

Annual Report

2012-2013



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Mayor's Report

It is my privilege to introduce the City of Kwinana's 2012/13 Annual Report and to reflect on the significant period of growth and development our City has experienced over the previous 12 months.

In January 2013 Premier Colin Barnett visited Kwinana to celebrate the ongoing transformation our community is experiencing. While walking through the City Centre the Premier mused that the new Darius Wells Library and Resource Centre was one of 'the best' he'd ever seen. Fast forward to May, when this iconic new facility was opened to the public, and it's easy to understand why the Premier made such a claim. The \$22m building had an immediate impact within the community, bringing with it a Dome Café, Toddler Town Crèche, state-of-the-art public library and a host of not-for-profit and community agencies based on the upper floor.

The City was thrilled to see this facility, which has long been planned to meet the growing educational and community based needs of our residents, being so well utilised so quickly. It has truly established itself as the focal point of the \$340m City Centre revitalisation. In June 2013, the new facility played host to more than 60 dignitaries from throughout WA when the City held its annual Mayoral Stakeholders Dinner.

In September 2012, Kwinana's long anticipated ascension to City status was finally realised, with His Excellency the Governor of Western Australia, Mr Malcolm McCusker, visiting Kwinana to officially make the declaration. 17 September 2012 will go down in history as the day the Town of Kwinana became known as the City of Kwinana.

Our journey to become a City has been rapid, with population forecasts being eclipsed at every

opportunity and Kwinana continually living up to its position as a hyper-growth council. In fact, not long after being declared a City, Kwinana was also identified as the third fastest growing community (by percentage) in the entire nation. This will come as no surprise to those who have followed Kwinana's movements closely, with award winning residential precincts well serviced by modern transport infrastructure and surrounded by natural bushland, parks, gardens and ovals.

In September 2012, the City undertook one of the most important community consultation projects in recent decades. The Kwinana 2030 initiative collected a wealth of community sentiment from a range of unique demographics. This information was then collated, analysed and used to inform the City's new strategic direction. Importantly, this process means that even the most regular everyday tasks can be linked back up the chain to be meeting the express desires of the Kwinana community. That's accountability and transparency at its best.

Once again, major funding contributions from the state and federal governments, as well as private industry, have played a key role in this past year's development phase. It is only through a joint approach to community infrastructure development that Kwinana has been able to achieve such an impressive level of sustainable growth and for this I extend my gratitude to not only our funding partners, but also to our local politicians for their ongoing lobbying efforts.

I wish to thank my fellow Councillors for continuing to demonstrate a maturity and leadership that many other local governments would envy. It's the cohesive nature of our Council, the diligent decision-making and the community focus that has provided the avenue for such great achievements to take place.

And of course, none of what is discussed within this report would be even remotely possible without the work of the City's administration team. A special thank you to our previous CEO Neil Hartley, who was at the helm in 2012/13 and led the team to achieve the vision of Council during this time.

Throughout 2012/13 the City has delivered an immense level of services and has guided the community through yet another transformative period. I am privileged to continue leading the City of Kwinana forward as a truly sustainable local government.

Carol Adams

Mayor of Kwinana





Chief Executive Officer's Report

Throughout the 2012/13 financial year, the City of Kwinana once again experienced unprecedented growth, not only within our residential suburbs, but throughout the commercial, industrial and cultural sectors of the community.

Internally, the City of Kwinana staff continued to deliver the hundreds of services expected of a modern local government, with internal business systems, including IT and procurement, bolstered to provide improved efficiency.

I am proud to report that, from a governance perspective, our policies and procedures and our holistic approach to consultation and community engagement meant a year of complete accountability – something that must be at the core of all local governments.

The formal adoption of the City of Kwinana's Strategic Community Plan, part of the greater 'Plan for the Future', was one of the most significant milestones of the year. Based entirely on the wants and needs of the Kwinana community, this plan is the City's new operational benchmark. From the Corporate Business Plan, all the way down to individual tasks performed by an employee on a given day, these all form part of a greater vision for Kwinana.

As an organisation, this provides an unparalleled level of confidence moving forward in our operations. The awareness that we are leading our community into the future based on the aspirations of our most important stakeholders means we can deliver more effective local government.

This Annual Report highlights some of the most impressive developments of the 2012/13 year, performed by some 400 staff and received by some 33,000 residents.

Without doubt Kwinana has achieved what it set out to several years ago. Modern infrastructure underpins the revitalised \$340m City Centre, award winning residential developments are rapidly expanding and powerhouse industrial businesses along the Western Trade Coast are thriving.

Kwinana's formal recognition as a City highlighted to key stakeholders throughout WA that this community is achieving great things. I truly believe that through a concerted leadership effort by Council, combined with an administration team that's clearly in sync with each other and the elected members, we've been able to navigate Kwinana through its biggest ever period of growth and investment.

The City of Kwinana has played a central role in delivering this community's vision for the future and the team is expertly prepared to continue delivering this vision for many years to come.

Neil Hartley

Chief Executive Officer for the 2012/13 financial year



Community Services and Development

This directorate is responsible for delivering important services to the community as well as being focused on employing strategies which build and enhance the strong and vibrant communities that already exist here in Kwinana.

Community Centres and Infrastructure

Darius Wells Library and Resource Centre

After much anticipation the Darius Wells Library and Resource Centre was officially opened on 22 January 2013 in the presence of the Premier, Colin Barnett.

The facility was opened to the public in May 2013, housing a modern Dome Café, a Toddler Town Crèche, the Kwinana Public Library and a host of community services agencies on the upper floor. The Community Lounge was quickly embraced by Kwinana residents, with a wide range of regular users socialising and enjoying the friendly atmosphere, the free WiFi provided by the City, and the coffee and food provided by Dome.

The Kwinana Public Library was well received by both regular users and new members who were delighted with the facilities and one-stop-shop concept.

The upper floor service providers began moving in from May and included Relationships Australia, Volunteer Resource Centre, The Smith Family, Communicare, Red Cross, Citizens Advice Bureau, Kwinana Early Years Service (KEYS), Ngala and Bridging the Gap.

A wide range of hireable spaces and amenities were also completed and made available for use by the public, these included the Ken Jackman Hall, Carol Adams Community Lounge, John Slinger IT Training Room, Alf Lyndon, Frank Baker and Frank Konecny Meeting Rooms and David Nelson Art and Design Room.

Programs and activities at the Darius Wells Centre commenced in June 2013 with Feel Good Friday Lunch time concerts in partnership with Kulcha.



John Wellard and William Bertram Community Centres

The development of Community Centres in Bertram and Wellard continued to progress in 2012/13.

Construction of the Wellard facility commenced in December 2011 with final fit out of this centre and the official opening occurring in September 2013. The two-storey centre, located on the corner of Runnymede Gate and The Strand, includes a range of multi-purpose activity areas, two kitchens, a crèche and play area. The building is jointly funded by the City of Kwinana, the Village at Wellard Joint Venture Partners and Lotterywest.

The John Wellard Community Centre reference group held regular meetings in early 2013 to assist with program ideas, activation of the centre and community engagement.

Progress also continued on construction of the William Bertram Community Centre. This facility is located on Johnson Road and in addition to multi-purpose rooms, will also boast specialised consultation space for community health workers as well as an outside performance courtyard.

Kwinana Youth Development

In 2012/13 the Zone Youth Space celebrated its first year of operation by holding a community open day as part of National Youth Week. The purpose built youth space provides a hub of services, programs and events for young people aged between 10 and 24.

During 2012/13 the Youth Development team made contact with 15,209 young people through its programs and events.

School holiday programs were once again hosted during each term break and provided a range of low cost, interactive and fun activities for Kwinana's young people.

Some of the programs and events which supported young people in Kwinana included the continuation of Drumbeat in partnership with the Clontarf Academy and Gilmore College, a local Girls Group providing social support and recreation activities for girls aged between 12 and 15 and Kwinana's premier youth festival, Freakfest, held in October 2012.

In 2012/13 the LyriK Youth Mentoring Program matched seven mentees with mentors and the Konnect Editorial group conducted a tour of the West Australian newspaper to help inspire young budding journalists who were part of the LyriK Konnect media group.

Arts, Culture and Events

Once again the Live! Kwinana events series was effectively delivered to Kwinana residents throughout the 2012/13 financial year, further developing into one of the region's most exciting event line-ups. Regular community favourites were a massive success, with the Kwinana Festival Fair Day and Concert and the PETScapade leading the annual calendar of events.

Another successful Alcoa Children's Party was held in October 2012 with an estimated attendance of 5,000 people, marking an increase of 65% over the previous year.

The second annual Sunset Fiesta was held in May 2013 and offered the community the opportunity to engage with a range of cultural experiences, representing the diversity of our growing community.

NAIDOC Week celebrations for 2013 were, for the first time, held in the new Darius Wells Library and Resource Centre. Activities included the Albert Windie Art Exhibition and official opening ceremony including the presentation of annual awards.

