestead Ridge	Building Envelopes are required for all lots	The majority of lots within these zones have a building envelope. The provisions under LPS2 are convoluted. There are also several lots that do not have building envelopes in the Rural Residential (the current Special Rural) zone – making it very difficult for applicants and assessors when considering development proposals. In order to ensure consistency across the zone, LPS4 proposes a provision that seeks to require all lots in these zones to have a building envelope. This will ensure consistency and is an appropriate mechanism to control development in accordance with the objectives of the zone.
Homestead Ridge (Wellard)	Revegetation is required where a proposed development results in loss of vegetation.	Revegetation and minimising net loss of vegetation are key objectives of both the Local Planning Strategy and Local Biodiversity Strategy. This provision seeks to provide flexibility for development while ensuring environmental values are maintained.
Wellard Village	All low density R10 zoned lots (adjacent to Homestead Ridge) are required to establish a building envelope (identical provisions apply as per Homestead Ridge).	The low density lots west of Homestead Ridge in the Wellard Village structure plan area are often considered 'transition' lots from the traditional smaller lots of Wellard Village to the larger, low density lots in Homestead Ridge. It is appropriate to apply similar provisions for these lots as Homestead Ridge. Majority of these lots have an existing building envelope – this provision will provide clear statutory direction.

Table 5: Special Control Areas (Clause 36/Schedule B)

LPS4 SCA	Purpose
Public drinking water source Area – Jandakot Groundwater Protection Area	This is a new SCA and seeks to emphasize the need to protect the Jandakot Groundwater Protection area in Kwinana.
Coastal Hazard / Risk Area	This is a new SCA and designates a coastal hazard risk area to control land use and trigger the need for development approval. The SCA is defined by the City's Coastal Adaption Plan mapping. Several additional provisions are provided under this SCA. All development in the SCA will require development approval. This approach is consistent with the relevant state planning policy regarding sea level rise.
Development Contribution Areas	This SCA is taken from the current LPS2. Several minor changes are proposed to the provisions relating to this SCA which are largely administrative.

Local Planning Scheme No. 2 and 3

For your information, a copy of the current local planning schemes can be found on the DPLH website [here](#).

18 REPORTS – CIVIC LEADERSHIP

18.1 REAPPOINTMENT OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER - AUDIT AND RISK COMMITTEE AND BOOLA MAARA ABORIGINAL CONSULTATIVE COMMITTEE

SUMMARY

The latest Local Government Reform amendments have resulted in a change to the way the presiding member and deputy presiding member of a committee of Council are appointed. While under the previous version of the *Local Government Act 1995* (LG Act) the determination of the presiding member and deputy presiding member (if any) was by the committee (by secret ballot), under recent amendments to the LG Act, these positions are appointed by absolute majority of Council. Advice from the Department of Local Government, Sport and Cultural Industries (DLGSC) is that, notwithstanding current presiding and deputy presiding members being correctly appointed under the LG Act, and the automatic requirement to reappoint all positions following the next Local Government elections, the effect of the LG Act amendment is a requirement to reappoint these positions prior to 30 June 2025.

The City has two formal committees of Council, being the Audit and Risk Committee and Boola Maara Aboriginal Consultative Committee. It is recommended that the Council affirm the existing presiding member and deputy presiding members by absolute majority.

OFFICER RECOMMENDATION

That Council:

- 1. Appoint Gaye McMath as the Presiding Member of the Audit and Risk Committee, and Ben Arnold as Deputy Presiding Member of the Audit and Risk Committee, until the next Local Government election; and**
- 2. Appoint Deputy Mayor Barry Winmar as the Presiding Member of the Boola Maara Aboriginal Consultative Committee, and Paul Garlett as Deputy Presiding Member of the Boola Maara Aboriginal Consultative Committee, until the next Local Government Election.**

VOTING REQUIREMENT

Absolute Majority

DISCUSSION

The current presiding member and deputy presiding member for both Committees have been appointed by secret ballot in accordance with the previous legislative requirements. Following the change in the method of appointment of these roles, the City sought advice from the DLGSC regarding the effect of the change on current appointments. While it is highly irregular that legislation has a retrospective effect, based on the advice of the DLGSC, and the reality that giving effect to the advice is a straightforward administrative matter, Council is asked to appoint the existing presiding and deputy presiding members of the Audit and Risk Committee and Boola Maara Aboriginal Consultative Committee, into the same roles.

In accordance with the previous wording of the LG Act, the current presiding and deputy presiding members of the two committees are as follows:

Committee Type	Audit and Risk Committee
Date Voted to Position	4 December 2023
Presiding Member	Mrs. Gaye McMath
Deputy Presiding Member	Mr. Ben Arnold

Committee Type	Boola Maara Aboriginal Consultative Committee
Date Voted to Position	1 July 2024
Presiding Member	Deputy Mayor Barry Winmar
Deputy Presiding Member	Mr. Paul Garlett

Gaye McMath and Benjamin Arnold are independent members of the Audit and Risk Committee appointed pursuant to s.5.10(1) of the LG Act.

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

Part 5 Administration

Division 2 Council meetings, committees and their meetings and electors’ meetings.

s. 5.12. Presiding members and deputies

(1) The local government must appoint* a member of a committee to be the presiding member of the committee.

** Absolute majority required.*

(2) The local government may appoint* a member of a committee to be the deputy presiding member of the committee.

** Absolute majority required.*

[Section 5.12 inserted: No. 47 of 2024 s. 39.]

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

Nil

18.2 PROPOSED DISPOSITION BY WAY OF LEASE OF SUITE 10, DARIUS WELLS LIBRARY & RESOURCE CENTRE - RELATIONSHIPS AUSTRALIA WESTERN AUSTRALIA INCORPORATED

SUMMARY

The City of Kwinana (the City) is the owner of the Darius Wells Library & Resource Centre (the Centre) situated at 2 Robbos Way, Kwinana.

The Centre incorporates 12 lettable office areas and associated meeting rooms, staff and kitchen facilities. Suite 10 (Premises) is 316.5m² and located on the first floor.

This report seeks Council approval to lease the Premises to Relationships Australia Western Australia Incorporated (RAWA), which is a not-for-profit organization.

As RAWA's objectives are of a charitable, cultural, educational or similar nature, the requirement to advertise the disposition is waived under regulation 30(2)(b)(i) of the *Local Government (Functions and General) Regulations 1996*.

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer and Mayor to execute a lease agreement and make modifications where the intent of the agreements does not change, in relation to 2 Robbos Way, Kwinana being part of Lot 107 on Deposited Plan 70670, comprised in Certificate of Title Volume 2786 Folio 114 to Relationships Australia Western Australia Incorporated

VOTING REQUIREMENT

Absolute Majority

DISCUSSION

RAWA is a community-based, not-for-profit organisations. Their services are for all members of the community, regardless of religious belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances. RAWA provides a range of family services to Australian families, including counselling, dispute resolution, children's services, services for victims and perpetrators of family violence, services for older people, and relationship and professional education. They have operated for over 70 years.

On 13 January 2025, RAWA were advised that their existing lease with the City was schedule to expire. RAWA have requested to enter into a new lease agreement with the City.

Section 3.58(4)(c) of the *Local Government Act 1995 (WA)* requires the market value of a disposition to be ascertained by a valuation carried out not more than 6 months before the proposed disposition.

The City instructed McGees Property to conduct a valuation of the Premises. McGees Property provided the City with a valuation report on 10 February 2025 (Attachment A).

The City’s Leasing of Community Facilities Policy (Policy) provides for the circumstances in which an organisation is entitled to a discounted market rent. The proposed rent as set out below, under the Financial/Budget implications sub section and has been determined by applying a 30% discount to the valuation amount, as set out in the Policy.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
3 – Infrastructure and services that are affordable and contribute to health and wellbeing	3.1 – Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Continued support of the public with the offering of services

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?
5 – Caring and Supported	5.0 – Challenges to wellbeing are supported by a caring community	5.2 – Support and provide programs and services to support community members facing barriers to their development and wellbeing 5.3 – Advocate to responsible authorities and service providers for increased capacity to support community members facing barriers to their wellbeing	Continued support of the public with the offering of services

LEGAL/POLICY IMPLICATIONS**Section 3.58 (3) and (4) of the Local Government Act 1995 states:**

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
and
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Section 30 of the Local Government (Functions and General) Regulations 1996 states:

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*
 - (b) *the land is disposed of to a body, whether incorporated or not —*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions; or*
 - (c) *the land is disposed of to —*
 - (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government; or*
 - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*

- (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
 - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*
 - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
 - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —*
 - (i) *the names of all other parties concerned; and*
 - (ii) *the consideration to be received by the local government for the disposition; and*
 - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.*
- (3) *A disposition of property other than land is an exempt disposition if —*
- (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

FINANCIAL/BUDGET IMPLICATIONS

This lease will provide an annual income of \$50,960.00 plus GST. The total income before the discount would be \$72,800 plus GST. This is a discounted rate of 30% in line with the City's Leasing Policy.

ASSET MANAGEMENT IMPLICATIONS

The implications for this report are the ongoing management and administration required by all of the City's leases of property.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental implications have been identified as a result of this report or recommendation. Health implications are the ongoing availability of a service within the local community.

COMMUNITY ENGAGEMENT

As a result of leasing the Premises there will be various and continued positive community engagement implications.

ATTACHMENTS

- A. Valuation - Suite 10 - Relationships Australia** [↓](#)



Level 2
26 Clive Street
West Perth WA 6005
PO Box 1285
West Perth WA 6872
T 08 9476 2000
F 08 9321 9203
perth@mcgees.com.au
www.mcgees.com.au

Our Ref: V014-25

10 February 2025

City of Kwinana
PO Box 21
KWINANA WA 6966
Attention: **Karina O'Neil – Property Management Officer**

Dear Karina

**Re: Market Rental Valuation – Desktop Assessment
Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana**

We refer to your recent instructions that we prepare a desktop market rental valuation on a net and gross basis for various office tenancies located on the First Floor of the Darius Wells Building, and confirm we have completed our investigations and submit the following report which we trust will be satisfactory for your requirements.

Yours faithfully
McGees Property

A handwritten signature in black ink, appearing to read 'Wayne Srhoy', written over a white background.

Wayne Srhoy AAPI, Masters (Property)
Certified Practising Valuer
Licensed Valuer No. 45093
Western Australia

Directors Peter A Duffield, Damian Molony AAPI, Victor J Sankey AAPI

Liability limited by a scheme approved under Professional Standards Legislation

Sullivan Commercial Pty Ltd – Licensee
ACN 051 442 070 ABN 20 051 442 070
Licensed Real Estate Agents



**A Desktop Market Rental Valuation Report prepared for
Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana
Under instructions from the City of Kwinana**



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Attachment:
 (1) Valuation Instruction



Executive Summary

Property Address:	Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre 2 (Lot 107) Robbos Way, Kwinana
General Description:	The subject property comprises four (4) individual office suites ranging in area from 96.3m ² up to 316.50m ² that are situated on the First Floor of a modern community building.
Purpose of Market Rental Valuation:	To assess the current fair rental value of the individual tenancies on a net and gross basis for Lease Negotiation purposes.

Market Rental Valuation

Scenario 1 – Net Rents:

• Suite 1	:	\$42,600 net per annum
• Suite 10	:	\$72,800 net per annum
• Suite 13	:	\$30,200 net per annum
• Suite 16	:	\$23,100 net per annum

Scenario 2 – Gross Rents:

• Suite 1	:	\$ 60,800 gross per annum
• Suite 10	:	\$104,400 gross per annum
• Suite 13	:	\$ 42,800 gross per annum
• Suite 16	:	\$ 32,700 gross per annum

The above rents are stated exclusive of GST.

Date of Inspection:	Desktop Assessment. The property was previously inspected on 19 April 2023.
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Date of Market Rental Valuation:	3 February 2025.
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Senior Valuer:	<u>Wayne Srhoy</u> AAPI, Masters (Property) Certified Practising Valuer Licensed Valuer No. 45093 Western Australia
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This Executive Summary is a brief synopsis of the property and our assessment of market rental value.

It is designed to provide a brief overview and must not be read in isolation, separate from our formal valuation report.

Definition of “Market Rental Value”:

The International Valuation Standards Council (and as adopted by the Australian Property Institute) defines Market Rent as:

“The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

The rent is assessed on the assumption that the premises are vacant and are fit for immediate occupation and ignoring any lessee’s improvements or goodwill attaching to the premises by reason of the lessee’s business. Whenever Market Rent is provided the “appropriate lease terms” which it reflects should be stated.



Assumptions, Conditions and Limitations:

- The market is being impacted by the uncertainty caused by the COVID-19 pandemic. As at the date of rental valuation we consider that there is market uncertainty resulting in significant valuation uncertainty.

This desktop advice is therefore reported on the basis of 'significant valuation uncertainty'. As a result, less certainty exists than normal and a higher degree of caution should be attached to our valuation than normally would be the case. Given the unknown future impact that COVID-19 might have on markets, we recommend that the user(s) of this report review this rental valuation advice periodically.

This desktop advice is current at the date of rental valuation only. The rental values assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the valuer could not reasonably have been aware of as at the date of rental valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in value.

- Our assessments of rental value have assumed electrical services to the property are brought to a suitable standard as at the date of assessment.
- Our assessments of rental value have been provided with the aid of informal estimates of replacement costs contained within quantity surveyor handbooks. Should a licensed quantity surveyor be engaged to provide property-specific estimates, we reserve the right to review our assessment accordingly.
- The planning and cadastral details obtained from the Department of Planning, Lands & Heritage, Main Roads Western Australia, Landgate and Local Authority websites are current and correct.
- Adjoining land owners or community groups do not impede or restrain development as foreseen.
- We are not aware of any Notices currently issued against the property and we have made no enquiries in this regard.
- This assessment has been undertaken on a desktop basis, but assumes the buildings are structurally sound. This valuation report does not purport to be a structural survey of the improvements thereon, and if certification is required, an engineer's report is recommended.
- The property is not listed or considered to have historical significance by the National Trust or the Western Australian Heritage Council. For the purposes of this valuation, it is assumed the property is unaffected.
- The improvements appear to lie within the lot's boundaries, but we have not sighted a survey of the property and are therefore unable to ascertain whether there is any encroachment over the boundaries.
- This desktop assessment assumes no asbestos contamination. Nevertheless, we are not experts in the detection or quantification of asbestos problems and accordingly, have not carried out a detailed investigation. Therefore, this valuation is made on the assumption that there are no actual or potential asbestos contamination issues affecting the subject property.

Should a subsequent investigation undertaken by a suitably qualified expert show that the site is contaminated, we reserve the right to amend our rental valuation accordingly.
- The value and utility of land can be adversely affected by the presence of Aboriginal sacred sites and/or sites of aboriginal heritage significance. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert.

Under these circumstances, we cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this rental valuation.
- The land comprises topsoils, which appear to be relatively free draining however, as no geotechnical investigations have been either undertaken or commissioned, we are unable to report on the underlying nature of the site.
- This rental valuation assumes the mechanical and electrical services within the building are in specification and are adequate and in operational condition.
- This rental valuation assumes the sound structural integrity of the buildings.
- This rental valuation assumes there is no environmental contamination of the property.
- This rental valuation assumes there is no encroachment of adjoining buildings onto the subject land.
- This rental valuation assumes an unencumbered fee simple title to the property.



- If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect the assessment of rental value. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment of rental value.
- We have assumed that all information supplied in conducting this rental valuation consists of a full and accurate disclosure of all information that is relevant.
- It is assumed that no significant event occurs between the date of inspection and the date of valuation that would impact on the rental value of the subject property.
- We have not obtained a Property Interest Report in providing our advice. A property-specific report will provide detailed information of property interests not listed on the Certificate of Title that may affect the use and enjoyment of the land.

A report can be obtained from Landgate for a charge of \$54.95 (incl. GST). If a subsequent Property Interest Report reveals any aspects of the property that may impact on its rental value, we reserve the right to review our assessment.

If there is any variance/contradiction in any of the above assumptions, then we reserve the right to review this rental valuation accordingly.



Market Rental Valuation Report

1.0 VALUATION INSTRUCTIONS

We have received instructions from Karina O’Neil – Property Management Officer of City of Kwinana to undertake a desktop market rental valuation on a net and gross basis of four (4) office suites located on the First Floor of the Darius Wells Building for Lease Negotiation purposes.

As instructed, our advice is provided on a desktop basis.

2.0 DATE OF MARKET RENTAL VALUATION

3 February 2025.

3.0 PROPERTY ADDRESS

Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana

4.0 LEGAL DESCRIPTION

4.1 Date of Search

21 April 2023.

Our rental valuation has assumed that the legal description and encumbrances of the parent lot have not changed between the date of search and the date of market rental valuation.

4.2 Title Particulars

The land is legally described as an estate in fee simple being Lot 107 on Deposited Plan 70670, wholly contained in Certificate of Title Volume 2786 Folio 114.

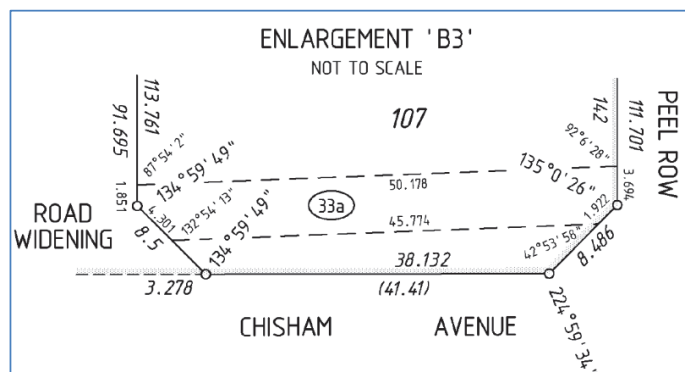
4.3 Registered Proprietor

Town of Kwinana.

4.4 Easements and Encumbrances

- (1) Easement Burden created under *Section 27A of the P&D Act* for sewerage purposes to Water Corporation. See Deposited Plan 70670 as created on Deposited Plan 34151.
- (2) Easement Burden created under *Section 167 of the P&D Act* for drainage purposes to local authorities. See Deposited Plan 70670.

As per the following excerpt of Deposited Plan 70670 the abovementioned Easements are located near the parent lot’s frontage to Chisham Avenue and is not considered to be of an onerous nature:



5.0 LOCATION

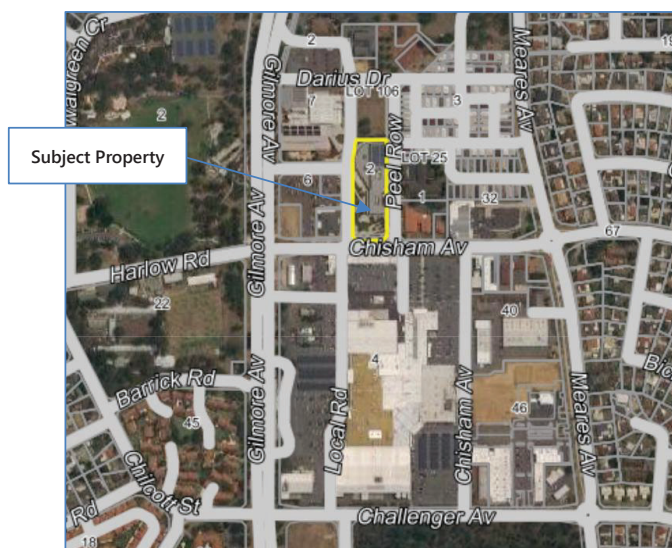
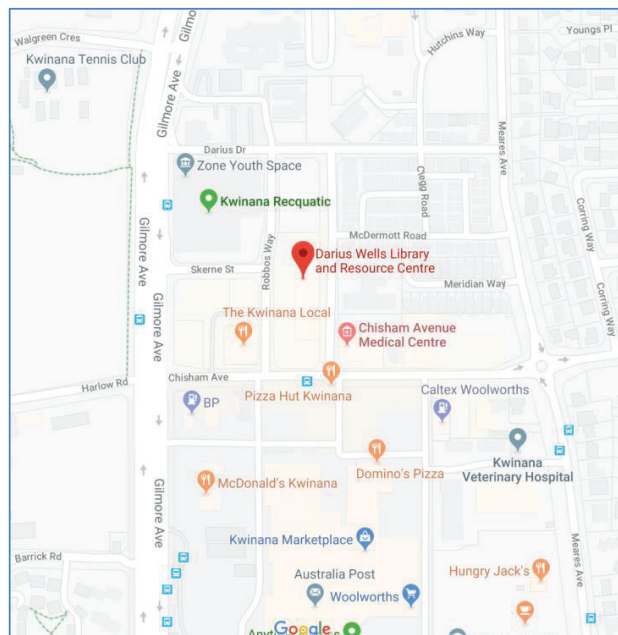
The subject tenancies are situated on the First Floor of a modern 2013 built two level Darius Wells community building that is located approximately 32kms south-west of the Perth CBD within the heart of the Kwinana Town Centre.

The Darius Wells Building incorporates the Kwinana Public Library, a Dome Café and a Crèche on its Ground Floor, whilst the First Floor accommodates various community related services and businesses.

The subject property enjoys three street frontage to Chisham Avenue, Robbos Way and the Peel right of way.

As the Darius Wells building is located in the heart of the Kwinana Town Centre, it is located in close proximity to the Kwinana Hub Shopping Centre, the Kwinana Requatic Centre and the Chisham Avenue Medical Centre.

