



BRIEFING PAPERS FOR COUNCIL MEMBERS' BRIEFING SESSION

Draft Only

to be held at
the Council Chambers (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo
on 13 October, 2020 commencing at 6:00PM

PROCEDURE FOR FULL COUNCIL BRIEFING SESSION

COVID-19 Pandemic Situation

The City of Wanneroo is committed to ensuring the safety of all attendees at public meetings. Therefore, social distancing will be applied in the Council Chambers in accordance with State Government Regulations.

The capacity of the Council Chambers is restricted under these conditions and should the maximum capacity of the Chambers be exceeded, additional seating will be available in an alternative room to enable all public attendees to listen live to the audio (only) of the meeting (no video is available). Should the maximum capacity be exceeded, you may be asked to attend the alternative room and may not be able to enter the Chambers as required by current State Government Regulations.

Thank you for your understanding of these circumstances.

PRINCIPLES

A Council Briefing occurs a week prior to the Ordinary Council Meeting and provides an opportunity for Council Members to ask questions and clarify issues relevant to the specific agenda items before council. The Briefing is not a decision-making forum and the Council has no power to make decisions. The Briefing Session will not be used, except in an emergency, as a venue or forum through which to invoke the requirements of the *Local Government Act 1995* and call a Special Meeting of Council.

In order to ensure full transparency the meetings will be open to the public to observe the process. Where matters are of a confidential nature, they will be deferred to the conclusion of the Briefing and at that point, the Briefing Session closed to the public. The reports provided are the Officers' professional opinions. Whilst it is acknowledged that Council Members may raise issues that have not been considered in the formulation of the report and recommendation, it is a basic principle that as part of the Briefing Sessions Council Members cannot direct Officers to change their reports or recommendations.

PROCESS

The Briefing Session will commence at 6.00pm and will be chaired by the Mayor or in his/her absence the Deputy Mayor. In the absence of both, Councillors will elect a Chairperson from amongst those present. In general, the *Standing Orders Local Law 2008* will apply, EXCEPT THAT Council Members may speak more than once on any item, there is no moving or seconding items, Officer's will address the Council Members and the order of business will be as follows:

Members of the public present may observe the process and there is an opportunity at the conclusion of the Briefing for a Public Question Time where members of the public may ask questions (no statements) relating only to the business on the Agenda. The Agenda will take the form of:

- Attendance and Apologies
- Declarations of Interest
- Reports for discussion
- Tabled Items
- Public Question Time
- Closure

Where an interest is involved in relation to an item, the same procedure which applies to Ordinary Council Meetings will apply. It is a breach of the City's Code of Conduct for an interest to not be declared. The Briefing Session will consider items on the Agenda only and proceed to deal with each item as they appear. The process will be for the Mayor to call each item number in sequence and ask for questions. Where there are no questions regarding the item, the Briefing will proceed to the next item.

AGENDA CONTENTS

While every endeavour is made to ensure that all items to be presented to Council at the Ordinary Council Meeting are included in the Briefing Session papers, it should be noted that there will be occasions when, due to necessity, items will not be ready in time for the Briefing Session and will go straight to the full Council Agenda as a matter for decision. Further, there will be occasions when items are TABLED at the Briefing Session rather than the full report being provided in advance. In these instances, staff will endeavour to include the item on the Agenda as a late item, noting that a report will be tabled at the agenda Briefing Session.

AGENDA DISTRIBUTION

The Council Briefing Session Agenda will be distributed to Council Members on the FRIDAY prior to the Council Briefing Session. Copies will be made on the City's website for interested members of the public. Spare Briefing Session papers will be available at the Briefing Session for interested members of the public.

DEPUTATIONS

Deputations will generally not be heard prior to the Council Briefing Session and are reserved for prior to the Ordinary Council Meeting.

RECORD OF BRIEFING

The formal record of the Council Briefing Session will be limited to notes regarding any agreed action to be taken by staff or Council Members. No recommendations will be included and the notes will be retained for reference and are not distributed to Council Members or the public.

LOCATION

The Council Briefing Session will take place in the Council Chamber at the Civic Centre.



Briefing Papers for Tuesday 13 October, 2020

CONTENTS

ITEM 1	ATTENDANCES	1
ITEM 2	APOLOGIES AND LEAVE OF ABSENCE	1
ITEM 3	REPORTS	1
PLANNING & SUSTAINABILITY		1
STRATEGIC LAND USE PLANNING & ENVIRONMENT		1
3.1	CONSIDERATION OF ACTIONS RELATING TO DEVELOPER CONTRIBUTION ARRANGEMENTS	1
ASSETS		6
ASSET OPERATIONS & SERVICES		6
3.2	REMEMBER 50KM HR IN BUILT-UP AREA SIGNAGE	6
INFRASTRUCTURE CAPITAL WORKS		11
3.3	TENDER 20020: PROVISION OF MINOR WORKS FOR HINCKLEY PARK, HOCKING - UPGRADE PASSIVE PARK	11
WASTE SERVICES		21
3.4	TENDER NO. 20157 PROVISION OF GARDEN ORGANIC (GO) PROCESSING	21
3.5	RFQ 20079 - PROVISION OF KERBSIDE COLLECTION AND TRANSPORT SERVICES	30
COMMUNITY & PLACE		39
CORPORATE STRATEGY & PERFORMANCE		39
BUSINESS & FINANCE		39
3.6	FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 AUGUST 2020	39
STRATEGIC & BUSINESS PLANNING		66
3.7	2019/20 QUARTER 4 CORPORATE PERFORMANCE REPORT	66
TRANSACTIONAL FINANCE		101
3.8	WARRANT OF PAYMENTS FOR THE PERIOD TO 30 SEPTEMBER 2020	101

CUSTOMER & INFORMATION SERVICES	170
3.9 19216 - TENDER RECOMMENDATION FOR THE PROCUREMENT AND IMPLEMENTATION OF THE ASSET MANAGEMENT INFORMATION SYSTEM	170
COUNCIL & CORPORATE SUPPORT	179
3.10 DONATIONS TO BE CONSIDERED BY COUNCIL - OCTOBER 2020	179
3.11 COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY	184
CHIEF EXECUTIVE OFFICE	223
OFFICE OF THE CEO REPORTS	223
3.12 ANNUAL REVIEW OF THE STRATEGIC 3 YEAR INTERNAL AUDIT PLAN	223
GOVERNANCE & LEGAL	248
3.13 STRATEGIC RISK PROFILE	248
ITEM 4 MOTIONS ON NOTICE	252
ITEM 5 LATE REPORTS (TO BE CIRCULATED UNDER SEPARATE COVER)	252
5.1 DETERMINATION OF ORDINARY COUNCIL MEETING DATES – JANUARY TO DECEMBER 2021	252
ITEM 6 PUBLIC QUESTION TIME	252
ITEM 7 CONFIDENTIAL	252
7.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2019/20	252
ITEM 8 DATE OF NEXT MEETING	252
ITEM 9 CLOSURE	252

A G E N D A

Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this city and this region.

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Reports

Declarations of Interest by Council Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.

Planning & Sustainability

Strategic Land Use Planning & Environment

3.1 Consideration of Actions Relating to Developer Contribution Arrangements

File Ref:	5734V04 – 20/417819
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	1

Issue

For Council to consider authorising various actions associated with the management of Developer Contribution Arrangements (**DCA's**) under District Planning Scheme No. 2 (**DPS 2**).

Background

At the Ordinary Council Meeting on 30 June 2020 (PS01-06/20), Council initiated Amendment 185 to DPS 2 to advertise an amendment to the Scheme to facilitate a number of improvements to the provisions relating to the management of DCA's by the City.

Administration has identified that there are numerous decisions required by Parts 9, 10 and Schedules 6, 7, 14 and 15 of DPS 2 that are not currently able to be delegated to Administration, pending the finalisation of the Amendment to scheme. This is due to the reference to a decision by Council in relation to actions in certain sections of DPS 2 (which cannot be delegated) rather than the local government (that can be delegated). Previously, the interpretation was broadly interpreted as 'Council' being the same as the 'local government'; therefore, the daily decisions such as quotations, tax invoices and the deferral of contributions were carried out by Administration. As previously reported to Council, the inability to delegate certain aspects of Developer Contribution Plan (**DCP**) management was an unintended consequence embedded in the drafting of DPS 2, but it cannot be interpreted differently until such time that DPS 2 is amended to replace the term 'Council' with 'local government'. This will enable delegation to be considered for those aspects of DCP management.

The consequence of this is that until the Scheme Amendment is *gazetted*, Council is required to make these decisions. Until this occurs, all discretionary decisions under Parts 9, 10 and Schedules 6, 7, 14 and 15 of DPS 2 that refer to 'Council', will need to be reported to Council for approval. The extent and nature of the decision-making will vary month-to-month and in most cases, subdividers will be awaiting a determination to enable payment to be made for outstanding contributions associated with subdivision or payment to landowners for Cell Works. Subsequent to the finalisation of Amendment 185 (anticipated to take a year), Council will have the ability to determine which aspects of DCP management should be delegated to the Chief Executive Officer.

Detail

Administration is required to refer a range of DCP decisions to Council in the form of a summary report to authorise various actions, including:

- Tax Invoice/ Quotations for Contributions required by conditions of subdivision or development approval;
- Deferral of contributions requests and lodgement of a Caveat;
- Offsetting of Cell Works credits against Infrastructure Contributions Payable (land or works); and
- Prefunding of Cell Works.

In relation to the above, the actions normally occur through the subdivision process; therefore, require a timely determination. Subdividers frequently require quotations on DCP, offsetting of Cell Works Credits and payment of compensation in accordance with the requirements of DPS 2 to satisfy conditions of subdivision. If these requests are not processed in a timely manner, then this could lead to delays in the creation of new lots.

In addition, certain actions required as part of the annual review of DCP's may require an earlier determination by Council to inform the annual review process. These decisions may be included into the DCP report to enable the timely consideration of factors affecting the annual review.

Consultation

Nil

Comment

Attachment 1 includes the details of the various aspects of DCP management that require a Council determination as follows:

Tax Invoices/ Quotations:

In accordance with the relevant sections of DPS 2, Council may, upon receiving a written request from an owner of land in a Cell, provide the landowners with a Tax Invoice or Quotation to enable the subdivider to pay their infrastructure Costs. The estimates are valid for a period of 6 months and calculated using the Infrastructure Cost per Lot (**ICPL**) or contribution rate approved by Council at the last annual review of costs.

The preparation of a Tax Invoice is the preferred manner to provide landowners with an estimate of their Infrastructure Costs, which provides a mechanism to inform and capture the contribution liability for both the landowner and the City.

In most cases, a landowner will request a Tax Invoice or Quotation to facilitate the contribution payment necessary to comply with the conditions of planning approval. These conditions are most commonly associated with subdivision conditions, payment is required to enable the new

lots to be created, and the processing of Tax Invoice requests in a timely manner is a critical aspect of the land development process. Until DPS 2 has been amended in accordance with Omnibus 185, Council does not have the ability to delegate this function to Administration.

All Cells and DCP areas have well defined methodologies in DPS 2 for calculating landowner's contribution liabilities, thereby ensuring clarity in the calculation of individual landowner's obligations, as reported in **Attachment 1**.

Statutory Compliance

The completion of the annual review ensures that contribution payments, compensation and estimated costs are compliant with Council's statutory obligations in accordance with DPS 2.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

Risk Management Considerations

Risk Title	Risk Rating
ST-G09 Long Term Financial Plan	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
CEO	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate Risk Registers. The annual review of the DCP assists in addressing the impacts of the strategic risk relating to Long Term Financial Planning (**LTFP**) as it ensures that appropriate budget monitoring, timing and provisions are considered. The strategic risk relating to Stakeholder Relationships applies as a key element in the DCP review process to maintain effective engagement with relevant stakeholders. In addition, the Corporate Risk relating to Financial Management would apply as awareness of financial policies and financial management at unit level will be maintained to promote accountability by business owners and an integrated approach to risk assurance.

Policy Implications

Nil

Financial Implications

The Tax Invoices equate to a net total amount of \$1,779,713.02 and upon receipt of payment by the developer will increase the balances held in the relevant DCP account, as defined in **Attachment 1**.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the actions, as contained in Attachment 1.

Attachments:

1 [Download](#) Attachment 1 - Revised October DCP Report Attachment 20/436397 Minuted

Tax Invoice/Quotation or Credit Note Request									Recommendation
Item	Landowner	Cell or DCP Area	Address	Approval	Credits	Contributions	Payable/ Receivable	Comment	It is Recommended that Council:
1	CSG Property Trust	Cell 9	C/- Acumen 18 Lyall Street South Perth WA 6151	154885	\$ -	\$ 419,258.00	Tax Invoice	WAPC subdivision approval (WAPC 154885). Deposited Plan 77103. Condition of subdivision approval requiring payment on 14 residential lots at the approved ICPL rate of \$29,947.	Approves the preparation of a Tax Invoice to CSG Property Trust for the amount of \$419,258
2	Endeavour Properties Pty Ltd	Cell 1	12 Duncraig Road Applecross WA 6153	Current Deed	\$ -	\$ 198,205.04	Tax Invoice	WAPC 158579 & 154017. Previous deferral of contributions agreement dated 29 January 2019. In accordance with the deferral agreement 6% interest is payable as per DPS2 from the agreement date. Interest payable on the outstanding amount equates to \$19,418.66 and has been added to the amount payable and will be credited to the relevant Cell Account.	Approves the preparation of a Tax Invoice to Endeavour Properties Pty Ltd for the amount of \$217,623.70 (including interest payable)
3	Queensway Gardens Pty Ltd	Cell 9	C/- Blackmont Property PO Box 53 West Perth, WA 6872	155841	\$ -	\$ 838,516.00	Tax Invoice	WAPC subdivision approval (WAPC 155841). Deposited Plans 419828. Condition of subdivision approval requiring payment on 28 residential lots at the approved ICPL rate of \$29,947.	Approves the preparation of a Tax Invoice to Queensway Gardens Pty Ltd for the amount of \$838,516
4	Housing Authority	Yanchep Two Rocks DCP	Locked Bag 22 EAST PERTH WA 6892	157404	\$ -	\$ -	Noting	At the last meeting of Council on 22 September 2020 an incorrect contribution rate was applied in the calculation of a Tax Invoice. Action 15 of Attachment 1 refers to 44 lots (Deposited Plan 419668 - Stage 19A/B) and applied an incorrect rate of \$3,998.77 and approved a Tax Invoice preparation of \$175,945.88. The correct rate should have been \$3,398.77 and a total Tax Invoice of \$149,545.88. Due to the tight time constraints associated with lot clearance (due to qualifying periods for the State and Federal building grants), Administration has corrected the error and issued the correct Tax Invoice for the lower amount of \$149,545.88. Because the correction was made prior to the issuing of the Tax Invoice no adjustment to the City's financial accounts is required.	Notes the correction in the calculation of contributions payable on Deposited Plan 419668 to the Housing Authority from \$175,945.88 to \$149,545.88
5	Jindee Development Pty Ltd	Clarkson Butler	PO Box 329 Nedlands WA 6909	N/A		\$ 98,555.56	Tax Invoice	Arrangement for the collection of a contribution from Jindee Development Pty Ltd for reimbursement to CVJV for their previous construction of Marmion Avenue. Jindee innovation project (Originally Lot 10 Marmion Avenue) – Clarkson Butler regional road. Third payment of ten payments over 10 year period from the date of the first subdivision clearance being 17th August 2017.	Approves the preparation of a Tax Invoice to Jindee Development Pty Ltd for the amount of \$98,555.56 (including GST).
6	Capricorn Village Joint Venture	Clarkson Butler	PO Box 266 West Perth WA 6872	N/A	\$ 98,555.56		Payment	As above. The arrangement involves the collection of a payment from Jindee Development Pty Ltd and release of the funds to CVJV on an annual basis. It is noted that CVJV prefunded the Jindee Development Pty Ltd section of Marmion Avenue (abutting their landholding), which would otherwise have required Jindee Development Pty Ltd to construct this section of road. The arrangement has been agreed between the party's and is being coordinated by the City of Wanneroo.	Approves the payment to Capricorn Village Joint Venture for the amount of \$98,555.56 (including GST).
7	Satterley Property Group Pty Ltd	Alkimos Eglinton DCP	PO Box 1346 WEST PERTH WA 6872	157359		\$ 142,931.12	Tax Invoice	WAPC subdivision approval (WAPC 157359). Deposited Plan 419636. Condition of subdivision approval requiring payment on 15,432 m2 of Residential developable land as per the Alkimos Eglinton DCP at the current contribution rate of \$9.91 per m2.	Approves the preparation of a Tax Invoice to Satterley Property Group Pty Ltd for the amount of \$142,931.12
8	Alhidayah Centre (ABN 798 753 664 30)	Cell 7	C/- Complex Land Solutions Pty Ltd PO Box 613 Joondalup WA 6919	158489		\$ 97,300.00		WAPC subdivision approval (WAPC 158489). Deposited Plan 417210. Condition of subdivision approval requiring payment on 10,000 m2 of developable Industrial land as per the East Wanneroo Cell 7 ICPL Rate of \$9.73 per m2 (proposed Lot 900).	Approves the preparation of a Tax Invoice to Alhidayah Centre for the amount of \$97,300
9	Enzo Gugiatti as Executor of the Estate of Alma Pierina Gugiatti	Cell 7	C/- Complex Land Solutions PO Box 613 Joondalup WA 6919	158489		\$ 83,502.86		WAPC subdivision approval (WAPC 158489). Deposited Plan 417210. Condition of subdivision approval requiring payment on 8,582 m2 of developable Industrial land as per the East Wanneroo Cell 7 ICPL Rate of \$9.73 per m2 (proposed Lot 901).	Approves the preparation of a Tax Invoice to Enzo Gugiatti as Executor of the Estate of Alma Pierina Gugiatti for the amount of \$83,502.86
Net Total					\$ 98,555.56	\$ 1,878,268.58			\$ 1,779,713.02

Assets

Asset Operations & Services

3.2 Remember 50km hr in Built-Up Area Signage

File Ref:	1446V04 – 20/407310
Responsible Officer:	Manager Infrastructure Capital Works
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider Main Roads WA (MRWA) notification that “Remember 50km/hr in Built-Up Area” warning signage is no longer supported and their request to arrange for these signs to be removed from the City’s road network.