Public Art

The 2012/13 financial year saw the reveal of many impressive new public artworks, initiating positive debate throughout the community and inspiring creativity by residents. These projects included two pieces at the Zone Youth Space, by Tom Muller and Kyle Hughes-Odgers respectively, as well as a project in the heart of the City Centre by Daniel Eaton.



Volunteer Resource Centre

In 2012/13 the Kwinana Volunteer Centre provided support and information to over 1,500 people, and referred over 1,100 people to volunteering opportunities. A successful Thank a Volunteer function was held in May 2013 to recognise local volunteers and their families.

Community Safety

The Seniors' Security Subsidy Scheme was formally introduced in the 2012/13 financial year. The scheme offers a rebate of up to \$100 for seniors to improve the level of security within their home and can be used towards the cost of installing items such as deadlocks, security screens, home intruder alarms, meter-box locks and roller shutters.

Seniors

In 2012/13 the City of Kwinana provided housing for 212 residents of the Banksia Park Retirement Village and Callistemon Court Aged Person Units.

Children and Families

In 2012 the City of Kwinana assumed responsibility for the Kwinana Kids Newsletter and Facebook page. Working with support from Kwinana Early Years Services (KEYS) and the community, the City provided regular updates and a bimonthly newsletter to ensure residents with children aged 0-5 years were kept informed of events, activities and courses in the City relevant to raising their children.



Community Development Fund

In the 2012/13 financial year the City of Kwinana supported 17 groups with more than \$30,000 in community development funding.

Projects were diverse in nature but were all consistent in offering community development benefits to Kwinana residents. Examples included:

Community Development Program The King's College Emergency Services Cadet Unit received \$3,800 to establish a First Aid Program for their Emergency Cadets. Their main objective was to provide a Volunteer First Aid Service during community events within the City of Kwinana. The aim of the project is to develop in their youth, the importance of serving the local community and to make Kwinana a safer place.

Minor Capital Works Program The Wandi Progress Association received \$1,320 to replace the Wandi Hall oven and cupboard. These facilities have since been replaced and have made a positive impact on use of the facility by hirers.

Recreation Equipment Program (Juniors Only) The Kwinana Districts Diamond Sports Association received \$4,000 to purchase new sporting equipment for their growing club. With a lot of new young children joining the club it was important to be able to ensure enough equipment to allow everyone to participate.



Sport and Recreation

Kwinana Recquatic

The Kwinana Recquatic experienced one of its most exciting years in 2012/13. A much anticipated upgrade was approved and will be carried out over the next few years.

Several maintenance issues were experienced in the past financial year, however the City has moved to address these issues in the 2013/14 year to ensure the centre continues to provide essential recreation services to the Kwinana community.

Over 1,100 members were registered and over 250,000 attendances were recorded in 2012/13, reflecting the many sought after programs run by the Centre.

Annual events such as the Birthday Splash Open Day and Under 5s Family Fun Day were again a huge success, with over 1,000 families attending and taking part in many of the events and programs on offer.

Alcoa Swim School

Special Need classes (SNAPAR) were again offered thanks to funding assistance from Alcoa to reduce costs for participants. More than 60 people enrolled in the program. Centre staff also undertook further specialist training in the area.

Health and Fitness

Gym Memberships and Group Fitness again proved popular over the year with a range of new classes such as Strike Zone and CX Works becoming available as part of the regular timetable.

Club Development

The City's Club Development program is a partnership with the Department of Sport and Recreation and focuses on the sustainability of sport and recreation in Kwinana. In 2012/13, clubs took part in workshops focusing on funding, operational planning and community inclusion designed to increase clubs capacity in these areas. Clubs were also invited to take part in local events, giving them the opportunity to promote their services to the community at the Kwinana Festival, Recquatic Birthday Splash and the Wellard Community Markets.

Donations and Funding

Recognising the valuable contribution sport makes to our community, the City provided assistance to clubs and athletes in 2012/13. Funding was provided for equipment in the sports of football, soccer, hockey, swimming and tee-ball, with the City also donating up to \$250 to local residents who were selected to represent WA or Australia in their chosen sport. In 2012/13 the City supported 29 residents, donating \$5,425 to assist with their travel and accommodation costs of playing at an elite level and recognising their dedication and effort.

KidSport

KidSport is a joint initiative between the Department of Sport and Recreation and the City of Kwinana. By funding fees for sporting clubs, the program gives all kids the opportunity to take part in community sport and recreation. In 2012/13 the program funded 332 residents aged 5 to 17, assisting them to participate in sport. Proving a valuable program, almost 50% of these participants indicated they had never taken part in a club prior to their application.

With over \$55,000 worth of vouchers funded in 2012/13, the program had wide reaching positive benefits for local sporting clubs.

Healthy Lifestyles

The Healthy Lifestyles team continued to implement the City's Healthy Lifestyles Strategic Plan in 2012/13. The team promoted sports participation at the Parks Play series throughout the summer, encouraging families to be active together, across five separate events run at local parks.



At larger events throughout the year, the team promoted general health messages as well as encouraging residents to take active transport, where possible, to promote active lifestyles, decrease traffic congestion and parking issues and contribute to a better environmental outcome. In conjunction with other health agencies the team also conducted health checks at the Kwinana Festival, where participant's blood pressure, BMI and waist measurements were taken to inform people about their general health status and provide information on services available to help them improve their health.

Life at the Core

Life at the Core is a joint initiative between the Cities of Kwinana and Rockingham. The program targets Aboriginal and Torres Strait Islanders, long term unemployed, people with disabilities and seniors.

In 2012/13 the program had more than 500 members registered and taking part in wellbeing workshops, Heartmoves and Living Longer Living Stronger programs and line dancing sessions.

Evaluation of the program has shown that participants have made significant lifestyle changes, eating more fruit and vegetables, taking part in more activity and generally leading healthier lifestyles.

Bright Futures Family Day Care and in-home care

Family Day Care

An exciting, eventful and very busy year was experienced by everyone involved in the City's Family Day Care service.

In August 2012 the WA version of the National Education and Care Laws and Regulations were implemented.

The development of the Quality Improvement Plan and the subsequent Ratings and Assessment visit by the Education and Care Regulatory Authority occurred in 2012/13. This assessment was completed six months into implementation of the new regulations and the service immediately met the National Quality Standards in five of the seven areas. The other two areas were rated as "working towards".

The previous financial year also saw the Aboriginal Resource Worker program funded by BP Australia. The funding for the 2013 year was provided to support reconciliation in the community of Kwinana.

In-Home Care

The families who need to access in-home child care are often in crisis for various reasons. The most common of these is a parent suffering an injury, disability or illness which makes it impossible for them to care safely for their children. The program was fully utilised in 2012/13, following a successful funding application to the Department of Education Employment and Workplace Relations. This allowed the service to develop further and now averages usage by 60 families, an increase of 100% over the 2011/12 year.

Kwinana Public Library

Library

The library itself completely relocated to the Darius Wells Library and Resource Centre in June 2013. This change brought with it an increase in public computers from four to 20, and introduced five new library catalogue computers. The Envisionware Radio Frequency Identification (RFID) system was implemented, enabling customers to check out their items without assistance from staff.

Youth Library Services

The Library conducted 26 Baby Rhymetime sessions throughout 2012/13, with 221 babies and toddlers participating. This represents a 103% increase in engagement over the previous financial year.

Library staff visited year one students at ten local primary schools early in 2013, reaching a record 560 students. This represents an 18% increase over the previous year.

A record number of 558 Better Beginnings family literacy packs were distributed to the community through the Child Health Nurses. This is a 10% increase over the previous year.

Storytime sessions were again a huge success, with 993 children participating in the weekly program. This is a 36% increase over the previous year.



Adult Library Services

The Library also continued to be well utilised by adult residents in 2012/13. There were evening events to celebrate the National Year of Reading, including a visit by the popular author Anna Jacobs.

The Home Library Service was accessed by 44 library members during the year.

Electronic Library Services

The YourTutor homework help service was used by 116 students during the year, an increase in student usage of 118%.

A number of online services and resources were also made available to members, including eBooks and eAudio materials.

Library Key Statistics

In 2012/13, there were over 45,000 items in the various Library collections and almost 150,000 loans made during the year. Over 68,000 people visited the library and there were some 4,000 information enquiries made at the customer service desk.

Operations and Technical Services

This directorate is responsible for coordinating services, activities and programs undertaken by Engineering, Depot, Planning, Building, Environmental Health, and Environment Services.

Planning and Development

With the continued rapid growth of the City, 2012/13 proved one of the busiest to date for the City's Planning and Development team.

In the new growth areas of Anketell, Casuarina, Bertram, Wandi and Wellard, the priority has been on creating and providing for sustainable and attractive communities. The structure planning of these areas focuses on high quality urban design, providing for community needs such as schools, ovals and local parks, protection of the environment, good transport and the provision of shops and community centres. The aim is to create great places to live for the future and ensuring a balance between these important factors.

Linked to this, the City continued to progress its developer contribution infrastructure schemes, which provide a coordinated delivery of open space, community facilities, roads and drainage. This will include new facilities such as community centres, sports pavilions, libraries, recreation and youth centres and new football ovals, basketball and netball courts, well designed and safe roads and transport links.