The location of the Darius Wells building is best illustrated by reference to the following Location Plan and Aerial Photograph:



Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
 2/1-11/107 Robbos Way, Kwinana

Page 5

6.0 ACCESS

The First Floor of the Darius Wells Building is accessed via a central lift and two staircases located near the southern and northern perimeter of the subject building. Pedestrian access into the Darius Wells Building is off both Robbos Way and Peel Row.

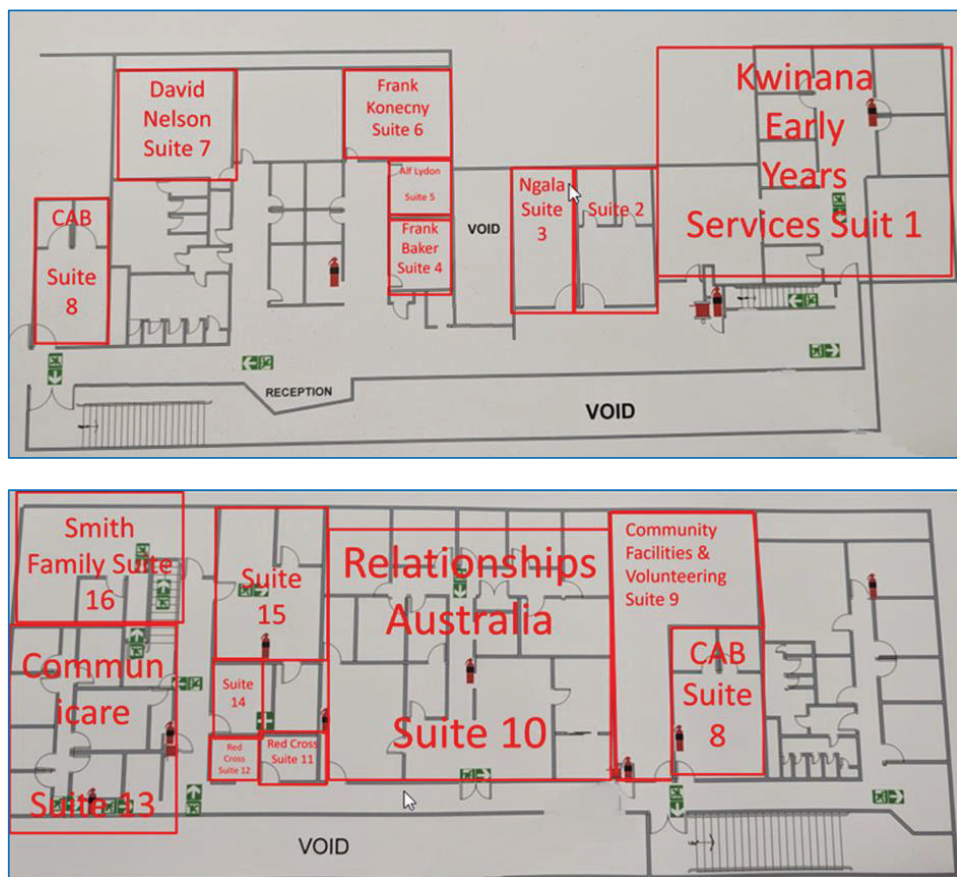
7.0 SITE DESCRIPTION

7.1 Dimensions

We have been advised by the City of Kwinana that the subject tenancies have the following areas:

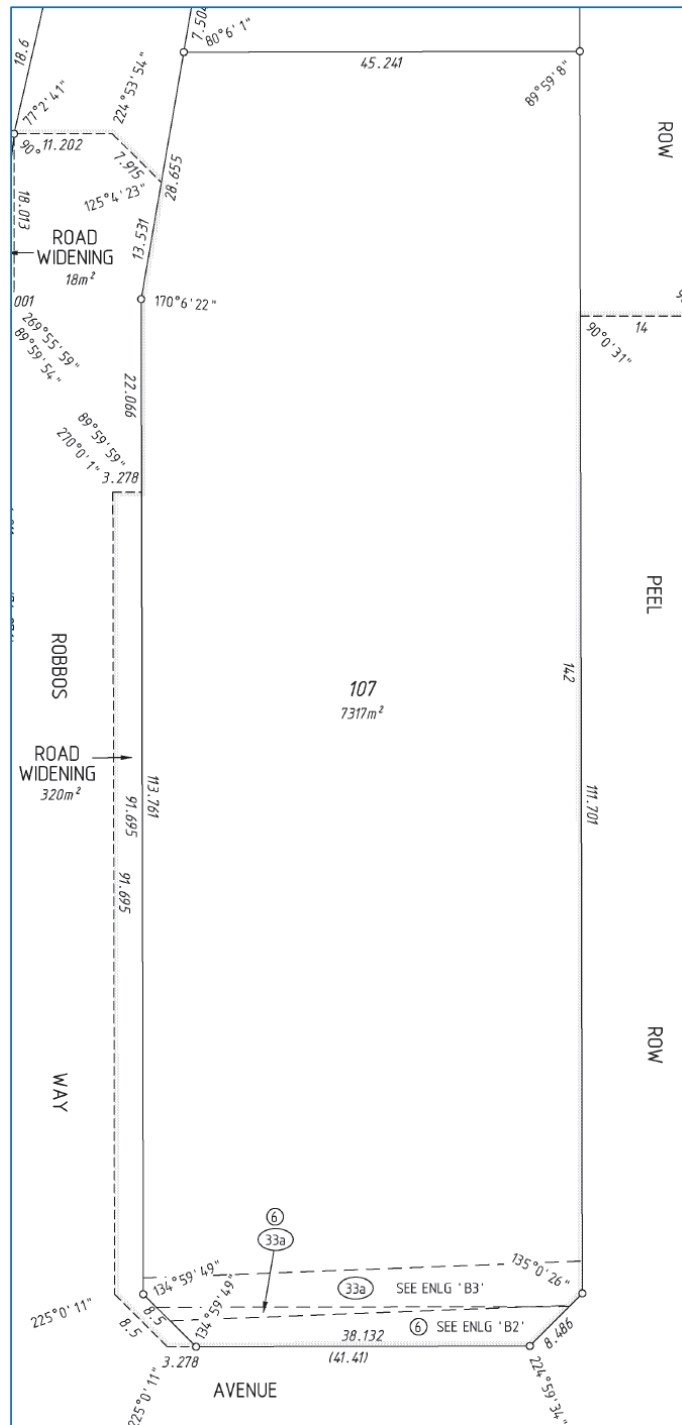
- Suite 1 : 181.44m²
- Suite 10 : 316.50m²
- Suite 13 : 126.00m²
- Suite 16 : 96.30m²

The layout of the various tenancies is best shown in the following Plans that were provided to us by the City of Kwinana:



We are aware that the subject tenancies form part of a larger parent landholding which has a total land area of 7,317m².

The shape and dimensions of the parent lot is best indicated on the following excerpt of Deposited Plan 70670:



7.2 Topography

The Darius Wells Building is constructed on a site which has a north to south crossfall.

Onsite soils appear to be of a sandy nature and appear to provide adequate natural drainage.

8.0 PLANNING AND DEVELOPMENT

8.1 Town Planning Scheme

The subject property is zoned “Market Square” in accordance with the City of Kwinana’s Town Planning Scheme No. 3 (TPS3), as depicted on the following TPS Zoning Map:



In accordance with the City of Kwinana’s TPS3 Scheme Text, the aim of the ‘Market Square’ zoning is as follows:

“2.3.2 Market Square Zone

To encourage the development of small-scale retail, leisure and entertainment establishments focused on a traditional market square which provides a venue for temporary open market stalls and community activities.”

Permitted uses under the ‘Market Square Zone’ are set out as follows:

- Amenity Building
- Amusement Centre
- Eating House
- Fish Shop
- Hotel
- Licensed Restaurant
- Market Stalls
- Open Air Display
- Private Hotel
- Public Assembly - Place of
- Public Utility
- Tavern

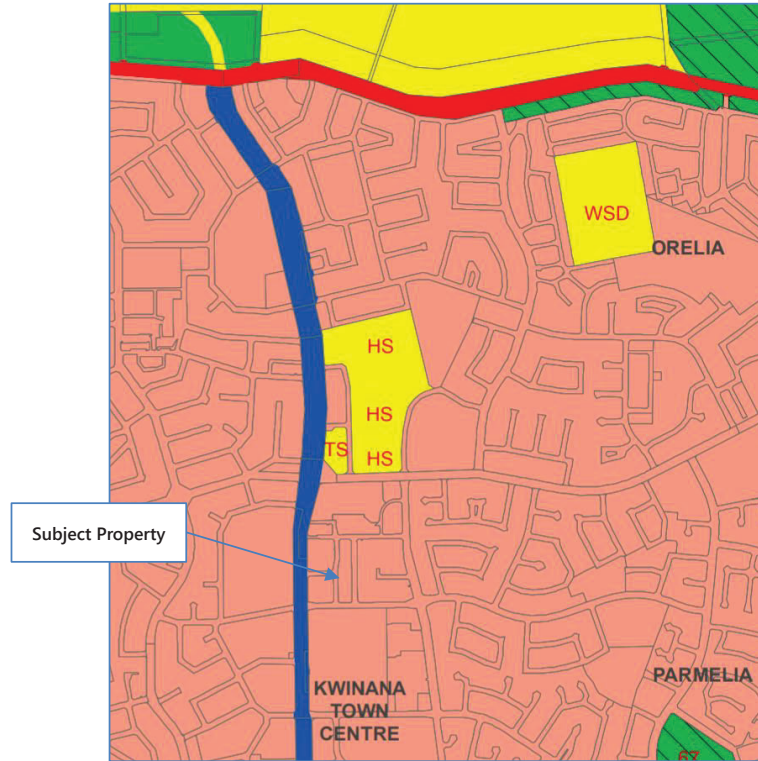
According to the Town of Kwinana’s TPS3 Scheme Text, ‘Office’ is not considered to be a permitted use.

Our rental valuation has assumed that the subject tenancies current ‘Office’ use is permitted and approved by the Town of Kwinana.



8.2 Metropolitan Region Scheme

The zoning of the land under the Metropolitan Region Scheme is “Urban”, as depicted on the following MRS Zoning Map:



9.0 ENVIRONMENTAL, HERITAGE AND CULTURAL ISSUES

9.1 Soil Contamination

As a consequence of the *Contaminated Sites Act 2003*, a Public Register is now kept in Western Australia of land that has been classified as being either contaminated – remediation required; contaminated – restricted use or remediated for restricted use.

In making our assessment of the value of the property, we have carried out a basic search of the Register at 3.30pm on 4 February 2025 and this discloses that the land is **not classified**.

We do not accept any responsibility or liability whatsoever for the accuracy of the information indicated by the search of the Register.

Further, we do not accept any responsibility or liability for any loss or damage or for consequential loss or damage of any kind arising from our negligence or otherwise to you or any person in relation to the valuation of the property.

This includes any loss or damage arising from our failure or omission to consider any factors which would affect the value of the land including but not limited to any possible environmental site contamination, or any failure to comply with environmental legislation.

Although the subject property is not recorded on the Contaminated Sites Register, we recommend a search of the Reported Sites Register that reports properties which are in the process of being classified.

The Reported Sites Register can be searched by written application to the Department of Water and Environmental Regulation (DWER).



As it will take time for the Register to be fully established, together with the fact many owners may be unaware that their property is contaminated, we believe the carrying out of an independent Environmental Survey by an appropriate expert is the best way to ascertain whether a property is contaminated or otherwise.

Subject to the above caveats, this valuation is made on the assumption there is no contamination of the land.

9.2 Asbestos

The subject property is understood to not incorporate building materials containing asbestos fibre.

We must point out however, that we are not experts in this area and therefore, in the absence of an environmental consultant's report concerning the presence of any asbestos fibre within the subject property, this valuation is made on the assumption that there is no health risk from that source.

Should it subsequently transpire that an expert report establishes that there is an asbestos related health risk, we reserve the right to review this valuation.

9.3 Heritage Consideration

We consider the buildings onsite are of no historical interest.

9.4 Aboriginal Sites

The value and utility of land can be adversely affected by the presence of Aboriginal sacred sites. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert.

Under these circumstances, we cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this valuation.

9.5 Flooding

Our assessment assumes the site is not impacted by flood-related issues.

9.6 Climate Shift

Although not conclusive, current thinking from a variety of scientific authorities around the world indicates that various issues are contributing to climate shift, whereby changing weather patterns have the potential to alter the traditionally understood cycles and ranges, including but not limited to ambient temperatures, rainfall, sea levels, and storm activity.

Whilst the full implications of this theory are not fully quantifiable, we consider it appropriate to highlight that over a protracted period a variety of peripheral environmental factors have the potential to impact upon the development potential and/or market value of the subject property at a future date.

In light of these potential environmentally based externalities, we recommend the valuation advice contained herein be reviewed if and when these factors become evident or more definite.

9.7 Bushfire Risk

Designated Bushfire Prone Areas (BPAs) have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack.

A BPA is identified by the presence of and proximity to bushfire prone vegetation, and includes both the area containing the bushfire prone vegetation and a 100m buffer zone immediately surrounding it. Where a BPA cuts across a portion of a parcel of land, the entire parcel is treated as a BPA.

The Department of Fire and Emergency Services (DFES) have released a mapping system identifying land which falls within, or partially within, a bushfire prone area of Western Australia as designated by the Fire and Emergency Services Commissioner. The mapping system can be accessed via the DFES website.

Additional planning and building requirements may apply to developments within designated BPA's in accordance with *Schedule 2 Part 10A of the Planning and Development (Local Planning Schemes) Regulations 2015, State Planning Policy 3.7 Planning in Bushfire Prone Areas, the supporting Guidelines for Planning in Bushfire Prone Areas and the Building Code of Australia.*



We confirm having conducted a search of the DFES mapping system at 3.30pm on 4 February 2025 which shows the land is **not identified** as a Bushfire Prone Area.

We do not accept any responsibility or liability whatsoever for the accuracy of the information indicated by the search of the mapping system. In the possible event the information contained within the mapping system is incorrect, we reserve the right to review our assessment accordingly.

10.0 SERVICES

We are aware that all essential services including water, deep sewer, power, telephone and postal are available and connected to the subject tenancy.

11.0 IMPROVEMENTS

The following description is based on a previous internal inspection undertaken 19 April 2023. Our current Desktop Assessment assumes no material change in the improvements in the interim.

The four (4) office suites are located within a modern 2013 built two level community building known as the Darius Wells Building.

The areas we have relied upon have previously been described in **Section 7.1** of this report.

The Darius Wells building incorporates a modern and expansive public library, a Dome café and a crèche on its ground floor. The first floor incorporates a number of not-for-profit agencies offering tailored community services.

In general, the Community Centre is constructed to a high specification with high quality common areas. The first floor is accessed via two staircases fronting the northern and southern perimeter of the building in a central passenger lift.

All four (4) office suites have carpet floor coverings, suspended ceilings, fluorescent lighting, plasterboard partitioning, and floor-to-ceiling front Perspex partitioning.

Common area facilities exclusive to the various first floor tenancies include a modern common area/tea preparation area, male and female toilets, 3 meeting rooms, a design / art room and a staff room.

The common area/tea preparation area incorporates vinyl floor coverings, suspended ceilings, built-in timber laminate cabinetry with postform bench-tops, a double bowl stainless steel sink, and a dishwasher.

All three (3) common area meeting rooms have carpet floor coverings, suspended ceilings, ducted air-conditioning, fluorescent lighting, fire sprinklers, built in timber cabinets and projector facilities

The Frank Konecny meeting room is the largest of the facilities and features direct access to a balcony fronting Peel Row.

The Alf Lydon and Frank Baker meeting rooms are situated to the west of the Frank Konecny meeting room and adjoin a common first floor lobby. The Alf Lydon and Frank Baker meeting rooms are separated by bi-fold doors which gives both rooms greater flexibility to accommodate larger numbers.

The male and female first floor common toilets are modern and well presented. The male toilets incorporate floor and wall tiling, 3 hand basins, 3 toilets and 2 urinals. The female toilets incorporate floor and wall tiling, 3 hand basin vanities and 5 toilets.

The common David Nelson design art room adjoins the Frank Konecny meeting room and incorporates vinyl floor coverings, built-in timber cabinetry, a small tea preparation area with a single bowl stainless steel sink, suspended ceilings, ducted air-conditioning, fluorescent lighting and fire sprinklers. The design art room features direct access to a balcony fronting Peel Row.

The common staff room also features direct access to a balcony fronting Peel Row and incorporates vinyl floor coverings, suspended ceilings, ducted air-conditioning, fluorescent lighting, fire sprinklers, built-in timber cupboards, a dishwasher, and a double bowl stainless steel sink.



11.1 Condition of Improvements

At the date of our previous April 2023 inspection, the subject tenancy did not reveal any obvious building defect.

Whilst we have carried out a careful building inspection, we advise that we have not completed a detailed structural survey, tested any of the services or inspected unexposed or inaccessible portions of the buildings and are therefore unable to state that these are free from defect, rot or infestation.

12.0 SITE SURVEY

The improvements appear to lie within lot boundaries, but we have not sighted a survey of the property and are therefore unable to ascertain whether there is any encroachment over the boundaries.

13.0 LEASE DETAILS

At the date of rental valuation, we have assumed *vacant possession* on the subject tenancies.

We are aware that the following tenancies currently occupy the subject suites:

- Suite 1 Kwinana Early Years
- Suite 10 Relationships Australia
- Suite 13 Communicare
- Suite 16 The Smith Family

14.0 OUTGOINGS

As instructed, we have been requested to assess the market rent of the four (4) tenancies on both a net and gross rent basis.

At the date of valuation we are aware that a variable outgoings budget was not being kept for the subject property and our net rent scenario has assumed that the subject property's outgoings charges fall within general market parameters.

15.0 GENERAL COMMENTS

15.1 Location

The subject tenancies are located within the heart of the Kwinana Town Centre.

Within the context of the Perth metropolitan area, Kwinana is considered to be a secondary suburban commercial / office location.

15.2 Improvements

The subject tenancies comprise first floor office tenancies located within a modern 2013 built two level Community Centre that has been constructed to a high specification and includes large and attractive common area facilities.

Internally, all four (4) tenancies are fully fitted out and present well.

Despite the above, the four (4) tenancies are not self-contained and are reliant upon first floor common area ablution facilities.



16.0 MARKET COMMENTARY

16.1 General Market

As at the date of preparing this advice, whilst the COVID-19 pandemic is all but over, the implications of the pandemic were continuing to have a significant impact on the local and global economies. Having now successfully navigated through the challenges posed by the pandemic, there is now a concerted focus on sustaining the nation's economic recovery.

The initial anticipated retraction in property values did not materialise; rather, the pandemic and associated fiscal and monetary policy strategies actually had the opposite (positive) effect on a vast majority of property sectors both locally and interstate. The stimulus measures implemented during the pandemic are now causing flow on effects in the marketplace.

Both domestic and international share markets have exhibited volatility over recent years, with share prices dropping significantly in the early stages of the pandemic, followed by a complete about-face and recovery since. Many stocks remain volatile depending on the day-to-day news cycle and commodity prices. Speculative activity has been significant.

Since May 2022, the RBA has increased the cash rate by a total of 4.25%, with the official cash rate now sitting at 4.35%. The RBA increased the cash rate on 10 consecutive occasions in a concerted effort to stymie inflation, followed by a decision in April 2023 to keep cash rate on hold, then three more increases in May, June and November 2023.

In its recent meetings, the RBA has elected to adopt a 'wait and see' approach and kept the cash rate on hold.

The RBA has commented that inflation in Australia has now passed its peak and continues to moderate, having fallen substantially past its peak in 2022. However, inflation is declining more slowly than expected, remains above target, and is proving persistent.

Inflation is still weighing on people's real incomes and output growth has been subdued, reflecting weak household consumption growth.

The national CPI in the year to September 2024 is recorded at 2.8%. The Perth CPI in the year to September 2024 is recorded as being slightly higher at 3.8%.

Despite inflation now having returned to the RBA's target range of 2.0% – 3.0%, the RBA has stated the economic outlook remains highly uncertain. The RBA has publicly stated that the central bank wants more proof inflation was "sustainably" within its target range before it cuts the official interest rate.

The market remains divided on what the future holds for the cash rate, with any further increases expected to have ramifications on how many Australians can service their levels of debt. A majority of market participants are anticipating rate cuts in the near future, in early 2025.

Australia's GDP growth remains steady, supported by strong domestic demand, particularly in the housing sector and infrastructure investments.

We again highlight the high level of uncertainty in the marketplace remains, and ultimately the performance of property as an asset class will hinge largely on the timing of future interest rate increases, other unpredictable market events, and arguably most importantly impending inflation statistics.

16.2 Suburban Office Market

Demand for commercial office space within the Rockingham area was largely dictated by local businesses and government related departments.

We would argue that the local commercial office market is more resilient in comparison to fringe Perth CBD and West Perth commercial office locations which have been impacted by high vacancy rates.

Depending on the size and quality of the building, suburban commercial office rents generally range between \$150.00/m² and \$300.00/m² net.



18.0 MARKET RENTAL VALUATION METHODOLOGY

In adopting market rents on the subject tenancies, we have utilised the Direct Comparison approach as our primary and only method of rental valuation, and we have analysed comparable office rents on a rate per square metre of main building area.

Our adopted market rents have taken into consideration that the subject tenancies are located within the heart of the Kwinana Town Centre in a modern two level community building.

As instructed we have assessed the market rent for the four (4) office suites on both a net and gross rental basis.

Our adopted rental valuations have also taken into consideration that the subject tenancies are fully fitted out and have access to numerous modern common area facilities.