Background

On 1 December 2001, the default Built-Up Area (BUA) speed limit in Western Australia was reduced from 60km/h to 50km/h. The BUA speed limit applies largely to local roads in urban areas and, to avoid an over-proliferation of signage. MRWA policy is not to provide 50km/h signage on roads with BUA speed limits.

As part of the overall advertising / media campaign to raise awareness of the change in BUA speed limit, MRWA delegated authority to Local Government to temporarily install ‘*Remember 50km/h in Built-Up Area*’ warning signs at appropriate locations on local roads. The intention was that these signs would be installed for no longer than six months in any one location to remind drivers of the change in speed limit.

The default BUA speed limit of 50km/h has been in place for over 19 years and there is significant public awareness of this limit. However, MRWA is aware of numerous locations where ‘*Remember 50km/h in Built-Up Area*’ signs are currently installed. Some signs have been recently erected, possibly in response to resident concerns over speeding on local roads, while others have been in place for considerable periods of time. There are also examples where these signs have been installed outside of the BUA’s which have led to incidents where motorists have been incorrectly charged with speeding offences.

Detail

Along with all Local Government Authorities in Western Australia, the City was contacted in October 2019 by MRWA, seeking the City’s support to identify and arrange for the removal of the signs from roads under the City’s control by the end of December 2020. (**Attachment 1** refers)

MRWA considers that these signs are not performing the function for which they were intended and therefore advises that their installation is no longer supported.

Consultation

This issue was considered by the Roadwise Advisory Committee on 19th August 2020.

Comment

Administration supports MRWA’s decision, however the implications of removing the remaining ‘Remember 50km/h in Built-Up Area’ signage City wide by December 2020, may result in

negative feedback from community members historically involved with advocating for their installation on isolated roads.

As such, it is recommended that previously installed signage, which still currently exists on a small minority of roads within the City's built-up area road network, should remain in place until such a time as they are no longer serviceable or are removed by other factors outside of the City's control. Signage at new locations or re-instatement of damaged/removed signs will no longer continue to be supported in line with MRWA's position. However, administration will continue to maintain a register of existing signage installed across the City for knowledge of their whereabouts and to keep a record of their removal for the reasons stated above (**Attachment 2** refers).

Administration agrees with MRWA that all motorists licenced in Western Australia should now be fully aware and responsible for complying with the BUA speed limit of 50km/h on the road network. Further, consistent application of the Local Area Traffic Management Policy (LATMP), endorsed by Council at its meeting of 4 April 2016, is considered the most appropriate means for Administration to determine whether roads in built-up areas require physical design modifications or driver education through use of the City's Speed Advisory Trailer on roads across the network to promote motorists complying with the BUA speed limit.

Roads in which existing signs are located will be continually monitored by Administration on a bi-annual basis to assess the operating speed of each road and provide an updated assessment against the LATMP. Should any of these roads require modified infrastructure in accordance with the Policy, projects will be listed for consideration by Council as part of the Long Term Capital Works Program

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

"3 Environment (Built)

3.5 Connected and Accessible City

3.5.1 Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility"

Risk Management Considerations

Risk Title	Risk Rating
IN-030 Traffic Management	Low
Accountability	Action Planning Option
Director Assets	Manage

The above risk/s relating to the issue contained within this report has been identified and considered within the City's Strategic/Corporate risk register. Action plans have been developed to manage this risk to support existing management systems.

Policy Implications

Nil, however the Local Area Traffic Management Policy will continue to be applied as adopted by Council in response to resident concerns with speeding/hooning.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. SUPPORTS Main Roads WA's request to no longer support the use of and/or install new 'Remember 50km/h in Built-Up Area' signage in Western Australia;**
- 2. DOES NOT SUPPORT Main Roads WA's request to remove signage by December 2020, but will cease maintenance and/or replacement of signage in existing locations; and**
- 3. NOTES that Administration will continue to maintain a register of all remaining 'Remember 50km/h in Built-Up Area' signage in order to monitor roads in which signage is installed against the Local Area Traffic Management Policy (Attachment 2).**

Attachments:

- | | | | |
|--------------------------|--|------------------|----------------|
| <u>1</u> | <i>Attachment 1 - Remember 50km/H In Built-Up Area Signage</i> | <i>19/429556</i> | |
| <u>2</u> | <i>Attachment 2 - Remember 50 Sign Register</i> | <i>18/55375</i> | <i>Minuted</i> |



Enquiries: Colin Ward 9323 4721
Our Ref: 03/4292

25 October 2019

Chief Executive Officer
City of Wanneroo
23 Dundobar Road
Wanneroo WA 6065

Dear Sir / Madam

REMEMBER 50KM/H IN BUILT-UP AREA SIGNAGE

On 1 December 2001 the default Built Up Area (BUA) speed limit in Western Australia was reduced from 60km/h to 50 km/h. The BUA speed limit applies largely to local roads in urban areas and, to avoid an over-proliferation of signage, Main Roads' policy is not to provide 50km/h signage on roads with BUA speed limits.

As part of the overall advertising/media campaign to raise awareness of the change in BUA speed limit, Main Roads delegated authority to Local Government to temporarily install 'Remember 50km/h in Built-Up Area' warning signs at appropriate locations on local roads. The intention was that these signs would be installed for no longer than six months in any one location to remind drivers of the change in speed limit.

The default BUA speed limit of 50km/h has been in place for over 17 years and there is significant public awareness of this limit. However, Main Roads is aware of numerous locations where 'Remember 50km/h in Built Up Area' signs are currently installed. Some signs have been recently erected, possibly to placate resident concerns over speeding on local roads, while others have been in place for considerable periods of time. There are also examples where these signs have been installed outside of BUA's which have led to incidents where motorists have been incorrectly charged with speeding offences.

As a consequence, Main Roads considers that these signs are not performing the function for which they were intended and advises that their installation is no longer supported. Main Roads does not hold information on the locations of these signs on the local government controlled road network, and is seeking your support to identify and arrange for the removal of these signs, from roads under your control, by the end of December 2020.

I thank you for your assistance in this matter. If any further information is required please contact A/Manager Traffic Management Services, Mr Colin Ward on 9323 4721.

Yours sincerely

Tony Earl
EXECUTIVE DIRECTOR NETWORK OPERATIONS

Main Roads Western Australia
Don Aitken Centre, Waterloo Crescent, East Perth WA 6004
PO Box 6202, East Perth WA 6892

mainroads.wa.gov.au
enquiries@mainroads.wa.gov.au
138 138

KM/H IN BUILT UP AREAS' - REGISTER					
Suburb	Road Name	Location	Date Sign Installed	Date of last audit	Reason for Install
Alkimos	Shorehaven Blvd	West of Marmion Avenue	Feb-18	28/07/2020	Requested via CRM 1687/2018 - 18/62590
Woodvale	Woodvale Drive	West of Wanneroo Road	Jul-15	28/07/2020	15/254190
Pearsall	James Spiers Drive	South of Scenic Drive	Unknown	28/07/2020	Unknown
Pearsall	East Road	East of Wanneroo Road	Oct-19	28/07/2020	Requested via CRM 31854/2019 - 19/390573
Pearsall	East Road	East of Lenore Road	Oct-19	28/07/2020	Requested via CRM 31854/2019 - 19/390573
Merriwa	Hughie Edwards Drive	East of Marmion Avenue	Unknown	28/07/2020	Unknown
Alexander Heights	The Avenue	South of Hepburn Avenue	Unknown	28/07/2020	Unknown
Alexander Heights	The Avenue	North of Marangaroo Drive	Unknown	28/07/2020	Unknown
Landsdale	Abbotswood Drive	North of Kingsway	Unknown	28/07/2020	Unknown
Wanneroo	Elliot Road	West of Lenore Road	Unknown	28/07/2020	Unknown
Ashby	Carosa Road	North of Pinjar Road	Mar-19	28/07/2020	Requested via CRM 5598/2019 - 19/106176
Wanneroo	Drovers Place	East of Leapfrogs	2014	28/07/2020	Ministerial - 14/275444
Wanneroo	Drovers Place	West of Regents Garden Blvd	2014	28/07/2020	Ministerial - 14/275444
Wanneroo	Church St	West of Wanneroo Road	Unknown	28/07/2020	Unknown
Carramar	Carramar Road	East of Wanneroo Road	Unknown	28/07/2020	Unknown
Alkimos	Bluewater Drive	East of Marmion Avenue	Feb-18	28/07/2020	Requested via CRM 1687/2018 - 18/62590
Wanneroo	Thompson Dr	West of Wanneroo Road	Dec-18	28/07/2020	Requested by MP Sabine Winton - 18/529354
Wanneroo	Neville Dr	West of Wanneroo Road	Dec-18	28/07/2020	Requested by MP Sabine Winton - 18/529354
Ashby	Carosa Road	South of Ashley Road	Mar-19	28/07/2020	Requested via CRM 5598/2019 - 19/106176

Infrastructure Capital Works

3.3 Tender 20020: Provision of Minor Works for Hinckley Park, Hocking - Upgrade Passive Park

File Ref: 32951 – 20/416999
 Responsible Officer: Director Assets
 Disclosure of Interest: Nil
 Attachments: 2

Issue

To consider Tender No: 20020 for the provision of minor works for the upgrade of Hinckley Park in Hocking.

Background

The project entails the design and development of Hinckley Park, Hocking, in accordance with Local Planning Policy 4.3: Public Open Space. Hinckley Park consists of three land parcels situated at 14 and 16 Hinckley Parkway and 17 Copenhagen Drive and together make up a 4.1ha public open space. This park is unique in that it is the largest Neighbourhood Recreation Park that the City has developed in recent years - however, it has little vegetation or trees. The design includes a nature play area, traditional playground, 3 on 3 basketball court and a children's bike skills track. It also provides a barbecue with sheltered picnic settings, drinking fountain and park seating. Native trees, shrubs and grasses will be planted and 1.3ha of natural turf installed. The proposed internal pathways within the new park have been designed to accommodate universal access.

Detail

Tender 20020 for the upgrade of Hinckley Park, Hocking, was advertised on 5 August 2020 and closed on Tuesday 25 August 2020.

Three Addenda were issued as follows:

- Addendum 1- Revised BBQ specification.
- Addendum 2- Response to tenderers queries – Design Questions.
- Addendum 3- Clarification of Rubber Softfall Specification.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Minor Works
Contract Type	Fixed Lump Sum Price
Commencement Date	January 2021
Contract Duration	Completion by 30 June 2021
Defects Liability	12 months
Extension Permitted	No
Rise and Fall	No

Tender submissions were received from the following companies:

- DB Cunningham Pty Ltd t/as Advantengineering–Civil Engineers (Advantengineering)
- BYTE Construct Pty Ltd (Byte Construct)

- Environmental Industries Pty Ltd (Environmental Industries)
- The trustee for Horizon West Trust t/as Horizon West Landscape Constructions (Horizon West)
- Menchetti Consolidated Pty Ltd t/as MG Group (MG Group)
- Phase3 Landscape Construction Pty Ltd (Phase 3)
- Total Eden Pty Ltd (Total Eden)
- Total Landscape Redevelopment Service Pty Ltd (Total Landscape)

The Tender Evaluation Panel (**TEP**) comprised:

- Coordinator Construction
- Landscape Designer
- Landscape Design and Construction Projects Officer
- Coordinator Parks Operations
- Coordinator Safety Systems

Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**) which included the following selection criteria:

Item No	Description	Weighting
1	Sustainable Procurement (Corporate Social Responsibility) <ul style="list-style-type: none"> • Environmental Considerations 5% • Buy Local 10% • Reconciliation Action Plan 2.5% • Disability Access & Inclusion 2.5% 	20%
2	*Demonstrated Organisational & Key Personnel Experience	30%
3	*Methodology, resources and capacity for performing the works	30%
4	*OSH demonstrated working documents	20%
5	Price (assessed under Value for Money)	Not Weighted

The minimum acceptable baseline for (*) Qualitative Criteria was set at 50% with acceptable minimum scores required for each qualitative criterion. Pricing was not included in the qualitative criteria however is considered as part of the overall value for money assessment.

On initial review of tender submissions, it was confirmed that all tender submissions were received as conforming tenders, and progressed for further evaluation.

Evaluation Criteria 1 - Sustainable Procurement (Corporate Social Responsibility) (20%)

An assessment was made to determine the ranking based on the tenderers' environmental policy and practices, buy local contributions, as well as commitment to reconciliation and disability access and inclusion.

Sub criteria a) Environmental Considerations (5%)

An assessment was made to determine the ranking based on tenderers' asset protection, recycling practices and disposal of non-required material in accordance with industry best practice.

Tenderer	Ranking
Byte Construct	1
Advanteering	2
Environmental Industries	2
Total Landscape	2
Horizon West	5
MG Group	6
Total Eden	7
Phase 3	8

Sub criteria b) Buy Local (10%)

An assessment was made to determine the ranking based on the contribution in terms of labour and/or purchase goods which will directly benefit the local community as detailed in the following information:

- Location of tenderer's and sub-contractors' offices and depots,
- Residential addresses of employees,
- Local purchasing policies,
- Local employment initiative or program.

Tenderer	Ranking
Horizon West	1
Environmental Industries	1
Total Landscape	3
Byte Construct	3
Phase 3	5
MG Group	5
Total Eden	5
Advanteering	8

Sub criteria c) Reconciliation Action Plan (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS - building positive relationships between indigenous and non-indigenous people
- RESPECT – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process
- OPPORTUNITIES – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring

Tenderer	Ranking
Advanteering	1
Phase 3	2
MG Group	2
Total Landscape	4
Environmental Industries	5
Byte Construct	5
Total Eden	5
Horizon West	8

Sub criteria d) Disability Access & Inclusion (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

Tenderer	Ranking
Total Landscape	1
Byte Construct	1
Horizon West	3
Phase 3	4
Environmental Industries	5
MG Group	6
Advanteering	6
Total Eden	8

The overall assessment of all Sustainable Procurement criteria resulted in the following consolidated ranking:

Tenderer	Ranking
Environmental Industries	1
Horizon West	2
Byte Construct	3
Total Landscape	3
MG Group	5
Advanteering	6
Total Eden	7
Phase 3 Landscape	8

Evaluation Criteria 2 - Demonstrated Organisational and Key Personnel Experience (30%)

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tendering entity's and key personnel credentials to fulfil the requirements of the contract.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Horizon West	1
Phase 3	2
Total Landscape	2
Advanteering	4
Environmental Industries	5
MG Group	5
Byte Construct	7
Total Eden	7

Evaluation Criteria 3 - Methodology, Resources and Capacity for performing the works (30%)

The tenderer's methodology and timeframe as presented in their tender submission were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the capability of the tenderers in understanding the scope of work and demonstrating through their proposal that they had the ability to complete works within the specified timeframe.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Advanteering	1
Byte Construct	1
Horizon West	1
Total Landscape	1
Environmental Industries	5
Phase 3 Landscape	6
Total Eden	7
MG Group	8

Evaluation Criteria 4 - OSH demonstrated working documents (Safety Management Systems) (20%)

Evidence of safety management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderers' responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

All tenderers provided details of their safety management systems with the following ranking:

Tenderer	Ranking
Environmental Industries	1
Byte Construct	2
Horizon West	2
Total Landscape	4
Advanteering	5
MG Group	5
Phase 3*	7
Total Eden*	7

*Phase 3 and Total Eden did not achieve an acceptable score for Evaluation Criteria 4 - Tenderer's OSH demonstrated working documents.

Qualitative Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the PEP with the following key observations:

- Price is not weighted and is included in the overall value for money assessment.
- The tenderers' submissions were evaluated in accordance with the selection criteria and were assessed against the necessary resources, previous experience, capability and safety management systems to undertake the tender.

The qualitative weighted assessment resulted in the following tenderer ranking:

Tenderer	Ranking
Horizon West	1
Total Landscape	2
Environmental Industries	3
Byte Construct	4
Advanteering	5
Phase 3 Landscape	6
MG Group	7
Total Eden	8

Evaluation Criteria 5 – Price (Non weighted)

Refer to **Confidential Attachment 1** for the overall lump sum price assessment. The fixed lump sum price (Schedule 1B) plus all of the optional items (Schedule 1C) were applied in the overall value for money assessment for those tenderers that met the minimum qualitative criteria requirements. Based on preferred equipment to be installed in the new playground, the City has chosen to exclude items 13,14,15,16 and 21 and to adjust items 2, 8 and 9 rate quantities from the optional items in Schedule 1C.

Overall Value for Money Assessment Comment

In accordance with the PEP, the proposals were assessed for both City and Australian Standard compliance whilst satisfying the overall value for money assessment.

Refer to **Confidential Attachment 2** for further detail.

The tender submission from Horizon West satisfied the overall value for money assessment and is therefore recommended as the successful tenderer.

Consultation

Extensive community consultation occurred in October 2018 when the City held a design workshop with local residents, and forms the basis of the draft concept plan. Further community consultation occurred in 2020 as part of the final concept and design development for this project.

In accordance with Section 3.51 of the Local Act 1995 relating to minor construction works, general construction notice will be issued to the adjoining properties and signage will be installed on site.

Post tender award and prior to the construction phase, the City will provide regular progress updates on key project milestones by posting of information on the City's webpage and media channels.

Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director of Community and Place	Manage

Risk Title	Risk Rating
C0-023 Safety of Community	Moderate
Accountability	Action Planning Option
Director of Community and Place	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment advised that Horizon West has been assessed as having ‘sound’ financial capacity to meet the requirements of the contract. Security in the form of unconditional bank guarantees is also required as standard practice.

Performance Risk

The recommended Tenderer has more than 20 years’ experience in the landscaping construction services industry while working with various local governments across Western Australia, including previous projects with the City. In addition, the recommended tenderer has no disputes and claims history as stated in the submission.

Independent reference checks indicate that the recommended tenderer has a strong track record of working with local government for more than 5 years.

Policy Implications

Tenders were invited in accordance with the requirements of the City’s Purchasing Policy.