Another major milestone was the progression of structure planning for the Challenger Precinct in the City Centre. This key strategic site is situated immediately south of the Kwinana Marketplace.

With a strong focus on bushland retention, the new area will accommodate some 600 dwellings, will bring more people into the heart of the City Centre which will enhance and benefit existing shops, civic centres and commercial offices. In this regard, the Planning and Development team worked closely with stakeholders such as Woolworths in the delivery of the 'main street' shops along Chisham Avenue, the new Tavern, the Darius Wells Library and Resource Centre and the City Square development.

At the Medina Town Site, the team completed subdivision of the area to allow the commencement of a quality housing development as well as improvements to Harry McGuigan Park over the next two years. This development forms an important early phase in the revitalisation strategy for the Medina Town Site. The City also focused on the Orelia Local Centre and a revised local structure plan was adopted by Council seeking to encourage redevelopment of this shopping precinct to allow for a mix of residential and shopping uses.

The Planning and Development team also continued to represent the interests of the Kwinana community as part of broader strategic planning at the State Government level. The team was active in ensuring environmental, employment and commerce opportunities were being considered and to this effect, continued to work closely with agencies such as LandCorp, the Department of Education, the Western Trade Coast Committee and the Department of Planning to progress strategies and studies including the major Latitude 32 industrial development.

Broad regional land use planning by the State Government and private enterprise saw consideration given to metropolitan planning strategies and strategic sites such as the planning for the Fremantle Outer Harbour Project, key industrial sites such as the Postans Precinct, the proposed Latitude 32 Intermodal facility, the James Point Port, land use and air quality buffers.



Building

Building approvals issued for the 2012/13 financial year totaled 1,106 with 540 or 48% of those applications being for new residential dwellings within Kwinana. Commercial development also continued with 89 building approvals issued for the financial year.

Major building construction projects in 2012/13 included the Chisham Avenue upgrade, which was initiated to enhance pedestrian access throughout the Kwinana City Centre. The road upgrade provided the opportunity to construct accessible walkways in compliance with the Building Code of Australia.

The Darius Wells Library and Resource Centre, John Wellard Community Centre and Wells Park upgrades were significant construction milestones for the Building team.

Installation of a new playground in Rhodes Park also took place in 2012/13, along with the renewal of the Skottowe Park playground equipment, installation of a shelter and BBQ at Wellard Park and the completion of the Wells Park playground.



Depot

In 2012/13, the Depot team continued to provide a wide range of scheduled maintenance programs for the City's existing and newly acquired infrastructure assets.

In addition to major maintenance projects which spanned the entire year, the team also undertook and coordinated various capital works projects, including:

- Irrigation bore pump upgrades at Calista Oval, Wellard Village and Patterson Road
- Earthworks for the Wells Park landscape upgrade
- New garden bed kerbing along Rockingham Road/Patterson Road
- Construction of new drainage sump at Wellard Rd/Mandurah Road.
- Footpath construction along Marri Park Drive in Casuarina.

Environmental Health

Food Act Implementation and Compliance

Food surveillance, management and implementation continues to be carried out for all food businesses, permanent and temporary, including public events and new premises, especially within the new Kwinana Marketplace development and other new shops and business refurbishments.

In 2012/13, the number of food businesses regulated under the Food Act 2008 was 219, consisting of 37 new notifications and 182 registrations lodged with Council.

The team's food business assessments reduced to 732 (down 8.5%) due to the closing and refurbishment of the Kwinana Marketplace during the financial year.

2012/13 Food Compliance Statistics:

- Improvement Notices: 38
- Prohibition Orders: 0
- Seizure of Food: 13 cases
- Food Complaints: 17

Food Quality Control and Sampling

The sampling program was undertaken in 2012/13 with a few samples showing substandard food. Food complaints were 29% lower than the previous financial year. Customer food quality continues to be a major focus area and much work has been undertaken to educate food businesses that compliance is essential under the Food Act.

Mosquito Disease Risk Assessment and Control

Sampling and analysis of mosquitoes for disease vectors was undertaken in 2012/13 to establish the City of Kwinana database of mosquito species disease risk. This project was adjusted to take into account future residential development locations.

Sampling identified 16 mosquito species, including two species which are known disease vectors of Ross River Virus and Barmah Forest Virus. A relatively large outbreak of Ross River Virus occurred in the summer of 2012/13, predominantly within the City of Cockburn north of Rowley Road and to a lesser extent south of Rowley Road in the subdivision of Wandi. This has resulted in agreement from meetings that both the Cities of Cockburn and Kwinana will pursue the establishment of a Contiguous Local Authorities Group (CLAG) for the coordination of the mosquito management to benefit the community.

The team continued to liaise with the Department of Health's Medical Entomology staff who are undertaking significant research and disease mapping parameters to provide a better input into planning of residential estates adjacent to wetlands.

Waste Management

A total of 19,011 tonnes of community waste and recyclable resources were collected in the 2012/13 financial year.

Bulk Waste collected increased by 17% to 1,405 tonnes and this included 102 tonnes of metal waste resources redirected for recycling.



Engineering

The Engineering team continued to be very busy throughout the 2012/13 financial year as a result of sustained high growth in residential and industrial land development fields initiated by the private sector and the State Government combined with the delivery of the City's diverse capital projects program.

The localities where major land development activities occurred included the Village at Wellard, Wellard West, Wellard East, Wandi North as part of the ERIC developments, Bertram and Flinders Precinct in Latitude 32.

The capital projects program consisted of a wide range of new civil infrastructure and landscaping projects, including upgrades to the roads, drainage, streetscapes, street lighting and footpaths. In preparation for the future capital projects program, detailed engineering design and drafting for both Bertram Road and Gilmore Avenue dual carriageway projects were completed during 2012/13.



City Centre Development

The civil works in the Kwinana City Centre that started in 2010 continued to the second stage of the project with the construction of Chisham Square. Following the completion of Darius Wells facility, all the civil works including car parking bays and paving to the surrounds of the building were completed. In parallel to the civil works, the landscaping and streetscaping component of the previous stage of the project, including landscaping of the roads and car parks, were completed.

Bertram Drainage

Construction of stage two of the drainage upgrade works to Parkfield Lake and Daintree Park were completed during 2012/13. Completion of these works resulted in noticeable improvements to the drainage in the area including water quality and prevention of localised flooding and inundation of public open spaces.

Parkfield Lake Upgrade

Landscaping and drainage improvement of Parkfield Lake was completed during 2012/13. The scope of works included partial filling of the existing lake, complete reshaping of the public open space area and the lake, including construction of a new water feature.

The landscaping works resulted in substantial enhancement of the public open space area as agreed with the local residents throughout the community consultation process. In addition, the water quality improvements and nutrient stripping objectives were also achieved by the drainage upgrade works.

Kwinana Industrial Area Drainage

Construction of drainage upgrades along Mandurah Road (in the vicinity of Beach Street) and detailed engineering design and investigation of several other projects were undertaken during 2012/13.

Kwinana Industrial Area landscaping

Landscaping improvements and streetscaping works were undertaken in several precincts along Patterson Road and Rockingham Road during 2012/13 as part of an ongoing beautification project. The areas where landscaping improvement works were undertaken included intersections of Beach Street and Patterson Road, Ocean Street and Patterson Road and Cockburn Road and Rockingham Road.

Environmental Services

The value of Kwinana's environmental assets continued to be a focus within the 2012/13 year. The City's Environment Services team actively managed 240 hectares of natural areas consisting of coastal, wetland and woodland environments.

Environmental programs included targeting invasive weed species that degrade bushland and increase fire fuel loading, monitoring and implementing water and energy use minimisation initiatives, involvement with community groups to install nest boxes for native species, education programs at local schools and hosting community

environment events such as the Seedling Subsidy Scheme, tree planting events and guided wildflower and wildlife walks.

The team also interacted with the development industry that is active in Kwinana to ensure significant natural areas are retained to achieve the City's Local Biodiversity targets.

The Environment Services team hosted 19 community events and appreciates the commitment of the 400 plus volunteers that were involved in these events.



Governance and Strategic Services

Governance and Strategic Services looks after the legal and governance areas of the City and closely links with the Council. The directorate also encompasses Marketing and Communications, Human Resources, Corporate Strategic Planning, Civic Functions and Land and Property Administration.

Local Government Reform

Similar to preceding years, the State Government continued its push for local government reform during this financial year. In October 2012, the release of the independent Metropolitan Local Government Review Panel findings (the 'Robson Report') proposed that the City of Kwinana was to merge with the City of Rockingham.

In response, the City of Kwinana undertook a widespread survey of its community in November 2012, the result being that out of the 1800 participants, 80% wanted to maintain the City's independence (with a marginal preference for Cockburn if mergers were forced). The State Government requested that all local governments respond to the Robson Report findings by April 2013.

At a Special Council Meeting held on 3 April 2013, the City of Kwinana endorsed its response to the Robson Report, but importantly reiterated its position that the City of Kwinana wanted to maintain its independence.