At the date of rental valuation, we are aware that the various tenants located with the Darius Wells Building currently pay below market passing rents.

We have been advised by the City of Kwinana that the above passing rents took into consideration that the City of Kwinana had previously discounted the market rent for the individual tenancies by 30%.

At the date of rental valuation, the subject property comprised a modern commercial office building situated in the heart of the Kwinana Town Centre in close proximity to the Kwinana Marketplace Shopping Centre and various associated retail and commercial tenancies which surround.

Our adopted market rents have also taken into consideration, that at the date of rental valuation, tenants are currently not charged car parking fees within the Kwinana Town Centre. We believe this characteristic has a slightly positive impact on the subject tenancies market rental value.

As indicated in **Section 17.1** of this report, we are aware that the various tenancies located within the subject building had agreed rents ranging between \$220.00/m² and \$260.00/m² net per annum exclusive of GST. In the two years since the various tenancies on the first floor of the subject building were last reviewed to market, we would argue that local Kwinana rents have remained relatively static.

After considering the size of the subject tenancies, we believe they would attract rental rates at the upper end of the aforementioned rental range.

In adopting a market rent on the subject tenancies, we have also investigated comparable rental evidence of office tenancies throughout suburban locations in the Perth metropolitan area.

The rental evidence we have identified is highlighted in **Section 17.2** of this report.

Suburban commercial office rents – excluding community rental discounts – indicate a wide rental range of between \$185.00/m² and \$275.00/m² net per annum exclusive of GST.

After considering the size and characteristics of the subject tenancies, we believe they would attract rental rates in the upper half of the aforementioned rental range.

Based on the identified rental evidence, we believe the rental values of the subject tenancies lie within a rental range of between \$230.00/m² and \$240.00/m² net per annum exclusive of GST.

Depending on the specification of the building, variable outgoings charges for suburban commercial office buildings within the Kwinana and Rockingham Districts generally range between \$70.00/m² and \$110.00/m².

In Scenario 2 our gross rents are \$100.00/m² higher than our previously assessed net rents.

After considering the above, we believe the gross rental values of the subject tenancies lie within a range of between \$330.00/m² to \$340.00/m² gross per annum exclusive of GST.



Our rental calculations for the individual tenancies is set out as follows:

1st Floor Darius Wells Building (Net Rent)										
Suite 1	Kwinana Early Years	181.44	m2	x	\$235	psqm	=	\$42,638	rounded	\$42,600
Suite 10	Relationships Australia	316.5	m2	x	\$230	psqm	=	\$72,795	rounded	\$72,800
Suite 13	Communicare	126	m2	x	\$240	psqm	=	\$30,240	rounded	\$30,200
Suite 16	The Smith Family	96.3	m2	x	\$240	psqm	=	\$23,112	rounded	\$23,100

1st Floor Darius Wells Building (Gross Rent)										
Suite 1	Kwinana Early Years	181.44	m2	x	\$335	psqm	=	\$60,782	rounded	\$60,800
Suite 10	Relationships Australia	316.5	m2	x	\$330	psqm	=	\$104,445	rounded	\$104,400
Suite 13	Communicare	126	m2	x	\$340	psqm	=	\$42,840	rounded	\$42,800
Suite 16	The Smith Family	96.3	m2	x	\$340	psqm	=	\$32,742	rounded	\$32,700

19.0 MARKET RENTAL VALUATION

After consideration of the factors outlined above and the analysis of relevant market evidence, we are of the opinion the market rental value of the various First Floor tenancies within the Darius Wells building on both a net and gross rental basis, applying as at 3 February 2025 and subject to an unencumbered fee simple title, can be stated as follows:

Scenario 1 – Net Rents:

- Suite 1 : **\$42,600 net per annum**
- Suite 10 : **\$72,800 net per annum**
- Suite 13 : **\$30,200 net per annum**
- Suite 16 : **\$23,100 net per annum**

Scenario 2 – Gross Rents:

- Suite 1 : **\$ 60,800 gross per annum**
- Suite 10 : **\$104,400 gross per annum**
- Suite 13 : **\$ 42,800 gross per annum**
- Suite 16 : **\$ 32,700 gross per annum**

The above rents are stated exclusive of GST.

Wayne Srhoy AAPI, Masters (Property)
 Certified Practising Valuer
 Licensed Valuer No. 45093
 Western Australia



20.0 LIMITATIONS

The market is being impacted by the uncertainty caused by the COVID-19 pandemic. As at the date of market rental valuation we consider that there is market uncertainty resulting in significant valuation uncertainty.

This market rental valuation is therefore reported on the basis of 'significant valuation uncertainty'. As a result, less certainty exists than normal and a higher degree of caution should be attached to our market rental valuation than normally would be the case. Given the unknown future impact that COVID-19 might have on markets, we recommend that the user(s) of this report review this market rental valuation periodically.

This market rental valuation is current at the date of market rental valuation only. The market rental value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the valuer could not reasonably have been aware of as at the date of market rental valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in market rental value.

This market rental valuation is current as at the date of market rental valuation only. The market rental value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property).

Liability for losses arising from such subsequent changes in rental value is excluded as is liability where the market rental valuation is relied upon after the expiration of 3 months from the date of market rental valuation or such earlier date if you become aware of any factors that have an effect on the market rental value.

Neither the whole nor any part of this report or any reference thereto may be included in any document, circular or statement without our written approval of the form and context in which it will appear.

In accordance with the Code of Conduct laid down under the provisions of the *Land Valuers Licensing Act 1978*, we are required to hold this market rental valuation confidential unless directed by our client in writing or required by law to disclose the market rental valuation; and we are not permitted to allow the use of confidential information contained in the market rental valuation for the benefit of any party other than our client. Therefore, use of confidential information contained in this report by an unauthorised third party is not permitted unless express permission in writing is provided.

This market rental valuation is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any other party who may rely on the whole or any part of the content of this market rental valuation.

Liability limited by a scheme approved under Professional Standards Legislation.

Yours faithfully
McGees Property

A handwritten signature in black ink, appearing to read 'Wayne Srhoy', written over a light blue horizontal line.

Wayne Srhoy AAPI, Masters (Property)
Certified Practising Valuer
Licensed Valuer No. 45093
Western Australia

18.3 PROPOSED DISPOSITION OF SUITE 1 - DARIUS WELLS LIBRARY & RESOURCE CENTRE BETWEEN KWINANA EARLY YEARS SERVICES AND THE CITY OF KWINANA

SUMMARY

The City of Kwinana (the City) is the owner of the Darius Wells Library & Resource Centre (the Centre) situated at 2 Robbos Way, Kwinana.

The Centre incorporates 12 lettable office areas and associated meeting rooms, staff and kitchen facilities. Suite 1 (the Premises) is 181.44 m² and located on the first floor.

This report seeks Council approval to lease the Premises to Kwinana Early Years Services Incorporated (KEYS), which is a not-for-profit organisation providing counselling and family support services to the community.

As KEYS' objective is of a charitable, cultural, educational or similar nature, the requirement to advertise the disposition is waived under regulation 30(2)(b)(i) of the *Local Government (Functions and General) Regulations 1996*.

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer and Mayor to execute a lease agreement (including make modifications where the intent of the agreements does not change) in relation to 2 Robbos Way, Kwinana being part of Lot 107 on Deposited Plan 70670, comprised in Certificate of Title Volume 2786 Folio 114 to Kwinana Early Years Services Incorporated.

VOTING REQUIREMENT

Absolute Majority

DISCUSSION

KEYS is a community-based, not-for-profit organisation dedicated to supporting families for over three decades. KEYS' services are available to all parents and primary caregivers, aiming to enhance family well-being through a comprehensive range of programs. By providing support, information, and empowerment, KEYS fosters stronger, more resilient families and communities.

On 3 February 2025, KEYS was notified that their current lease was due to expire. They subsequently requested to enter into a new lease arrangement with the City.

Section 3.58(4)(c) of the *Local Government Act 1995* requires the market value of a disposition to be ascertained by a valuation carried out not more than 6 months before the proposed disposition.

The City instructed McGees Property to conduct a valuation of the Premises, which was completed on 10 February 2025 (Attachment A).

The City's Leasing of Community Facilities Policy (the Policy) provides for the circumstances in which an organisation is entitled to a discounted market rent. The proposed rent as set out below, under the Financial/Budget implications sub section and has been determined by applying a 30% discount to the valuation amount, as set out in the Policy.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
3 – Infrastructure and services that are affordable and contribute to health and wellbeing	3.1 – Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Continued support of the public with the offering of services

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?
5 – Caring and Supported	5.0 – Challenges to wellbeing are supported by a caring community	5.2 – Support and provide programs and services to support community members facing barriers to their development and wellbeing 5.3 – Advocate to responsible authorities and service providers for increased capacity to support community members facing barriers to their wellbeing	Continued support of the public with the offering of services

LEGAL/POLICY IMPLICATIONS

Section 3.58 (3) and (4) of the *Local Government Act 1995* states:

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
 - (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*

- (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
and
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Section 30 of the Local Government (Functions and General) Regulations 1996 states:

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*
 - (b) *the land is disposed of to a body, whether incorporated or not —*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions; or*
 - (c) *the land is disposed of to —*
 - (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government; or*
 - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*
 - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
 - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*

- (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
 - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —*
 - (i) *the names of all other parties concerned; and*
 - (ii) *the consideration to be received by the local government for the disposition; and*
 - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.*
- (3) *A disposition of property other than land is an exempt disposition if —*
 - (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

FINANCIAL/BUDGET IMPLICATIONS

This lease will provide an annual income of \$29,820.00 plus GST. The total income before the discount would be \$42,600 plus GST. This is a total discount of 30% in accordance with the City's Leasing Policy.

ASSET MANAGEMENT IMPLICATIONS

The implications for this report are the ongoing management and administration required by all of the City's leases of property.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental implications have been identified as a result of this report or recommendation. Health implications are the ongoing availability of a service within the local community.

COMMUNITY ENGAGEMENT

As a result of leasing the Premises there will be various and continued positive community engagement implications.

ATTACHMENTS

- A. **Valuation - Suite 1 - Darius Wells Library and Resource centre** [↓](#)



Level 2
26 Clive Street
West Perth WA 6005
PO Box 1285
West Perth WA 6872
T 08 9476 2000
F 08 9321 9203
perth@mcgees.com.au
www.mcgees.com.au

Our Ref: V014-25

10 February 2025

City of Kwinana
PO Box 21
KWINANA WA 6966
Attention: **Karina O'Neil – Property Management Officer**

Dear Karina

Re: **Market Rental Valuation – Desktop Assessment**
Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana

We refer to your recent instructions that we prepare a desktop market rental valuation on a net and gross basis for various office tenancies located on the First Floor of the Darius Wells Building, and confirm we have completed our investigations and submit the following report which we trust will be satisfactory for your requirements.

Yours faithfully
McGees Property

A handwritten signature in black ink, appearing to read "Wayne Srhoy".

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Liability limited by a scheme approved under Professional Standards Legislation

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**A Desktop Market Rental Valuation Report prepared for
Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana
Under instructions from the City of Kwinana**



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Attachment:
 (1) Valuation Instruction



Executive Summary

Property Address: Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana

General Description: The subject property comprises four (4) individual office suites ranging in area from 96.3m² up to 316.50m² that are situated on the First Floor of a modern community building.

Purpose of Market Rental Valuation: To assess the current fair rental value of the individual tenancies on a net and gross basis for Lease Negotiation purposes.

Market Rental Valuation

Scenario 1 – Net Rents:

- Suite 1 : \$42,600 net per annum
- Suite 10 : \$72,800 net per annum
- Suite 13 : \$30,200 net per annum
- Suite 16 : \$23,100 net per annum

Scenario 2 – Gross Rents:

- Suite 1 : \$ 60,800 gross per annum
- Suite 10 : \$104,400 gross per annum
- Suite 13 : \$ 42,800 gross per annum
- Suite 16 : \$ 32,700 gross per annum

The above rents are stated exclusive of GST.

Date of Inspection: Desktop Assessment.
The property was previously inspected on 19 April 2023.

Date of Market Rental Valuation: 3 February 2025.

Senior Valuer: Wayne Srhoy AAPI, Masters (Property)
Certified Practising Valuer
Licensed Valuer No. 45093
Western Australia

This Executive Summary is a brief synopsis of the property and our assessment of market rental value.

It is designed to provide a brief overview and must not be read in isolation, separate from our formal valuation report.

Definition of “Market Rental Value”:

The International Valuation Standards Council (and as adopted by the Australian Property Institute) defines **Market Rent** as:

“The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

The rent is assessed on the assumption that the premises are vacant and are fit for immediate occupation and ignoring any lessee’s improvements or goodwill attaching to the premises by reason of the lessee’s business. Whenever Market Rent is provided the “appropriate lease terms” which it reflects should be stated.



Assumptions, Conditions and Limitations:

- The market is being impacted by the uncertainty caused by the COVID-19 pandemic. As at the date of rental valuation we consider that there is market uncertainty resulting in significant valuation uncertainty.

This desktop advice is therefore reported on the basis of 'significant valuation uncertainty'. As a result, less certainty exists than normal and a higher degree of caution should be attached to our valuation than normally would be the case. Given the unknown future impact that COVID-19 might have on markets, we recommend that the user(s) of this report review this rental valuation advice periodically.

This desktop advice is current at the date of rental valuation only. The rental values assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the valuer could not reasonably have been aware of as at the date of rental valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in value.

- Our assessments of rental value have assumed electrical services to the property are brought to a suitable standard as at the date of assessment.
- Our assessments of rental value have been provided with the aid of informal estimates of replacement costs contained within quantity surveyor handbooks. Should a licensed quantity surveyor be engaged to provide property-specific estimates, we reserve the right to review our assessment accordingly.
- The planning and cadastral details obtained from the Department of Planning, Lands & Heritage, Main Roads Western Australia, Landgate and Local Authority websites are current and correct.
- Adjoining land owners or community groups do not impede or restrain development as foreseen.
- We are not aware of any Notices currently issued against the property and we have made no enquiries in this regard.
- This assessment has been undertaken on a desktop basis, but assumes the buildings are structurally sound. This valuation report does not purport to be a structural survey of the improvements thereon, and if certification is required, an engineer's report is recommended.
- The property is not listed or considered to have historical significance by the National Trust or the Western Australian Heritage Council. For the purposes of this valuation, it is assumed the property is unaffected.
- The improvements appear to lie within the lot's boundaries, but we have not sighted a survey of the property and are therefore unable to ascertain whether there is any encroachment over the boundaries.
- This desktop assessment assumes no asbestos contamination. Nevertheless, we are not experts in the detection or quantification of asbestos problems and accordingly, have not carried out a detailed investigation. Therefore, this valuation is made on the assumption that there are no actual or potential asbestos contamination issues affecting the subject property.

Should a subsequent investigation undertaken by a suitably qualified expert show that the site is contaminated, we reserve the right to amend our rental valuation accordingly.
- The value and utility of land can be adversely affected by the presence of Aboriginal sacred sites and/or sites of aboriginal heritage significance. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert.

Under these circumstances, we cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this rental valuation.
- The land comprises topsoils, which appear to be relatively free draining however, as no geotechnical investigations have been either undertaken or commissioned, we are unable to report on the underlying nature of the site.
- This rental valuation assumes the mechanical and electrical services within the building are in specification and are adequate and in operational condition.
- This rental valuation assumes the sound structural integrity of the buildings.
- This rental valuation assumes there is no environmental contamination of the property.
- This rental valuation assumes there is no encroachment of adjoining buildings onto the subject land.
- This rental valuation assumes an unencumbered fee simple title to the property.



- If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect the assessment of rental value. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment of rental value.
- We have assumed that all information supplied in conducting this rental valuation consists of a full and accurate disclosure of all information that is relevant.
- It is assumed that no significant event occurs between the date of inspection and the date of valuation that would impact on the rental value of the subject property.
- We have not obtained a Property Interest Report in providing our advice. A property-specific report will provide detailed information of property interests not listed on the Certificate of Title that may affect the use and enjoyment of the land.

A report can be obtained from Landgate for a charge of \$54.95 (incl. GST). If a subsequent Property Interest Report reveals any aspects of the property that may impact on its rental value, we reserve the right to review our assessment.

If there is any variance/contradiction in any of the above assumptions, then we reserve the right to review this rental valuation accordingly.



Market Rental Valuation Report

1.0 VALUATION INSTRUCTIONS

We have received instructions from Karina O’Neil – Property Management Officer of City of Kwinana to undertake a desktop market rental valuation on a net and gross basis of four (4) office suites located on the First Floor of the Darius Wells Building for Lease Negotiation purposes.

As instructed, our advice is provided on a desktop basis.

2.0 DATE OF MARKET RENTAL VALUATION

3 February 2025.

3.0 PROPERTY ADDRESS

Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
2 (Lot 107) Robbos Way, Kwinana

4.0 LEGAL DESCRIPTION

4.1 Date of Search

21 April 2023.

Our rental valuation has assumed that the legal description and encumbrances of the parent lot have not changed between the date of search and the date of market rental valuation.

4.2 Title Particulars

The land is legally described as an estate in fee simple being Lot 107 on Deposited Plan 70670, wholly contained in Certificate of Title Volume 2786 Folio 114.

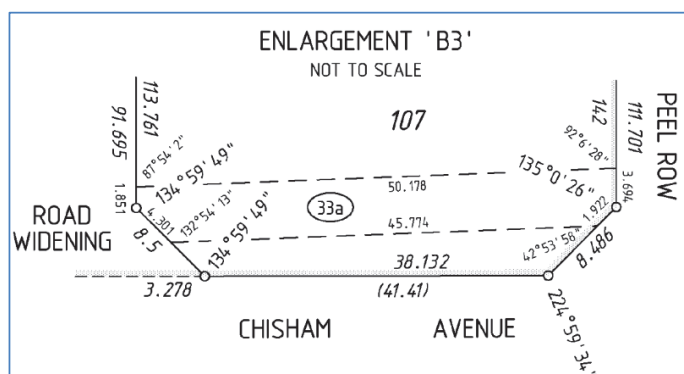
4.3 Registered Proprietor

Town of Kwinana.

4.4 Easements and Encumbrances

- (1) Easement Burden created under *Section 27A of the P&D Act* for sewerage purposes to Water Corporation. See Deposited Plan 70670 as created on Deposited Plan 34151.
- (2) Easement Burden created under *Section 167 of the P&D Act* for drainage purposes to local authorities. See Deposited Plan 70670.

As per the following excerpt of Deposited Plan 70670 the abovementioned Easements are located near the parent lot’s frontage to Chisham Avenue and is not considered to be of an onerous nature:



5.0 LOCATION

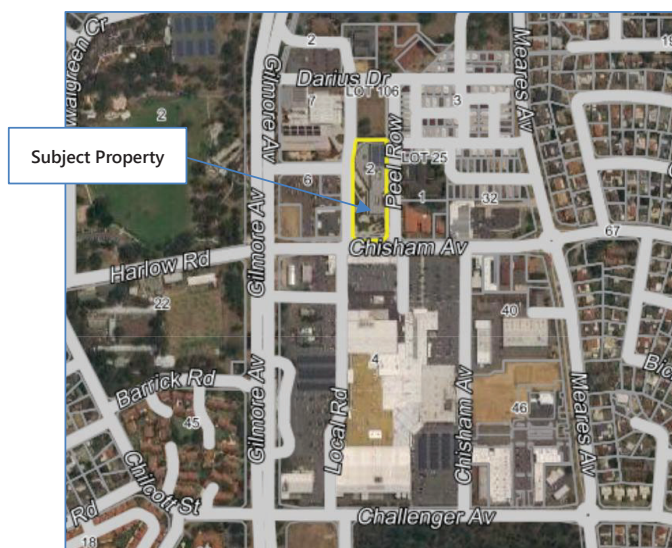
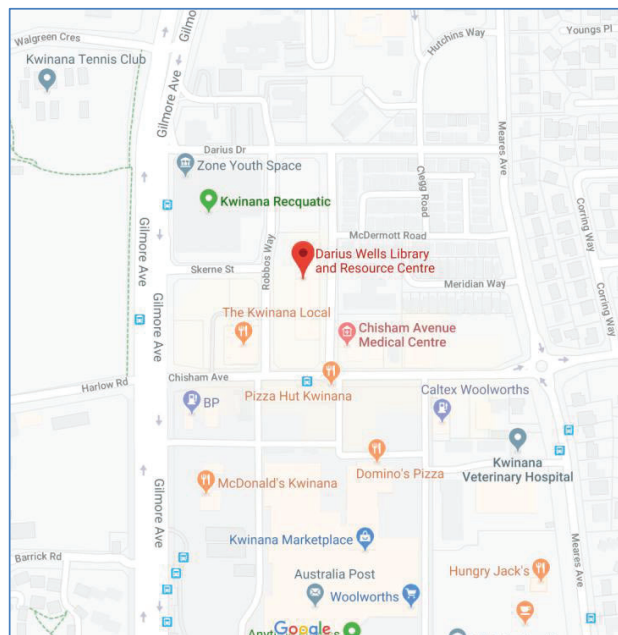
The subject tenancies are situated on the First Floor of a modern 2013 built two level Darius Wells community building that is located approximately 32kms south-west of the Perth CBD within the heart of the Kwinana Town Centre.

The Darius Wells Building incorporates the Kwinana Public Library, a Dome Café and a Crèche on its Ground Floor, whilst the First Floor accommodates various community related services and businesses.

The subject property enjoys three street frontage to Chisham Avenue, Robbos Way and the Peel right of way.