Financial (Budget) Implications

The table below summarises the available funding for the project and associated expenses in the 2020/2021 Capital Works Program:

PR-4172 Hinckley Park, Hocking

Description	Expenditure	Budget
Budget:		
Allocated Capital Works Budget for 2018/19 (PR-4172)		\$25,750
Allocated Capital Works Budget for 2019/20 (PR-4172)		\$51,500
Allocated Capital Works Budget for 2020/21 (PR-4172)		\$1,346,227
Expenditure:		
Expenditure incurred in 2018/2019	\$25,750.08	
Expenditure incurred in 2019/2020	\$28,886.60	
Expenditure incurred to date (2020/2021)	\$22,601.63	
Commitment to date	\$6,710.00	

PR-4172 Hinckley Park, Hocking

Description	Expenditure	Budget
Project Management & Professional Fees	\$50,000.00	
RFT 20020 – For Hinckley Park, Hocking, Upgrade Passive Park Recommended Tenderer – Horizon West Landscape Constructions	\$959,603.60	
Other Works - <i>Planting works</i> - <i>Water supply adjustments</i> - <i>Playground safety audit</i>	\$240,000.00	
Construction Contingency	\$89,925.09	
Total Expenditure	\$1,423,477	
Total Funding		\$1,423,477

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the tender submitted by Horizon West Landscape Constructions for Tender 20020, for the Provision of Minor Works for Hinckley Park, Hocking, Upgrade Passive Park, at \$959,603.60 Fixed Lump Sum, including the main works and selected optional items, as per the General Conditions of Tendering.

Attachments:

1. *Tender 20020 Infocouncil Report - Confidential Attachment 1* Confidential
2. *Tender 20020 Infocouncil Report - Confidential Attachment 2* Confidential

ATTACHMENT 1**Tender 20020: Provision of Minor Works for Hinckley Park, Hocking - Upgrade Passive Park – Confidential Memo**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

ATTACHMENT 2**Tender 20020: Provision of Minor Works for Hinckley Park, Hocking - Upgrade Passive Park – Confidential Memo**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Administration Use Only

Attachment 2 – HPE #20/415073

Waste Services

3.4 Tender No. 20157 Provision of Garden Organic (GO) Processing

File Ref: 40725 – 20/252829
Responsible Officer: Director Assets
Disclosure of Interest: Nil
Attachments: 2

Issue

To consider Request for Tender No. 20157 Provision of Garden Organic (GO) Processing.

Background

On 2 July 2019 Council considered a report (Item AS06-07/19, refers), which resolved the following:

“That Council:-

- 1. APPROVES the implementation of the Three Bin Kerbside Collection System (as per Options 2B and 3B in the Business Case) in line with the Waste Authority’s Better Bins program, that separately collects Food and Garden Organics wastes for onward processing by a third party contractor in to an Australian Standard AS 4454-2012 compliant product;*
- 2. AUTHORISES administration to invite tenders for the commissioning of a suitable contractor to process the City’s Food and Garden Organics waste; and*
- 3. SEEKS a further report following the completion of the tender process as per Recommendation 2, detailing the implementation schedule including key milestones and dates, risk mitigation strategies, and deployment details.”*

Following the above resolution, a further report was considered by Council on 10 December 2019 on RFT19168 Provision of Food Organics and Garden Organics (FOGO) Processing (Item AS02-12/19 refers) and resolved:

“That Council:-

- 1. DECLINES all tender submissions for Tender No. 19168 Provision of Food Organics and Garden Organics Processing, in accordance with the conditions of tendering;*
- 2. AUTHORISES administration to invite tenders for the commissioning of a suitable contractor for the processing City’s Garden Organic materials to enable the implementation of the Three Bin Kerbside Collection System (as per Options 2A and 3A as explained in the report); that separately collects Garden Organics for onward processing by a third party contractor; and*
- 3. SEEKS a further report following the completion of the tender process as per Recommendation 2, detailing the implementation schedule including key milestones and dates, risk mitigation strategies, and deployment details.”*

In alignment with Council’s resolution, mentioned above, a Request for Tender (RFT) was developed to secure a suitable contractor to process the City’s separately collected GO material. Only one non-conforming submission was received in relation to this RFT and the Chief Executive Officer, in accordance with Delegation 1.1.14 (2) accepted a recommendation

to DECLINE all Tenders for the Request for Tender 20037 for the Provision of Garden Organics (GO) Processing.

Post the FOGO and GO RFT process described above, further discussion took place with the waste management industry, which indicated that certain proponents may then have been in a position to provide a service to the City in the first half of 2021. The City subsequently developed and published a restricted FOGO Request for Proposal (RFQ 20098) which was sent to the six tenderers who responded to the initial unsuccessful FOGO Tender (RFT 19168). Four conforming responses were received; however, following lengthy discussions with industry, Administration declined all four submissions as they were unacceptable to the City.

To satisfy Council's initial resolution from 10 December 2019 (Item AS02-12/19 refers), the City published a revised separable portions (with different term options) Tender for the processing of the City's GO material (RFT 20157). This RFT was published on 20 June and closed on 7 August 2020. Provision was made within that Tender to offer separable portions to any eventual contract, with a view to allow local and possibly smaller companies the opportunity to respond.

Detail

Tender 20157 Provision of Garden Organics (GO) Processing was advertised on 20 June and closed on 7 August 2020.

Five Addenda were issued providing for separable portions to be awarded and to address other clarifications and a change in closing deadline.

A non-mandatory briefing session was held on 16 July 2020, prior to the closing of the tender process. A number of waste management companies attended.

Essential details of the proposed contract are as follows:

Details	Option 1	Option 2
Contract Form	Garden Organic Processing Agreement	
Contract Type	Schedule of Rates	
Contract Duration	1 Year	2 Years
Contract Commencement	April 2021	April 2021
Expiry Date	March 2022	March 2023
Extension Permitted	3 x 1 year extensions	2 x 1 year extensions
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.	

The City also made provision for alternative tenders whereby a Tenderer could submit their own Terms and Conditions to be negotiated with the City without the need to submit a conforming tender.

The following submissions were received:

Western GO Organics Joint Venture (WGO JV)

- Type of Submission: Alternative Submission
- Submissions were received for Option 1 and 2
- Conforming: Yes

WGO JV proposed that the City's future three bin kerbside collected GO materials would be deposited at the current Wangara Greens Recycling Facility (WGRF), in Motivation Drive, prior to them being transported thereafter by WGO JV to a nominated disposal site in the Shire of Gingin.

The materials would be kept separate from those “clean” green materials that the City currently deposits there (the greens drop-off facility and the regular vergeside bulk greens service operated by the City), within a temporary covered bay structure, to be supplied by WGO JV.

Suez

- Type of Submission: Alternative Submission
- Submissions were received for an alternative term and solution
- Conforming: No

Suez proposed a seven (7) year contract term, offering a two (2) year GO processing solution which converts to a FOGO solution in Year 3, subject to the necessary environmental approvals being obtained.

The City clarified with Suez whether there will be a material effect in their pricing should the City enter into a two (2) year agreement for GO Material only and Suez advised that they are not in a position to offer this service under those conditions.

As the City is not in a position to enter into a long-term agreement with a FOGO solution, the evaluation panel did not assess Suez's submission further.

The RFT Evaluation Panel (**Panel**) comprised of the following members:

- Manager Waste Services;
- Senior Project Officer Waste Services;
- Coordinator Safety Systems; and
- Environmental Management System Project Officer.

External Probity Oversight was undertaken by William Buck Consulting (WA) Pty Ltd.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**), which included the following selection criteria:

CRITERION	Description		Weighting
	1	Capacity*	25%
	2	Methodology*	20%
	3	Experience*	20%
	4	Occupational Health & Safety Management*	25%
	5	Sustainable Procurement <ul style="list-style-type: none"> • Environmental Considerations 5% • Buy Local 5% 	10%

Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

The following non-weighted criteria were also assessed:

Description	Assessment
Price	Assessed on a gate fee basis
Value for Money	What financial/operational benefits does the Respondent offer the City

Evaluation Criteria 1 – Capacity (25%)

Assessment of this criterion considered the tenderer's capacity to deliver the goods and services on time and without delay; including sufficient technical resources, capability, and details of subcontractors (if utilised). WGO JV was assessed as having very good capacity to handle the City's GO material with a number of contingencies should it ever be required.

Evaluation Criteria 2 – Methodology (20%)

Assessment of this criterion considered the tenderer's approach and method to process the material on time and without delay including sufficient technical resources, capability, details of subcontractors (if utilised). WGO JV provided a methodology based on using the WGRF to receive the City's materials prior to removal for processing.

Evaluation Criteria 3 – Experience (20%)

Assessment of this criterion considered the tenderer's relevant experience in meeting client expectations as presented in their submission, in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the responding entity's credentials to fulfil the requirements of the contract. WGO JV has extensive experience in processing GO material and turning it into a valuable resource.

Evaluation Criteria 4 – Occupational Health & Safety Management (25%)

Evidence of safety and quality management policies and practices were assessed from the submission. The assessment for safety management was based on the tenderer's response to an Occupational Health and Safety Management System Questionnaire included within the RFT documentation. WGO JV provided adequate information that satisfied the panel that their service delivery would meet the City's OSH standards.

Evaluation Criteria 5 – Sustainable Procurement (10%)

Sub Criteria a) Environmental Considerations – 5%

WGO JV provided a superior response to the Environmental Considerations questionnaire. As the nominated facility is WGRF it will result in a reduced environmental footprint due to the collections vehicles not having to travel outside the City's boundaries.

Sub Criteria b) Buy Local – 5%

WGO JV provided an excellent response to the Buy Local questionnaire. A number of their employees and suppliers are based within the City's boundaries.

Overall Qualitative Weighted Assessment

The Panel determined the submission from WGO JV satisfied the qualitative assessment criteria and weightings as detailed in the Procurement and Evaluation Plan.

The Panel recommended WGO JV as the **preferred Tenderer**.

However, it was noted by the Panel that the gate fee quoted was above that previously modelled by the City prior to the publishing of the RFT.

Tender Clarifications

Following the close of Tenders, WGO JV were asked to provide further clarification on their proposed site WGRF layout, traffic management, building requirements and handling procedures, and also confirmed that the Gate Fee price per tonne tendered included any future waste levy costs.

Consultation

Other local governments who have previously deployed three bin systems were communicated with. The City of Joondalup and East Metropolitan Regional Council shared their experience and knowledge as to implementing and managing a three bin system.

Comment

WGO JV is a newly formed joint venture between the City's current contractor, Western Tree Recyclers (WTR), and GO Organics.

WTR, under the provision of existing contract no.19143 processes circa 5,000 tons of green waste per annum consisting of materials from the City's regular bulk green waste service and those materials received at the WGRF. WTR has provided these services to the City since October 2014, with the current contract extended for a further twelve (12) months, expiring 7 October 2021 and with one (1) further term of twelve (12) months remaining.

GO Organics is a company based in Wangara with their processing and production facility sited in the Shire of Gingin. GO Organics is part of the JD group of companies who supply retail outlets across Australia with home garden products (composts, soil mixtures, potting mix, etc.), and have done so for many years.

The WGO JV submission is based on utilising the WGRF as a transfer site, and includes the installation of a temporary receival shed by WGO JV. This temporary structure will be subject to the necessary approvals from the City's Approvals Services, and any approvals should take no longer than six weeks to process, once submitted. The Department of Water and Environmental Regulation (DWER) have also been contacted to determine what environmental approvals, if any, would be required for this proposal. DWER officers advised that no changes are required to the existing site licence.

Once received at the WGRF, the waste will be stored for a period of up to 48 hours prior to being loaded and transported to GO Organics' composting facility. Once delivered to GO Organics' site, it will be decontaminated and processed for composting. The processed materials will then be used as an ingredient in GO Organic's final product compost blends.

As noted by the Tender Evaluation Panel, the gate fee quoted by WGO JV is above that previously modelled by the City. Due to the higher than expected gate fee, Administration undertook an overall review of the project which took in to account not only this option but all other kerbside collection system options that may be available to the City to identify the best possible solution for the City.

A Multi-Criteria Analysis (MCA) methodology was developed which analysed a number of alternatives to the City. The result of the MCA process is discussed in **Confidential Attachment 1**, with the detailed modelling data available in **Confidential Attachment 2**.

Following the MCA process, it has been identified that the most advantageous outcome for the City is to continue with the implementation of a three bin kerbside collection system. It is noted that the City has already signed a Funding Agreement with the Waste Authority in relation to the Better Bins Kerbside Collection Program, and has received payments in excess of \$2 million, as a result.

The response received from WGO JV provides a level of budgetary certainty to the City alongside the opportunity to maximise the recycling of residents' organic materials in alignment with the responses previously received from the vast majority of the community, the City's own Strategic Waste Management Plan and the State's Waste Avoidance and Resource Recovery Strategy 2030, and minimises the risk to the City from any increased disposal costs that may be incurred by future changes to the Waste Levy.

Choosing this option will ensure the City provides kerbside collection services that are contemporary to those currently delivered by many other local governments and will allow for a smooth transition to the delivery of FOGO services in future, subject to Council's commitment and approval in due course, given that a three bin service will already be in place.

Awarding this contract should allow the City to implement this new service prior to the end of the current financial year, subject to the implementation of suitable arrangements for the collection and transport of residents' GO materials. Once these details are confirmed the City will implement its Communications Plan to ensure that the community are fully informed on

implementation details and educated on how best to use the new system, to maximise the amount of materials that are recycled.

Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the Local Government Act 1995. The tendering procedures and evaluation complied with the requirements of Part 4 of the Local Government (Functions and General) *Regulations* 1996.

The *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) confers on the Minister for the Environment the ability to require any local government to provide waste services to its community in line with the State Waste Strategy:

- *Waste Avoidance and Resource Recovery Strategy 2030; and*
- *WARR Act 2007.*

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

- “3 *Environment (Natural)*
- 3.3 *Reduce, Reuse, Recycle, Waste*
- 3.3.1 *Treat waste as a resource*”

Risk Management Considerations

Risk Title	Risk Rating
CO-021 <i>Competitive Service Costing</i>	High
Accountability	Action Planning Option
Director Community & Place	Manage

Risk Title	Risk Rating
CO-022 <i>Environmental Management</i>	High
Accountability	Action Planning Option
Director Planning & Sustainability	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate Risk Registers. Action plans have been developed to manage these risks to support existing management systems.

The MCA process adopted and discussed within the report includes an assessment of all relevant strategic and Corporate risks.

Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process, by Corporate Scorecard. As the WGO JV is not currently registered as a standalone entity, an independent detailed financial assessment was conducted on the lead contractor, Western Tree Recyclers, who was assessed with an 'acceptable' rating to undertake the services.

Policy Implications

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

The City's Waste Management Services Policy defines the level of waste management services to be delivered to the community. The City's Strategic Waste Management Plan 2016 – 2022 is aligned with the State Waste Strategy.

Financial (Budget) Implications

The scope of the tender provides for the City to process its resident's Garden Organic (GO) material collected from the third lime green bin at a cost lower than landfill. The gate fee costs submitted through the tender process are higher than previously modelled, which will result in a reduction in expected savings. However, the implementation of the three bin kerbside collection system removes a large portion of the City's waste from the threat of increased Waste Levy charges in future should the State Government choose to either increase these for materials that are disposed of to landfill, or to implement these for materials that are disposed of in Waste to Energy facilities.

Based on the prices submitted by WGO JV, the estimated expenditure for the processing of the GO material is summarised below:

Option	Year 1	Year 2	Total
Option 1: 1 Year plus 3 x 1 year extensions	\$2,192,400	n/a	\$2,192,400
Option 2: 2 Years plus 2 x 1 year extensions	\$2,192,400	\$1,685,809	\$3,878,209

Taking in to account the whole cost to implement and deliver a new three bin kerbside collection system, of which the awarding of this contract is but one part, there is no expectation that there will be any increase in the City's Waste Service Charge required.

Costs for this service will be met from the Waste Services operating budget.

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the tender submitted by Craneswest (WA) Pty Ltd t/as Western Go Organics JV for Option 1, being the Provision of Garden Organics (GO) Processing for a period of 1 year with 3 x 1 year extensions, as per the tendered schedule of rates.

Attachments:

1. Confidential Attachment 1 - Review of kerbside collection system options Confidential
2. Confidential Attachment 2 - Three Bins - Service Provision Options - Multi Criteria Analysis Confidential

ATTACHMENT 1**Review of kerbside collection system options**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Administration Use Only

Attachment 2 – HPE #20/4434073

ATTACHMENT 2**Three Bins – Service Provision Options – Multi Criteria Analysis**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Administration Use Only

Attachment 2 – HPE #20/442017

3.5 RFQ 20079 - Provision of Kerbside Collection and Transport Services

File Ref: 3836 – 20/316097
Responsible Officer: Manager Waste Services
Disclosure of Interest: Nil
Attachments: 2

Issue

To consider (Walga EQuote 186764) Request for Quotation (RFQ) No: 20079 Provision of Kerbside Collection and Transport.

Background

On 2 July 2019 Council considered a report (Item AS06-07/19, refers), which resolved the following:

“That Council:-

- 1. APPROVES the implementation of the Three Bin Kerbside Collection System (as per Options 2B and 3B in the Business Case) in line with the Waste Authority’s Better Bins program, that separately collects Food and Garden Organics wastes for onward processing by a third party contractor in to an Australian Standard AS 4454-2012 compliant product;*
- 2. AUTHORISES administration to invite tenders for the commissioning of a suitable contractor to process the City’s Food and Garden Organics waste; and*
- 3. SEEKS a further report following the completion of the tender process as per Recommendation 2, detailing the implementation schedule including key milestones and dates, risk mitigation strategies, and deployment details.”*

Following the above resolution, a further report was considered by Council on 10 December 2019 on RFT19168 Provision of Food Organics and Garden Organics (FOGO) Processing (Item AS02-12/19 refers) and resolved:

“That Council:-

- 1. DECLINES all tender submissions for Tender No. 19168 Provision of Food Organics and Garden Organics Processing, in accordance with the conditions of tendering;*
- 2. AUTHORISES administration to invite tenders for the commissioning of a suitable contractor for the processing City’s Garden Organic materials to enable the implementation of the Three Bin Kerbside Collection System (as per Options 2A and 3A as explained in the report); that separately collects Garden Organics for onward processing by a third party contractor; and*
- 3. SEEKS a further report following the completion of the tender process as per Recommendation 2, detailing the implementation schedule including key milestones and dates, risk mitigation strategies, and deployment details.”*

In alignment with Council’s resolution, mentioned above, a Request for Tender (RFT) was developed to secure a suitable contractor to process the City’s separately collected GO material. Only one non-conforming submission was received in relation to this RFT and the Chief Executive Officer, in accordance with Delegation 1.1.14 (2) accepted a recommendation

to DECLINE all Tenders for the Request for Tender 20037 for the Provision of Garden Organics (GO) Processing.