Governance

Throughout the 2012/13 financial year the Governance team undertook a number of legislated reviews of Policy and Delegated Authority, the organisation and administration involved in order to facilitate Council Meetings, Committee Meetings, and the completion of the annual Compliance Audit Return.

As well as the above governance matters, the team undertook a number of other compliance roles including Councillor liaison, issuing of Authority Cards, capture and completion of primary and annual returns, and monitoring adherence to the Local Government Act, Code of Conduct and other regulatory requirements.

The Land and Property Administration role was moved into the Governance team at the end of this financial year.

Civic Functions

The City's Civic Functions team again delivered a range of functions and stakeholder events throughout the year, developing important relationships between the City and its key stakeholder groups.

The frequency of Citizenship Ceremonies increased to a monthly basis, with more than 250 new Citizens taking the pledge to become part of the Kwinana community.

In January 2013, the City hosted the opening of the Darius Wells Library and Resource Centre. The event celebrated the completion of the City's stunning new \$22m community facility in the heart of the revitalised City Centre. The City's major Stakeholder Dinner was also the first major function to be held within the Centre in June 2013.



Marketing and Communications

Marketing of the new 'City of Kwinana', as it became known in September 2012, received much attention throughout the year with a new brand, marketing strategy and community roll-out all taking place in 2012/13.

In late 2012, the team was heavily involved in the Kwinana 2030 community consultation initiative, which helped form the strategic community plan. This involved the coordination of mass mail outs of packages to all families and businesses, advertising and social media campaigns and community development projects.

Further community consultation was conducted not long after on the issue of local government reform.

Another major focus for the team throughout 2012/13 was the activation of the Kwinana City Centre through new marketing initiatives and support of community development events and programs. Towards the end of the financial year, the team worked on developing a new cultural event brand for the City Centre, now known as 'Hip to be (in the) Square'.

With the opening of major community facilities such as the Darius Wells Library and Resource Centre, team resources were allocated to communicating and marketing initiatives of individual areas, and importantly a consolidation of the City of Kwinana brand family to ensure consistency of message for local residents.

Building upon the previous year's success, the team continued expanding its social media presence, with the City of Kwinana Facebook

Page cementing its position as the most effectively engaging account (per capita) throughout the entire WA local government sector. Social media is now an integral part of the communication and customer service process at the City.

Direct mail continues to remain a viable option for disseminating regular updates to residents, with the City once again issuing the quarterly Spirit of Kwinana newsletter and the annual Kwinana Community Calendar.

Strategic media liaison and relationship management was also a big focus of the year, with controversial topics such as local government reform demanding much media attention. The team continued to develop good working relationships with local and state media to assist in our ability to transparently communicate breaking news to residents.

Human Resources

The City's Human Resources team had a challenging and busy year due to the continued growth of the organisation as new community facilities such as the Darius Wells Library and Resource Centre opened and required staffing and training.

A new Workforce Plan was researched, written and implemented, in adherence with the requirements of the State Government's Integrated Planning Framework.

Continuous and imminent changes to varying legislation and organisational structures challenged the team throughout 2012/13.

Corporate Strategic Planning

This new role was established in the 2012/13 year, an extension of a previous role undertaken in the Human Resources department, that now takes responsibility for coordinating the State Government's Integrated Planning Framework as well as ensuring the organisational delivery of the Plan for the Future.

In late 2012, the Corporate Strategic Planning Officer, through the direction of a specialised cross functional team, undertook the Kwinana 2030 community visioning program. The outcomes of this detailed community engagement was used to form the basis of the Strategic Community Plan and thus guide the Corporate Business Plan and other informing plans.

Corporate and Commercial Services

This directorate provides vital administrative support functions to the entire Council operations. It includes the service provision areas of Ranger Services, Emergency Management, Finance, Rates, Customer Services, ICT, Records, Data Management and the Vehicle Fleet.

Contracts and Tender Services

The City's Contract and Tender Services team embraced the use of the WALGA preferred supplier arrangements through the vendor panel eQuotes portal. Use of this system streamlined and simplified the procurement of goods and services and the process provides a robust method of procurement that meets purchasing compliance.

Major tender/contracts for 2012/13 included:

- Chisham Avenue Reconstruction Civil and Landscape Works
- Parkfield Lake Landscape and Irrigation Works
- Medina Hall Upgrade Works
- Sayer Road Reconstruction and Drainage
- Kwinana Industrial Area Landscape Works
- Stormwater Drainage upgrade – Calista Avenue, Kwinana Beach and Isaac Way Sump
- Bertram Landscape Works
- Completion of the Darius Wells Library and Resource Centre

Ranger Services

The City of Kwinana Ranger Services team made major progress in the 2012/13 financial year in the areas of community education and issue response.

Rangers received over 4,700 customer requests last financial year. Due to the high demand and population increase, an additional Ranger position was created to further assist residents.

The team worked very closely with Kwinana Police on the issue of illegal trail bike activity and received a wealth of information, photos and tip-offs from local residents which assisted in cracking down on the number of illegal trail bike riders in the City. Rangers received over 260 customer requests, impounded nine trail bikes and issued 43 infringements to offenders in the last financial year.

CCTV units were placed in various new locations over the past year. These units have greatly assisted Rangers, Security and Police in identifying offenders in the act of committing a crime, thus contributing to a safer Kwinana.

Emergency Services

City of Kwinana Emergency Services teamed up with internal and external agencies to ensure that community safety in Kwinana was maintained during 2012/13. This working relationship resulted in ongoing improvements in bushfire protection across the City and further recognition of other emerging community risks.

City of Kwinana Bushfire Brigades, namely Mandogalup and Kwinana South, collectively contributed over 9,000 volunteer hours over this period through fire response, community education, fire fighter training, equipment maintenance and hazard reduction burning. In this period, hazard reduction works were carried out over approximately 100 hectares of bushland across the City. Emergency Services along with its Bush Fire Brigades assisted at three large fires in Bertram and two in the Kwinana Industrial Area, as well as at regional locations such as Gingin, Bindoon and the Avon Valley.

During 2012/13, Emergency Services also recognised the valued efforts of Mandogalup Bushfire Brigade as it celebrated its 50th anniversary and the efforts provided to our City over 26 years by the retiring Rockingham Kwinana State Emergency Services Unit Manager.

The Local Emergency Management Committee continued to monitor the Local Emergency Management Arrangements and assisted with the development of a new Local Recovery Plan. This plan will not only form part of the recently developed Local Emergency Management Arrangements but will further assist staff in managing the recovery process following on from a local emergency. These arrangements overall provide focus on a range of establishing support mechanisms for the Kwinana community during and post emergency situations.

Customer Services

The Customer Services team in 2012/13, focused heavily on engaging with other teams to develop skills in customer service officers that could assist other areas in times of need. This was very successful with assistance provided to ICT, Finance, Rangers and Building Services teams.

The team continued to raise awareness on the effective management of customer requests and complaints by providing training and support to all new staff, and developing the use of the system to record internal requests.

This has seen a marked increase in the recording of customer requests (over 7,000) with 75% of the requests successfully closed within target timeframe.



Internet and Technology

The ICT team's activities in 2012/13 were dominated by the new Darius Wells Library and Resource Centre. The first major task was to connect the building to the City's network – this involved laying underground fibre connections and liaising extensively with Telstra, which provided essential infrastructure. Once connected to the network, the team rolled out an extensive network of PC's, servers and printers for staff, tenants and residents. Overall, the scale and complexity of the Darius Wells was a considerable challenge to the ICT team and it rates as the biggest project they have undertaken.

Another major activity was planning to migrate the internal network onto a new hardware and software platform. The actual migration did not take place until 2013/14 but the necessary hardware and software was purchased early in 2013, as was some of the preliminary work such as replacing the City's "firewall" device.

A smaller project, but one that has had a noticeable effect, was the addition of a new system to help the depot staff tackle graffiti in the City. This system allows staff to accurately record information about graffiti incidents and this makes the clean-up more efficient and increases the chances of catching those responsible.

Procurement Services

The Procurement team launched a number of initiatives in the 2012/13 financial year including a new software system called "Online Requisitions" which greatly streamlined the City's purchasing processes.

The team also tightened up its monitoring process by introducing transparent audit trails and a centralised system for purchasing and distributing stationery.



Finance

The main tasks of the Finance team are to prepare the City's Annual Budget and to finalise and prepare the City's Annual Financial Statements at year end. The rates section is responsible for maintaining the City's property database and collecting the annual rates and charges.

The City continues to satisfy the Local Government Act 1995, the Local Government (Financial Management) Regulations and applicable Australian Accounting Standards as evident from the unqualified audit report received.

The 2012/13 budget was adopted by Council on 27 June 2012. The budget was produced from Councillors deliberations of draft budgets through a series of forums held over a couple of months prior to adoption. The budget preparations are guided by the City's Plan for the Future and 10 year Long Term Financial Plan which details a financial course for the City through an intense period of growth and development and proves sustainability of the City. The 10 year financial plan continues to be reassessed.

During the year Statements of Financial Activity reporting on the sources and applications of funds including explanations of any material variance, listing of creditor payments, investment reports and variations to the adopted budget are presented to Council on a monthly basis for approval and information.