As the Darius Wells building is located in the heart of the Kwinana Town Centre, it is located in close proximity to the Kwinana Hub Shopping Centre, the Kwinana Requatic Centre and the Chisham Avenue Medical Centre.

The location of the Darius Wells building is best illustrated by reference to the following Location Plan and Aerial Photograph:



Suites 1, 10, 13 & 16 Darius Wells Library & Resource Centre
 2/1-11/107 Robbos Way, Kwinana

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6.0 ACCESS

The First Floor of the Darius Wells Building is accessed via a central lift and two staircases located near the southern and northern perimeter of the subject building. Pedestrian access into the Darius Wells Building is off both Robbos Way and Peel Row.

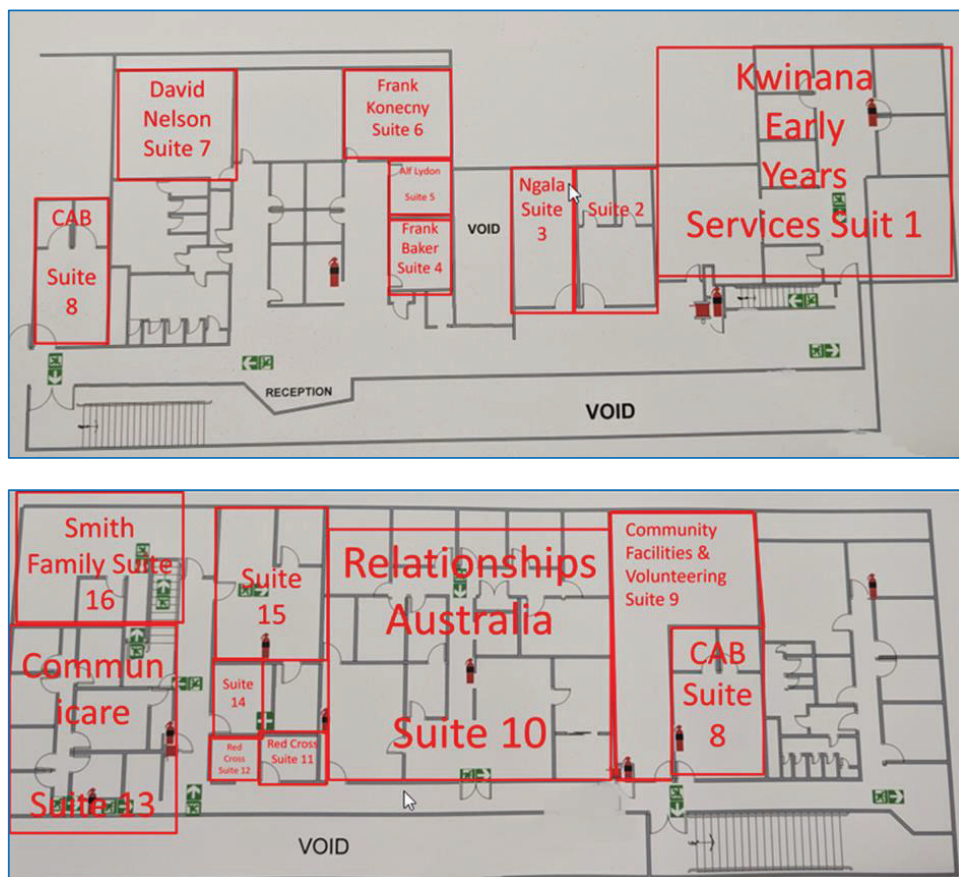
7.0 SITE DESCRIPTION

7.1 Dimensions

We have been advised by the City of Kwinana that the subject tenancies have the following areas:

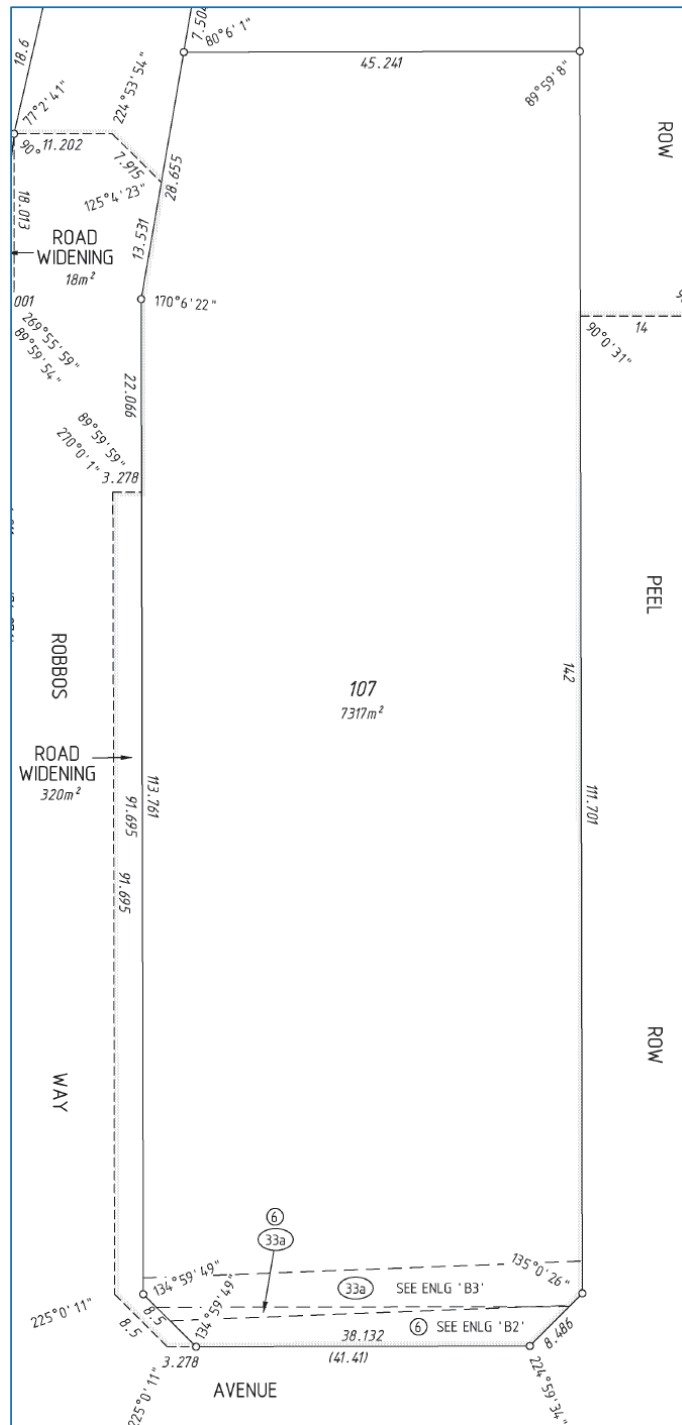
- Suite 1 : 181.44m²
- Suite 10 : 316.50m²
- Suite 13 : 126.00m²
- Suite 16 : 96.30m²

The layout of the various tenancies is best shown in the following Plans that were provided to us by the City of Kwinana:



We are aware that the subject tenancies form part of a larger parent landholding which has a total land area of 7,317m².

The shape and dimensions of the parent lot is best indicated on the following excerpt of Deposited Plan 70670:



7.2 Topography

The Darius Wells Building is constructed on a site which has a north to south crossfall.

Onsite soils appear to be of a sandy nature and appear to provide adequate natural drainage.

8.0 PLANNING AND DEVELOPMENT

8.1 Town Planning Scheme

The subject property is zoned “Market Square” in accordance with the City of Kwinana’s Town Planning Scheme No. 3 (TPS3), as depicted on the following TPS Zoning Map:



In accordance with the City of Kwinana’s TPS3 Scheme Text, the aim of the ‘Market Square’ zoning is as follows:

“2.3.2 Market Square Zone

To encourage the development of small-scale retail, leisure and entertainment establishments focused on a traditional market square which provides a venue for temporary open market stalls and community activities.”

Permitted uses under the ‘Market Square Zone’ are set out as follows:

- Amenity Building
- Amusement Centre
- Eating House
- Fish Shop
- Hotel
- Licensed Restaurant
- Market Stalls
- Open Air Display
- Private Hotel
- Public Assembly - Place of
- Public Utility
- Tavern

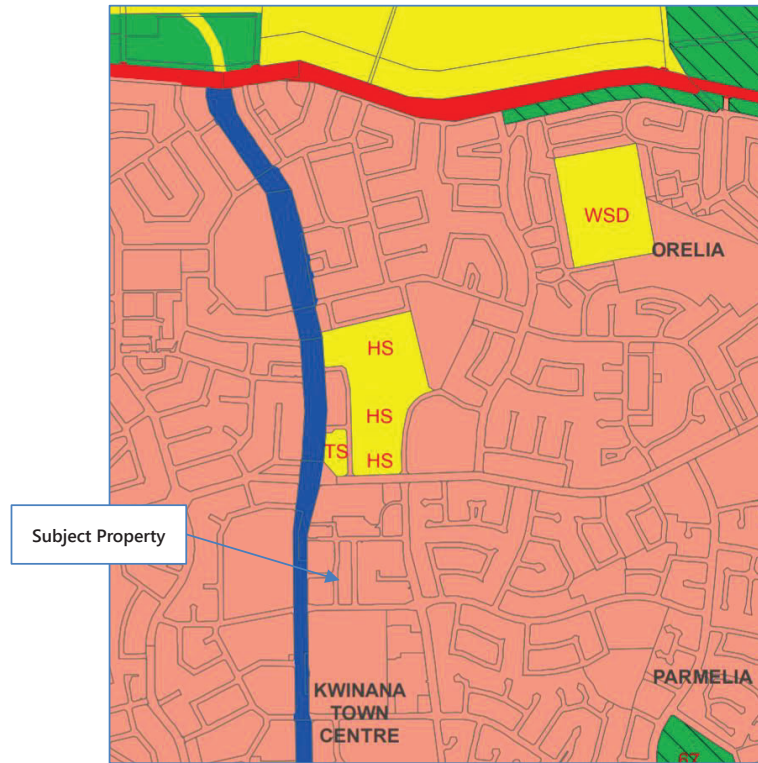
According to the Town of Kwinana’s TPS3 Scheme Text, ‘Office’ is not considered to be a permitted use.

Our rental valuation has assumed that the subject tenancies current ‘Office’ use is permitted and approved by the Town of Kwinana.



8.2 Metropolitan Region Scheme

The zoning of the land under the Metropolitan Region Scheme is “Urban”, as depicted on the following MRS Zoning Map:



9.0 ENVIRONMENTAL, HERITAGE AND CULTURAL ISSUES

9.1 Soil Contamination

As a consequence of the *Contaminated Sites Act 2003*, a Public Register is now kept in Western Australia of land that has been classified as being either contaminated – remediation required; contaminated – restricted use or remediated for restricted use.

In making our assessment of the value of the property, we have carried out a basic search of the Register at 3.30pm on 4 February 2025 and this discloses that the land is **not classified**.

We do not accept any responsibility or liability whatsoever for the accuracy of the information indicated by the search of the Register.

Further, we do not accept any responsibility or liability for any loss or damage or for consequential loss or damage of any kind arising from our negligence or otherwise to you or any person in relation to the valuation of the property.

This includes any loss or damage arising from our failure or omission to consider any factors which would affect the value of the land including but not limited to any possible environmental site contamination, or any failure to comply with environmental legislation.

Although the subject property is not recorded on the Contaminated Sites Register, we recommend a search of the Reported Sites Register that reports properties which are in the process of being classified.

The Reported Sites Register can be searched by written application to the Department of Water and Environmental Regulation (DWER).



As it will take time for the Register to be fully established, together with the fact many owners may be unaware that their property is contaminated, we believe the carrying out of an independent Environmental Survey by an appropriate expert is the best way to ascertain whether a property is contaminated or otherwise.

Subject to the above caveats, this valuation is made on the assumption there is no contamination of the land.

9.2 Asbestos

The subject property is understood to not incorporate building materials containing asbestos fibre.

We must point out however, that we are not experts in this area and therefore, in the absence of an environmental consultant's report concerning the presence of any asbestos fibre within the subject property, this valuation is made on the assumption that there is no health risk from that source.

Should it subsequently transpire that an expert report establishes that there is an asbestos related health risk, we reserve the right to review this valuation.

9.3 Heritage Consideration

We consider the buildings onsite are of no historical interest.

9.4 Aboriginal Sites

The value and utility of land can be adversely affected by the presence of Aboriginal sacred sites. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert.

Under these circumstances, we cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this valuation.

9.5 Flooding

Our assessment assumes the site is not impacted by flood-related issues.

9.6 Climate Shift

Although not conclusive, current thinking from a variety of scientific authorities around the world indicates that various issues are contributing to climate shift, whereby changing weather patterns have the potential to alter the traditionally understood cycles and ranges, including but not limited to ambient temperatures, rainfall, sea levels, and storm activity.

Whilst the full implications of this theory are not fully quantifiable, we consider it appropriate to highlight that over a protracted period a variety of peripheral environmental factors have the potential to impact upon the development potential and/or market value of the subject property at a future date.

In light of these potential environmentally based externalities, we recommend the valuation advice contained herein be reviewed if and when these factors become evident or more definite.

9.7 Bushfire Risk

Designated Bushfire Prone Areas (BPAs) have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack.

A BPA is identified by the presence of and proximity to bushfire prone vegetation, and includes both the area containing the bushfire prone vegetation and a 100m buffer zone immediately surrounding it. Where a BPA cuts across a portion of a parcel of land, the entire parcel is treated as a BPA.

The Department of Fire and Emergency Services (DFES) have released a mapping system identifying land which falls within, or partially within, a bushfire prone area of Western Australia as designated by the Fire and Emergency Services Commissioner. The mapping system can be accessed via the DFES website.

Additional planning and building requirements may apply to developments within designated BPA's in accordance with *Schedule 2 Part 10A of the Planning and Development (Local Planning Schemes) Regulations 2015*, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, *the supporting Guidelines for Planning in Bushfire Prone Areas* and *the Building Code of Australia*.



We confirm having conducted a search of the DFES mapping system at 3.30pm on 4 February 2025 which shows the land is **not identified** as a Bushfire Prone Area.

We do not accept any responsibility or liability whatsoever for the accuracy of the information indicated by the search of the mapping system. In the possible event the information contained within the mapping system is incorrect, we reserve the right to review our assessment accordingly.

10.0 SERVICES

We are aware that all essential services including water, deep sewer, power, telephone and postal are available and connected to the subject tenancy.

11.0 IMPROVEMENTS

The following description is based on a previous internal inspection undertaken 19 April 2023. Our current Desktop Assessment assumes no material change in the improvements in the interim.

The four (4) office suites are located within a modern 2013 built two level community building known as the Darius Wells Building.

The areas we have relied upon have previously been described in **Section 7.1** of this report.

The Darius Wells building incorporates a modern and expansive public library, a Dome café and a crèche on its ground floor. The first floor incorporates a number of not-for-profit agencies offering tailored community services.

In general, the Community Centre is constructed to a high specification with high quality common areas. The first floor is accessed via two staircases fronting the northern and southern perimeter of the building in a central passenger lift.

All four (4) office suites have carpet floor coverings, suspended ceilings, fluorescent lighting, plasterboard partitioning, and floor-to-ceiling front Perspex partitioning.

Common area facilities exclusive to the various first floor tenancies include a modern common area/tea preparation area, male and female toilets, 3 meeting rooms, a design / art room and a staff room.

The common area/tea preparation area incorporates vinyl floor coverings, suspended ceilings, built-in timber laminate cabinetry with postform bench-tops, a double bowl stainless steel sink, and a dishwasher.

All three (3) common area meeting rooms have carpet floor coverings, suspended ceilings, ducted air-conditioning, fluorescent lighting, fire sprinklers, built in timber cabinets and projector facilities

The Frank Konecny meeting room is the largest of the facilities and features direct access to a balcony fronting Peel Row.

The Alf Lydon and Frank Baker meeting rooms are situated to the west of the Frank Konecny meeting room and adjoin a common first floor lobby. The Alf Lydon and Frank Baker meeting rooms are separated by bi-fold doors which gives both rooms greater flexibility to accommodate larger numbers.

The male and female first floor common toilets are modern and well presented. The male toilets incorporate floor and wall tiling, 3 hand basins, 3 toilets and 2 urinals. The female toilets incorporate floor and wall tiling, 3 hand basin vanities and 5 toilets.

The common David Nelson design art room adjoins the Frank Konecny meeting room and incorporates vinyl floor coverings, built-in timber cabinetry, a small tea preparation area with a single bowl stainless steel sink, suspended ceilings, ducted air-conditioning, fluorescent lighting and fire sprinklers. The design art room features direct access to a balcony fronting Peel Row.

The common staff room also features direct access to a balcony fronting Peel Row and incorporates vinyl floor coverings, suspended ceilings, ducted air-conditioning, fluorescent lighting, fire sprinklers, built-in timber cupboards, a dishwasher, and a double bowl stainless steel sink.



11.1 Condition of Improvements

At the date of our previous April 2023 inspection, the subject tenancy did not reveal any obvious building defect.

Whilst we have carried out a careful building inspection, we advise that we have not completed a detailed structural survey, tested any of the services or inspected unexposed or inaccessible portions of the buildings and are therefore unable to state that these are free from defect, rot or infestation.

12.0 SITE SURVEY

The improvements appear to lie within lot boundaries, but we have not sighted a survey of the property and are therefore unable to ascertain whether there is any encroachment over the boundaries.

13.0 LEASE DETAILS

At the date of rental valuation, we have assumed *vacant possession* on the subject tenancies.

We are aware that the following tenancies currently occupy the subject suites:

- Suite 1 Kwinana Early Years
- Suite 10 Relationships Australia
- Suite 13 Communicare
- Suite 16 The Smith Family

14.0 OUTGOINGS

As instructed, we have been requested to assess the market rent of the four (4) tenancies on both a net and gross rent basis.

At the date of valuation we are aware that a variable outgoings budget was not being kept for the subject property and our net rent scenario has assumed that the subject property's outgoings charges fall within general market parameters.

15.0 GENERAL COMMENTS

15.1 Location

The subject tenancies are located within the heart of the Kwinana Town Centre.

Within the context of the Perth metropolitan area, Kwinana is considered to be a secondary suburban commercial / office location.

15.2 Improvements

The subject tenancies comprise first floor office tenancies located within a modern 2013 built two level Community Centre that has been constructed to a high specification and includes large and attractive common area facilities.

Internally, all four (4) tenancies are fully fitted out and present well.

Despite the above, the four (4) tenancies are not self-contained and are reliant upon first floor common area ablution facilities.



16.0 MARKET COMMENTARY

16.1 General Market

As at the date of preparing this advice, whilst the COVID-19 pandemic is all but over, the implications of the pandemic were continuing to have a significant impact on the local and global economies. Having now successfully navigated through the challenges posed by the pandemic, there is now a concerted focus on sustaining the nation's economic recovery.

The initial anticipated retraction in property values did not materialise; rather, the pandemic and associated fiscal and monetary policy strategies actually had the opposite (positive) effect on a vast majority of property sectors both locally and interstate. The stimulus measures implemented during the pandemic are now causing flow on effects in the marketplace.

Both domestic and international share markets have exhibited volatility over recent years, with share prices dropping significantly in the early stages of the pandemic, followed by a complete about-face and recovery since. Many stocks remain volatile depending on the day-to-day news cycle and commodity prices. Speculative activity has been significant.

Since May 2022, the RBA has increased the cash rate by a total of 4.25%, with the official cash rate now sitting at 4.35%. The RBA increased the cash rate on 10 consecutive occasions in a concerted effort to stymie inflation, followed by a decision in April 2023 to keep cash rate on hold, then three more increases in May, June and November 2023.

In its recent meetings, the RBA has elected to adopt a 'wait and see' approach and kept the cash rate on hold.

The RBA has commented that inflation in Australia has now passed its peak and continues to moderate, having fallen substantially past its peak in 2022. However, inflation is declining more slowly than expected, remains above target, and is proving persistent.

Inflation is still weighing on people's real incomes and output growth has been subdued, reflecting weak household consumption growth.

The national CPI in the year to September 2024 is recorded at 2.8%. The Perth CPI in the year to September 2024 is recorded as being slightly higher at 3.8%.

Despite inflation now having returned to the RBA's target range of 2.0% – 3.0%, the RBA has stated the economic outlook remains highly uncertain. The RBA has publicly stated that the central bank wants more proof inflation was "sustainably" within its target range before it cuts the official interest rate.

The market remains divided on what the future holds for the cash rate, with any further increases expected to have ramifications on how many Australians can service their levels of debt. A majority of market participants are anticipating rate cuts in the near future, in early 2025.

Australia's GDP growth remains steady, supported by strong domestic demand, particularly in the housing sector and infrastructure investments.

We again highlight the high level of uncertainty in the marketplace remains, and ultimately the performance of property as an asset class will hinge largely on the timing of future interest rate increases, other unpredictable market events, and arguably most importantly impending inflation statistics.

16.2 Suburban Office Market

Demand for commercial office space within the Rockingham area was largely dictated by local businesses and government related departments.

We would argue that the local commercial office market is more resilient in comparison to fringe Perth CBD and West Perth commercial office locations which have been impacted by high vacancy rates.

Depending on the size and quality of the building, suburban commercial office rents generally range between \$150.00/m² and \$300.00/m² net.



18.0 MARKET RENTAL VALUATION METHODOLOGY

In adopting market rents on the subject tenancies, we have utilised the Direct Comparison approach as our primary and only method of rental valuation, and we have analysed comparable office rents on a rate per square metre of main building area.