Post the FOGO and GO RFT process described above, further discussion took place with the waste management industry, which indicated that certain proponents may then have been in a position to provide a service to the City in the first half of 2021. The City subsequently developed and published a restricted FOGO Request for Proposal (RFQ 20098) which was sent to the six tenderers who responded to the initial unsuccessful FOGO Tender (RFT 19168). Four conforming responses were received; however, following lengthy discussions with industry, Administration declined all four submissions as they were unacceptable to the City.

To satisfy Council's initial resolution from 10 December 2019 (Item AS02-12/19 refers), a revised separable portions Tender for the processing of the City's GO material (RFT 20157) was published on 20 June and closed on 7 August 2020. Provision was made within that Tender to offer separable portions to any eventual contract, with a view to allow local and possibly smaller companies the opportunity to respond. The result of this tender is the subject of another report brought forward for Council's consideration as part of this agenda (Item Number 3.4 refers).

To successfully implement a Three Bin Kerbside Collection System, a further collection and transportation service is required. Administration has sought to engage with industry in the form of this RFQ to seek a suitable Contractor to undertake that third collection service. This report considers the outcome of RFQ 20079 - Provision of Kerbside Collection and Transport Services.

Detail

Quote 20079 Provision of Kerbside Transport and Collection was invited on 1 May 2020, and, closed on 29 May 2020.

The following details were proposed within the quotation:

Item	Detail
Contract Form	WALGA C002/11 Short Form Contract
Contract Type	Schedule of Rates
Contract Duration	3 years
Commencement Date	4 January 2021
Expiry Date	30 December 2024
Extension Permitted	(2) Two periods of (1) one year
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.

Submissions were received from the following:

- Cleanaway Pty Ltd;
- Solo Resource Recovery Pty Ltd; and
- Suez Recycling and Recovery Pty Ltd.

The City's Evaluation Panel comprised of the following members:

- Manager Waste Services (Chair) (non-voting);
- Coordinator Waste Operations;
- Project Manager Waste Services;
- Coordinator OSH; and
- Technical Officer – Contract Administrator.

Technical advice was provided to the Panel from the following officers:

- Fleet Management Officer;
- GIS Administrator;
- Strategic Finance Business Partner; and

- Contracts and Procurement Officer.

External probity oversight was undertaken by:

- William Buck Consulting (WA) Pty Ltd.
- Internal audit and review of the process has been undertaken by the City's Chief Operating Officer.

Submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**) which included the following selection criteria:

Category	Description	Weighting
Sustainable Procurement	Environmental Considerations (10%) Buy Local (10%)	20%
Technical Robustness	Methodology and Implementation*	20%
	Capacity*	20%
	Experience*	20%
Systems and Safety	Health and Safety, Risk Mitigation, OHS Measures, Environmental Management Systems*	20%

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. Respondents must achieve a minimum acceptable qualitative score (as determined by the City), and for each of the qualitative criteria detailed above (*), to be considered for further evaluation.

Evaluation Criteria 1 – Sustainable Procurement (20%)

Environmental Considerations – 10%

The City is committed to procuring goods and services that have the most positive environmental, social and economic impacts over the entire life cycle of a product or service.

Respondents were encouraged to provide the credentials of any environmental claims of the goods and/or services being proposed. The assessment of this criterion resulted in the following rankings:

Respondent	Ranking
Solo Resource Recovery Pty Ltd	1
Suez Recycling and Recovery Pty Ltd	2
Cleanaway Pty Ltd	2

Buy Local – 10%

The City encourages the development of competitive local businesses within the geographical boundaries of the City, first, and secondly within the broader region. This commitment includes, but is not limited to:

- Purchasing locally made and sourced goods / services;
- Inviting local businesses to participate in quotation, tender and expressions of interest opportunities;
- Providing an advantage to businesses based within the City's boundaries;
- Providing an advantage to businesses, which can demonstrate economic benefit to the City's community such as employing local residents/sub-contractors and/or purchasing goods/services from local providers?

The assessment of this criterion resulted in the following rankings:

Respondent	Ranking
Suez Recycling and Recovery Pty Ltd	1
Solo Resource Recovery Pty Ltd	2
Cleanaway Pty Ltd	3

Evaluation 2 – Capacity (20%)

Respondents were required to clearly demonstrate the resources available to manage and supervise the collection and transport kerbside collected materials, including provision of company history, business structure, qualifications, and details of specialist plant and equipment and contingency plans. The assessment of this criterion resulted in the following ranking:

Respondent	Ranking
Suez Recycling and Recovery Pty Ltd	1
Solo Resource Recovery Pty Ltd	2
Cleanaway Pty Ltd	2

Evaluation Criteria 3 - Methodology (20%)

Respondents were required to demonstrate an appreciation of the requirements of this service and provide an outline of the proposed methodology and approach, including the expected timeframe for the securing of plant and staff. Respondents were also required to provide operational plans, details of customer relations interface and of the provision of regular reporting. The assessment of this criterion resulted in the following ranking:

Respondent	Ranking
Suez Recycling and Recovery Pty Ltd	1
Solo Resource Recovery Pty Ltd	2
Cleanaway Pty Ltd	3

Evaluation Criteria 4 – Experience (20%)

The Respondents' relevant experience was assessed in order to evaluate their individual ability to meet the requirements of the contract. Assessment considered track record in delivering similar services, current/previous contracts and timeframes, references (demonstrating experience), and technical capability. The assessment of this criterion resulted in the following ranking:

Respondent	Ranking
Suez Recycling and Recovery Pty Ltd	1
Cleanaway Pty Ltd	2
Solo Resource Recovery Pty Ltd	2

Evaluation Criteria 5 – Safety Systems (20%)

Evidence of safety and quality management policies and practices was assessed in each submission. The assessment for safety management was based on responses to an Occupational Health and Safety Management System Questionnaire included within the documentation. All Respondents provided details of their safety management systems with the following ranking:

Respondent	Ranking
Solo Resource Recovery Pty Ltd	1
Cleanaway Pty Ltd	2
Suez Recycling and Recovery Pty Ltd	3

Overall Qualitative Weighted Assessment and Ranking

Submissions were reviewed in accordance with the Procurement and Evaluation Plan. The Panel determined that all three submissions satisfied the qualitative assessment criteria and weightings as detailed in the Procurement and Evaluation Plan.

The overall qualitative assessment resulted in the following ranking:

Respondent	Ranking
Solo Resource Recovery Pty Ltd	1
Suez Recycling and Recovery Pty Ltd	2
Cleanaway Pty Ltd	3

Quotation Price Assessment and Ranking

Price is not a weighted criterion however forms part of an overall value for money exercise.

Due to the various transport options that were proposed in the RFQ, there are a number of different potential costs that the City may expect, dependent upon the overall waste management and service delivery option chosen by the City for the delivery of its kerbside collection service. Each of these options was assessed independently and has been included in an overall review of all kerbside collection system options that may be available to the City (**refer Confidential Attachments 1 and 2**).

Consultation

Consultation with a number of internal and external stakeholders has been undertaken for this procurement process from across the organisation and third party contractors.

Other local governments who have previously deployed three bin systems were communicated with. The City of Joondalup and East Metropolitan Regional Council shared their experience and knowledge as to implementing and managing a three bin system.

Comment

The awarding of this contract, or otherwise, is dependent upon the City identifying its preferred overall kerbside collection service delivery model. Administration determined that, due to the number of differing waste management and transport options available, an overall review of identified options was necessary to identify the best possible overall solution to the City.

The City currently performs both the domestic and recycling collection services in the community. Extensive work has been undertaken to financially model the current services in order to compare with those options received through this RFQ in the overall review discussed above.

A Multi-Criteria Analysis (MCA) methodology was developed which analysed the kerbside collection system options available to the City. The MCA process assumed that the City will continue to deliver the weekly domestic service to households, in-house, given that this is deemed the primary service to the community, and therefore carries the greatest risk if contracted out. The result of the MCA process is discussed in separate confidential attachments to this report (**refer Confidential Attachments 1 and 2**).

Following the MCA process, it has been identified that the most advantageous outcome for the City is to continue with the implementation of a three bin kerbside collection system, and for an external operator to provide collection and transport services for the City's separately collected GO materials. The City has the potential to realise substantial service delivery savings under this option compared with the alternative possibility of expanding the City's own fleet to deliver those collection and transport services with new vehicles and extra staff.

This option will allow the City the opportunity to receive best financial value in the delivery of those services to the community whilst allowing the opportunity for the City's current transport fleet to directly compare itself with best practice operations; in so doing the City has the opportunity to drive efficiency and customer service improvements in the years ahead.

Should the City move towards the implementation of a FOGO service in the community within the term of this new contract period, the vehicles that will be used, and therefore this potential contract, allow for that change, and will not result in any extra unknown costs being imposed on the City.

Awarding a contract to Solo Resource Recovery Pty Ltd will result in the development of a new transport depot inside the City of Wanneroo; in so doing providing a level of direct employment, other wider economic opportunities within the City and many other secondary benefits.

Solo's tender offering should allow the City to implement this new service prior to the end of the current financial year, subject to confirmation of delivery times for new vehicles. Once these details are confirmed the City will implement its Communications Plan to ensure that the community are fully informed on implementation details and educated on how best to use the new system, to maximise the amount of materials that are recycled.

Statutory Compliance

The *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) confers on the Minister for the Environment the ability to require any local government to provide waste services to its community in line with the State Waste Strategy:

- Waste Avoidance and Resource Recovery Strategy 2030; and
- WARR Act 2007.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

- “3 *Environment (Natural)*
- 3.3 *Reduce, Reuse, Recycle, Waste*
- 3.3.3 *Create and promote waste management solutions”*

Risk Management Considerations

Risk Title	Risk Rating
CO-021 Competitive Service Costing	High
Accountability	Action Planning Option
Director Community & Place	Manage

Risk Title	Risk Rating
CO-022 Environmental Management	High
Accountability	Action Planning Option
Director Planning & Sustainability	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate Risk Registers. Action plans have been developed to manage these risks to support existing management systems.

The MCA process adopted and discussed within the report includes an assessment of all relevant strategic and Corporate risks, also.

Financial Risk

A financial risk assessment was undertaken as part of the quotation evaluation process for all respondents, by Corporate Scorecard, who assessed Solo as having a sound financial capacity to undertake the services.

Policy Implications

Quotations were invited in accordance with the requirements of the City's Purchasing Policy.

The City's Waste Management Services Policy defines the level of waste management services to be delivered to the community. The City's Strategic Waste Management Plan 2016 – 2022 is aligned with the State Waste Strategy.

Financial Implications

Based on the prices submitted for *Option 2: Drive-by of 60,000 lime green lidded bins on a fortnightly basis* by Solo Resource Recovery Pty Ltd, the estimated expenditure for the collection and transport of the City's GO materials is summarised below:

	Year 1	Year 2	Year 3	Total
<i>Option 2:</i> 3 Years, plus 2 x 1 year extensions	\$1,577,345	\$1,612,050	\$1,647,517	\$4,836,912

Taking in to account the whole cost to implement and deliver a new three bin kerbside collection system, of which the awarding of this contract is but one part, there is no expectation that there will be any increase in the City's Waste Service Charge required.

Costs relating to collection and transport will be funded the Waste Services operating budget.

Voting Requirements

Majority

Recommendation

That Council ACCEPTS the submission for Option 2 from The Trustee for Rico Family Trust t/as Solo Resource Recovery for RFQ20079 Provision of Collection and Transport to collect the City's Garden Organic materials for a period of 3 years with 2 x 1 year extensions, as per the uplift rate included in the Schedule of Rates.

Attachments:

1. Confidential Attachment 1 - Review of kerbside collection system options *Confidential*
2. Confidential Attachment 2 - Three Bins - Service Provision Options - Multi Criteria Analysis *Confidential*

ATTACHMENT 1**Review of kerbside collection system options**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Administration Use Only

Attachment 2 – HPE #20/4434073

ATTACHMENT 2**Three Bins – Service Provision Options – Multi Criteria Analysis**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Administration Use Only

Attachment 2 – HPE #20/442017

Community & Place

Nil

Corporate Strategy & Performance

Business & Finance

3.6 Financial Activity Statement for the period ended 31 August 2020

File Ref:	37350 – 20/388034
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	7

Issue

To consider the Financial Activity Statement for the period ended 31 August 2020.

Background

In accordance with *Local Government (Financial Management) Regulations 1996*, the Financial Activity Statement has been prepared in compliance with the following:

“Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, which requires a local government to prepare a statement of financial activity each month, presented according to nature and type, by program, or by business unit. For the 2020/21 financial year the statement of financial activity will be presented by nature and type.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2020/21 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”

Detail

Financial Activity for the period ended 31 August 2020

Council adopted the Annual Budget for the 2020-21 financial year on 20 July 2019 (SCS01-07/20). The figures in this report are compared to the adopted budget.

The budget changes proposed in the Financial Activity Statement for the period ended 31 July 2020 have not been included in the August 2020 Statement as the report was adopted on 15 September 2020.

Overall Comments Month-to-Date

Results from Operations

The Financial Activity Statement report for the month of August 2020 shows an overall favourable variance from Operations before Non-Operating Revenue and Expenses of \$1.3m.

The favourable variance is due to underspends in Employment costs, Materials & Contracts, Utility charges and Insurance expense.

Description	Current Month - August 2020				Comments
	Actual \$m	Budget \$m	Variance \$m	Variance %	
Operating Revenue	2.9	3.0	(0.1)	(2.7)	The unfavourable variance is due to lower Operating Grants and offset by higher revenue from Rates and Fees & Charges. Please refer to note 1, 2 and 3 for further details.
Operating Expense	(15.3)	(16.7)	1.3	8.0	The favourable variance is due to underspend in Employment Costs, Materials & Contracts, Utility Charges and Insurance Expense. Please refer to note 4, 5, 6 and 7 for further details.
Result from Operations	(12.4)	(13.7)	1.3	9.2	

Capital Program

During August 2020, \$3.0m was spent on various capital projects of which \$2.0m was spent on roads and sport facilities (Refer to **Attachment 3** for more details).

Description	Month Actual \$m	Month Budget \$m	% Complete of Month Budget
Expenditure	3.0	3.6	83.9%

Overall Comments on Year-to-Date (YTD) Figures

Results from Operations

The Financial Activity Statement report for the year-to-date of August 2020 shows an overall favourable variance from Operations before Non-Operating Revenue and Expenses of \$3.5m.

The favourable variance is due to higher revenue from Rates and Fees & Charges, and underspend in Employment costs, Materials & Contracts, Utility charges and Insurance expense.

Description	Year-To-Date August 2020				Comments
	Actual \$m	Budget \$m	Variance \$m	Variance %	
Operating Revenue	170.5	169.1	1.4	0.8	The favourable variance is due to higher revenue from Rates and Fees & Charges and offset by lower income from Operating Grants. Please refer to note 1, 2 and 3 for further details.
Operating Expense	(33.1)	(35.2)	2.2	6.1	The favourable variance is due to underspend in Employment Costs, Materials & Contracts, Utility Charges and Insurance Expense.
Result from Operations	137.4	133.8	3.5	2.6	

Capital Program

At the end of August 2020, \$4.5m was expended on various capital projects of which \$3.0m was spent on roads and sports facilities (Refer **Attachment 4 – Top Projects 2020-21** for more details).

Description	YTD Actual \$m	YTD Budget \$m	% Complete of YTD Budget	Annual Revised Budget \$m	% Complete of Annual Budget
Expenditure	4.5	8.4	53.8%	67.0	6.7%

Investment Portfolio Performance

Portfolio Value \$m	Monthly Weighted Return	Comments
380.4	1.23%	Portfolio balance has increased by \$21.6m from July 2020 due to Rates Income during the month. Return is 0.57% above benchmark (12 months UBS Australia Bank Bill Index). (Refer to Attachment 5 for more details)

*Detailed Analysis of Statement of Comprehensive Income (**Attachment 1**)*

Comments relating to the Statement of Comprehensive Income are provided under the following two sections:

- a) Current month comparison of Actuals to Budgets; and
- b) Year to date Actuals to Budgets;

where the variance is higher than reporting threshold or item of interest to Council.

CITY OF WANNEROO
STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 AUGUST 2020

Description	Current Month				Year to Date				Annual	
	Actual \$	Budget \$	Variance		Actual \$	Budget \$	Variance		Original Budget \$	Notes
			\$	%			\$	%		
Revenues										
Rates	6,038	0	6,038	0.0	134,633,972	134,451,516	182,456	0.1	135,971,516	1
Operating Grants, Subsidies & Contributions	1,092,399	1,519,720	(427,321)	(28.1)	1,190,087	1,689,517	(499,430)	(29.6)	11,426,636	2
Fees & Charges	1,373,949	1,031,614	342,335	33.2	33,865,423	32,237,584	1,627,839	5.0	44,156,022	3
Interest Earnings	350,074	389,791	(39,717)	(10.2)	674,148	665,602	8,546	1.3	4,416,017	
Other Revenue	68,986	31,518	37,468	118.9	110,592	44,959	65,633	146.0	1,015,816	
Total Operating Revenue	2,891,446	2,972,643	(81,197)	(2.7)	170,474,222	169,089,178	1,385,044	0.8	196,986,007	
Expenses										
Employee Costs	(5,954,222)	(6,101,444)	147,222	2.4	(12,099,812)	(12,939,586)	839,774	6.5	(75,073,152)	4
Materials & Contracts	(4,731,170)	(5,728,653)	997,483	17.4	(11,528,978)	(12,568,442)	1,039,464	8.3	(71,049,101)	5
Utility Charges	(774,159)	(827,135)	52,976	6.4	(1,522,329)	(1,689,876)	167,547	9.9	(9,976,703)	6
Depreciation	(3,571,971)	(3,571,971)	0	0.0	(7,143,942)	(7,143,942)	0	0.0	(42,863,029)	
Interest Expenses	(343,575)	(341,930)	(1,645)	(0.5)	(687,167)	(683,359)	(3,808)	(0.6)	(4,114,716)	
Insurance	32,234	(109,137)	141,371	129.5	(104,899)	(218,274)	113,375	51.9	(1,327,151)	7
Total Operating Expenditure	(15,342,864)	(16,680,270)	1,337,406	8.0	(33,087,127)	(35,243,479)	2,156,352	6.1	(204,403,852)	
RESULT FROM OPERATIONS	(12,451,418)	(13,707,627)	1,256,209	9.2	137,387,095	133,845,699	3,541,396	2.6	(7,417,845)	
Non Operating Revenue & Expenses										
Non Operating Grants, Subsidies & Contributions	1,463,863	1,083,641	380,222	35.1	1,631,793	2,854,054	(1,222,261)	(42.8)	11,049,674	8
Contributed Physical Assets	0	0	0	0.0	0	0	0	0.0	9,092,000	
Profit on Asset Disposals	87,049	0	87,049	0.0	87,049	0	87,049	0.0	248,176	9
Loss on Assets Disposals	0	0	0	0.0	0	(13,699,065)	13,699,065	0.0	(14,821,299)	9
TPS* & DCP** Revenues	1,057,358	961,133	96,225	10.0	2,493,002	1,100,050	1,392,952	126.6	10,667,481	10
TPS* & DCP** Expenses	(1,727,970)	(1,873,598)	145,628	7.8	(1,798,714)	(1,936,244)	137,530	7.1	(6,759,073)	11
Total Non Operating Revenue and Expenses	880,300	171,176	709,124	414.3	2,413,131	(11,681,205)	14,094,336	120.7	9,476,959	
NET RESULT (OPERATING & NON OPERATING)	(11,571,118)	(13,536,451)	1,965,333	14.5	139,800,226	122,164,494	17,635,732	14.4	2,059,114	
Other Comprehensive Income	0	0	0	0.0	0	0	0	0.0	0	
TOTAL COMPREHENSIVE INCOME	(11,571,118)	(13,536,451)	1,965,333	14.5	139,800,226	122,164,494	17,635,732	14.4	2,059,114	

*TPS=Town Planning Schemes

**DCP=Developers Contribution Plans

Revenues

Note 1 Rates

Month to Date - (Actual \$6k, Adopted Budget \$0m)

The variance is favourable by \$6k as a result of interim rates generated during the month of August.