The City spent \$36.5m on capital initiatives during the 2012/13 financial year. This expenditure was funded from government grants and contributions of \$22.2m, Council reserves of \$13.6m, use of loan borrowings of \$4.7m, proceeds from sale of assets of \$1.4m and rates of \$4.9m. From capital, \$8m was allocated to the Carried Forward Projects Reserve for uncompleted works at 30 June 2013 and \$2.3m was allocated to Infrastructure Reserve.

Council reserves increased by \$4m from \$24.1m to \$28.1m during the year. \$15m of reserve funds were used during the year; primarily for capital works projects and for uncompleted works from the previous financial year which totaled \$9.2m. Overall \$19.1m was transferred to Reserve for the year. Funds of \$4.6m were received from developers for Developer Contributions and will be utilised towards future infrastructure costs in various Development Contribution Areas, resulting in a total closing balance of funds held as \$5.6m.

Funds received from the sale of Lot 4 and 11 Meares Avenue of \$0.8m and \$1m from sale of State Government land were deposited into the Infrastructure Reserve to be utilised for the City Centre redevelopment. An increase of \$8.8m is attributed to uncompleted works at 30 June 13 which were allocated to the Carried Forward Projects Reserve. To address the infrastructure funding gap a new "Asset Management Reserve" was created to provide funds for renewal projects for the City's building and infrastructure assets with \$1m being set aside in the 2012/13 year. Asset management is further addressed with the asset replacement reserve which has a closing balance of \$227,124 for 2012/13 to be utilised to replace existing fleet, plant and other City assets.

Statutory Reports

Information Services

Record Keeping Statement

The City of Kwinana is committed to the reliable and systematic management of government records in accordance with legislative requirements and best practice standards.

Monitoring our compliance through Record Keeping Audits

From February 2013 internal audits of individual staff were undertaken to measure the performance and satisfaction with record keeping and the Naming Convention changes.

Recordkeeping Plan and System

The City's updated Record Keeping Plan was originally approved by the State Records Office on 19 November 2010. This Plan describes the City's commitment to good and compliant record keeping procedures. A review of the Plan is due to be conducted prior to 19 November 2015.

Records Training

The City continued to provide training to all staff to ensure their awareness of record keeping obligations and responsibilities. Induction and training programs were revised during 2012/13 to ensure employees, contractors, elected members and external agencies were also aware of their roles and responsibilities in regards to compliance with the City's Record keeping Plan.

In 2012/13, records training consisted of:

- A Records Induction Sheet, which was given to all new employees.
- An e-module powered by the National Archives of Australia was delivered to all new employees and delivered to existing staff members as required.
- TRIM training which covers the records management software system used at the City.
- Specific TRIM and records management training in a one-on-one format as required by officers.
- Training and awareness of Naming Convention delivered to all officers.

Freedom of Information

The City reviewed and updated the Information Statement as required by the Freedom of Information Act 1992 in June 2012. The Information Statement was submitted to the Information Commissioner on 9 July 2013.

Record Keeping File Naming Convention

In January 2013 a new File Naming Convention was implemented and rolled out by the Records team of the City of Kwinana. This convention is property based and has a complement of subject files that are relevant to the various departments and operations of the City.

A Plan for the Future – Kwinana 2030

All local governments are required by Section 5.56 of the Local Government Act 1995 to create a Plan for the Future of their district. It is an incredible responsibility to be charged with the social, environmental and economic future of a whole City. A duty that requires true leadership, creativity and persistence as well as a good understanding of the community's vision for their future. A council must have the ability to make tough decisions between competing priorities, to maintain its focus on the 'big picture' while meeting the needs of the present, as well as act for the good of the

whole district and not be distracted by individual or minority interests. To achieve this complex task a City must have a clear direction, a Plan for the Future or 'road map' of where the community wants to go and how it is going to get there.

On 26 August 2010, the Minister for Local Government introduced regulations which established new requirements for the Plan for the Future. Under these regulations, all local governments in Western Australia are required to have developed and adopted two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan. These two plans combine, in the City of Kwinana's case, to form the 'Plan for the Future – Kwinana 2030'.

The Strategic Community Plan outlines the community's long term vision and aspirations for the area, while the Corporate Business Plan details how that vision will be achieved. Both plans have been significantly influenced by the outcomes of the Kwinana 2030 community visioning process undertaken during the 2012/13 Financial Year, as well as being reviewed against the City of Kwinana's Long Term Financial Plan, Workforce Plan, Asset Management Plans and other adopted strategies.

The Aspirations of the Kwinana Community have given life to a new vision:

Rich in Spirit

Kwinana 2030 will be a place where the strong community spirit that has historically existed has continued to thrive and develop. The City will be alive with an assortment of community events that encourage civic participation and celebrate our multi-culturalism. There will be abundant activities for families, youth and seniors as well as support programs for the vulnerable and access for the disabled.

A range of multi-purpose community and recreation facilities will be activated by services and programs that meet community needs and provide a home to a variety of sustainable community and sporting groups.

The strong 'sense of place' and identity will be further strengthened by a network of volunteers and community leaders working to deliver Kwinana 2030 as well as through the promotion of the area's arts, culture and heritage.

The spirit of Kwinana has been preserved despite the challenges and changes brought about by its population growth and State-led initiatives such as local government reform. In fact, it is this unique community spirit that has been the driving force behind changing perceptions of the area and is one of the major attractions for the ever-increasing number of people choosing to make Kwinana their home.

Residents enjoy a high level of community safety, especially with regard to emergency services, as well as low crime levels, with hoon driving and off road vehicle use being well controlled.

Rich in spirit, alive with opportunities, surrounded by nature — it's all here!



Rich in Spirit key actions and projects 2013/14 include

	<p>Deliver and leverage off an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events.</p> <p>Continue to produce the 'Spirit of Kwinana' and other marketing materials to highlight positive aspects of Kwinana and celebrate community spirit.</p>	
	<p>Ensure effective management of the Zone Youth Space including provision of appropriate inclusive activities, programs and services to meet the needs of young people, parents, agencies and the community.</p> <p>Ensure effective management of the Darius Wells Library and Resource Centre including provision of appropriate inclusive activities, programs and services to meet the needs of tenants, agencies, hirers and the community.</p>	
	Ensure effective management of the John Wellard Community Centre including provision of appropriate inclusive activities, programs and services to meet the needs of agencies, hirers and the community.	Community Development
1.4.2.6	Enliven and activate the City Centre through the provision of inclusive activities and events in Chisham Square.	Community Development
1.4.6.4	Establish and implement a Recquatic Marketing and Communications Plan , including delivery of new website in 13/14.	Marketing and Communications
1.5.1.1	Deliver the Community Development Fund in two funding rounds per annum.	Community Development
1.7.1.1	Develop, run and support arts programs, activities and exhibitions in Kwinana.	Community Development
1.7.1.2	Work with the City of Rockingham to further develop and deliver the Nyoongar Art Awards.	Community Development

(All actions and projects taken directly from the City of Kwinana Corporate Business Plan 2013-2017)

Alive with Opportunities

In the coming years the City of Kwinana will be a place that is alive with opportunities. The continued prosperity of the local industrial, retail and business community will provide a wide range of employment options for residents.

The Kwinana Industrial Area, still a powerhouse of the State's economy with its great transport network and attractive streetscapes, is now complemented in 2030 by the development of Latitude 32 which is well underway. An efficient and affordable development approval system, integrated across government, generates increased private sector investment and is aligned with the City's economic development and activity centres strategies.

New port and freight infrastructure has been leveraged to create further diversification of business in the area and priority projects that act as stimuli to the local economy have been facilitated. Day or night, the City Centre is bustling with specialty shops, restaurants and family entertainment venues. Residents of all ages have access to lifelong learning opportunities with plenty of high quality public and private educational institutions and a greater variety of tertiary courses and apprentice training.

Alive with Opportunities key actions and projects for 2013/14 include:

Action/Project Name	Area of Responsibility
2.1.1.1 Develop the Economic Development Framework through the establishment of a detailed Economic Development Plan	Economic Development
2.3.2.1 Complete the Chisham Avenue upgrade by 2014.	Engineering
2.3.3.1 Implement the Town Centre Master Plan / Strategy.	Statutory Planning
2.3.3.2 Complete the Commercial Centres Strategy.	Strategic Planning
2.3.4.1 Strategically acquire, rationalise and dispose of property identified in the Property Rationalisation Project.	Land Administration
2.5.1.1 Develop the Economic Development Framework through the establishment of a detailed Economic Development Plan.	Economic Development

(All actions and projects taken directly from the City of Kwinana Corporate Business Plan 2013-2017)

Surrounded by Nature

In 2030 the City of Kwinana is still physically surrounded by nature. This is largely thanks to the foresight and talent of WA's first female town planner, Margaret Fielman, who designed the original Town of Kwinana in the 1950's with a significant natural buffer to the industrial area. The attractive wide tree-scaped streets, abundant public open spaces and native vegetation are also testament to her skill in landscape design. This unique history of sensitively integrating environmental and land use planning has continued as the City has successfully minimised loss of remnant vegetation and natural systems in new developments whilst still accommodating its share of Perth's population growth and expansion of the State's economy.