Our adopted market rents have taken into consideration that the subject tenancies are located within the heart of the Kwinana Town Centre in a modern two level community building.

As instructed we have assessed the market rent for the four (4) office suites on both a net and gross rental basis.

Our adopted rental valuations have also taken into consideration that the subject tenancies are fully fitted out and have access to numerous modern common area facilities.

At the date of rental valuation, we are aware that the various tenants located with the Darius Wells Building currently pay below market passing rents.

We have been advised by the City of Kwinana that the above passing rents took into consideration that the City of Kwinana had previously discounted the market rent for the individual tenancies by 30%.

At the date of rental valuation, the subject property comprised a modern commercial office building situated in the heart of the Kwinana Town Centre in close proximity to the Kwinana Marketplace Shopping Centre and various associated retail and commercial tenancies which surround.

Our adopted market rents have also taken into consideration, that at the date of rental valuation, tenants are currently not charged car parking fees within the Kwinana Town Centre. We believe this characteristic has a slightly positive impact on the subject tenancies market rental value.

As indicated in **Section 17.1** of this report, we are aware that the various tenancies located within the subject building had agreed rents ranging between \$220.00/m² and \$260.00/m² net per annum exclusive of GST. In the two years since the various tenancies on the first floor of the subject building were last reviewed to market, we would argue that local Kwinana rents have remained relatively static.

After considering the size of the subject tenancies, we believe they would attract rental rates at the upper end of the aforementioned rental range.

In adopting a market rent on the subject tenancies, we have also investigated comparable rental evidence of office tenancies throughout suburban locations in the Perth metropolitan area.

The rental evidence we have identified is highlighted in **Section 17.2** of this report.

Suburban commercial office rents – excluding community rental discounts – indicate a wide rental range of between \$185.00/m² and \$275.00/m² net per annum exclusive of GST.

After considering the size and characteristics of the subject tenancies, we believe they would attract rental rates in the upper half of the aforementioned rental range.

Based on the identified rental evidence, we believe the rental values of the subject tenancies lie within a rental range of between \$230.00/m² and \$240.00/m² net per annum exclusive of GST.

Depending on the specification of the building, variable outgoings charges for suburban commercial office buildings within the Kwinana and Rockingham Districts generally range between \$70.00/m² and \$110.00/m².

In Scenario 2 our gross rents are \$100.00/m² higher than our previously assessed net rents.

After considering the above, we believe the gross rental values of the subject tenancies lie within a range of between \$330.00/m² to \$340.00/m² gross per annum exclusive of GST.



Our rental calculations for the individual tenancies is set out as follows:

1st Floor Darius Wells Building (Net Rent)										
Suite 1	Kwinana Early Years	181.44	m2	x	\$235	psqm	=	\$42,638	rounded	\$42,600
Suite 10	Relationships Australia	316.5	m2	x	\$230	psqm	=	\$72,795	rounded	\$72,800
Suite 13	Communicare	126	m2	x	\$240	psqm	=	\$30,240	rounded	\$30,200
Suite 16	The Smith Family	96.3	m2	x	\$240	psqm	=	\$23,112	rounded	\$23,100

1st Floor Darius Wells Building (Gross Rent)										
Suite 1	Kwinana Early Years	181.44	m2	x	\$335	psqm	=	\$60,782	rounded	\$60,800
Suite 10	Relationships Australia	316.5	m2	x	\$330	psqm	=	\$104,445	rounded	\$104,400
Suite 13	Communicare	126	m2	x	\$340	psqm	=	\$42,840	rounded	\$42,800
Suite 16	The Smith Family	96.3	m2	x	\$340	psqm	=	\$32,742	rounded	\$32,700

19.0 MARKET RENTAL VALUATION

After consideration of the factors outlined above and the analysis of relevant market evidence, we are of the opinion the market rental value of the various First Floor tenancies within the Darius Wells building on both a net and gross rental basis, applying as at 3 February 2025 and subject to an unencumbered fee simple title, can be stated as follows:

Scenario 1 – Net Rents:

- Suite 1 : **\$42,600 net per annum**
- Suite 10 : **\$72,800 net per annum**
- Suite 13 : **\$30,200 net per annum**
- Suite 16 : **\$23,100 net per annum**

Scenario 2 – Gross Rents:

- Suite 1 : **\$ 60,800 gross per annum**
- Suite 10 : **\$104,400 gross per annum**
- Suite 13 : **\$ 42,800 gross per annum**
- Suite 16 : **\$ 32,700 gross per annum**

The above rents are stated exclusive of GST.

Wayne Srhoy AAPI, Masters (Property)
 Certified Practising Valuer
 Licensed Valuer No. 45093
 Western Australia



20.0 LIMITATIONS

The market is being impacted by the uncertainty caused by the COVID-19 pandemic. As at the date of market rental valuation we consider that there is market uncertainty resulting in significant valuation uncertainty.

This market rental valuation is therefore reported on the basis of 'significant valuation uncertainty'. As a result, less certainty exists than normal and a higher degree of caution should be attached to our market rental valuation than normally would be the case. Given the unknown future impact that COVID-19 might have on markets, we recommend that the user(s) of this report review this market rental valuation periodically.

This market rental valuation is current at the date of market rental valuation only. The market rental value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the valuer could not reasonably have been aware of as at the date of market rental valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in market rental value.

This market rental valuation is current as at the date of market rental valuation only. The market rental value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property).

Liability for losses arising from such subsequent changes in rental value is excluded as is liability where the market rental valuation is relied upon after the expiration of 3 months from the date of market rental valuation or such earlier date if you become aware of any factors that have an effect on the market rental value.

Neither the whole nor any part of this report or any reference thereto may be included in any document, circular or statement without our written approval of the form and context in which it will appear.

In accordance with the Code of Conduct laid down under the provisions of the *Land Valuers Licensing Act 1978*, we are required to hold this market rental valuation confidential unless directed by our client in writing or required by law to disclose the market rental valuation; and we are not permitted to allow the use of confidential information contained in the market rental valuation for the benefit of any party other than our client. Therefore, use of confidential information contained in this report by an unauthorised third party is not permitted unless express permission in writing is provided.

This market rental valuation is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any other party who may rely on the whole or any part of the content of this market rental valuation.

Liability limited by a scheme approved under Professional Standards Legislation.

Yours faithfully
McGees Property

A handwritten signature in black ink, appearing to read 'Wayne Srhoy', written over a light blue horizontal line.

Wayne Srhoy AAPI, Masters (Property)
Certified Practising Valuer
Licensed Valuer No. 45093
Western Australia

18.4 MONTHLY FINANCIAL REPORT JANUARY 2025

SUMMARY

The Monthly Financial Reports has been prepared and includes the monthly financial variance between actual and budget for the period ending 31 January 2025.

OFFICER RECOMMENDATION

That Council:

1. **Accepts the Monthly Statements of Financial Activity for the period ended 31 January 2025, as detailed at Attachment A; and**
2. **Accepts the explanations for material variances for the period ended 31 January 2025, as detailed at Attachment A.**

VOTING REQUIREMENT

Simple majority

DISCUSSION

The purpose of this report is to provide a monthly financial report in accordance with Section 6.4 of the *Local Government Act 1995*. This report is a summary of the financial activities of the City at the reporting date 31 January 2025 and includes the following key reporting data:

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

Closing Surplus Position

As of January 2025, the municipal surplus stands at \$40,002,178, which is higher than the budgeted position of \$26,705,638. This increase in surplus is primarily attributed to timing differences and will be updated during the budget review process in March.

Revenue Summary for January 2025

Year-to-date income for the period ending January 2025 is \$70,410,831, compared to the current budgeted income of \$69,816,363, resulting in a variance of \$594,468. This income includes revenue from capital grants, subsidies, and contributions.

Expenditure Summary for January 2025

The total expenditure for January 2025 was \$53,506,809, which is \$3,325,047 less than the current budget of \$56,831,856. This amount includes both operating and capital expenses, detailed as follows:

- Operating expenses: \$49,739,691
- Capital acquisitions: \$3,767,118

For detailed information on significant variances on operating and capital expenditure against the current budget, refer to Note 1 and Note 6 in the Monthly Financial Report attached as Attachment A.

Rates Receivables

For the 2024/2025 financial year, the rates notices were issued on August 2, 2024, whereas the previous year's issue date was July 14, 2023. As a result, 23.51% of the rates remain pending this year, compared to 19.20% at the same time last year. This difference is due to the later issuance of rates notices and the transition of Rates Modules to Technology One.

Investment Summary

The City currently has \$103,585,857 in its investment portfolio, managed in accordance with the City's Investment Policy. A primary objective is to ensure these funds are invested in sustainable and ethical instruments that align with the City's Sustainability Framework initiatives. As of January 2025, 19.10% of the total portfolio is allocated to fossil fuel-free investments. For further information on the City's investment portfolio, please refer to Note 3 in the Monthly Financial Report attachment.

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

FINANCIAL/BUDGET IMPLICATIONS

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed at Attachment A.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with this report.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. Monthly Financial Report January 2025** [↓](#)

A photograph of a modern street scene with trees, parked cars, and a building. The image is overlaid with a green gradient on the left side and a dark blue gradient on the right side. A large dark blue circle is positioned in the lower right, containing the text "Monthly Financial Report".

Monthly Financial *Report*

CITY OF KWINANA**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2025****LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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**CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

	Note	Adopted Budget Estimates (a) \$	Current Budget Estimates \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates		52,862,845	52,862,824	52,261,294	51,874,081	(387,213)	(1%)	▲
Grants, subsidies and contributions	Note 8	3,247,733	2,520,338	1,580,053	1,552,969	(27,084)	(2%)	
Fees and charges		14,781,629	15,374,796	12,767,217	13,519,475	752,258	6%	▲
Interest revenue		3,336,708	3,336,708	1,345,872	1,488,200	142,328	11%	▲
Other revenue		1,209,234	1,269,614	596,017	940,828	344,812	58%	
Profit on asset disposals		196,291	196,291	0	0	0	0%	▼
		75,634,440	75,560,570	68,550,453	69,375,553	825,101	1%	
Expenditure from operating activities								
Employee costs		(32,335,160)	(32,439,282)	(18,191,086)	(18,572,483)	(381,397)	(2%)	▼
Materials and contracts		(30,073,881)	(31,023,202)	(14,694,269)	(14,426,287)	267,982	2%	▲
Utility charges		(2,787,943)	(2,787,943)	(1,428,641)	(1,526,468)	(97,828)	(7%)	▼
Depreciation		(22,431,400)	(22,431,400)	(13,057,023)	(14,127,752)	(1,070,729)	(8%)	▼
Finance costs		(806,656)	(806,656)	(419,470)	(243,811)	175,658	42%	▲
Insurance		(826,314)	(807,694)	(761,194)	(819,660)	(58,466)	(8%)	
Other expenditure		(79,200)	(58,200)	(22,496)	(23,229)	(732)	(3%)	▲
Loss on asset disposals		(25,771)	(25,771)	0	0	0	0%	▲
		(89,366,325)	(90,380,146)	(48,574,178)	(49,739,691)	(1,165,513)	(2%)	
Non-cash amounts excluded from operating activities	Note 2	22,260,880	22,260,880	13,057,023	14,561,017	1,503,994	12%	▲
Amount attributable to operating activities		8,528,995	7,441,304	33,033,297	34,196,879	1,163,582	4%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	Note 9	11,347,884	12,095,287	1,265,910	1,035,278	(230,632)	(18%)	▼
Proceeds from disposal of assets		687,750	687,750	468,761	182,828	(285,934)	(61%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		19,700	19,700	11,492	11,451	(41)	(0%)	
		12,055,334	12,802,737	1,746,163	1,229,556	(516,607)	(30%)	
Outflows from investing activities								
Payments for property, plant and equipment		(15,403,602)	(15,520,049)	(3,544,539)	(1,054,447)	2,490,092	70%	▲
Payments for construction of infrastructure		(11,323,707)	(12,337,044)	(3,978,677)	(2,103,152)	1,875,525	47%	▲
Payments for intangible assets		(895,810)	(895,810)	(734,463)	(609,519)	124,944	17%	▲
	Note 5	(27,623,119)	(28,752,902)	(8,257,678)	(3,767,118)	4,490,560	54%	
Non-cash amounts excluded from investing activities	Note 2	(1,899,633)	(2,210,427)	(2,210,427)	5,543,074	7,753,501	351%	▲
Amount attributable to investing activities		(17,467,418)	(18,160,592)	(8,721,942)	3,005,512	11,727,454	134%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	Note 6	6,800,000	6,800,000	0	0	0	0%	
Transfer from reserves	Note 7	10,995,573	11,718,788	(193,334)	30,703	224,037	116%	▼
		17,795,573	18,518,788	(193,334)	30,703	224,037	116%	
Outflows from financing activities								
Repayment of borrowings	Note 6	(2,658,422)	(2,658,422)	(1,314,518)	(1,157,210)	157,308	12%	▼
Payments for principal portion of lease liabilities		(103,811)	(103,811)	(60,556)	(41,102)	19,454	32%	
Transfer to reserves	Note 7	(8,661,177)	(9,709,680)	(709,722)	(705,018)	4,704	1%	▼
		(11,423,410)	(12,471,913)	(2,084,796)	(1,903,329)	181,467	9%	
Amount attributable to financing activities		6,372,163	6,046,875	(2,278,130)	(1,872,626)	405,503	18%	
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	1	0%	
Amount attributable to operating activities		8,528,995	7,436,233	33,033,297	34,196,879	1,163,582	4%	▲
Amount attributable to investing activities		(17,467,418)	(18,155,520)	(8,721,942)	3,005,512	11,727,454	134%	▲
Amount attributable to financing activities		6,372,163	6,046,875	(2,278,130)	(1,872,626)	405,503	18%	▼
Surplus or deficit after imposition of general rates		0	0	26,705,638	40,002,178	13,296,541	50%	▲

KEY INFORMATION

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

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

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

**STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2025**

		Closing	Current Month	This Time Last Year
NOTE	30 June 2024	31 January 2025	31 January 2024	
	\$	\$	\$	
CURRENT ASSETS				
Cash and cash equivalents	3	15,495,322	9,170,455	18,516,825
Other financial assets - Term Deposits	3	62,701,040	94,415,402	77,304,205
Other financial assets - Banksia Park Deferred Mgmt Fees		327,464	327,464	276,305
Other financial assets - Self Supporting Loans		19,700	19,700	19,062
Rates receivable	4	2,249,793	18,140,950	12,413,032
Other receivables (incl. allowance for impairment)	4	1,172,533	1,801,776	2,034,082
Other assets		2,746,777	161,453	(188,894)
Assets classified as held for sale		1,012,000	1,012,000	0
TOTAL CURRENT ASSETS		85,724,628	125,049,199	110,374,616
NON-CURRENT ASSETS				
Trade and other receivables		990,991	990,891	895,081
Other financial assets - Banksia Park Deferred Mgmt Fees		4,416,267	4,416,267	3,280,749
Other financial assets - Local Govt House Trust		145,549	145,549	142,607
Other financial assets - Self Supporting Loans		157,652	146,201	166,271
Property, plant and equipment		171,234,383	167,411,470	178,247,631
Infrastructure		687,264,512	680,239,684	608,030,621
Investment property		0	0	1,012,000
Intangible assets		0	609,519	431,541
Right of use assets		126,239	48,046	183,225
TOTAL NON-CURRENT ASSETS		864,335,593	854,007,627	792,389,725
TOTAL ASSETS		950,060,221	979,056,826	902,764,342
CURRENT LIABILITIES				
Trade and other payables		11,200,279	14,708,681	7,349,876
Banksia Park Unit Contributions		24,255,833	24,255,833	18,279,975
Contract and other liabilities		4,390,821	5,375,557	2,456,240
Lease liabilities		103,810	62,708	142,237
Borrowings	6	2,340,024	1,182,816	1,101,088
Employee related provisions		5,287,124	5,301,781	4,824,553
TOTAL CURRENT LIABILITIES		47,577,892	50,887,377	34,153,968
NON-CURRENT LIABILITIES				
Other liabilities (Developer Contributions)		31,791,387	36,624,539	42,628,862
Lease liabilities		5,386	5,386	105,667
Borrowings	6	9,012,091	9,012,091	11,383,241
Employee related provisions		264,239	264,239	618,902
TOTAL NON-CURRENT LIABILITIES		41,073,104	45,906,255	54,736,672
TOTAL LIABILITIES		88,650,997	96,793,632	88,890,641
NET ASSETS		861,409,225	882,263,194	813,873,701
EQUITY				
Retained surplus		227,728,909	247,908,563	239,183,428
Reserves - cash/financial asset backed	7	68,077,207	68,751,522	69,900,326
Revaluation surplus		565,603,109	565,603,109	504,789,947
TOTAL EQUITY		861,409,225	882,263,194	813,873,701

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 1
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2024-25 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Rates	(387,213)	(1%)	Timing	(\$395K) timing variance for interim rates.
Grants, Subsidies and Contributions	(27,084)	(2%)	No Material Variance	Detail refer to Note 8.
Fees and Charges	752,258	6%	Permanent/Timing	Fees and charges variances due to timing. (\$52K) residential standard waste service charges and waste & recycling establishment fee. (\$19K) Animal registration fees. \$40K Arts centre ticket sales, staff, equipment and facility hire fees. Fees and charges to be adjusted at mid year budget review due to actuals being higher than anticipated: \$35K Community facilities hire fees. \$151K Engineering services supervision fees. \$177K Planning zoning and development approval fees. \$201K Building services - building and verge permit fees. \$205K Banksia park property sales to be transferred to Banksia Park reserve.
Interest Revenue	142,328	11%	Permanent/Timing	Budget to be adjusted at mid-year budget review. Interest rates received higher than budgeted.
Other Revenue	344,812	58%	Permanent/Timing	Other revenue income variances due to timing: (\$28K) Rates legal fees not yet required. (\$30K) Container deposit scheme from kerbside recycling. \$19K ESL administration fee. Other revenue income to be adjusted at mid-year budget review: \$56K Private works income not budgeted for, to be offset by expenses. \$84K property outgoing and utilities recouped. \$225K employee cost reimbursements not budgeted for, to be offset by salary and wages paid.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 1
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2024-25 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Expenditure from operating activities				
Employee Costs	(381,397)	(2%)	Permanent/Timing	\$259k annual leave and long service leave payment. Budget to be reviewed in mid-year budget review. \$225K to be offset with the reimbursement received. (\$103k) Other employee costs not yet expended.
Materials and Contracts	267,982	2%	Permanent/Timing	Materials and contracts variances due to timing: \$569K Parks and reserves maintenance works delayed due to weather condition and resource constraints. \$466K Infrastructure maintenance due to resource constraints and change in works program. \$62K Contribution to the PSWMA due to delay in invoice processing. (\$489K) prepaid IT software expense to be reversed in June. (\$219K) Banksia park and Callistemon aged person units maintenance costs to be offset with reimbursement at year end. Materials and Contracts variances to be adjusted at mid-year budget review: (\$296K) Planning and development DCA 5 refund payment not budgeted for. Funding to be transferred from DCA 5 reserve.
Utility Charges	(97,828)	(7%)	Permanent/Timing	Utilities to be reviewed and adjusted at mid year budget review.
Depreciation	(1,070,729)	(8%)	Permanent/Timing	Depreciation to be reviewed and adjusted at mid year budget review.
Finance Costs	175,658	42%	Permanent/Timing	Budget to be adjusted at mid-year budget review. New loan was budgeted but not yet sourced so no interest incurred.
Insurance	(58,466)	(8%)	Permanent/Timing	\$18K Fleet insurance adjustment and timing of Kwinana Village insurance. Budget to be adjusted at mid-year budget review.
Other Expenditure	(732)	(3%)	No Material Variance	
Loss on Asset Disposals	0	0%	No Material Variance	
Investing activities				
Proceeds from capital grants, subsidies and contributions	(230,632)	(18%)	Timing	Due to MRRG, Blackspot and Roads to Recovery claims. Detail refer to Note 9.
Proceeds from disposal of assets	(285,934)	(61%)	Permanent/Timing	Timing of vehicle/plant sales, budget to the be adjusted at mid year budget review.
Payments for property, plant and equipment	2,490,092	70%	Permanent/Timing	Detail refer to Note 6.
Payments for construction of infrastructure	1,875,525	47%	Permanent/Timing	Detail refer to Note 6.
Payments for intangible assets	124,944	17%	Permanent/Timing	Detail refer to Note 6.
Financing activities				
Repayment of borrowings	157,308	12%	Permanent	Budget to be adjusted at mid-year budget review. New loan is not required as yet.
Payments for principal portion of lease liabilities	19,454	32%	Timing	Budget to be adjusted at mid-year budget review.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 2
NET CURRENT FUNDING POSITION**

Notes	Last Years Closing 30 June 2024	This Time Last Year 31 January 2024	Current Budget 2024-25	YTD Actual 31 January 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)	-
Less: Movement in pensioner deferred rates (non-current)	(19,986)	68,181	-	100
Movement in inventory (non-current)		-	-	-
Movement in employee benefit provisions	119,192	11,284	-	14,657
Movement in lease liabilities		-	-	(41,102)
Movement in other provisions (non-current)		-	-	-
Movement in Investment Property		-	-	-
Add: Loss on asset disposals	2,095,730	-	25,771	-
Mvmt in Local Govt House Trust	-	-	-	-
Add: Loss on revaluation of non current assets		-	-	-
Add: Depreciation on assets	22,857,486	8,911,538	22,431,400	14,127,752
Mvmt in operating contract liabilities associated with restricted cash	265,762	(14,878)	-	459,609
Mvmt in Banksia Park deferred management fees receivable	(1,189,619)	-	-	-
Mvmt in Banksia Park valuation of unit contribution	5,975,858	-	-	-
Total non-cash items excluded from operating activities	29,525,600	8,976,125	22,260,880	14,561,017
Mvmt in non-operating liabilities (non-current)	(9,219,379)	1,618,096	(1,720,109)	4,833,152
Mvmt in non-operating liabilities associated with restricted cash	2,535,110	1,224,020	(490,318)	709,922
Total non-cash items excluded from investing activities	(6,684,269)	2,842,116	(2,210,427)	5,543,074
Total Non-cash items	22,841,331	11,818,241	20,050,453	20,104,090