Year to Date - (Actual \$134.6k, Adopted Budget \$134.5m)

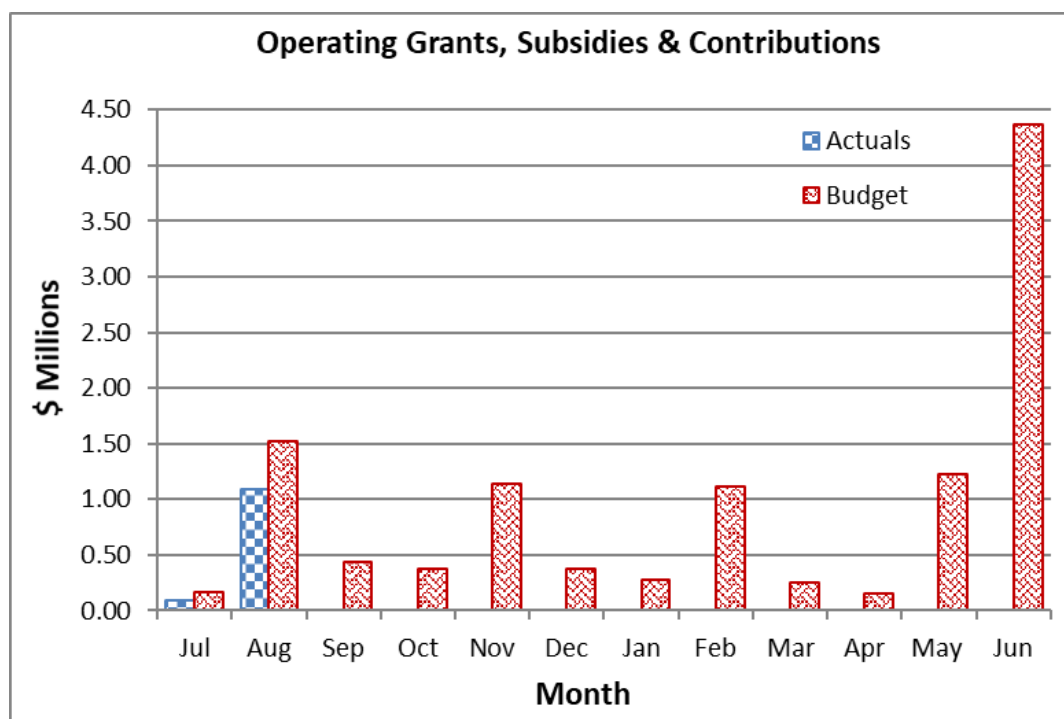
The variance is favourable by \$182.5k as a result of additional properties created in rates database with schedule received from Landgate which deferred from when the budget document was compiled and when the Rates were levied.

Note 2 Operating Grants, Subsidies & Contributions

Month to Date - (Actual \$1.1m, Adopted Budget \$1.5m)

The variance is unfavourable by \$427k mainly relates to:

- Delay in receiving school oval maintenance contribution from Educational Department of \$279k;
- Delay in receipt of 2nd milestone for Better Bins Program of \$160k, the State Government has notified the City that the payment will be delayed to quarter 4;
- Revenue for illuminated street signs received in July, however it was anticipated in August for \$60k;
- Delay in receiving contribution from advertising agencies due to negotiation in regards to the rate of advertising on roadside furniture of \$24k; offset by
- Late receipt of \$89k of cash contribution for Clarkson – Butler for additional works requested by developers for the Marmion Avenue road works.



Year to Date - (Actual \$1.2m, Adopted Budget \$1.7m)

The variance is unfavourable by \$499k mainly relates to:

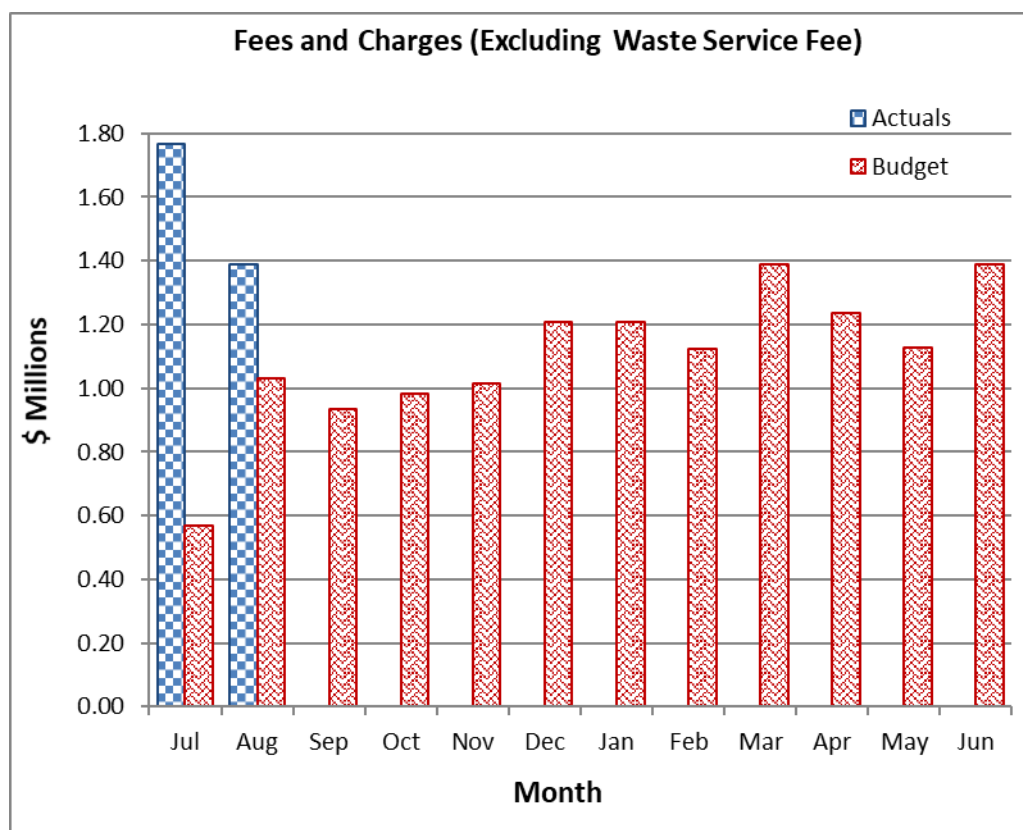
In addition to the comments in the Month to Date section above, there has been a delay in receipt of Social inclusion State Government grant of \$10k for Proposed Age Friendly and Dementia Friendly Communities Grant from Department of Communities.

Note 3 Fees and Charges**Month to Date - (Actual \$1.4m, Adopted Budget \$1.0m)**

The City of Wanneroo services, programs and facilities have been reopened gradually in previous months and slowly the Community confidence grew to return after the initial COVID-19 closure to their favourite facilities. At the time of the budget preparation the City had a cautious approach in regards to the timing of the anticipated revenue for 2020/21, which resulted a low base line between July to September 2020 for the estimated income for Fees & Charges.

The favourable variance of \$342k for August is summarised as per below:

- \$267k – increase in facility booking fee income driven by public returning to community centres, Aquamotion, Kingsway Stadium, sporting grounds and libraries;
- \$134k – increase of user or entry fee income driven by public returning to Aquamotion and using all the available facilities within the complex; and offset by
- \$57k – reduction in revenue from rates instalment admin fee.



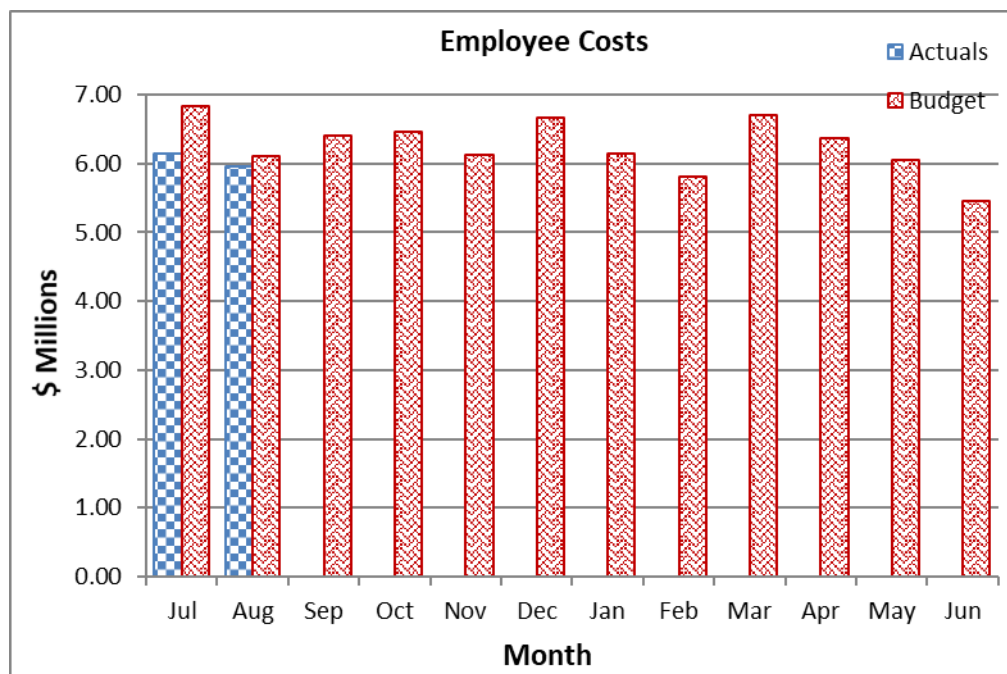
Year to Date - (Actual \$33.9m, Adopted Budget \$32.2m)

The favourable variance of \$1.6m for August is summarised as per below:

- \$489k – increase in facility booking fee income driven by public returning to community centres, Kingsway Stadium, sporting grounds and libraries;
- \$414k – increase of user or entry fee income driven by public returning to Aquamotion and using all the available facilities within the complex;
- \$239k – increased revenue from green fees, driving range from Carramar and Marangaroo golf courses is attributable to favourable weather conditions and increased patronage than originally anticipated;
- \$190.5k – higher than anticipated number of building services applications and development assessments mainly due to the State Government stimulus;
- \$72k – domestic waste fee higher than anticipated; and
- \$223k – higher than anticipated various fees and charges.

Expenses**Note 4 Employee Costs****Month to Date - (Actual \$6.0m, Adopted Budget \$6.1m)**

The variance is favourable by \$147k due to lower employee costs mainly arising from deferred recruitment to fill in vacant roles.

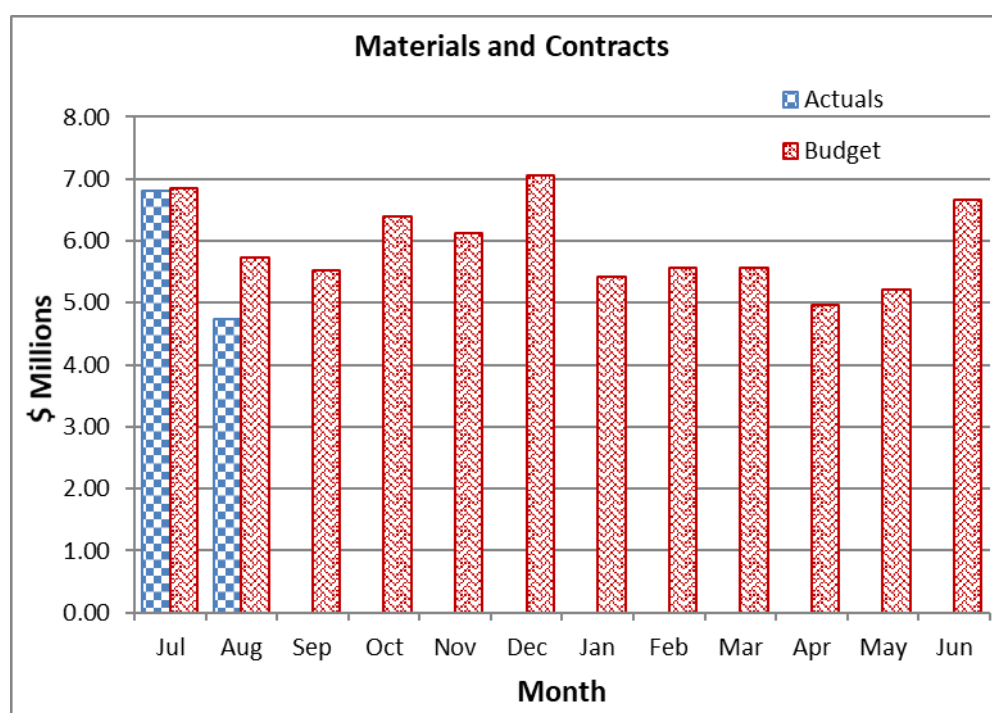
**Year to Date - (Actual \$12.1m, Adopted Budget \$12.9m)**

The variance is favourable by \$840k due to lower employee costs mainly arising from deferred recruitment to fill in vacant roles.

Note 5 Materials & Contracts***Month to Date - (Actual \$4.7m, Adopted Budget \$5.7m)***

The variance is favourable by \$997k mainly relates to:

- Lower contract expense of \$343k to maintain road reserve and bushland;
- Lower consulting expenses of \$220k for planning regulatory services and property management;
- Lower refuse removal expense of \$180k due to delays in contractor invoicing for recycled materials;
- Lower material expense of \$102k to maintain waste domestic plant, park equipment, road reserves, pathways, operations centre; promote council image; and
- Lower refuse removal expense of \$86k due to lower than expected collection of waste tonnage of domestic rubbish;

***Year to Date - (Actual \$11.5m, Adopted Budget \$12.6m)***

The variance is favourable by \$1.0m due to:

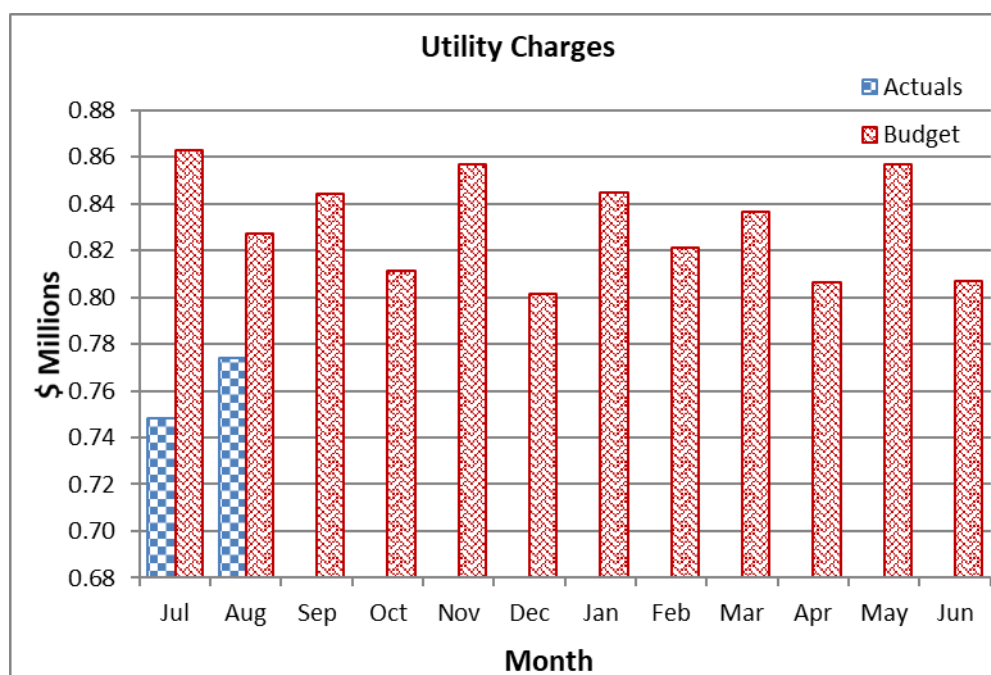
- Lower sponsorship expense of \$216k for pitstop park within land development management services and donation to community funding;
- Lower material expense of \$187k to maintain waste domestic plant, park equipment, road reserves, pathways, operations centre, parks, light vehicles; promote council image and collect litter;
- Lower refuse removal expense of \$167k due to delays in contractor invoicing for bulk rubbish;

- Lower postage expense of \$158k due to delay in implementation of the 3 bin kerbside collection system and posting associated marketing material to residents; and delay in receiving tax invoices from Australia Post for delivering Rates Assessments and Notices;
- Lower refuse removal expense of \$152k due to lower than expected collection of waste tonnage of bulk rubbish; and
- Lower consulting expenses of \$151k for planning regulatory services.

Note 6 Utility Charges

Month to Date - (Actual \$774k, Adopted Budget \$827k)

The variance is favourable by \$53k due to lower electricity and telephone expenses, and offset by higher gas usage, water consumption and mobile expenses.