A practical, affordable and sustainable balance has been achieved between protection and development. The rich biodiversity of the area has been conserved through the identification and preservation of significant natural areas as well as with the active participation of residents in a range of environmental activities. A system of well managed reserves, protected from illegal use and linked by a co-ordinated walk trails network makes Kwinana the 'People's Park' of the southern corridor.

Surrounded by Nature key actions and projects for 2013/14 include:

	Retrofit Council buildings with updated codes and actively engage in the design process of new council buildings to ensure energy efficiency is maximised.	Environment
3.5.1.1	Improve the water efficiency of existing reticulation systems.	Depot
3.5.1.9	Ensure that mosquito management plans are provided where necessary as part of drainage and water management planning.	Environmental Health
3.6.1.7	Encourage waste reduction, recovery and reuse to minimise the generation of greenhouse gas emissions.	Environmental Health

(All actions and projects taken directly from the City of Kwinana Corporate Business Plan 2013-2017)

It's all here!

Kwinana 2030 will see an increasing number of new community and recreation facilities, as well as significant refurbishment of current amenities. These community spaces have been well planned to meet community needs and have been constructed to match population growth. They have enabled the provision of more services and activities for youth and seniors and have sustainable maintenance and running costs.

The whole community have access to a variety of quality parks and public areas throughout the City that have an exciting range of playground and exercise equipment. Kwinana Beach continues to be a popular place for recreation. The area enjoys a wide range of government services, with particularly high standards of policing and public transport. A variety of medical services are available locally to help support a healthy lifestyle and allow residents to age in place. The City's land use planning continues to enable a diverse range of lifestyle options and mix of densities, from semi-rural horse properties through to City Centre apartment living.

There is a sustainable balance of industrial, coastal and urban developments supported by vibrant activity centres with great parking and public transport. There is not only affordable housing but

affordable living. The excellent transport network continues to expand with a focus on improved road safety and design, street lighting, footpaths and cycle routes. A range of utilities are provided across the district including extensive mobile coverage and high-speed broadband access. The significant levels of community pride are reflected in well maintained private properties, beautiful streetscapes and public areas.

It's all Here key actions and projects for 2013/14 include:

	Complete the Local Planning Strategy utilising the feedback from the Kwinana 2030 survey and the resultant Strategic Community Plan 2013-2023, as well as the ID Forecasts.	Strategic Planning
4.4.1.3	Continue to complete the informing strategies for the Local Planning Strategy.	Strategic Planning
4.4.4.1	Continue to develop the Eastern Residential Intensification Concept project through detailed local structure planning.	Strategic Planning
4.4.4.4	Manage and maintain City of Kwinana Aged Persons Accommodation.	Community Development
4.4.5.1	Complete the Thomas Road Precinct Project.	Strategic Planning
4.4.5.2	Complete the Postans Precinct Study.	Strategic Planning
4.5.1.3	Complete the Industrial Area Landscaping in accordance with the adopted strategy.	Engineering
4.6.1.2	Implement the 10 year Road Shouldering Program.	Depot and Engineering
4.6.2.1	Coordinate the repairs of high priority defects identified from the footpath audit within a reasonable time frame.	Depot
4.6.2.2	Implement the Kwinana Trails Master Plan.	Depot
4.6.2.3	Develop and implement the footpath, trails and cycleways forward works program.	Engineering

(All actions and projects taken directly from the City of Kwinana Corporate Business Plan 2013-2017)

The full Plan for the Future – Kwinana 2030 can be viewed on the City of Kwinana's website or alternatively hard copies may be viewed at the Darius Wells Library and Resource Centre or the City of Kwinana Administration Centre.

Annual Salaries

The Local Government Act 1995 requires Council to provide the number of employees who are entitled to an annual salary of \$100,000 or more and to break those employees into salary bands of \$10,000. For the period under review, the City of Kwinana had fourteen employees whose salary exceeded \$100,000.

Of these employees

- Six had a salary between \$100,000 and \$110,000
- Two had a salary between \$110,000 and \$120,000
- Two had a salary between \$120,000 and \$130,000
- One had a salary between \$150,000 and \$160,000
- Three had a salary between \$160,000 and \$170,000
- One had a salary between \$220,000 and \$230,000

Disability Access and Inclusion Plan (DAIP)

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and events organised by, the City of Kwinana.

- The City renewed the DAIP in 2013, ensuring links were made to other City plans including the new Strategic Community Plan 2013-2023, which was also developed this year.
- A priority bin service was continued for eligible people with a disability.
- City of Kwinana events were planned using the Disability Services Commission 'Creating Accessible Events Checklist'.
- Training and information was provided to City of Kwinana staff to increase awareness of their requirements under the relevant legislation.
- Additional efforts were made to ensure City programs were accessible and inclusive.
- The Library also provides a Home Library (Delivery) Service to ensure that people who are unable to physically access the library (whether temporarily or permanently) and their carers can be provided with resources on a fortnightly basis. Brochures and flyers are available in alternative formats if required.
- The Library provides a variety of online databases, services (YourTutor and Lifelong Learning) and digital resources (e-audio and e-books) to the community.
- The Library also provides a wide variety of physical resources and equipment, such as, Digital Audio Players, audio-books (CD and MP3), Large Print (with large print spine labels), adult literacy resources, personal computers (with the capacity to enlarge fonts), and a magnifier on an electronically height adjustable table.
- A Community Connections Officer was employed late in 2012, with their prime role to facilitate access to sporting and recreation clubs for people with disabilities.

Outcome 2: People with disabilities have the same opportunities as other people to access the building and other facilities of the City of Kwinana.

- A program of upgrading and rebuilding was implemented to ensure all public toilets had a universally accessible toilet (ongoing).
- Continued effort was given to ensuring Council owned buildings were compliant with Access Standards (ongoing).
- The City continued with efforts to ensure that the following areas were meeting the required standards as well as the direct needs of people with disabilities (all ongoing):
- ACROD parking
- Parks and recreational areas
- Bushland walks and trails
- Footpaths
- Buildings, car parks and public spaces

Outcome 3: People with disabilities receive information from the City in a format that will enable them to access the information as readily as other people are able to access it.

- Promoted the achievement of the Disability Access and Inclusion Plan outcomes to the community (ongoing).
- Ensured all City of Kwinana information was available on request in alternative formats.
- The City of Kwinana website and associated websites and social media pages met the access and universal design principles listed on the Disability Services Commission website (ongoing).

- Library brochures and flyers are available in alternate formats on request. Events, programs and services are inclusive of people with disabilities.

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the City of Kwinana as other people receive.

Planning for the following staff and Councillor training and documentation occurred in 2012/13:

- Access and Inclusion documentation within employee induction pack.
- Access and Inclusion training in the formal induction process.
- Access and Inclusion training for all existing staff who have not received training through the induction process.
- Additional training for staff who are identified as requiring more developed or specialist knowledge of Access and Inclusion issues.
- Access and Inclusion documentation to new Councillors in their induction pack.
- Provide Access and Inclusion training for all existing Councillors who have not received training through the induction process.

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the City of Kwinana.

- The City's grievance and complaints policies were clear, equitable and available in accessible and alternative formats (ongoing).
- Customer service staff were adequately trained to facilitate complaints from people with a disability (ongoing).

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the City of Kwinana.

- The City continued to facilitate the Disability Access and Inclusion Working Group, ensuring representation from the community and agencies (ongoing).
- Efforts continued to ensure all community consultations were accessible and inclusive for everyone (ongoing).
- All meetings and forums held as part of community consultations complied with Accessible Events guidelines (ongoing).
- The City ensured all consultation documents were available in accessible formats (ongoing).
- All aspects of Council Meetings were accessible and inclusive (ongoing).



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Independent Auditor's Report To the Ratepayers of City of Kwinana

Report on the Financial Report

We have audited the accompanying financial report of the City of Kwinana (the "City"), which comprises the statement of financial position as at 30 June 2013, and the statements of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory notes, and the statement by the Chief Executive Officer.

Responsibility of the Council for the financial report

The Council of the City of Kwinana is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1995 Part 6. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards which require us to comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

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We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Local Government Act 1995 Part 6 and Australian Accounting Standards (including the Australian Accounting Interpretations), a view which is consistent with our understanding of the City of Kwinana's financial position and of its performance.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of the City of Kwinana:

- i presents fairly, in all material respects, the City of Kwinana's financial position as at 30 June 2013 and of its performance and cash flows for the year then ended; and
- ii complies with Australian Accounting Standards (including the Australian Accounting Interpretations); and
- iii is prepared in accordance with the requirements of the Local Government Act 1995 Part 6 (as amended) and Regulations under that Act.

Statutory Compliance

We did not, during the course of our audit, become aware of any instance where the City of Kwinana did not comply with the requirements of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 as they apply to the financial statements.