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

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

Adjustments to net current assets				
Less: Reserves - restricted cash	(68,077,207)	(69,900,326)	(66,068,099)	(68,751,522)
Less: Financial assets at amortised cost - self supporting loans	(19,700)	(19,062)	(19,700)	(19,700)
Less: Banksia Park DMF Recievable	(327,464)	(276,305)	(145,521)	(327,464)
Less: Land held for resale	(1,012,000)	0	-	(1,012,000)
Less: Unspent capital grants, subsidies and contributions liability - DCA		0	-	
Add: Borrowings	2,340,024	1,101,088	2,658,422	1,182,816
Add: Provisions - employee	5,287,124	4,824,553	3,168,898	5,301,781
Add: Current portion of contract and other liability held in reserve	491,112	210,471	192,727	950,721
Add: Current portion of unspent non-operating grants, subsidies and contributions hel	3,484,145	2,201,980	527,872	4,197,184
Add: Lease liabilities	103,810	142,237	5,312	62,708
Add: Banksia Park Unit Contributions	24,255,833	18,279,975	34,008,641	24,255,833
Total adjustments to net current assets	(33,474,323)	(43,435,389)	(25,671,448)	(34,159,641)

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

Current assets	85,724,628	110,374,616	74,130,382	125,049,199
Less: Current liabilities	(47,577,892)	(34,153,968)	(48,458,934)	(50,887,377)
Less: Total adjustments to net current assets	(33,474,323)	(43,435,389)	(25,671,448)	(34,159,641)
Closing funding surplus / (deficit)	4,672,413	32,785,259	0	40,002,179

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES
NOTE 3
CASH AND FINANCIAL ASSETS**

Description	Unrestricted	Restricted	Total Cash	Interest Rate	Institution	S&P Rating	Maturity Date	Days
	\$	\$	\$					
Cash on hand								
CBA Municipal Bank Account	7,134,699		7,134,699	Variable	CBA	AA		
CBA Online Saver Bank Account	1,993,888		1,993,888	4.35%	CBA	AA		
CBA Staff Xmas Saver	37,313		37,313	Variable	CBA	AA		
Cash On Hand - Petty Cash	4,555		4,555	N/A	PC	N/A		
Term Deposits - Muni Investments								
Muni Funds	3,000,000		3,000,000	4.98%	NAB	AA	Feb 2025	152
Muni Funds	3,000,000		3,000,000	4.90%	SUN	AA	Apr 2025	215
Muni Funds	3,000,000		3,000,000	4.87%	SUN	AA	May 2025	243
Muni Funds	2,000,000		2,000,000	5.00%	NAB	AA	May 2025	271
Muni Funds	3,000,000		3,000,000	5.00%	RABO	A	Jun 2025	271
Muni Funds	3,000,000		3,000,000	5.00%	RABO	A	Jun 2025	278
Muni Funds	3,000,000		3,000,000	5.20%	AMP	BBB	Jun 2025	306
Muni Funds	3,000,000		3,000,000	5.00%	RABO	A	Jun 2025	292
Reserve Funds Investments (Cash Backed Reserves)								
Asset Management Reserve		4,936,092	4,936,092	5.00%	NAB	AA	Apr 2025	189
Refuse Reserve		5,931,508	5,931,508	5.00%	NAB	AA	Apr 2025	189
Contiguous Local Authorities Group Reserve	*	283,580	283,580	4.96%	BOQ	A	Apr 2025	189
Workers Compensation Reserve	*	622,788	622,788	4.96%	BOQ	A	Apr 2025	189
Settlement Agreement Reserve	*	321,198	321,198	4.96%	BOQ	A	Apr 2025	189
Public Arts Reserve	*	457,140	457,140	4.96%	BOQ	A	Apr 2025	189
City Infrastructure Reserve	*	294,311	294,311	4.96%	BOQ	A	Apr 2025	189
Strategic Initiative Reserve	*	489,842	489,842	4.96%	BOQ	A	Apr 2025	189
Election Expense Reserve	*	91,244	91,244	4.96%	BOQ	A	Apr 2025	189
Valuation Expense Reserve	*	88,479	88,479	4.96%	BOQ	A	Apr 2025	189
Plant and Equipment Replacement Reserve	*	1,137,976	1,137,976	4.96%	BOQ	A	Apr 2025	189
Strategic Property Reserve	*	969,065	969,065	4.96%	BOQ	A	Apr 2025	189
Employee Leave Reserve		3,272,507	3,272,507	5.07%	SUN	AA	Apr 2025	187
Public Open Space Reserve		367,854	367,854	5.07%	SUN	AA	Apr 2025	187
Community Services & Emergency Relief Reserve		380,782	380,782	5.07%	SUN	AA	Apr 2025	187
Employee Vacancy Reserve		612,062	612,062	5.07%	SUN	AA	Apr 2025	187
Golf Club Maintenance Reserve		39,484	39,484	5.07%	SUN	AA	Apr 2025	187
Golf Course Cottage Reserve		34,067	34,067	5.07%	SUN	AA	Apr 2025	187
Information Technology Reserve		577,888	577,888	5.07%	SUN	AA	Apr 2025	187
APU Reserve		820,105	820,105	5.07%	SUN	AA	Apr 2025	187
BP Reserve		484,588	484,588	5.07%	SUN	AA	Apr 2025	187
Renewable Energy Efficiency Reserve		68,044	68,044	5.07%	SUN	AA	Apr 2025	187
Reserve Funds Investments (Developer Contributions)								
DCA 1 - 5 Various Hard Infrastructure		12,997,917	12,997,917	5.00%	NAB	AA	Apr 2025	189
DCA 6 - 7 Various Hard Infrastructure		10,021,910	10,021,910	5.02%	RABO	AA	Apr 2025	189
DCA 8 - 11 Various Soft Infrastructure	*	15,027,985	15,027,985	4.99%	BEN	AA	Apr 2025	188
DCA 12-15 Various Soft Infrastructure		11,086,987	11,086,987	5.08%	SUN	AA	Apr 2025	188
Total	32,170,455	71,415,402	103,585,857	5.02% weighted average interest rate				
	31%	69%						
Comprising								
Cash and cash equivalents (Exclude Trust)	9,170,455	0	9,170,455					
Financial assets at amortised cost	23,000,000	71,415,402	94,415,402					
	32,170,455	71,415,402	103,585,857					
* denotes Green Investments								
Green Investments total value			19,783,608					
Green Investments percentage			19.10%					

KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	-	0%	100%	✓
AA	86,880,877	84%	100%	✓
A	13,755,623	13%	60%	✓
BBB	3,000,000	3%	20%	✓
Unrated	4,555	0%	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AMP (AAA)	3,000,000	2.89%	45%	✓
BEN (A)	15,027,985	14.50%	25%	✓
BOQ (BBB)	4,755,623	4.59%	20%	✓
CBA (AA)	9,221,098	8.90%	45%	✓
NAB (AA)	28,865,517	27.85%	45%	✓
RABO (A)	19,021,910	18.35%	25%	✓
SUN (A)	23,744,367	22.91%	25%	✓

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

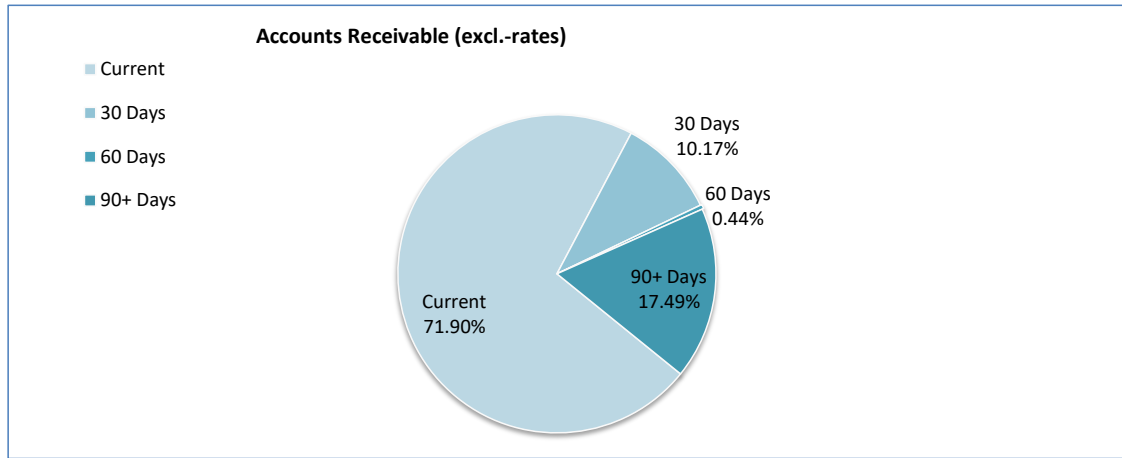
**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates receivable	30 June 2024	31 Jan 2024	31 Jan 2025
	\$		\$
Opening arrears previous years	1,603,590	1,603,590	3,224,031
Levied this year	63,537,724	63,054,948	65,786,576
Rates & Charges to be collected	65,141,314	64,658,538	69,010,607
<u>Less</u> Collections to date	(62,056,765)	(51,350,425)	(51,037,470)
<u>Less</u> Pensioner Deferred Rates	(850,888)	(895,081)	(990,891)
Net Rates & Charges Collectable	2,233,661	12,413,032	16,982,245
% Outstanding	3.43%	19.20%	24.61%
<u>Prepaid</u> Rates received (not included above)	(1,270,264)	(758,925)	(760,424)
	1.48%	18.02%	23.51%
Rates and ESL rebate			
Rates rebate	15,084	789,499	997,725
ESL rebate	1,046	21,578	160,980
Total rates and ESL rebate	16,130	811,077	1,158,705
Total Rates & Charges Collectable			18,140,950

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
<i>Amounts shown below include GST (where applicable)</i>	\$	\$	\$	\$	\$
Sundry receivable	1,257,589	186,810	4,067	137,378	1,585,844
Infringements Register	6,400	2,770	4,137	188,756	202,064
GST	76,379	0	0	0	76,379
Total sundry receivables outstanding	1,340,368	189,580	8,204	326,134	1,864,286
<i>Exclude rebates receivable</i>	72%	10%	0%	17%	
Allowance for impairment					(62,511)
Total general receivables outstanding	1,340,368	189,580	8,204	326,134	1,801,776



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

Description	Debtor #	Status	\$
Sundry Debts with Fines Enforcement Registry (FER)			
Prosecution Planning & Development Act	103859	Registered with FER - payments being received.	3,781
Prosecution Health Act	104209	Registered with FER - payments being received.	5,542
Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	104275	Registered with FER - payments being received.	5,731
Prosecution Dog Act 1976	104387	Registered with FER.	10,200
Prosecution Dog Act 1976	104610	Registered with FER-payments being received	21,649
Prosecution Planning & Development Act	104885	Registered with FER- work and development permit with FER.	9,776
Prosecution Parking Act	105152	Registered with FER.	5,250
Prosecution Planning & Development Act	105325	Registered with FER.	38,463
Prosecution Dog Act 1976	105534	Registered with FER - payments being received.	3,752
Prosecution Pool Act	105762	Registered with FER - payments being received.	3,000
Prosecution Planning & Development Act	107410	Registered with FER-payments being received	22,487
Other Sundry Debtors			
			129,632
Total Debtors 90+ days > \$1,000			129,632
Total Debtors 90+ days < \$1,000			7,747
Total Infringements 90+ days			188,756
Total sundry receivables outstanding 90+ days			326,134

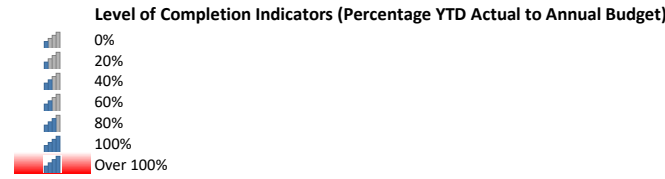
KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

	Adopted	Current	YTD	YTD	YTD
Capital acquisitions	Budget	Budget	Budget	Actual	Variance
	\$	\$	\$	\$	\$
Land and Buildings	13,512,502	13,598,536	2,733,165	308,577	(2,424,588)
Plant, Furniture and Equipment	1,891,100	1,921,513	811,374	745,870	(65,503)
Intangible Assets	895,810	895,810	734,463	609,519	(124,944)
Infrastructure - Roads	4,896,768	5,388,613	2,664,303	1,340,182	(1,324,121)
Infrastructure - Parks & Reserves	5,685,673	5,977,357	556,000	222,325	(333,675)
Infrastructure - Footpaths	173,000	176,488	111,224	84,152	(27,072)
Infrastructure - Car Parks	65,000	285,917	276,425	246,026	(30,399)
Infrastructure - Drainage	116,000	145,402	122,259	35,897	(86,362)
Infrastructure - Bus Shelters	37,000	37,000	34,000	0	(34,000)
Infrastructure - Street Lights	75,995	89,995	63,500	36,297	(27,203)
Infrastructure - Other	274,271	236,271	150,965	138,273	(12,692)
Payments for Capital Acquisitions	27,623,119	28,752,902	8,257,678	3,767,118	(4,490,560)
Total Capital Acquisitions	27,623,119	28,752,902	8,257,678	3,767,118	(4,490,560)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	11,347,884	8,875,972	1,265,910	1,035,278	(230,632)
Borrowings	0	6,800,000	0	0	0
Disposal of Assets	687,750	687,750	468,761	182,828	(285,934)
Cash Backed Reserves	14,032,920	7,237,465	0	0	0
Municipal Funds	1,554,565	5,151,715	6,523,007	2,549,013	(3,973,994)
Capital funding total	27,623,119	28,752,902	8,257,678	3,767,118	(4,490,560)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

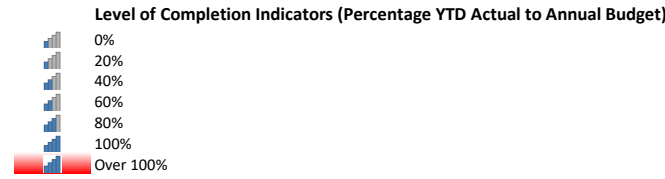
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Buildings							
	210279	2 Budden Way Remove/replace asbestos entrance lining and gables	10,000	10,000	0	0	Works estimated to commence in March 2025.
	210280	Koorliny CCAC Replace electrical mounting boards x 8 in large theatre	35,000	0	0	0	
	210281	Kwinana Senior Citizens Centre Games room Internal & external paint asbestos management	14,500	14,500	0	0	
	210282	156 Medina Avenue (degraded asbestos) Remove & dispose Large Shed, remove & replace west boundary fencing	20,000	0	0	0	Budget transferred to 156 Medina Ave - external remedial repairs project.
	210428	156 Medina Ave External remedial repairs	0	20,000	20,000	0	(20,000) Budget transferred from 156 Medina Ave - degraded asbestos project. Project on hold.
	210283	Rhodes Park Toilets and Kiosk Plumbing void / Store electrical mounting board	3,500	3,500	3,500	0	(3,500) Project works in progress.
	210419	Casuarina Hall Blinds Replacement	6,500	6,500	0	2,173	2,173 Project completed.
	210285	2 Stidworthy Court (DoH) Roof plumbing - Gutters / Downpipes / Eaves Sheets	30,000	30,000	0	0	Works estimated to commence in March 2025.
	210286	Business Incubator - Roof plumbing - Gutters/Downpipes	17,000	17,000	0	0	
	210287	Koorliny CAC – various required remedial works	85,500	120,500	120,500	14,955	(105,545) Project works in progress.
	210288	Recquatic Centre - Roof replacement gym & Wirrapanda	250,000	250,000	0	0	
	210289	Sloan Cottage - Conservation Works as per strategy	7,000	7,000	0	0	
	210290	Smirk Cottage, Museum, Soldiers Cottage - Conservation Works as per strategy	7,000	7,000	0	0	
	210291	Wheatfield Cottage - Conservation Works as per strategy	7,000	7,000	0	0	
	210292	Koorliny CAC – replacement of window treatments	15,000	15,000	15,000	8,991	(6,009) Project completed.
	210293	Recquatic Centre - annual internal painting program	10,000	10,000	0	0	Works estimated to commence in May 2025.
	210294	Darius Wells Library and Resource Centre - annual internal painting program	10,000	10,000	10,000	8,690	(1,310) Project completed.
	210295	Zone Youth Centre - annual internal painting program	10,000	10,000	10,000	9,037	(963) Project completed.
	210296	John Wellard Community Centre - annual internal painting program	8,000	8,000	8,000	11,654	3,654 Project works in progress.
	210297	William Bertram Community Centre - annual internal painting program	8,000	8,000	0	0	
	210298	Ops Mechanic/Carpenter workshop Office & crib room- internal painting	6,500	6,500	6,500	5,724	(776) Project works in progress.
	210299	Ops Mechanic/Carpenter workshop - External repaint/rust treatment	20,000	20,000	20,000	19,736	(264) Project works in progress.
	210301	Fiona Harris Pavilion - External repaint	30,000	30,000	0	0	
	210302	2 Budden Way - External repaint	12,000	12,000	0	0	
	210303	Wellard Pavilion - External repaint	15,000	15,000	0	0	
	210304	Casuarina/Wellard Hall - External repaint	5,500	5,500	0	0	
	210305	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	
	210306	Recquatic Centre - AC 18, 19, 20, 21 Upstairs Tenancy (replacing concurrent with roof replacement)	60,000	60,000	0	0	
	210269	Recquatic Centre - CH-02 Ground Floor/Hydrotherapy Screw Chiller	139,753	138,703	138,703	9,300	(129,403) Project works in progress.
	210308	18 Maydwell, Victory for life - Main Area left and Coolroom AC units Replacement	13,000	13,000	0	0	
	210309	Leda Hall - Hall Area A/C 1 replace	10,000	10,000	0	0	
	210310	Mandogalup Fire Station - A/C 1, 2, 3, 4, 5 FAIR (24/25) - Hi wall splits	25,000	25,000	0	0	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

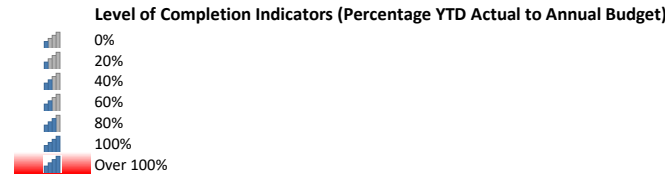
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**



Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
	\$	\$	\$	\$	\$	
210311 Bright Futures - A/C 1, 2 Creche RAC, A/C 4, 5 Lunch room & office Hi wall splits	14,800	14,800	0	0	0	
210312 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	0	0	0	
210313 Margaret Feilman - A/C replacements as per HVAC report	181,000	181,000	0	0	0	
210314 Senior Citizens - EAC-4 Kitchen Evap	5,000	5,000	0	0	0	
210315 Wandri Hall / The Pavilion - Services Plumbing Plant - Aquarius or Rainwater as per report	10,000	10,000	0	0	0	
210316 Recquatic - Replacement of Domestic Gas Hot Water Systems with Electric Heat Pump Hot (or similar) water systems	65,000	65,000	0	0	0	
210317 Recquatic Centre - BMS Renewal (BMS to include energy consuming equip)	80,000	80,000	0	0	0	
210318 Zone Youth Centre - Solar inverter renewal 10 years	21,000	21,000	0	0	0	
210319 Leda Hall - Fitout renewal	15,000	15,000	0	0	0	
210320 Recquatic Centre - café and spa/sauna bulkhead replacement due to corrosion	40,000	40,000	0	0	0	
210321 Operations Centre Cribroom - Benchtap replacement/repair	8,500	8,500	0	0	0	
210322 Business Incubator - Security systems renewals	35,000	0	0	0	0	Budget transfer to Margaret Feilman - structural brickwork remediation project.
210429 Margaret Feilman - Structural Brickwork Remediation	0	35,000	0	0	0	Budget transfer from Business Incubator - security systems renewal project.
210323 Multiple locations - Various Security hardware renewals	20,000	20,000	0	0	0	
210324 Recquatic Centre - Stadium annual floor maintenance program	13,000	13,000	0	0	0	
210325 Zone Youth Centre - Flooring roller rink reseal/line mark	40,000	40,000	0	0	0	
210326 Zone Youth Centre - Fishbowl & office carpet replacement	4,500	4,500	0	0	0	
210327 Business Incubator - Board Room carpet replacement	6,500	6,500	0	0	0	
210328 Civic Administration Centre - Upgrade or Renewal	6,800,000	6,800,000	941,669	58,872	(882,797)	Project at design stage.
210329 DCA 12 - Local Sporting Ground with Community Centre / Clubroom - Wellard West	2,544,000	2,544,000	1,060,000	3,000	(1,057,000)	Contract awarded. Works to commence February 2025.
210330 Public Art for new facility - Local Sporting Ground with Community Centre / Clubroom - Wellard West	48,000	48,000	0	14,400	14,400	Project works in progress. Completion delayed until Wellard West complete. Potential carry forward to 2025/26.
210331 Thomas Oval Changeroom Extension/Upgrade	2,283,350	2,283,350	200,000	2,000	(198,000)	Contract awarded. Works to commence February 2025.
210332 Public Art for new facility-Thomas Oval Changeroom Extension/Upgrade	20,000	20,000	0	0	0	Project works in progress. Completion delayed until Thomas Oval complete. Potential carry forward to 2025/26.
210333 Disability Access and Inclusion - Minor Improvements	5,000	5,000	0	6,590	6,590	Project completed.
210335 Darius Wells East Elevation	35,000	35,000	0	0	0	
210334 2024/25 Building Contingency	100,000	100,000	41,665	32,540	(9,125)	Project works in progress.
210001 C/F 2023/24 Building Contingency	12,224	0	0	0	0	
210177 C/F 2023/24 Darius Dome - Coolroom/freezer CR-010 & FR-01 - Fair Condition	16,000	16,000	1,645	1,645	0	Project works in progress.
210178 C/F 2023/24 Darius Dome - kitchen Evap Cooler EVC-R-01 - Fair (24/25)	15,000	15,000	0	0	0	
210410 Recquatic Pool Deck Tile Treatment	16,675	21,747	21,747	25,527	3,780	Project completed.
210192 C/F Recquatic - Minor Upgrades - Changeroom Cubicles	0	13,588	13,588	13,588	0	Project completed.
210278 C/FWD Animal Shelter - design	60,000	60,000	20,000	6,700	(13,300)	Project at planning stage.
210163 C/F 2023/24 Recquatic Centre - Pool hall north and south translucent sheet	0	66,000	66,000	53,455	(12,545)	Project completed.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