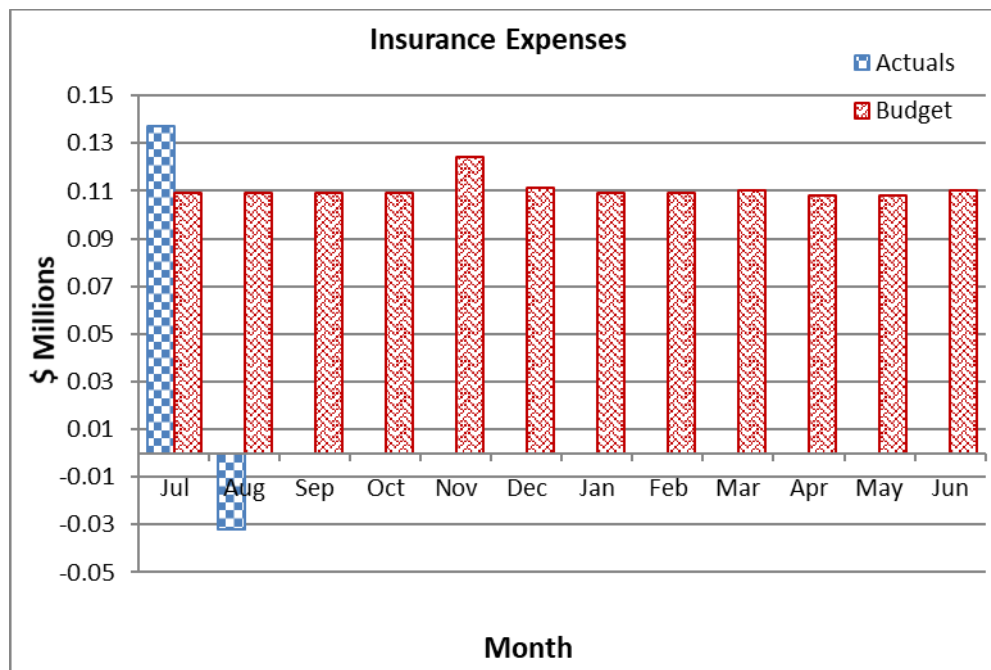
Year to Date - (Actual \$1.5m, Adopted Budget \$1.7m)

The variance is favourable by \$167k due to lower water consumption, mobile, telephone expenses and electricity usage of which, \$56k is related to Street Lighting.

Note 7 Insurance

Month to Date - (Actual \$-32k, Adopted Budget \$109k)

During August, the City received an unbudgeted credit from our insurers (LGIS). Due to the credit offsetting the monthly expense allocation a favourable variance of \$141k resulted.



Year to Date - (Actual \$105k, Adopted Budget \$218k)

The favourable year to date variance of \$113k is a result of the City's receipt of an unbudgeted credit from its insurer (LGIS). A review of the total annual premiums expense expected for the current financial year, after allowing for any credits, will be undertaken as part of the first quarterly review, with the reduced budget reflected accordingly at that time.

Non Operating Revenue & Expenses

Note 8 Non Operating Grants, Subsidies & Contributions

Month to Date – (Actual \$1.5m, Adopted Budget \$1.1m)

The variance is favourable by \$380k and attributable to:

- Federal Government grants of \$370k:
 - \$340k received for Roads to Recovery Grants due to work brought forward.
 - \$30k received for National Black Spot Project for Marmion Belleville Gardens for works carried out in 2019/20
- State Government grants of \$10k received for various grants.

Year to Date – (Actual \$1.6m, Adopted Budget \$2.9m)

The variance is unfavourable by \$1.3m and attributable to:

- State Government grants of \$921k:
 - \$62k for Wanneroo City Soccer Clubrooms and \$1.12m for Hartman Drive Duplication are all restricted grants that have not yet been recognised as income yet;
 - \$165k for Splendid Park Skate Park, \$200k for Connolly Drive Duplication and \$100k for Leatherback Park Sports Amenities Building are not yet received; offset by

- \$727k for Pinjar Road funds acquitted in 2019/20, but funds only received in August 2020.
- Cash Contribution of \$626k previously received as a contract liability that has not yet been recognised as income yet, offset by early payment for Roads to Recovery Grants payment \$320k for works brought forward.

Note 9 Profit / Loss on Asset Disposals

Month to Date – (Combined Actual \$87k, Combined Adopted Budget \$0m)

The favourable variance of \$87k is a result of a higher proceeds relating to Tamala Park Regional Council (TPRC) than anticipated.

Year to Date – (Combined Actual \$87k, Combined Adopted Budget \$13.7m)

The variance is unfavourable by \$13.7m due to delay in land disposal in relation to Main Roads WA taking over ownership of Ocean Reef Road and Gnangara Road. The City is awaiting the appropriate transfer documentation from Main Roads to process the disposal.

Note 10 TPS & DCP Revenues

Month to Date – (Actual \$1.1m, Adopted Budget \$1.0m)

The favourable variance of \$96k is due to increased income of \$58k for headworks levy for Town Planning Scheme (TPS) and higher than anticipated interest income of \$38k for TPS for Cell 1 – 9, Yanchep/Two Rocks Community Facilities and Alkimos/Englington Community facilities.

Year to Date – (Actual \$2.5m, Adopted Budget \$1.1m)

The favourable variance of \$1.4m is due to increased income of \$1.3m for headworks levy for Town Planning Scheme (TPS) for Cell 2, 6 and 7, Yanchep/Two Rocks Community Facilities and Alkimos/Englington Community facilities and higher than anticipated interest income of \$76k for TPS.

Note 11 TPS & DCP Expenses

Month to Date – (Actual \$1.7m, Adopted Budget \$1.9m)

The favourable variance of \$146k is mainly due to delayed work at Landsdale historical Public Open Space for Cell 5.

Year to Date – (Actual \$1.8m, Adopted Budget \$1.9m)

The favourable variance is mainly due to reason noted above.

Statement of Financial Position (Attachment 2)

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2020

Description	30 June 2020 Estimate \$	31 August 2020 Actual \$	Variance		30 June 2021 Budget Estimate \$	Notes
			\$m	%		
Current Assets	393,799,901	543,570,536	149,770,635	38.0	387,868,977	
Current Liabilities	(59,332,009)	(66,325,323)	(6,993,314)	(11.8)	(50,493,320)	
NET CURRENT ASSETS	334,467,892	477,245,213	142,777,321	42.7	337,375,657	1
Non Current Assets	2,403,645,515	2,400,710,378	(2,935,137)	(0.1)	2,428,370,061	2
Non Current Liabilities	(96,186,729)	(96,228,261)	(41,532)	(0.0)	(88,033,657)	3
NET ASSETS	2,641,926,678	2,781,727,330	139,800,652	5.3	2,677,712,061	
TOTAL EQUITY	(2,641,926,678)	(2,781,727,330)	139,800,652	5.3	(2,677,712,061)	

Note 1 - Net Current Assets

When compared to the opening position at 30 June 2020 Net Current Assets have increased by \$143m, which is predominately due to the levying of 2020/21 Rates and Waste Service Fees in July 2020.

Within the Current Assets, Current Receivables of \$157.3m are mainly comprised of collectable Rates and Waste Service Fees debtors of \$135.9m and Emergency Services Levy of \$14.2m, with the remaining balance attributed to General Debtors of \$7.2m.

Note 2 - Non-Current Assets

Non-Current Assets as at 31 August 2020 have decreased by \$2.9m from 30 June 2020 Actuals. The movement is due to increase in Work in Progress and Asset Acquisition of \$4.5m partially offset by accumulated depreciation of \$7.1m (estimated).

Note 3 - Non-Current Liabilities

Non-Current Liabilities as at 31 August 2020 have increased by \$41k due to change in the interest bearing liabilities.

The existing loan with the Western Australia Treasury Corporation remains unchanged making up 77% of total Non-Current Liabilities.

Financial Performance Indicators

The ratios will be published as part of the Statutory Financial Statements which are currently under review.

Capital Works Program

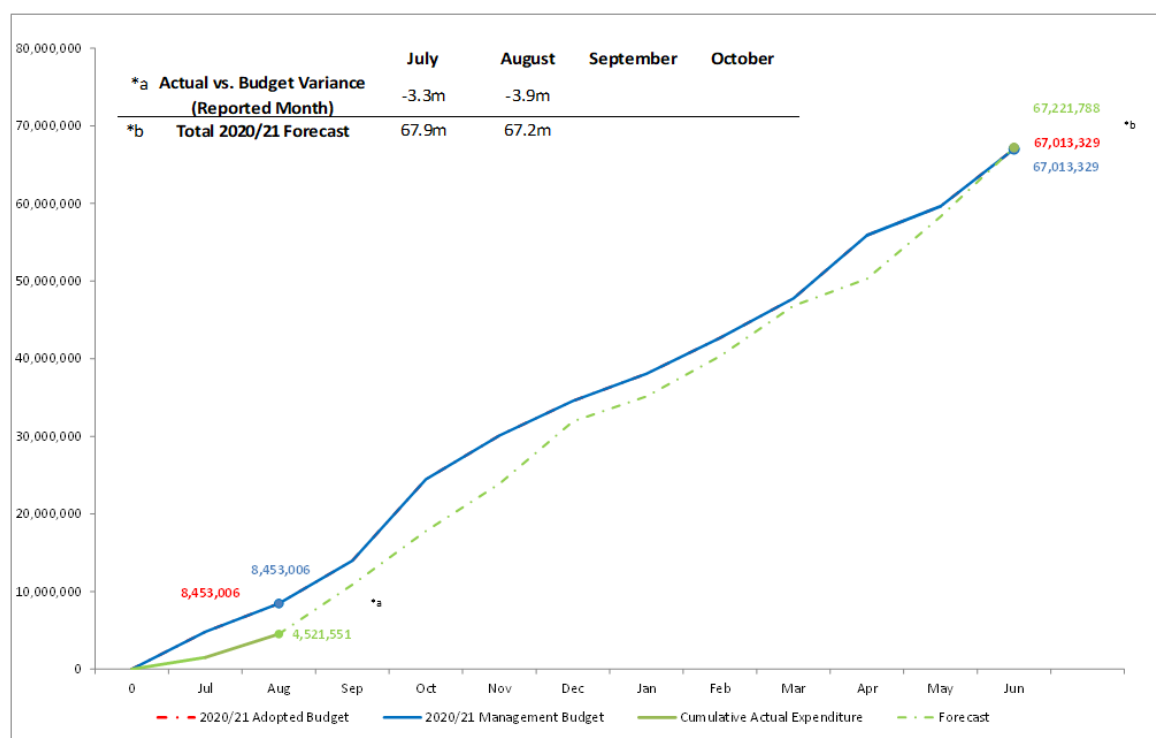
The status of the Capital Works Program is summarised by Sub-Program in the table below:

Sub-Program	No. of Projects	Current Month Actual	YTD Actual	Revised Budget	% Spend
		\$	\$	\$	
Community Buildings	13	96,056	114,180	2,020,232	6%
Community Safety	2	89	356	238,000	0%
Conservation Reserves	4	16,079	109,300	297,000	37%
Corporate Buildings	5	644	2,229	195,000	1%
Environmental Offset	6	3,702	5,401	507,600	1%
Fleet Mgt - Corporate	5	-	-	7,986,638	0%
Foreshore Management	10	5,805	8,261	1,864,957	0%
Golf Courses	3	482	1,086	195,000	0%
Investment Projects	7	6,826	9,272	1,906,796	0%
IT Equipment & Software	17	217,804	408,320	7,555,851	5%
Parks Furniture	12	120,501	128,639	2,499,221	5%
Parks Rehabilitation	1	-	20	1,050,000	0%
Passive Park Development	6	13,779	20,083	1,462,424	1%
Pathways and Trails	5	100,045	112,251	1,038,500	11%
Roads	15	1,309,858	1,939,339	10,054,898	19%
Sports Facilities	50	707,857	1,061,564	18,145,579	6%
Stormwater Drainage	3	35,163	44,028	30,000	147%
Street Landscaping	5	124,919	280,147	1,072,519	26%
Traffic Treatments	12	126,984	124,950	2,207,862	6%
Waste Management	3	126,848	152,166	6,685,252	0%
Grand Total	184	3,013,440	4,521,551	67,013,329	7%

During August 2020, \$3.0m was spent. Details of significant expenditure for the month are included in **Attachment 3**. As at 31 August 2020, the City has spent \$4.5m, which represents 6.75% of the \$67.0m Capital Works Budget.

The City forecast spend of \$67,221,788 represents 100.30% of the 2020/21 management budget.

Capital Expenditure to August 2020 – Portfolio View Only



To further expand on the Capital Works Program information above, updates in key capital projects are selected to be specifically reported on, is provided in the Top Capital Projects attachment to this report (**Attachment 4**).

Capital Changes

The following changes are proposed to be made to the 2020/21 Capital Works budget:

PR-2621 Kingsway Olympic Clubrooms – An additional \$50,000 is required to complete the final works for the grandstand at the clubrooms. It is proposed that the funds be sourced from a reduction to the budget for PR-2565 Renew Leased Buildings.

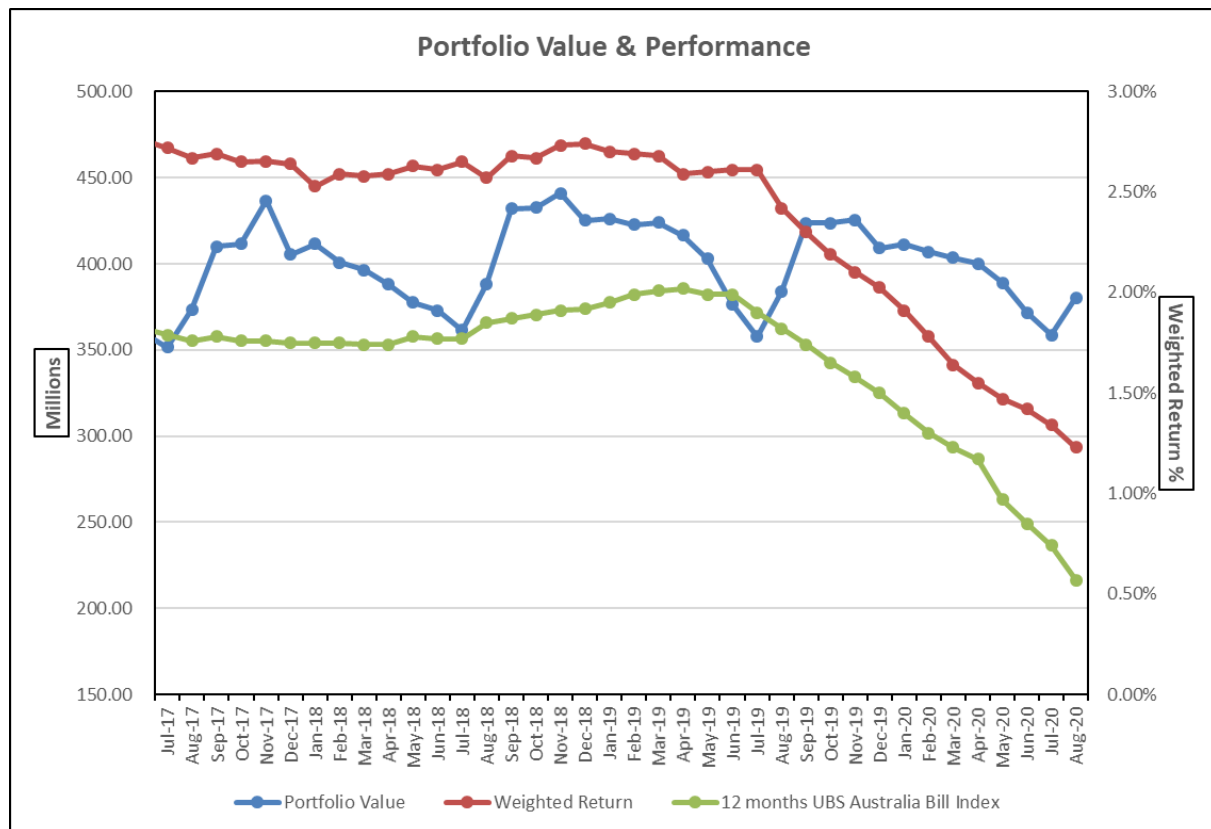
PR-4055 Renew Finance System – An amendment is required to the budget for 2020/21 after a reconciliation on licences for the new system showed that an invoice valued at \$329,038 had to be accounted for in 2019/20 and not in 2020/21 as originally thought. There is no change in the total project budget because of the change.

Local Roads and Community Infrastructure Program (LRCIP)

The original list of projects presented to Council as part of the Budget adoption has been amended to take into account the deletion of one project. This is required in order to remain compliant with LRCIP guidelines which stipulate that the nominated projects must be additional to the existing 2020/21 works program. The budget allocated to the bin stores upgrades will be reallocated to other projects within the LRCIP listing which, based on current estimates are requiring additional budget. The revised list is shown in **Attachment 7**. There is no impact on the City's Municipal or Reserve Funds.

Investment Portfolio (Attachment 5)

In accordance with the *Local Government (Financial Management) Regulations 1996* (and per the City's Investment Policy), the City invests solely in Authorised Deposit taking Institutions (ADI's):



At the end of August 2020, the City held an investment portfolio (cash & cash equivalents) of \$380.4m (Face Value), equating to \$382.6m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.57% pa (1.23% pa vs. 0.66% pa), however it is noted that Interest Earnings were budgeted at a 1.00% yield.

As global equities tumble and markets contemplate the economic impact of the COVID-19, markets have begun ramping up rate cut expectations across all major economies. The Reserve Bank of Australia (RBA) has maintained the Cash Rate at 0.25%, which is affecting the City's ability to attract higher interest rates from ADI's.