GRANT THORNTON AUDIT PTY LTD
Chartered Accountants

M J Hillgrove
Partner - Audit & Assurance

Perth, 30 October 2013

Statement of Comprehensive Income

By Nature or Type

For The Year Ended 30 June 2013

	NOTE	2013 Actual \$	2013 Budget \$	2012 Actual \$
Revenue				
Rates	23	26,028,934	26,017,329	24,517,722
Operating Grants, Subsidies and Contributions	29	11,016,458	10,208,327	8,645,891
Reimbursements and Recoveries		972,904	668,619	996,837
Fees and Charges	28	9,281,953	8,915,037	8,576,110
Interest Earnings	2(a)	2,213,327	1,766,000	2,090,088
Income from Property		1,375,459	1,284,360	1,208,568
Fines and Penalties		353,574	369,100	263,962
Other Revenue		2,432,418	1,413,315	968,996
		53,675,027	50,642,087	47,268,174
Expenses excluding Finance Costs				
Employee Costs		(18,680,318)	(19,227,514)	(17,308,472)
Materials and Contracts		(17,594,408)	(20,784,350)	(15,958,667)
Utility Charges		(1,894,571)	(1,975,089)	(1,548,272)
Leases	2(a)	(167,171)	(224,582)	(214,723)
Depreciation on Non-current Assets	2(a)	(7,623,954)	(7,056,510)	(6,482,239)
Insurance Expenses		(544,262)	(590,597)	(513,860)
Other Expenditure		(2,089,054)	(1,197,540)	(1,063,352)
		(48,593,738)	(51,056,182)	(43,089,585)
Finance Costs	2(a)			
Interest Expenses		(825,609)	(860,198)	(690,711)
		(825,609)	(860,198)	(690,711)
Sub Total		4,255,680	(1,274,293)	3,487,878
Grants/Contributions for the Development of Assets				
Non-Operating Grants, Subsidies & Contributions	29	22,221,488	19,680,886	16,045,592
Non-Operating Reimbursements and Recoveries		17,469	-	213,573
		22,238,957	19,680,886	16,259,165
Profit/(Loss) on Disposal of Assets	20			
Profit on Asset Disposals		982,582	4,073,330	1,131,563
Loss on Asset Disposals		(7,272)	(911)	(38,356)
		975,310	4,072,419	1,093,207
NET RESULT		27,469,947	22,479,012	20,840,250
Other Comprehensive Income				
Changes on revaluation of Non-Current Assets	13	980,407	-	-
		980,407	-	-
TOTAL COMPREHENSIVE INCOME		28,450,354	22,479,012	20,840,250

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

Statement of Comprehensive Income

By Program

For The Year Ended 30 June 2013

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	NOTE	2013 Actual \$	2013 Budget \$	2012 Actual \$
Revenue	2(a)			
General Purpose Funding		31,390,024	30,938,152	28,557,260
Governance		210,092	152,590	468,302
Law, Order, Public Safety		362,381	327,503	391,847
Health		104,303	174,080	183,284
Education and Welfare		6,823,493	5,070,834	6,336,459
Community Amenities		10,463,338	10,036,315	7,506,253
Recreation and Culture		2,069,439	1,972,888	1,941,198
Transport		374,030	370,278	282,057
Economic Services		1,467,563	1,434,887	1,407,334
Other Property and Services		410,364	164,560	194,180
		53,675,027	50,642,087	47,268,174
Expenses Excluding Finance Costs	2(a)			
General Purpose Funding		(1,680,285)	(1,721,532)	(1,161,608)
Governance		(4,092,287)	(4,394,137)	(3,692,923)
Law, Order, Public Safety		(1,713,272)	(1,696,769)	(1,588,957)
Health		(959,198)	(1,069,365)	(906,218)
Education and Welfare		(8,319,947)	(6,922,857)	(7,379,260)
Community Amenities		(6,852,017)	(9,405,903)	(6,141,508)
Recreation & Culture		(11,740,955)	(12,133,919)	(9,904,093)
Transport		(9,084,762)	(9,362,254)	(8,085,010)
Economic Services		(1,670,050)	(1,895,347)	(1,783,590)
Other Property and Services		(2,480,965)	(2,454,099)	(2,446,418)
		(48,593,738)	(51,056,182)	(43,089,585)
Finance Costs	2(a)			
Governance		(63,217)	(63,217)	(63,217)
Education and Welfare		(72,535)	(79,075)	(45,068)
Recreation & Culture		(390,462)	(407,476)	(275,185)
Transport		(275,799)	(285,455)	(276,949)
Economic Services		(23,596)	(24,975)	(30,292)
		(825,609)	(860,198)	(690,711)
Sub Total		4,255,680	(1,274,293)	3,487,878
Grants/Contributions for the Development of Assets	29			
Governance		-	-	1,645
Education and Welfare		188,315	176,117	900,000
Community Amenities		14,039	13,625	9,504
Recreation & Culture		5,270,572	8,270,868	3,578,999
Transport		15,728,676	5,220,276	11,455,472
Economic Services		1,033,730	6,000,000	280,000
Other Property and Services		3,625	-	33,545
		22,238,957	19,680,886	16,259,165

Continued on next page

Statement of Comprehensive Income

By Program

For The Year Ended 30 June 2013

	NOTE	2013 Actual \$	2013 Budget \$	2012 Actual \$
Profit/(Loss) on Disposal of Assets	20			
Governance		14,169	40,897	(3,326)
Law, Order, Public Safety		30,876	45,848	-
Health		13,379	17,262	-
Education and Welfare		4,712	8,885	-
Community Amenities		6,436	13,809	-
Recreation & Culture		(2,926)	866	(2,512)
Economic Services		14,708	27,883	-
Other Property and Services		893,956	3,916,969	1,099,045
		975,310	4,072,419	1,093,207
NET RESULT		27,469,947	22,479,012	20,840,250
Other Comprehensive Income				
Changes on revaluation of Non-Current Assets	13	980,407	-	-
		980,407	-	-
TOTAL COMPREHENSIVE INCOME		28,450,354	22,479,012	20,840,250

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

Statement of Financial Position

For The Year Ended 30 June 2013

	NOTE	2013 Actual \$	2012 Actual \$
Current Assets			
Cash and Cash Equivalents	3	36,395,908	29,056,789
Trade and Other Receivables	5	5,635,858	6,723,125
Inventories	6	28,294	30,578
TOTAL CURRENT ASSETS		42,060,060	35,810,492
Non-current Assets Classified as Held for Sale	7	-	-
TOTAL CURRENT ASSETS		42,060,060	35,810,492
Non-Current Assets			
Investments	4	1,000,000	1,438,870
Other Receivables	5	3,218,849	3,212,806
Property, Plant and Equipment	7	82,808,572	71,205,743
Infrastructure	8	123,834,597	106,593,850
TOTAL NON-CURRENT ASSETS		210,862,018	182,451,269
TOTAL ASSETS		252,922,078	218,261,761
Current Liabilities			
Trade and Other Payables	9	4,531,085	5,751,181
Current Portion of Long Term Borrowings	10	17,085,370	11,522,741
Provisions	11	3,132,745	2,878,054
TOTAL CURRENT LIABILITIES		24,749,200	20,151,976
Non-Current Liabilities			
Payables	9	23,969,321	23,851,456
Long Term Borrowings	10	8,120,723	6,632,781
Provisions	11	248,170	241,238
TOTAL NON-CURRENT LIABILITIES		32,338,214	30,725,475
TOTAL LIABILITIES		57,087,414	50,877,451
Net Assets		195,834,664	167,384,310
Equity			
Retained Surplus		166,681,540	143,273,318
Reserves - Cash/Investment Backed	12	28,172,717	24,110,992
Revaluation Surplus	13	980,407	-
TOTAL EQUITY		195,834,664	167,384,310

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

Statement of Changes in Equity

For The Year Ended 30 June 2013

	NOTE	RETAINED SURPLUS \$	RESERVES CASH/ INVESTMENT BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2011		130,963,130	15,580,930	-	146,544,060
Comprehensive Income					
Net Result 30th June 2012		20,840,250	-	-	20,840,250
Changes on Revaluation of Non-Current Assets		-	-	-	-
Total Other Comprehensive Income		20,840,250	-	-	20,840,250
Transfer from/(to) Reserves		(8,530,062)	8,530,062	-	-
Balance as at 30 June 2012		143,273,318	24,110,992	-	167,384,310
Comprehensive Income					
Net Result 30th June 2013		27,469,947	-	-	27,469,947
Changes on Revaluation of Non-Current Assets		-	-	980,407	980,407
Total Other Comprehensive Income		27,469,947	-	980,407	28,450,354
Transfer from/(to) Reserves		(4,061,725)	4,061,725	-	-
Balance as at 30 June 2013	12	166,681,540	28,172,717	980,407	195,834,664