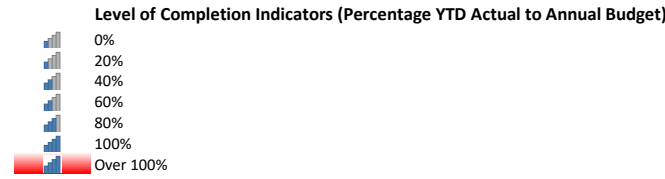
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
210194	C/F 2023/24 Sub-Regional Sporting Ground (Thomas Oval/Kelly Park Extension/Upgrade)	0	14,648	14,648	0	(14,648)	Contract awarded. Works to commence February 2025.
Buildings Total		13,512,502	13,598,536	2,733,165	308,577	(2,424,588)	
Plant, Furniture and Equipment							
Furniture and Equipment							
210397	Furniture and Fittings Renewal	20,000	20,000	8,000	1,466	(6,534)	Project works in progress.
210398	Furniture & Fittings - Local Sporting Ground with Community Centre / Clubroom - \	48,400	48,400	0	0	0	
210399	Furniture & Fittings - Thomas Oval Changeroom Extension/Upgrade	16,000	16,000	0	0	0	
210400	Community Facilities Furniture and Fittings Renewal	25,000	25,000	12,500	18,020	5,520	Project works in progress.
210401	Library -Replacement couches and chairs to replace existing furniture	12,000	12,000	0	0	0	
210402	Library-Replacement public computer chairs	4,000	4,000	0	3,984	3,984	Project completed.
210403	Library-Laptop lockers-laptop docking station with capacity to charge, wipe and ser	11,000	11,000	0	0	0	
210404	Library services outreach equipment	10,000	10,000	0	1,392	1,392	Project works in progress.
210424	C/F 2023/24 Koorliny - Lighting Desk	0	6,100	6,100	6,100	0	Project completed.
210423	C/F 2023/24 Koorliny - Projector	0	24,313	24,313	24,313	0	Project completed.
Computing Equipment							
210197	IT-Server Replacement	100,000	100,000	100,000	0	(100,000)	Project on hold. Budget to be adjusted at mid year budget review.
210062	Corporate Business System	795,810	795,810	634,463	609,519	(24,944)	Project works in progress.
Plant and Equipment							
210406	2024/25 Plant Replacement Program - Plant	146,000	146,000	16,000	0	(16,000)	Replacement as per plan.
210096	C/F 2023/24 Plant Replacement Program - Plant	410,000	410,000	245,544	25,544	(220,000)	Plant delivery delayed. Potential carry forward to 2025/26.
210407	100-110KVA trailer mounted generator	40,000	40,000	0	0	0	
210408	Recquatic - Pool Plant Renewals	100,000	100,000	0	0	0	Renewal has not been identified yet.
210409	Revolving Energy Fund - Project 1 Recquatic Solar PV	114,000	114,000	0	0	0	
Motor Vehicles							
210405	2024/25 Plant Replacement Program - Light Fleet	874,700	874,700	438,917	621,106	182,189	Replacement as per plan.
210077	C/F 2023/24 Plant Replacement Program - Light Fleet	60,000	60,000	60,000	43,945	(16,055)	Replacement as per plan.
Plant , Furniture and Equipment Total		2,786,910	2,817,323	1,545,837	1,355,390	(190,447)	
Park and Reserves							
210345	POS/Parks & Reserve Renewal - Centennial Park - Shade Sail	10,000	10,000	10,000	3,900	(6,100)	Project completed.
210346	POS/Parks & Reserve Renewal - Centennial Park - Playground	67,764	67,764	0	0	0	
210347	POS/Parks & Reserve Renewal - Djilba Park - Playgrounds	80,000	80,000	0	0	0	
210348	POS/Parks & Reserve Renewal - Moombaki Park - Playground	60,000	60,000	0	0	0	
210349	POS/Parks & Reserve Renewal - Skottowe Park - Playground	80,525	80,525	0	794	794	Project works in progress.
210350	POS/Parks & Reserve Renewal - Rushbrook Park - Playground	100,162	100,162	0	0	0	
210351	POS/Parks & Reserve Renewal - Whyatt Green (Gabor Park) - Playground	10,000	10,000	0	0	0	
210352	POS/Parks & Reserve Renewal - Kwinana Adventure Park - Playground	40,000	40,000	0	12,267	12,267	Project works in progress.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

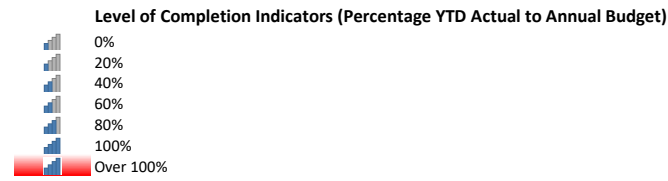
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**



Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
	210353	POS/Parks & Reserve Renewal - Various - amenities	30,000	30,000	0	0	0	
	210354	POS/Parks & Reserve Renewal - Gilmore #1 - Electric Cubicle Renewal including Headworks	34,600	34,600	0	0	0	Project completed awaiting invoicing.
	210355	POS/Parks & Reserve Renewal - Bertram School - Electric Cubicles Renewal	22,600	0	0	0	0	Project on hold. Budget Transferred to Wellard Rd verge electrical, Wellard 5 iron filter and Homestead Park headworks.
	210356	POS/Parks & Reserve Renewal - Warner Road - Electric Cubicles Renewal	22,600	22,600	0	0	0	Project completed awaiting invoicing.
	210357	POS/Parks & Reserve Renewal - Medina Oval Main & Outer - Hydrometers	7,000	7,000	0	0	0	
	210358	POS/Parks & Reserve Renewal - McWhirther Prom - Iron Filter	80,000	25,000	25,000	0	(25,000)	\$55K of budget transferred to Wellard Rd verge electrical, Wellard 5 iron filter and Homestead Park headworks. Project works in progress.
	210359	POS/Parks & Reserve Renewal - Leda POS - In-field Pipe Areas	245,192	225,192	0	3,250	3,250	\$20K budget transferred to Wells park fencing renewal project. Project works in progress. Expected completion April 2025.
	210360	POS/Parks & Reserve Renewal - Morrit Way - Fencing - Rail and Post	31,000	31,000	31,000	28,692	(2,308)	Project completed.
	210361	POS/Parks & Reserve Renewal - Welbourne Heights - Gate, Chain Gate & Post/Rail Fencing	17,900	17,900	17,900	13,123	(4,777)	Project works in progress.
	210362	POS/Parks & Reserve Renewal - Whyatt Green - Fencing - Rail and Post	13,700	13,700	0	13,406	13,406	Project works in progress.
	210363	POS/Parks & Reserve Renewal - Rogan Park - Fencing & Bollards	22,337	22,337	0	1,515	1,515	Project works in progress.
	210364	POS/Parks & Reserve Renewal - Various - Garden Bed Kerbing	10,000	10,000	0	0	0	
	210210	C/F 2023/24 Parks and Reserves - Abingdon Park - Recirculation System	75,000	75,000	0	0	0	
	210365	Park Upgrade Strategy - Berry Park	15,000	15,000	15,000	628	(14,372)	Project works in progress.
	210366	Park Upgrade Strategy - Djilba Reserve	34,500	34,500	34,500	0	(34,500)	Project works in progress.
	210367	Park Upgrade Strategy - Whyatt Green	100,000	100,000	80,000	0	(80,000)	Project works in progress.
	210368	Streetscape Strategy - Sulphur road	90,000	90,000	0	0	0	
	210369	Urban Tree Planting	180,000	180,000	120,000	0	(120,000)	Project at planning stage.
	210426	DCA 5 - Galati Triangle, Honeywood oval	176,109	176,109	115,000	0	(115,000)	Project works in progress.
	210091	C/F 2023/24 Parks Upgrade Apex Park	136,227	136,227	0	6,321	6,321	Project works in progress.
	210219	C/F 2023/24 POS Assets - Sandringham Park - Playgrounds - LRCI 4	200,000	200,000	0	37,075	37,075	Project works in progress.
	210227	C/F 2023/24 Sandringham Park Upgrade	39,600	39,600	0	0	0	
	210094	C/F 2022/23 Kwinana Loop Trail Upgrade	3,653,857	3,645,511	0	0	0	
	210430	POS/Parks & Renewal - Wells Park Fencing renewal	0	20,000	20,000	19,598	(402)	Budget transfer from Leda POS - In-field pipe areas project. Project completed.
	210085	C/F 2023/24 Urban Tree Planting	0	165,030	0	53,642	53,642	Project works in progress.
	210231	C/F 2023/24 Honeywood Oval - Pump Track Wandu Youth - LRCI 4	0	110,000	0	0	0	
	210422	Medina Green Upgrade	0	20,000	10,000	0	(10,000)	Works to commence February 2025.
	210427	Partridge Pop-Up	0	5,000	0	0	0	
	210433	Parks & Reserves - Wellard Rd verge electrical	0	22,600	22,600	0	(22,600)	Budget transferred from Bertram School - Electric Cubicles Renewal and McWhirther Prom - Iron Filter. Project works in progress.
	210434	Parks & Reserves - Wellard 5 iron filter	0	40,000	40,000	28,114	(11,886)	Budget transferred from Bertram School - Electric Cubicles Renewal and McWhirther Prom - Iron Filter. Project works in progress.
	210435	Parks & Reserves - Homestead Park headworks	0	15,000	15,000	0	(15,000)	Budget transferred from Bertram School - Electric Cubicles Renewal and McWhirther Prom - Iron Filter. Project works in progress.
	Parks and Reserves Total		5,685,673	5,977,357	556,000	222,325	(333,675)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

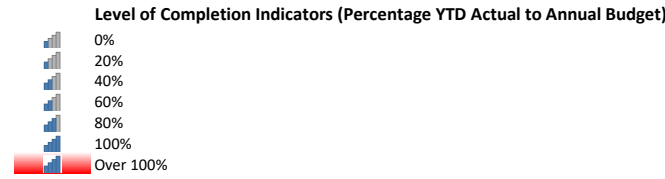
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Roads							
Road Renewals							
	210375	Muni Funded - Gilmore Ave (A), Leda	129,010	129,010	110,169	95,719	(14,450) Project completed.
	210376	Muni Funded - Braddock Road, Wellard	90,000	90,000	76,857	66,469	(10,388) Project completed.
	210377	Muni Funded - Alexander Parkway, Wellard	72,500	72,500	61,912	0	(61,912) Project works in progress.
	210378	Muni Funded - Woolcoot Rd, Wellard	45,000	45,000	38,428	26,640	(11,788) Project completed.
	210379	Muni Funded - Brooks Pl, Wandi	57,000	57,000	0	0	0
	210380	Muni Funded - Lill Pl, Anketell	50,000	50,000	3,809	0	(3,809) Works estimated to commence in May 2025.
	210381	Muni Funded - Barker Road, Wellard	108,000	108,000	92,228	90,580	(1,649) Project completed.
	210382	Muni Funded - Chapman Road, Calista	337,500	337,500	0	0	0
	210383	Muni Funded - Brookes Way, Calista	140,000	112,000	0	0	0
	210384	Muni Funded - Wells Pl, Calista	61,000	61,000	0	0	0
	210385	Muni Funded - Magenup Dr, Wandi	161,000	161,000	0	0	0
	210386	Muni Funded - Jarrah Cl, Wandi	39,000	39,000	0	0	0
	210387	Muni Funded - Miles Pl, Wandi	45,000	45,000	0	0	0
MRRG Road Renewals							
	210372	MRRG - Mandurah Road, Kwinana Beach	655,000	655,000	559,346	563,255	3,909 Project works in progress.
	210373	MRRG - Cockburn Road, Naval Base	537,485	537,485	0	3,404	3,404 Project works in progress.
	210374	MRRG - Gilmore Ave (B), Leda	285,285	285,285	216,000	216,791	791 Project works in progress.
	210431	MRRG - Mandogalup Road	0	186,988	50,000	2,965	(47,035) Project works in progress.
	210432	MRRG - Hope Valley Road	0	326,355	75,000	0	(75,000) Project works in progress.
Blackspot Program							
	210370	Blackspot - Marri Park Drive (stage 1)	473,320	473,320	404,198	0	(404,198) Project withdrawn as per community feedback.
	210371	Blackspot - Wellard Road and Henley Blvd Roundabout (stage 1)	485,333	485,333	414,457	60,759	(353,698) Project works in progress.
	210101	C/F 2023/24 Blackspot Parmelia Avenue	0	6,502	6,502	6,500	(2) Project completed.
Road Reseal Renewals - Roads to Recovery							
	210388	R2R - Battersby Road	468,225	468,225	0	952	952 Project works in progress.
	210389	R2R - Harlow Road	487,110	487,110	400,000	185,280	(214,720) Project works in progress.
Traffic Management							
	210390	Traffic calming projects	70,000	70,000	59,777	11,135	(48,643) Project works in progress.
	210391	Traffic safety - Paroo Way, Wandi	10,000	10,000	8,540	9,732	1,192 Project works in progress.
	210392	Traffic safety - Bellingham Parade, Wellard	10,000	10,000	8,540	0	(8,540) Project works in progress.
	210393	Traffic safety - Honeywood Ave, Wandi	10,000	10,000	8,540	0	(8,540) Works estimated to commence in May 2025.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

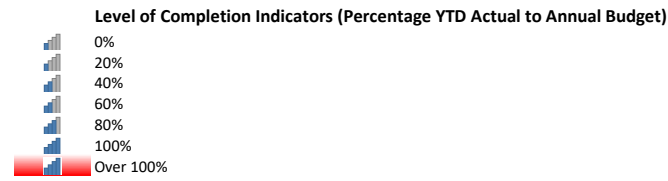
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Road Others							
	210394 Resurfacing of Telephone Lane - Baldivis	70,000	70,000	70,000	0	(70,000)	Project works in progress.
	Roads Total	4,896,768	5,388,613	2,664,303	1,340,182	(1,324,121)	
Street Lighting							
	210395 Street Lighting Renewal per Asset Management Plan	33,500	47,500	33,500	33,119	(381)	\$14K budget transferred from drainage renewal - Anketell and Abercrombie. Project works in progress.
	210396 Street Lighting New	35,652	35,652	30,000	3,178	(26,822)	Project works in progress.
	210128 C/F 2023/24 Street Lighting New	6,843	6,843	0	0	0	
	Street Lighting Total	75,995	89,995	63,500	36,297	(27,203)	
Bus Shelter Construction							
	210336 Bus Shelters Renewal	30,000	30,000	30,000	0	(30,000)	Project works in progress.
	210337 Bus Shelter - New/ Upgrade	7,000	7,000	4,000	0	(4,000)	Project awaiting Transperth approval. Works estimated to commence in May 2025.
	Bus Shelter Construction Total	37,000	37,000	34,000	0	(34,000)	
Footpath Construction							
	210343 Footpaths - Lyon Road, Honeywood	20,000	20,000	17,079	0	(17,079)	Works to be completed in February 2025.
	210344 Footpath-Repair and/Replace Damaged Footpath	153,000	153,000	90,657	80,664	(9,993)	Project works in progress.
	210233 C/F 2023/24 Footpath - Gilmore Ave Shared path Construction - Chisham Ave to Wellard Rd	0	3,488	3,488	3,488	0	Project completed.
	Footpath Construction Total	173,000	176,488	111,224	84,152	(27,072)	
Drainage Construction							
	210339 Drainage New - The Horseshoe, Wandri drainage improvement	60,000	60,000	51,238	2,394	(48,844)	Project works in progress.
	210340 Drainage New- Port Road, Kwinana Beach drainage improvement	30,000	31,403	27,022	31,869	4,848	Project completed.
	210341 Drainage Renewals- Anketell and Abercrombie Drainage Pit Renewal	26,000	2,000	2,000	1,634	(366)	Project completed awaiting invoicing. \$10K transferred to drainage renewal - Mandurah project and \$14K transferred to street lighting renewal project.
	210436 Drainage Renewal - Mandurah	0	10,000	0	0	0	Budget transferred from drainage renewal - Anketell and Abercrombie project.
	Drainage Construction Total	116,000	145,402	122,259	35,897	(86,362)	
Car Park Construction							
	210061 C/F 2023/24 Carpark - Pace Road LRCI 4	0	220,917	220,917	176,968	(43,949)	Project completed awaiting invoicing.
	210338 Car Park Renewal - Thomas oval - netball club carpark	65,000	65,000	55,508	69,058	13,550	Project completed.
	Car Park Construction Total	65,000	285,917	276,425	246,026	(30,399)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Other Infrastructure							
	210059 C/F Revitalising the Strand in Wellard	50,000	0	0	0	0	Budget has been transferred to operating as the expenditure to be provided as grants/subsidies.
	210149 C/F Enhance CCTV network/Purchase a Mobile CCTV Unit	35,622	35,622	35,622	35,006	(616)	Project completed.
	210413 EV charger - Kwinana Town Centre	25,519	25,519	20,000	27,571	7,571	Works expected to be completed February 2025.
	210414 EV charger - Medina Local Centre	31,726	31,726	31,726	27,472	(4,254)	Works expected to be completed February 2025.
	210415 EV charger - John Wellard Community Centre	25,787	25,787	20,000	22,449	2,449	Works expected to be completed February 2025.
	210416 EV charger - City of Kwinana Works Depot	31,617	31,617	31,617	21,789	(9,828)	Works expected to be completed February 2025.
	210420 C/F 2023/24 Bird Watering Stations	14,000	14,000	0	3,986	3,986	Project works in progress.
	210412 CCTV Renewals	60,000	60,000	0	0	0	Works estimated to commence in February 2025.
	210418 C/F 2023/24 Kwinana Tennis Club Lighting Project	0	12,000	12,000	0	(12,000)	Waiting for confirmation of works from Tennis Club.
	Other Infrastructure Total	274,271	236,271	150,965	138,273	(12,692)	
	Capital Expenditure Total	27,623,119	28,752,902	8,257,678	3,767,118	(4,490,560)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**FINANCING ACTIVITIES
NOTE 6
BORROWINGS**