Rate Setting Statement (Attachment 6)

The Rate Setting Statement represents a composite view of the finances of the City, identifying the movement in the Surplus/ (Deficit) based on the Revenues (excluding Rates), Expenses, Capital Works and Funding Movements, resulting in the Rating Income required. It is noted that the closing Surplus/ (Deficit) will balance to the reconciliation of Net Current Assets Surplus/ (Deficit) Carried Forward (detailed below):

NET CURRENT ASSETS SURPLUS/(DEFICIT) CARRIED FORWARD

FOR THE PERIOD ENDED 31 AUGUST 2020

Description	30 June 2020 Estimate \$	31 August 2020 Actual \$	30 June 2021
			Adopted Budget \$
Current Assets			
Cash & Cash Equivalents - Unrestricted	24,176,224	36,655,939	27,315,620
Cash & Cash Equivalents - Restricted	350,851,301	349,239,144	340,214,357
Receivables	18,424,928	157,348,508	20,023,000
Inventory	347,448	326,945	316,000
TOTAL CURRENT ASSETS	393,799,901	543,570,536	387,868,977
Current Liabilities			
Payables	(41,020,432)	(47,980,467)	(29,910,926)
Provisions	(18,311,577)	(18,344,856)	(20,582,394)
TOTAL CURRENT LIABILITIES	(59,332,009)	(66,325,323)	(50,493,320)
Net Current Assets	334,467,892	477,245,213	337,375,657
Adjustments for Restrictions			
Cash & Cash Equivalents - Restricted	(350,851,301)	(349,239,144)	(340,214,357)
Provision for leave liability (Cash Backed)	10,428,419	10,428,419	-
Restricted Unspent Grants*	2,492,821	2,492,821	-
TPS accrued Income	(539,046)	(539,046)	-
Provisions Cash Backed (TPS)	4,001,214	2,446,786	-
TOTAL RESTRICTED ASSETS	(334,467,892)	(334,410,163)	(340,214,357)
Surplus/(Deficit) Carried Forward	(0)	142,835,050	(2,838,700)

**The change in the AASB Standard 15 has resulted in the City now recognising Grants and Contributions received as a liability when performance obligations have not yet been met.*

Consultation

This document has been prepared in consultation with Responsible Officers for review and analysis.

Comment

In reference to Statement of Comprehensive Income in the report, the following colours have been used to categorise three levels of variance:

Revenues:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

Expenses:

- Green > 0%;

- Amber -0% to -10%; and
- Red < -10%.

Statutory Compliance

This monthly financial report complies with *Section 6.4 of the Act and Regulations 33A and 34 of the Local Government (Financial Management) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.2 *Provide responsible resource and planning management which recognises our significant future growth”*

Risk Management Considerations

Risk Title	Risk Rating
Financial Management	Moderate
Accountability	Action Planning Option
Executive Management Team	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's corporate risk register. Action plans have been developed to manage this risk to support existing management systems.

Policy Implications

- Accounting Policy;
- Investment Policy;
- Reserves Policy; and
- Strategic Budget Policy.

Financial Implications

As outlined in the report and detailed in **Attachments 1 to 6**.

Voting Requirements

Absolute Majority

Recommendation

That Council:

1. **RECEIVES** the Financial Activity Statement and commentaries on variances year to date Budget for the period ended 31 August 2020 consisting of:
 - a) August 2020 year to date Financial Activity Statement;
 - b) August 2020 year to date Net Current Assets Position; and
 - c) August 2020 year to date Material Financial Variance Notes.
2. **APPROVES BY ABSOLUTE MAJORITY** the following changes to the 2020/21 Capital Work Budget:

Number	From	To	Amount	Description
PR-2621	PR-2565 - Renew Leased Buildings	PR-2621 Kingsway Olympic Clubrooms	\$50,000	Additional funds required to complete project.
PR-4055	PR-4055 Renew Finance System	Asset Replacement Reserve	\$(329,038)	Reduction in 2020/21 budget, with expense recognised in 2019/20.

3. **APPROVES BY ABSOLUTE MAJORITY** the revised list of Local Roads Community Infrastructure Program (LRCIP) works schedule as shown in Attachment 7.

Attachments:

1	Attachment 1 - Statement of Comprehensive Income August 2020	20/392820	Minuted
2	Attachment 2 - Statement of Financial Position August 2020	20/392822	Minuted
3	Attachment 3 - Significant Capital Expenditure August 2020	20/392824	Minuted
4	Attachment 4 - Top Projects 2020-21 August 2020	16/151914[v54]	Minuted
5	Attachment 5 - Investment Report August 2020	20/392828	Minuted
6	Attachment 6 - Rate Setting Statement August 2020	20/392830	Minuted
7	Attachment 7 - LRCIP Revised Project Listing	20/409926	Minuted

CITY OF WANNEROO
STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 AUGUST 2020

Description	Current Month					Year to Date				Annual	
	Actual	Budget	Variance		Notes	Actual	Budget	Variance		Original	Notes
	\$	\$	\$	%		\$	\$	\$	%	\$	
Revenues											
Rates	6,038	0	6,038	0.0	1	134,633,972	134,451,516	182,456	0.1	135,971,516	1
Operating Grants, Subsidies & Contributions	1,092,399	1,519,720	(427,321)	(28.1)	2	1,190,087	1,689,517	(499,430)	(29.6)	11,426,636	2
Fees & Charges	1,373,949	1,031,614	342,335	33.2	3	33,865,423	32,237,584	1,627,839	5.0	44,156,022	3
Interest Earnings	350,074	389,791	(39,717)	(10.2)		674,148	665,602	8,546	1.3	4,416,017	
Other Revenue	68,986	31,518	37,468	118.9		110,592	44,959	65,633	146.0	1,015,816	
Total Operating Revenue	2,891,446	2,972,643	(81,197)	(2.7)		170,474,222	169,089,178	1,385,044	0.8	196,986,007	
Expenses											
Employee Costs	(5,954,222)	(6,101,444)	147,222	2.4	4	(12,099,812)	(12,939,586)	839,774	6.5	(75,073,152)	4
Materials & Contracts	(4,731,170)	(5,728,653)	997,483	17.4	5	(11,528,978)	(12,568,442)	1,039,464	8.3	(71,049,101)	5
Utility Charges	(774,159)	(827,135)	52,976	6.4	6	(1,522,329)	(1,689,876)	167,547	9.9	(9,976,703)	6
Depreciation	(3,571,971)	(3,571,971)	0	0.0		(7,143,942)	(7,143,942)	0	0.0	(42,863,029)	
Interest Expenses	(343,575)	(341,930)	(1,645)	(0.5)		(687,167)	(683,359)	(3,808)	(0.6)	(4,114,716)	
Insurance	32,234	(109,137)	141,371	129.5	7	(104,899)	(218,274)	113,375	51.9	(1,327,151)	7
Total Operating Expenditure	(15,342,864)	(16,680,270)	1,337,406	8.0		(33,087,127)	(35,243,479)	2,156,352	6.1	(204,403,852)	
RESULT FROM OPERATIONS	(12,451,418)	(13,707,627)	1,256,209	9.2		137,387,095	133,845,699	3,541,396	2.6	(7,417,845)	
Non Operating Revenue & Expenses											
Non Operating Grants, Subsidies & Contributions	1,463,863	1,083,641	380,222	35.1	8	1,631,793	2,854,054	(1,222,261)	(42.8)	11,049,674	8
Contributed Physical Assets	0	0	0	0.0		0	0	0	0.0	9,092,000	
Profit on Asset Disposals	87,049	0	87,049	0.0	9	87,049	0	87,049	0.0	248,176	9
Loss on Assets Disposals	0	0	0	0.0	9	0	(13,699,065)	13,699,065	0.0	(14,821,299)	9
TPS* & DCP** Revenues	1,057,358	961,133	96,225	10.0	10	2,493,002	1,100,050	1,392,952	126.6	10,667,481	10
TPS* & DCP** Expenses	(1,727,970)	(1,873,598)	145,628	7.8	11	(1,798,714)	(1,936,244)	137,530	7.1	(6,759,073)	11
Total Non Operating Revenue and Expenses	880,300	171,176	709,124	414.3		2,413,131	(11,681,205)	14,094,336	120.7	9,476,959	
NET RESULT (OPERATING & NON OPERATING)	(11,571,118)	(13,536,451)	1,965,333	14.5		139,800,226	122,164,494	17,635,732	14.4	2,059,114	
Other Comprehensive Income	0	0	0	0.0		0	0	0	0.0	0	
TOTAL COMPREHENSIVE INCOME	(11,571,118)	(13,536,451)	1,965,333	14.5		139,800,226	122,164,494	17,635,732	14.4	2,059,114	

*TPS=Town Planning Schemes

**DCP=Developers Contribution Plans

CITY OF WANNEROO

Attachment 2

STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2020

Description	30/06/2020 Estimate \$	31/08/2020 Actual \$	Budget 30/06/2021 Estimate \$
Current Assets			
Cash at Bank	3,469,524	3,326,014	3,308,261
Investments	371,558,001	382,569,069	364,221,716
Receivables	18,424,928	157,348,508	20,023,000
Inventories	347,448	326,945	316,000
	393,799,901	543,570,536	387,868,977
Current Liabilities			
Payables	(41,020,432)	(47,980,467)	(29,910,926)
Provisions	(18,311,577)	(18,344,856)	(20,582,394)
	(59,332,009)	(66,325,323)	(50,493,320)
NET CURRENT ASSETS	334,467,892	477,245,213	337,375,657
Non Current Assets			
Receivables	3,712,310	3,699,438	3,268,165
Investments	19,799,473	19,872,220	20,243,091
Inventories	22,117,151	22,117,151	22,117,151
Land	136,247,640	136,247,640	138,221,721
Buildings	177,291,240	176,276,730	189,295,791
Plant	16,601,893	16,523,533	21,440,107
Equipment	38,825,084	38,410,520	89,942,404
Furniture & Fittings	5,014,442	4,716,436	14,243,635
Infrastructure	1,920,785,802	1,915,447,300	1,867,304,297
Work in Progress	63,250,480	67,399,410	62,293,699
	2,403,645,515	2,400,710,378	2,428,370,061
Non Current Liabilities			
Interest Bearing Liabilities	(74,466,045)	(74,451,366)	(76,334,197)
Provisions & Payables	(21,720,684)	(21,776,895)	(11,699,460)
	(96,186,729)	(96,228,261)	(88,033,657)
NET ASSETS	2,641,926,678	2,781,727,330	2,677,712,061
Equity			
Retained Surplus	(1,276,305,524)	(1,417,749,568)	(1,187,821,113)
Reserves - Cash/Investment Backed	(219,693,822)	(219,553,015)	(333,303,832)
Reserves - Asset Revaluation	(1,053,302,262)	(1,053,302,262)	(1,061,144,605)
Town Planning Schemes	(92,625,070)	(91,122,485)	(95,442,511)
TOTAL EQUITY	(2,641,926,678)	(2,781,727,330)	(2,677,712,061)

Attachment 3

Significant Capital expenditure for August 2020

- \$592K Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd
- \$448K Recurring Program, Renew Transport Infrastructure Assets
- \$235K Splendid Park, Yanchep, New Skate Park
- \$232K Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd
- \$127K Three Bin Kerbside Collection System
- \$125K Shelvock Park, New Sports Amenities Building
- \$122K Franklin Road, Rousset Road, Caporn Street, Upgrade Intersection
- \$115K Marmion Avenue, Upgrade Street Landscaping
- \$111K Leatherback Park, Alkimos, New Sports Amenities Building

Significant (LTD) commitments in the Capital Works Program as at 31 August 2020

- \$8.14m Halesworth Park, Butler, New Sports Facilities
- \$2.02m Recurring Program, Renew Domestic Waste Vehicles
- \$1.61m Three Bin Kerbside Collection System
- \$1.60m Renew Finance System
- \$1.04m Recurring Program, Renew Transport Infrastructure Assets
- \$976K Leatherback Park, Alkimos, New Sports Amenities Building
- \$764K Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd
- \$561K Recurring Program, Renew Heavy Trucks
- \$323K Recurring Program, Renew Community Building Assets
- \$245K Neerabup Industrial Area, Neerabup, New Development
- \$226K Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd
- \$221K Shelvock Park, New Sports Amenities Building
- \$203K Franklin Road, Rousset Road, Caporn Street, Upgrade Intersection
- \$194K Recurring Program, Renew Leased Building Assets
- \$191K Recurring Program, Renew Park Assets
- \$189K Recurring Program, Renew Light Vehicles
- \$176K Recurring Program, Renew IT Equipment and Software
- \$164K Connolly Drive, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave
- \$139K Neerabup Industrial Area, Neerabup, New Sites for Environmental Offset Requirements
- \$131K Time Locks in Public Toilets, Various Locations, New Installations
- \$109K Recurring Program, New IT Equipment and Software
- \$100K Recurring Program, Renew Irrigation Infrastructure and Upgrade Installations

LTD – Life to Date

As at 31 August 2020, the City has spent \$1.71m (12%) of the \$7.58m carry forward budget from 2019/2020. Significant Actual (YTD) expenditure against carry forward projects include (% shown as Actual expenditure against Carry Forward budget only):

- \$416K Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd (100%)
- \$266K Marmion Avenue, Upgrade Street Landscaping (59%)
- \$165K Splendid Park, Yanchep, New Skate Park (100%)
- \$154K Recurring Program, Renew IT Equipment and Software (57%)
- \$145K Halesworth Park, Butler, New Sports Facilities (16%)
- \$127K Shelvock Park, New Sports Amenities Building (51%)
- \$71K Renew Finance System (24%)
- \$56K Recurring Program, Renew IT Equipment and Software (6%)

Top Capital Projects 2020/21 - August 2020																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Council Comments
PMO16052	PR-2616	23740	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	1,135,000	152	1,134,848	0	3,985,000	4,051,213	(66,213)					33	Delivery	Stage 2 design high level design concentrating on electrical and intersection treatments.
PMO16061	PR-2955	23756	Halesworth Park, Butler, New Sports Facilities	11,877,994	145,161	11,717,653	15,180	20,824,937	20,817,521	7,416					48	Delivery	Construction of ovals and landscaping is ongoing.
PMO16175	PR-2664	25883	Southern Suburbs Library, Landsdale, New Building	670,000	9,713	660,000	287	7,351,250	7,149,618	201,632					12	Design	Concept design scoping review and clearing permit in progress. The proposal for the Youth Innovation Hub is an annex to the library, and is subject to award of external funding. It is anticipated that scope and design would be progressed as separable portion in Stage 2.
PMO17015	PR-1910	33218	Recurring Program, Renew Park Assets	1,730,000	4,560	1,725,404	36	N.A.	N.A.	N.A.					9	Delivery	Works on track.
PMO18063	PR-4088	30136	Neerabup Industrial Area, Neerabup, New Development	1,129,489	2,813	1,477,555	(350,879)	15,855,000	15,855,002	(2)					18	Delivery	Works on track. Carry forward adjustment for underspend in 2019/20.
PMO19001	PR-2792	32947	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	587,000	7,079	429,568	150,353	1,644,526	1,639,086	5,440					34	Delivery	Three months of construction anticipated to be completed in 20/21. Change control issued to reduce current year budget to defer procurement construction.
PMO19002	PR-4172	32950	Hinckley Park, Hocking, Upgrade Passive Park	1,346,227	17,541	1,178,686	150,000	1,423,477	1,400,863	22,614					73	Delivery	Request for Tender closed 25 August 2020, submission evaluation in progress. Change control to be issued to rebudget funding to 2021/22.
PMO19007	PR-2990	32965	Leatherback Park, Alkimos, New Sports Amenities Building	1,478,000	275,298	1,045,948	156,754	1,773,000	1,773,097	(97)					72	Delivery	Construction in progress. Change control to be issued to reduce current year budget for progress payment expensed in 2019/20.
PMO19024	PR-2409	34035	Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure	500,000	761	499,239	(0)	1,266,373	1,266,373	(0)					5	Design	Design proposal to be issued consultants.
PMO19041	PR-3018	34175	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnaragana Rd	2,516,641	1,194,476	1,322,000	165	4,700,000	5,027,434	(327,434)					83	Delivery	Works progressing.
PMO20015	PR-4237	39484	Mirraboopa Ave, Rawlinson Drive, Upgrade Intersection	898,005	6,636	891,368	1	911,005	916,379	(5,374)					20	Delivery	Works progressing.
				23,868,356	1,664,190	22,082,269	121,897	59,734,568	59,896,587	(162,019)							
Schedule Status-Indicator								Budget Indicators (Annual & Total)				Overall Risk Indicator					
On Target-Baseline (<10%time increase)								On Target (Variance <10%)				Low					
Behind Schedule (10 - 20%time increase)								Almost on Budget (Variance of 10 - 20%)				Medium					
Behind Schedule (>20%time increase)								Under / Over Budget (Variance > 20%)				High					