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

Statement of Cashflows

For The Year Ended 30 June 2013

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	NOTE	2013 Actual \$	2013 Adopted Budget \$	2012 Actual \$
Cash Flows From Operating Activities				
Receipts				
Rates		27,853,469	26,464,744	23,224,136
Operating Grants, Subsidies and Contributions		11,600,711	6,778,527	8,842,399
Reimbursements and Recoveries		1,234,552	483,483	507,141
Fees and Charges		9,298,466	9,063,615	8,615,154
Interest Earnings		2,213,328	1,746,000	2,090,088
Goods and Services Tax		4,280,401	-	3,723,526
Income from Property		1,690,916	1,386,201	861,670
Fines and Penalties		353,716	116,700	249,344
Other Revenue		1,414,016	28,600	312,362
		59,939,575	46,067,870	48,425,820
Payments				
Employee Costs		(20,488,507)	(19,522,902)	(18,944,141)
Materials and Contracts		(16,555,404)	(19,258,129)	(14,409,426)
Utility Charges		(1,894,571)	(1,948,089)	(1,548,272)
Leases		(167,171)	(199,582)	(214,723)
Insurance Expense		(544,263)	(590,597)	(513,860)
Interest Expenses		(828,650)	(1,425,198)	(690,219)
Goods and Services Tax		(4,192,603)	-	(3,379,072)
Other Expenditure		(663,128)	(517,963)	(403,429)
		(45,334,297)	(43,462,460)	(40,103,142)
Net Cash Provided By (Used In) Operating Activities	14(b)	14,605,278	2,605,410	8,322,678
Cash Flows from Investing Activities				
Payments for Development of Land Held for Resale				
		-	-	-
Payments for Construction of Buildings		(11,301,140)	(37,611,623)	(13,218,716)
Payments for Purchase of Plant & Equipment		(1,553,808)	(1,643,315)	(367,753)
Payments for Construction of Infrastructure		(11,997,204)	(20,332,169)	(8,134,326)
Payments for Purchase of Furniture & Equipment		(193,143)	(309,264)	(352,418)
		(25,045,295)	(59,896,371)	(22,073,213)
Grants, Subsidies and Contributions for the Development of Assets		9,561,924	30,069,850	12,074,223
Proceeds from Sale of Land & Buildings		526,011	3,977,273	2,371,500
Proceeds from Sale of Furniture & Equipment		-	-	-
Proceeds from Sale of Plant & Equipment		615,745	859,500	33,095
Proceeds from Sale of Investment Portfolio		-	-	1,661,130
		10,703,680	34,906,623	16,139,948
Net Cash Provided By (Used In) Investing Activities		(14,341,615)	(24,989,748)	(5,933,265)

Continued on next page

Statement of Cashflows

For The Year Ended 30 June 2013

	NOTE	2013 Actual \$	2013 Adopted Budget \$	2012 Actual \$
Cash Flows from Financing Activities				
Repayment of Loans		(322,741)	(322,741)	(274,203)
Repayment of Liquidity Advances		(1,500,000)	-	-
Proceeds from Self Supporting Loans		24,885	24,885	23,338
Proceeds from New Loans		8,873,312	13,933,291	6,500,000
Net Cash Provided By (Used In) Financing Activities		7,075,456	13,635,435	6,249,135
Net Increase (Decrease) in Cash Held		7,339,119	(8,748,903)	8,638,548
Cash at Beginning of Year		29,056,789	23,698,168	20,418,241
Cash and Cash Equivalents at End of Year	14(a)	36,395,908	14,949,265	29,056,789

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

Rate Setting Statement

By Directorate

For The Year Ended 30 June 2013

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	NOTE	2013 Actual \$	2013 Budget \$	2013 Adopted Budget \$	2012 Actual \$
Revenues					
Governance, Strategic Services & Human Resources		911,296	803,910	716,070	1,040,322
Corporate Services		6,901,661	9,355,356	7,831,563	5,693,989
Community Services		8,717,564	6,899,599	7,133,314	8,143,782
Operations & Technical Services		12,098,154	11,639,223	8,245,509	9,003,922
		28,628,675	28,698,088	23,926,456	23,882,015
Expenses					
Governance, Strategic Services & Human Resources		(3,468,677)	(3,918,805)	(3,796,276)	(3,055,032)
Corporate Services		(12,021,854)	(11,140,887)	(11,216,761)	(10,094,474)
Community Services		(14,123,785)	(13,193,972)	(13,257,551)	(13,094,884)
Operations & Technical Services		(19,812,303)	(23,663,627)	(21,939,293)	(17,574,262)
		(49,426,619)	(51,917,291)	(50,209,881)	(43,818,652)
Net Operating Result Excluding Rates		(20,797,944)	(23,219,203)	(26,283,425)	(19,936,637)
Adjustments For Cash Budget Requirements: Non-Cash Expenditure & Revenue					
(Profit)/Loss on Asset Disposals	20	(975,310)	(4,072,419)	(4,072,419)	(1,093,207)
Depreciation on Assets	2(a)	7,623,954	7,056,510	7,056,510	6,482,239
Movement in Employee Leave Provision		261,623	-	-	229,261
Movement in Deferred Pensioner Rates		(36,278)	-	-	(30,266)
Movement in Banksia Park Valuations		721,100	-	-	435,200
Movement in Banksia Park DMF Receivable		(31,346)	-	-	3,289
Movement in Asset Impairment Provision		-	-	-	-
		7,563,743	2,984,091	2,984,091	6,026,516
Capital Expenditure					
Purchase Furniture and Equipment		(120,396)	(202,041)	(210,840)	(180,180)
Purchase Computing Equipment		(141,567)	(215,988)	(98,424)	(219,418)
Purchase Plant and Equipment		(506,186)	(562,259)	(551,315)	(335,899)
Purchase Transportation Vehicles		(1,047,622)	(1,098,158)	(1,092,000)	(31,854)
Purchase Land Held for Resale		-	-	-	-
Purchase Land and Buildings		(12,022,240)	(25,897,608)	(37,111,623)	(13,653,917)
Purchase Reserve Development		(2,521,673)	(4,659,724)	(4,441,295)	(2,794,112)
Purchase Playground Equipment		(99,714)	(254,855)	(190,000)	(61,186)
Purchase Infrastructure - Urban Road Grant		(4,590,551)	(5,552,153)	(5,519,225)	(597,935)
Purchase Infrastructure - Black Spot Funding		(223,258)	(341,605)	(613,210)	(218,423)
Purchase Infrastructure - Roads to Recovery		(534,910)	(537,327)	(570,671)	(267,271)
Purchase Infrastructure - Road Resurfacing		(24,427)	(24,427)	(66,840)	(217,778)
Purchase Infrastructure - Street Lighting		(40,109)	(65,406)	(90,000)	(300,840)
Purchase Infrastructure - Bus Shelters		(32,805)	(43,625)	(30,000)	(41,674)
Purchase Infrastructure - Footpaths		(2,295,269)	(401,555)	(431,555)	(679,538)
Purchase Infrastructure - Drainage		(2,282,849)	(1,955,493)	(1,079,882)	(1,422,129)
Purchase Infrastructure - Municipal Roadworks		(9,959,500)	(7,460,703)	(6,794,491)	(5,100,065)
Purchase Infrastructure - Carparks		-	(100,000)	(150,000)	(27,763)
Purchase Infrastructure - Crossovers		(11,070)	(10,000)	(50,000)	(17,280)
Purchase Infrastructure - Other		(53,598)	(53,000)	(55,000)	(28,330)
		(36,507,744)	(49,435,927)	(59,146,371)	(26,195,592)
Capital Revenue					
Grants for Development of Assets		22,238,957	19,680,886	30,069,850	16,259,165
Proceeds from Disposal of Assets	20	1,414,483	6,261,745	4,836,773	2,131,868
		23,653,440	25,942,631	34,906,623	18,391,033

Rate Setting Statement
By Directorate

For The Year Ended 30 June 2013

	NOTE	2013 Actual \$	2013 Budget \$	2013 Adopted Budget \$	2012 Actual \$
Financing Expenditure and Revenue					
Repayment of Loan Principal	22(a)	(322,741)	(332,741)	(322,741)	(274,203)
Repayment of Liquidity Advance	22(a)	(1,500,000)	(1,500,000)	-	-
Self-Supporting Loan Principal Revenue	22(e)	24,885	34,885	24,885	23,338
Advances to Community Groups		-	-	-	-
Repayment of Advances to Community Groups		-	-	-	-
Proceeds from New Loan Borrowings	22(b)	841,719	13,435,383	13,653,396	5,938,953
Proceeds from Loan Borrowings (Unspent)	22(c)	5,367,538	1,006,861	279,895	2,162,861
		4,411,401	12,644,388	13,635,435	7,850,949
Transfer Expenditure and Revenue					
Transfer to Reserves (Restricted Assets)	12	(19,116,911)	(17,058,863)	(5,927,769)	(14,841,286)
Transfer from Reserves (Restricted Assets)	12	15,055,186	19,477,942	11,986,672	6,311,224
		(4,061,725)	2,419,079	6,058,903	(8,530,062)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	2(d)	3,547,612	3,547,612	1,580,000	1,423,683
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	2(d)	3,837,717	900,000	-	3,547,612
Amount Required to be Raised from Rates	23	(26,028,934)	(26,017,329)	(26,264,744)	(24,517,722)

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

Annual Report

2012-2013

Administration

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