Repayments - borrowings
Information on borrowings

Particulars	Finalisation of Loan	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
Loan 99 - Administration Buildin	2024/25	129,871	0	0	63,936	129,871	65,935	0	4,674	7,401
Renewal	TBC	0	0	6,800,000	0	318,395	0	6,481,605	0	322,967
Education and welfare										
Loan 100 - Youth Specific Space	2027/28	693,730	0	0	79,875	161,615	613,855	532,115	18,302	35,521
Recreation and culture										
Loan 97 - Orelia Oval Pavilion Ex	2024/25	287,367	0	0	141,473	287,367	145,894	0	10,343	16,376
Loan 102 - Library & Resource C	2028/29	4,125,510	0	0	372,142	752,731	3,753,369	3,372,779	105,674	207,679
Loan 104 - Recquatic Refurbishr	2029/30	2,168,523	0	0	161,457	326,184	2,007,067	1,842,339	50,350	99,144
Loan 105 - Bertram Community	2029/30	796,450	0	0	63,525	128,085	732,925	668,365	15,213	29,717
Loan 106 - Destination Park - Ca	2030/31	892,266	0	0	57,482	115,867	834,784	776,399	16,613	33,144
Transport										
Loan 98 - Streetscape Beautifica	2024/25	175,325	0	0	86,314	175,325	89,011	0	6,310	9,991
Loan 101B - City Centre Redevel	2031/32	1,905,722	0	0	121,237	243,282	1,784,484	1,662,440	12,642	37,027
		11,174,764	0	6,800,000	1,147,441	2,638,722	10,027,324	15,336,042	240,120	798,967
Self supporting loans										
Recreation and culture										
Loan 103B - Golf Club Refurbish	2031/32	177,351	0	0	9,769	19,700	167,582	157,651	3,179	6,925
		177,351	0	0	9,769	19,700	167,582	157,651	3,179	6,925
Total		11,352,115	0	6,800,000	1,157,210	2,658,422	10,194,906	15,493,693	243,299	805,892
		2,658,422					1,182,815			
		8,693,693					9,012,091			
		11,352,115					10,194,906			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES
NOTE 7
RESERVE ACCOUNTS**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual Closing Balance
Municipal Reserves	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	777,064	33,018	11,172	46,294	0	0	0	856,376	788,235
Asset Management Reserve	4,885,036	137,303	38,133	2,945,283	0	(2,754,957)	0	5,212,665	4,923,169
Banksia Park Reserve	467,348	11,973	4,475	6,696	0	(8,385)	0	477,632	471,823
City Infrastructure Reserve	283,835	0	11,402	0	0	(259,734)	0	24,101	295,237
Community Services & Emergency Relief Reserve	362,102	15,978	4,849	0	0	0	0	378,080	366,951
Contiguous Local Authorities Group Reserve	275,124	12,882	3,261	34,015	0	(53,275)	0	268,746	278,385
Employee Leave Reserve	3,111,952	137,343	41,903	0	0	0	0	3,249,295	3,153,855
Employee Vacancy Reserve	564,835	40,396	12,258	0	0	0	0	605,231	577,093
Golf Course Cottage Reserve	32,395	1,430	434	0	0	0	0	33,825	32,829
Golf Club Maintenance Reserve	37,793	1,446	439	4,500	0	(4,500)	0	39,239	38,232
Information Technology Reserve	556,813	16,159	5,470	320,000	0	(400,000)	0	492,972	562,283
Plant and Equipment Replacement Reserve	1,121,290	45,317	12,362	1,527,450	0	(1,590,700)	0	1,103,357	1,133,652
Public Art Reserve	447,739	14,324	3,626	0	0	(204,475)	0	257,588	451,365
Public Open Space	349,810	15,433	4,708	0	0	(103,500)	0	261,743	354,518
Refuse Reserve	5,904,312	132,928	57,291	804,992	0	(2,480,120)	0	4,362,112	5,961,603
Renewable Energy Efficiency Reserve	63,508	9,321	1,177	25,000	0	(20,500)	0	77,329	64,685
Restricted Grants & Contributions Reserve	965,068	0	0	12,869	0	(587,327)	(30,703)	390,610	934,364
Settlement Agreement Reserve	315,899	8,075	2,044	0	0	0	0	323,974	317,943
Strategic Property Reserve	962,793	21,589	6,065	0	0	0	0	984,382	968,858
Workers Compensation Reserve	605,501	26,340	6,668	0	0	0	0	631,841	612,169
Councillor's Initiative Reserve	475,878	21,993	0	25,000	0	(32,000)	0	490,871	475,878
Election Expense Reserve	88,643	4,388	0	85,000	0	0	0	178,031	88,643
Valuation Expense Reserve	85,957	4,255	0	85,000	0	0	0	175,212	85,957
Sub-Total Municipal Reserves	22,740,695	711,891	227,739	5,922,099	0	(8,499,473)	(30,703)	20,875,212	22,937,729
Developer Contribution Reserves									
DCA 1 - Hard Infrastructure - Bertram	2,961,004	78,573	28,073	100,000	0	(123,048)	0	3,016,529	2,989,078
DCA 2 - Hard Infrastructure - Wellard	1,833,827	75,116	19,120	100,000	0	(32,639)	0	1,976,304	1,852,947
DCA 3 - Hard Infrastructure - Casuarina	72,129	3,640	1,066	100,000	0	(32,639)	0	143,130	73,195
DCA 4 - Hard Infrastructure - Anketell	2,533,386	117,953	39,318	100,000	0	(32,639)	0	2,718,700	2,572,704
DCA 5 - Hard Infrastructure - Wandi	3,172,749	94,929	27,754	100,000	0	(208,748)	0	3,158,930	3,200,503
DCA 6 - Hard Infrastructure - Mandogalup	9,602,188	278,287	90,524	100,000	0	(32,639)	0	9,947,836	9,692,713
DCA 7 - Hard Infrastructure - Wellard West	153,397	4,202	1,753	100,000	0	(32,639)	0	224,960	155,150
DCA 8 - Soft Infrastructure - Mandogalup	2,466,266	64,848	28,445	100,000	0	(22,541)	0	2,608,573	2,494,711
DCA 9 - Soft Infrastructure - Wandi/Anketell	9,369,349	274,084	113,834	100,000	0	(22,541)	0	9,720,892	9,483,183
DCA 10 - Soft Infrastructure - Casuarina/Anketell	195,316	5,976	1,815	100,000	0	(22,541)	0	278,751	197,131
DCA 11 - Soft Infrastructure - Wellard East	2,505,259	137,662	18,155	100,000	0	(22,541)	0	2,720,380	2,523,414
DCA 12 - Soft Infrastructure - Wellard West	9,392,122	400,018	92,869	100,000	0	(2,566,541)	0	7,325,599	9,484,991
DCA 13 - Soft Infrastructure - Bertram	242,637	10,830	3,325	100,000	0	(22,541)	0	330,926	245,962
DCA 14 - Soft Infrastructure - Wellard/Leda	592,400	22,478	7,858	100,000	0	(22,541)	0	692,337	600,258
DCA 15 - Soft Infrastructure - City Site	244,483	7,094	3,370	100,000	0	(22,537)	0	329,040	247,853
Sub-Total Developer Contribution Reserves	45,336,512	1,575,690	477,279	1,500,000	0	(3,219,315)	0	45,192,887	45,813,793
Total Reserves	68,077,207	2,287,581	705,018	7,422,099	0	(11,718,788)	(30,703)	66,068,099	68,751,522

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 8
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Grants, subsidies and contributions	Contract	Current Budget	Budget	Actual	
Provider	Liability	Revenue	YTD Revenue	YTD Revenue	Comments
	\$	\$		\$	
General purpose funding					
Local Government General Purpose Grant	0	199,664	99,832	99,832	
Local Government General Purpose Grant - Roads	0	95,336	47,668	47,668	
Law, order, public safety					
Department Fire and Emergency Services - ESL - Kwinana South Brigade	0	101,445	75,601	50,240	Quarter 3 funds paid in February.
Department Fire and Emergency Services - ESL - Mandogalup Brigade	0	101,445	75,601	50,240	Quarter 3 funds paid in February.
DFES Mitigation Activity Fund Grant	0	69,536	69,536	34,768	Extension to project granted. Budget will be adjusted in mid year budget review.
DFES - All WA's Reducing Emergencies Grant - Open Day Event		5,000	5,000	5,000	
Health					
Mosquito Management Contributions (CLAG)		34,015	23,317	35,089	Variable phasing due to staging of development areas. Budget will be adjusted in mid year budget review.
Department of Health - Larvicide		2,400	2,400		Funding not yet required. Budget phasing will be adjusted in mid year budget review.
Education and welfare					
Banksia Park Operating Cost Contribution	0	382,824	223,314	223,314	
Aboriginal Resource Worker - Subsidy - Department of Communities	0	31,430	15,715	15,715	
NGALA My Time Program	1,400	13,104	8,954	10,032	
Moorditj Kulung - Dept of Communities (DLG) - Safety & Wellbeing	0	20,000	20,000	20,000	
Youth Social Justice Program	59,396	284,718	168,992	176,060	December quarter plus annual indexation paid in January. Budget will be adjusted in mid year budget review.
Youth Leadership and Development LYRIK (Alcoa Grant)	0	10,000	10,000	10,000	
Youth Leadership and Development LYRIK (Coogee Chemical Sponsorship)	0	20,000	20,000		0 New agreement yet to be finalised. Budget phasing will be adjusted in mid year budget review.
Community Services & Partnerships - Service Gap Analysis - Dept of Communities (DLG) - Safety & Wellbeing	30,000	30,000	30,000		0 \$30k held as contract liability; will be recognised upon meeting performance obligations.
The ArLight Initiative - Dept of Communities	375,000	0	0		0 \$375k held as contract liability; will be recognised upon meeting performance obligations.
The ArLight Initiative - WA Police Force	250,000	0	0		0 \$250k held as contract liability; will be recognised upon meeting performance obligations.
ArLight Youth Engagement - Federal Grant via Curtin University	0	67,920	0	67,920	\$68k grant funding recognised. Budget phasing will be adjusted in mid year budget review.
ArLight Youth Engagement - Dept of Communities (DLG) - Safety & Wellbeing	40,000	40,000	40,000		0 \$40k held as contract liability; will be recognised upon meeting performance obligations.
Dept Communities - Early Years (Early Development Census Grant)	100,000	100,000	0		0 \$100k held as contract liability; will be recognised upon meeting performance obligations.
Community amenities					
PTA Bus Shelter Subsidy	0	11,000	0	0	
Depart of Transport - Active Travel Officer	0	37,500	37,500	37,500	
Coastal Adaptation Plan Consultancy - DPLH/WAPC	65,000	0	0		0 \$65k held as contract liability; will be recognised upon meeting performance obligations.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 8
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Grants, subsidies and contributions	Contract	Current Budget	Budget	Actual	
Provider	Liability	Revenue	YTD Revenue	YTD Revenue	Comments
	\$	\$		\$	
Recreation and culture					
Shared Use Agreement - Wellard Oval	0	41,892	41,892	41,892	
Shared Use Agreement - Bertram Oval	0	18,000	9,000	2,725	Bi- annual claim not yet processed. Budget phasing will be adjusted in mid year budget review.
Shared Use Agreement - Gilmore College - Senior Oval	0	17,000	8,500	0	Bi- annual claim not yet processed. Budget phasing will be adjusted in mid year budget review.
Shared Use Agreement - Gilmore College - Hockey Oval	0	14,000	7,000	0	Bi- annual claim not yet processed. Budget phasing will be adjusted in mid year budget review.
Shared Use Agreement - Wellard Pavilion	0	29,111	29,111	29,111	
Koorliny Arts Centre - Live Music Australia Program - Dept of Infrastructure	18,340	71,924	0	53,585	\$18k held as contract liability; will be recognised upon meeting performance obligations. Budget phasing will be adjusted in mid year budget review.
Koorliny Arts Centre - Misc Grants	0	60,000	20,000	0	Funding not yet confirmed. Budget phasing will be adjusted in mid year budget review.
Koorliny Arts Centre Management - Sponsorships	0	35,000	10,000	0	Sponsorship not yet confirmed. Budget phasing will be adjusted in mid year budget review.
Koorliny Arts Centre Management - Contributions	0	0	0	0	
Koorliny Arts Centre Management - Other donations	0	0	0	0	
Library - Other donations	0	200	144	152	
Event Season - OMG - Lotterywest	0	0	0	85,000	\$85k grant funding recognised. Budget will be adjusted in mid year budget review.
Event Sponsorship - OMG - Fremantle Ports	0	4,545	4,545	4,545	
Event Sponsorship - Children Festival	0	25,000	25,000	15,000	Sponsorship not yet confirmed. Budget phasing will be adjusted in mid year budget review.
Event Sponsorship - Summer Sounds	0	7,500	7,500	0	Sponsorship not yet achieved. Budget will be removed in mid year budget review.
Event Sponsorship - Summer Sounds	0	7,500	7,500	0	Sponsorship not yet achieved. Budget will be removed in mid year budget review.
Event Sponsorship - Lolly Run	0	10,000	10,000	10,000	
Community Development Fund - Kwinana Community Chest	0	20,000	10,000	0	Contribution for first round claimed in February. Budget phasing will be adjusted in mid year budget review.
Kwinana Trails Network Master Plan - Dept of Local Government	0	25,000	25,000	25,000	
Kwinana Club Network Scheme - Dept of Local Government	0	10,000	10,000	10,000	
KidSport Contract for Service - Dept of Local Government	4,545	0	0	0	\$4.5K held as contract liability; will be recognised when grant guidelines are finalised.
LiveLighter Cooking Workshops - Cancer Council of WA	0	0	0	3,636	Retrospective grant. Budget will be adjusted in mid year budget review.
Recquatic- Royal Lifesavings Sponsorship	0	10,000	5,100	7,800	Term payment received in January. Budget phasing will be adjusted in mid year budget review.
Dept Communities - Thank a Volunteer Day - Voices of Volunteering	0	2,500	1,000	1,000	
Kwinana Loop Trail - Interpretation & Design - DPLH	7,040	0	0	0	\$7k held as contract liability; will be recognised upon meeting performance obligations.
Transport					
Main Roads Annual Direct Grant	0	303,033	303,033	303,033	
Main Roads Street Light Subsidy	0	6,200	0	0	
Main Roads Verge Maintenance Contribution	0	144,596	72,298	77,111	1st 50% and additional works claimed in December. Budget will be adjusted in mid year budget review.
TOTALS	950,721	2,520,338	1,580,053	1,552,970	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

NOTE 9
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Capital grants, subsidies and contributions	Unspent Funding Liability	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
Provider	\$	\$		\$	
Recreation and culture					
State Funding - Kwinana Loop Trail	514,000	3,500,000	0	0	Funds held as contract liability. Revenue to be recognised upon meeting performance obligation.
Dept of Infr & Reg Dev - Thomas Oval Facilities Upgrade		2,297,998	0	0	
		0	0	0	
Local Roads and Community Infrastructure Program (Phase 4)					
Pace Road - Car Park		137,543	0	0	
POS Assets - Sandringham Park - Playgrounds		139,720	0	0	
Honeywood Oval - Pump Track Wandl Youth	0	60,000	0	0	
Cash in lieu of Public Art	469,041				Funds held as contract liability. Revenue to be recognised upon meeting performance obligation.
Transport					
Main Roads MRRG Funding					
MRRG - Mandurah Road, Kwinana Beach	0	397,694	318,156	318,156	2nd 40% claimed.
MRRG - Cockburn Road, Naval Base	0	330,580	132,232	132,232	1st 40% claimed.
MRRG - Gilmore Ave (B), Leda	0	160,072	64,029	128,058	2nd 40% claimed.
MRRG Reserve Fund - Gilmore Ave (A), Leda	0	83,406	0	66,724	1st 40% claimed. Budget phasing will be adjusted in mid year budget review.
MRRG Reserve Fund - Mandogalup Road	0	109,548	0	43,819	1st 40% claimed. Budget phasing will be adjusted in mid year budget review.
MRRG Reserve Fund - Hope Valley Road	0	180,389	0	72,156	1st 40% claimed. Budget phasing will be adjusted in mid year budget review.
Roads to Recovery					
R2R - Battersby Road - entire length		412,000	0	0	
R2R - Harlow Road - btwn Gilmore & Calista Aves	0	218,000	0	80,000	\$80k September quarter claim. Budget phasing will be adjusted in mid year budget review.
Blackspot					
Blackspot - Marri Park Drive (stage 1)	0	318,213	254,570	0	1st 40% claimed. Project withdrawn as per community feedback and funds to be returned to MRRG.
Blackspot - Wellard Road and Henley Blvd Roundabout (stage 1)	0	485,333	485,333	194,133	1st 40% claimed. Budget phasing will be adjusted in mid year budget review.
Challenger Ave - Challenger Ave & Parmelia Ave - Black Spot	0	0	0	0	
WA Government Grants for workplace electric vehicle charging infrastructure					
Electric Vehicle charging point in City Centre	0	11,095	0	0	
Electric Vehicle charging point at Pace Rd, Medina		11,579	0	0	
Electric Vehicle charging point at Wellard Community Centre		11,212	0	0	
Electric Vehicle charging point at City Operations Centre		11,590	11,590	0	Funds expected to be paid in March.
Urban Greening Grant Program Round 3 - WALGA	44,697	0	0	0	Funds held as contract liability. Revenue to be recognised upon meeting performance obligation.
Community amenities					
DCA 1 - Hard Infrastructure - Bertram	2,936,504	123,048	0	0	Revenue is recognised upon meeting performance obligations (in-line with expenditure on DCA infrastructure).
DCA 2 - Hard Infrastructure - Wellard	1,583,484	32,639	0	0	
DCA 3 - Hard Infrastructure - Casuarina	67,747	32,639	0	0	
DCA 4 - Hard Infrastructure - Anketell	3,789,966	32,639	0	0	
DCA 5 - Hard Infrastructure - Wandl	2,752,723	208,748	0	0	
DCA 6 - Hard Infrastructure - Mandogalup	9,109,828	32,639	0	0	
DCA 7 - Hard Infrastructure - Mandogalup (west)	218,182	32,639	0	0	
DCA 8 - Soft Infrastructure - Mandogalup	2,410,562	22,541	0	0	
DCA 9 - Soft Infrastructure - Wandl / Anketell	6,519,935	22,541	0	0	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	361,792	22,541	0	0	
DCA 11 - Soft Infrastructure - Wellard East	1,347,859	22,541	0	0	
DCA 12 - Soft Infrastructure - Wellard West	7,804,238	2,566,541	0	0	
DCA 13 - Soft Infrastructure - Bertram	126,860	22,541	0	0	
DCA 14 - Soft Infrastructure - Wellard / Leda	478,173	22,541	0	0	
DCA 15 - Soft Infrastructure - Townsite	286,131	22,537	0	0	
TOTALS	40,821,723	12,095,287	1,265,910	1,035,278	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 10
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in this financial statement are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 Jan 2025
	\$	\$	\$	\$
APU Security Bonds	20,814	0	0	20,814
Contiguous Local Authorities Group CLAG	8,288	0	0	8,288
Uncollected Vehicles	25,338	923	0	26,261
	54,440	923	0	55,363

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**NOTE 11
BUDGET VARIATIONS**

Internal budget amendments relating to budget reallocation. All other budget amendments are included within the relevant budget reviews.

Date	Description	Classification	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
			\$	\$
26/06/2024	Annual Budget adoption	Opening Surplus(Deficit)	0	0
1/07/2024	156 Medina Ave - External remedial repairs	Capital Expenses	20,000	
	156 Medina Ave - Degraded asbestos	Capital Expenses	(20,000)	0
1/07/2024	Margaret Feilman - Structural Brickwork Remediation	Capital Expenses	35,000	
	Business Incubator - Security systems renewals	Capital Expenses	(35,000)	0
1/07/2024	Revitalisation Funds	Operating Expenses	50,000	
	C/F Revitalising the Strand in Wellard	Capital Expenses	(50,000)	0
25/07/2024	Wells Park - Fencing	Capital Expenses	20,000	
	Parks & Reserve Renewal - Leda POS	Capital Expenses	(20,000)	0
13/08/2024	IT Student Cyber Security - Salaries	Operating Expenses	13,385	
	IT - Professional Services	Operating Expenses	(13,385)	0
13/08/2024	Regional Open Space Feasibility - Consultancy	Operating Expenses	46,025	
	Executive Management - Consultancy	Operating Expenses	(46,025)	0
13/08/2024	Thriving Suburbs - Recquatic - Consultancy	Operating Expenses	63,600	
	Executive Management - Consultancy	Operating Expenses	(63,600)	0
15/08/2024	Thriving Suburbs - Civic Precinct - Consultancy	Operating Expenses	12,500	
	Executive Management - Consultancy	Operating Expenses	(12,500)	0
30/08/2024	Economic Development - Shop Local Campaign - Advertising	Operating Expenses	10,000	
	Economic Development - Advertising	Operating Expenses	(10,000)	0
30/08/2024	Koorliny - Live Music Australia Program - Materials & Contracts	Operating Expenses	71,924	
	Koorliny - Live Music Australia Program - Dept of Infrastructure Grant	Operating Revenue	(71,924)	0
30/08/2024	ArcLight Youth Engagement - Consultancy	Operating Expenses	40,000	
	ArcLight Youth Engagement - Dept of Communities Grant	Operating Revenue	(40,000)	0
30/08/2024	Youth - Service Gap Analysis - Consultancy	Operating Expenses	30,000	
	Youth - Service Gap Analysis - Dept of Communities Grant	Operating Revenue	(30,000)	0
30/08/2024	Moorditj Kulung Playgroup Assistant - Salaries	Operating Expenses	20,000	
	Moorditj Kulung Playgroup Assistant - Dept of Communities Grant	Operating Revenue	(20,000)	0
21/11/2024	Parks & Reserves - Wellard Rd verge electrical	Capital Expenses	22,600	
	Parks & Reserves - Wellard 5 iron filter	Capital Expenses	40,000	
	Parks & Reserves - Homestead Park headworks	Capital Expenses	15,000	
	POS/Parks & Reserve Renewal - Bertram School - Electric Cubicles Renewal	Capital Expenses	(22,600)	
	POS/Parks & Reserve Renewal - McWhirther Prom - Iron Filter)	Capital Expenses	(55,000)	0
21/11/2024	Pool Deck Tile treatment	Capital Expenses	5,072	
	Aquatics - Repairs and Maintenance	Operating Expenses	(5,072)	0
13/12/2024	24/25 Street Light Renewal	Capital Expenses	14,000	
	Drainage Renewal - Mandurah	Capital Expenses	10,000	
	Drainage Renewal - Anketell and Abercrombie	Capital Expenses	(24,000)	0
9/12/2024	Library Services - Salaries & Wages	Operating Expenses	13,801	
	Library Services - Superannuation	Operating Expenses	1,725	
	Consultants	Operating Expenses	(10,026)	
	Better Beginnings Program	Operating Expenses	(4,500)	
	Photocopies Costs	Operating Expenses	(1,000)	0
Amended Budget Surplus / (Deficit)			0	0

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2025**

NATURE DESCRIPTIONS

REVENUE

GENERAL RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSALS

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITY CHARGES

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

INSURANCE

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

LOSS ON ASSET DISPOSALS

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

DEPRECIATION

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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



Administration

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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