INVESTMENT SUMMARY - As At 31 August 2020

Face Value \$	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Current Value \$	YTD Accrued Interest \$		Accrued Interest
Current Account Investment Group										
25,424,000.00	0.20	Commonwealth Bank of Australia Perth	A1	N/A		N/A	25,424,000.00			
10,000,000.00	1.05	Westpac Banking Corporation	A1	19-May-2021	10,000,000.00	19-May-2020	10,029,917.81	17,835.62		29,917.81
10,000,000.00	1.67	Westpac Banking Corporation	A1	07-September-2020	10,000,000.00	06-September-2019	10,081,441.10	28,367.12		81,441.10
5,000,000.00	1.76	Westpac Banking Corporation	A1	15-September-2020	5,000,000.00	16-September-2019	5,040,504.11	14,947.95		40,504.11
5,000,000.00	1.65	Members Equity Bank Melbourne	A2	22-September-2020	5,000,000.00	24-September-2019	5,077,301.37	14,013.70		77,301.37
5,000,000.00	1.65	Members Equity Bank Melbourne	A2	07-October-2020	5,000,000.00	01-October-2019	5,075,719.18	14,013.70		75,719.18
5,000,000.00	1.55	Bank of Queensland	A2	13-October-2020	5,000,000.00	08-October-2019	5,069,643.84	13,164.38		69,643.84
5,000,000.00	1.55	Bank of Queensland	A2	20-October-2020	5,000,000.00	14-October-2019	5,068,369.86	13,164.38		68,369.86
5,000,000.00	1.58	Westpac Banking Corporation	A1	28-October-2020	5,000,000.00	28-October-2019	5,027,054.79	13,419.18		27,054.79
10,000,000.00	1.63	Westpac Banking Corporation	A1	06-November-2020	10,000,000.00	06-November-2019	10,052,249.32	27,687.67		52,249.32
10,000,000.00	1.50	Bendigo Bank	A2	27-November-2020	10,000,000.00	29-November-2019	10,113,424.66	25,479.45		113,424.66
10,000,000.00	1.55	Rural Bank	A2	07-December-2020	10,000,000.00	05-December-2019	10,114,657.53	26,328.77		114,657.53
10,000,000.00	1.60	Members Equity Bank Melbourne	A2	21-December-2020	10,000,000.00	20-December-2019	10,111,780.82	27,178.08		111,780.82
10,000,000.00	1.55	Members Equity Bank Melbourne	A2	11-January-2021	10,000,000.00	09-January-2020	10,099,794.52	26,328.77		99,794.52
10,000,000.00	1.55	Bank of Queensland	A2	11-January-2021	10,000,000.00	09-January-2020	10,099,794.52	26,328.77		99,794.52
10,000,000.00	1.55	National Australia Bank	A1	14-January-2021	10,000,000.00	13-January-2020	10,098,095.89	26,328.77		98,095.89
10,000,000.00	1.55	Rural Bank	A2	21-January-2021	10,000,000.00	20-January-2020	10,095,123.29	26,328.77		95,123.29
5,000,000.00	1.55	Rural Bank	A2	28-January-2021	5,000,000.00	29-January-2020	5,045,650.68	13,164.38		45,650.68
10,000,000.00	1.50	Bendigo Bank	A2	04-February-2021	10,000,000.00	05-February-2020	10,085,479.45	25,479.45		85,479.45
5,000,000.00	1.52	Rural Bank	A2	11-February-2021	5,000,000.00	12-February-2020	5,041,852.05	12,909.59		41,852.05
10,000,000.00	1.53	Members Equity Bank Melbourne	A2	15-February-2021	10,000,000.00	14-February-2020	10,083,416.44	25,989.04		83,416.44
15,000,000.00	1.52	Rural Bank	A2	23-February-2021	15,000,000.00	24-February-2020	15,118,060.27	38,728.77		118,060.27
10,000,000.00	1.40	Bank of Queensland	A2	09-March-2021	10,000,000.00	09-March-2020	10,067,123.29	23,780.82		67,123.29
10,000,000.00	1.40	Bank of Queensland	A2	09-March-2021	10,000,000.00	11-March-2020	10,066,356.16	23,780.82		66,356.16
5,000,000.00	1.60	Suncorp	A1	18-March-2021	5,000,000.00	19-March-2020	5,036,164.38	13,589.04		36,164.38
10,000,000.00	1.38	Suncorp	A1	07-April-2021	10,000,000.00	06-April-2020	10,055,578.08	23,441.10		55,578.08
10,000,000.00	1.38	Suncorp	A1	07-April-2021	10,000,000.00	06-April-2020	10,055,578.08	23,441.10		55,578.08
10,000,000.00	1.30	Suncorp	A1	16-April-2021	10,000,000.00	17-April-2020	10,048,438.36	22,082.19		48,438.36
20,000,000.00	1.07	National Australia Bank	A1	10-May-2021	20,000,000.00	11-May-2020	20,065,665.75	36,350.68		65,665.75
10,000,000.00	1.01	Westpac Banking Corporation	A1	08-June-2021	10,000,000.00	09-June-2020	10,022,967.12	17,156.16		22,967.12
15,000,000.00	1.01	Westpac Banking Corporation	A1	10-June-2021	15,000,000.00	09-June-2020	15,034,450.68	25,734.25		34,450.68
10,000,000.00	1.00	Westpac Banking Corporation	A1	17-June-2021	10,000,000.00	17-June-2020	10,020,547.95	16,986.30		20,547.95
5,000,000.00	0.95	National Australia Bank	A1	05-July-2021	5,000,000.00	02-July-2020	5,007,808.22	7,808.22		7,808.22
10,000,000.00	0.95	National Australia Bank	A1	13-July-2021	10,000,000.00	07-July-2020	10,014,315.07	14,315.07		14,315.07
5,000,000.00	0.86	Westpac Banking Corporation	A1	28-July-2021	5,000,000.00	28-July-2020	5,004,005.48	4,005.48		4,005.48
10,000,000.00	0.83	Westpac Banking Corporation	A1	05-August-2021	10,000,000.00	07-August-2020	10,005,457.53	5,457.53		5,457.53
5,000,000.00	0.83	Westpac Banking Corporation	A1	11-August-2021	5,000,000.00	11-August-2020	5,002,273.97	2,273.97		2,273.97
5,000,000.00	0.85	National Australia Bank	A1	11-August-2021	5,000,000.00	11-August-2020	5,002,328.77	2,328.77		2,328.77
15,000,000.00	0.81	Westpac Banking Corporation	A1	18-August-2021	15,000,000.00	18-August-2020	15,004,327.40	4,327.40		4,327.40
15,000,000.00	0.81	Westpac Banking Corporation	A1	24-August-2021	15,000,000.00	24-August-2020	15,002,330.14	2,330.14		2,330.14
	Weighted Return									
380,424,000.00	1.23%	Totals					382,569,047.95	726,375.34		2,145,047.95

0.66% 12 month UBS Australia Bank Bill Index for 31 August 2020

0.57% Differential between Council's Weighted Return and UBS Australia Bank Bill Index

Notes: Face Value - refers to the principal amount invested.

Interest Rate - refers to the annual interest rate applicable to the investment.

Borrower - refers to the institution through which the City's monies are invested.

Rating - refers to the Standard & Poor Short Term Rating of the Borrower which, per Council Policy, must be a minimum of A2.

Current Value - refers to the accumulated value of the investment including accrued interest from time invested to current period.

INDIVIDUAL ADI LIMITS - As At 31 August 2020

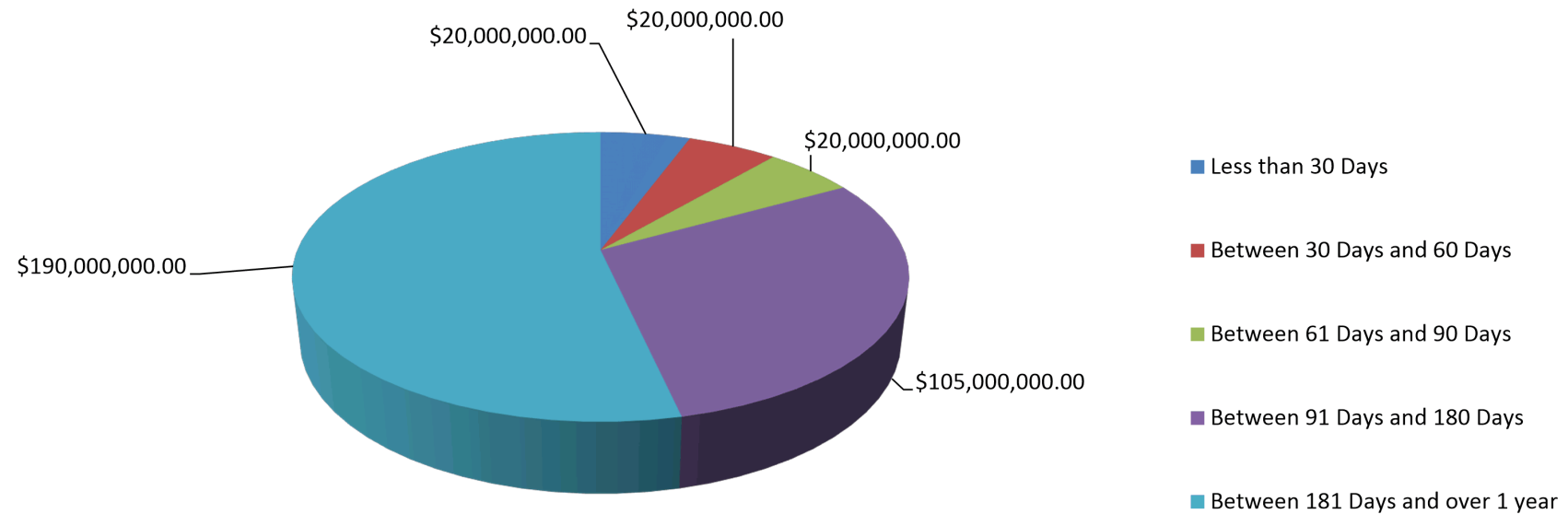
BORROWER	INVESTMENT RATING	FACE VALUE (\$)	MAXIMUM LIMIT PER INVESTMENT POLICY (\$)	INVESTMENT BALANCE (%)	MAXIMUM LIMIT PER INVESTMENT POLICY (%)
Commonwealth Bank of Australia Perth	A1	25,424,000.00	190,212,000.00	6.68	50.00
National Australia Bank	A1	50,000,000.00	190,212,000.00	13.14	50.00
Westpac Banking Corporation	A1	125,000,000.00	190,212,000.00	32.86	50.00
Suncorp	A1	35,000,000.00	190,212,000.00	9.20	50.00
Bank of Queensland	A2	40,000,000.00	95,106,000.00	10.51	25.00
Bendigo Bank	A2	20,000,000.00	95,106,000.00	5.26	25.00
Members Equity Bank Melbourne	A2	40,000,000.00	95,106,000.00	10.51	25.00
Rural Bank	A2	45,000,000.00	95,106,000.00	11.83	25.00
Totals		380,424,000.00		100.00	

OVERALL CREDIT PROFILE - As At 31 August 2020

	INVESTMENT RATING	FACE VALUE (\$)	MAXIMUM LIMIT PER INVESTMENT POLICY (\$)	INVESTMENT BALANCE (%)	MAXIMUM LIMIT PER INVESTMENT POLICY (%)
Subtotal of Securities	A1	235,424,000.00	380,424,000.00	61.88	100.00
Subtotal of Securities	A2	145,000,000.00	304,339,200.00	38.12	80.00
Totals		380,424,000.00		100.00	

Maturity Breakdown - As At 31 August 2020

Maturity Profile	Face Value	% Portfolio	Number of Investments	Lowest Amount Invested per Investment	Highest Amount Invested per Investment
Current Account	\$25,424,000.00	6.68%	1.00	\$25,424,000.00	\$25,424,000.00
Less than 30 Days	\$20,000,000.00	5.26%	3.00	\$5,000,000.00	\$10,000,000.00
Between 30 Days and 60 Days	\$20,000,000.00	5.26%	4.00	\$5,000,000.00	\$5,000,000.00
Between 61 Days and 90 Days	\$20,000,000.00	5.26%	2.00	\$10,000,000.00	\$10,000,000.00
Between 91 Days and 180 Days	\$105,000,000.00	27.60%	11.00	\$5,000,000.00	\$15,000,000.00
Between 181 Days and over 1 year	\$190,000,000.00	49.94%	19.00	\$5,000,000.00	\$20,000,000.00
Totals	\$380,424,000.00	100.00%	40.00		



**RATE SETTING STATEMENT
(FINANCIAL ACTIVITY STATEMENT)
FOR THE PERIOD ENDED 31 AUGUST 2020**

Attachment 6

Description	Year To Date				Annual
	Actual	Budget	Variance		Adopted Budget
	\$	\$	\$	%	\$
Opening Surplus/(Deficit)	(0)	0	(0)	0	0
OPERATING ACTIVITIES					
Revenues					
Operating Grants, Subsidies & Contributions	1,190,087	1,689,517	(499,430)	(30)	11,426,636
Fees & Charges	33,865,423	32,237,584	1,627,839	5	44,156,022
Interest Earnings	674,148	665,602	8,546	1	4,416,017
Other Revenue	110,592	44,959	65,633	146	1,015,816
	35,840,250	34,637,662	1,202,588	3	61,014,491
Expenses					
Employee Costs	(12,099,812)	(12,939,586)	839,774	6	(75,073,152)
Materials & Contracts	(11,528,978)	(12,568,442)	1,039,464	8	(71,049,101)
Utility Charges	(1,522,329)	(1,689,876)	167,547	10	(9,976,703)
Depreciation	(7,143,942)	(7,143,942)	0	0	(42,863,029)
Interest Expenses	(687,167)	(683,359)	(3,808)	(1)	(4,114,716)
Insurance	(104,899)	(218,274)	113,375	52	(1,327,151)
	(33,087,127)	(35,243,479)	2,156,352	6	(204,403,852)
Non-Cash Amounts Excluded					
Depreciation	7,143,942	7,143,942	0	0	42,863,029
	9,897,065	6,538,125	3,358,940	51	(100,526,332)
INVESTING ACTIVITIES					
Non Operating Grants, Subsidies & Contributions	1,631,793	2,854,054	(1,222,261)	(43)	11,049,674
Contributed Physical Assets	0	0	0	0	9,092,000
Profit on Asset Disposals	87,049	0	87,049	0	248,176
Loss on Assets Disposals	0	(13,699,065)	13,699,065	100	(14,821,299)
TPS & DCP Revenues	2,493,002	1,100,050	1,392,952	127	10,667,481
TPS & DCP Expenses	(1,798,714)	(1,936,244)	137,530	7	(6,759,073)
Capital Expenditure	(4,521,551)	(8,453,006)	3,931,455	47	(67,013,329)
Proceeds From Disposal Of Assets	366,444	179,475	186,969	104	1,076,850
	(1,741,976)	(19,954,736)	18,212,760	91	(56,459,520)
Non-Cash Amounts Excluded					
Contributed Physical Assets	0	0	0	0	(9,092,000)
Profit on Asset Disposals	(87,049)	0	(87,049)	0	(248,176)
Loss on Assets Disposals	0	13,699,065	(13,699,065)	(100)	14,821,299
	(87,049)	13,699,065	(13,786,114)	(101)	5,481,123
	(1,829,026)	(6,255,671)	4,426,645	71	(50,978,397)
FINANCING ACTIVITIES					
Contributions from New Loans	0	0	0	0	2,000,000
Transfers from Restricted Grants, Contributions & Loans	0	113,500	(113,500)	(100)	681,000
Transfers to Restricted Grants, Contributions & Loans	(31,235)	0	(31,235)	(100)	0
Transfers from Reserves	140,806	6,114,197	(5,973,391)	(98)	36,685,179
Transfers to Reserves	0	(4,158,858)	4,158,858	100	(24,953,148)
Transfers from Schemes	1,502,585	1,127,469	375,116	33	6,764,815
Transfers to Schemes	(1,479,118)	(1,413,889)	(65,229)	(5)	(8,483,333)
	133,038	1,782,419	(1,649,381)	(93)	12,694,513
BUDGET (DEFICIT)/SURPLUS	8,201,077	2,064,873	6,136,204	297	(138,810,216)
Amount To Be Raised From Rates	134,633,972	134,451,516	182,456	0	135,971,516
Closing Surplus/(Deficit)	142,835,049	136,516,389	6,318,660	5	(2,838,700)

Project Number	PMO Number	Project name	\$ 1,973,000	\$ 1,973,000
			Submitted Budget	Revised Budget
PR-4299	PMO21010	Aquamotion, Wanneroo - New accessibility "Pool pod" into main pool	\$ 70,000	\$ 85,000
PR-4250	PMO20031	Edgar Griffiths Park, Wanneroo - New car park	\$ 225,000	\$ 225,000
PR-4292	PMO21003	Hepburn Avenue, Madeley/Darch - Roundabout landscaping works	\$ 115,000	\$ 115,000
PR-4301	PMO21012	Kingsway Olympic Soccer Club, Madeley - Accessibility Upgrades	\$ 200,000	\$ 250,000
PR-4293	PMO21004	New footpath - Belvior Parkway, Darch	\$ 10,000	\$ 10,000
PR-4293	PMO21004	New footpath - Duncannon Rise, Mindarie	\$ 63,000	\$ 63,000
PR-4293	PMO21004	New footpath - Retreat Green & Viridian Drive, Banksia Grove	\$ 50,000	\$ 50,000
PR-4293	PMO21004	New footpath - Vincent Road and Garden Park Drive, Wanneroo	\$ 270,000	\$ 270,000
PR-4214	PMO19092	Paloma Park, Marangaroo - Upgrade Sports Floodlighting	\$ 370,000	\$ 370,000
PR-4290	PMO21001	Splendid Park, Yanchep - New toilet block at netball courts	\$ 250,000	\$ 300,000
PR-4294	PMO21005	Various Locations - Tree planting	\$ 120,000	\$ 120,000
PR-4161	PMO19020	Various Locations – Upgrade Bin Store Roofs and Enclosures	\$ 115,000	\$
PR-4295	PMO21006	Yanchep Lagoon and Quinns Rocks - New wheelchair beach access matting	\$ 80,000	\$ 80,000
PR-4291	PMO21002	Newman Park, Yanchep Lagoon - Upgrade playground	\$ 35,000	\$ 35,000

Strategic & Business Planning

3.7 2019/20 Quarter 4 Corporate Performance Report

File Ref:	38614V02 – 20/434945
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider the 2019/20 Quarter 4 Corporate Performance Report.

Background

Section 5.56(1) and (2) of the *Local Government Act 1995* (the **Act**) requires that each local government is “to plan for the future of the district” by developing plans in accordance with the regulations. This is supported by the *Local Government (Administration) Regulations 1996* (the **Regulations**). In addition, the Integrated Planning and Reporting Framework and Guidelines also recommend that the Local Government Administration provides quarterly reporting on progress against the Corporate Business Plan (**CBP**).

Updates on the City’s corporate performance (against CBP priorities & budgets) are provided to the Audit & Risk Committee with the second (mid-year) report and fourth quarter (end of year) report also being submitted to Council; this is in accordance with the reporting arrangements detailed in the CBP. The attached 2019/20 Corporate Performance Report (**Attachment 1**) provides a high-level and integrated overview and assessment of performance as at 30 June 2020.

The attachments within the report contain detailed performance information presented against the outcomes and strategies of the Strategic Community Plan 2017/18 – 2026/27 (SCP) and the identified top Capital Projects.

Detail

The 2019/20 report presents improvements in performance across both the CBP and the Budget. Some of the key highlights include:

- The CBP initiative performance status as at the end of the quarter is 94% (76 of 81 initiatives have their status as on target, monitor or complete) compared to the performance status of 87% (72 of 83 actions) at the same time last year. Full details of CBP initiative performance is set out in Annexure 1.
- The draft results from operations reflected a deficit position of \$1.7 million being a \$1.7 million unfavourable variance to the revised budget.
- As at the end of the quarter, the City has spent \$78.2 million and committed \$11.7 million on capital projects which represents 99.7% of the revised budget of \$90.2 million. At the same time last year, the City had spent \$57.2 million (73%) of the prior year revised budget of \$78.5 million.
- All 17 top capital projects were on target with their relevant schedules as at the end of the quarter. Thirteen (76%) of the top projects were on target with spending their relevant budgets whilst three (18%) projects had a current year budget variance of more than 20%. Full details of this performance are set out in Annexure 2.

Detailed information on each of these areas is set out in **Attachment 1**.

Consultation

This report has been reviewed by the Executive Leadership Team and the Audit and Risk Committee have endorsed the report for presentation to Council

Comment

It should be noted that the financial figures quoted as Actual 2019/20 are estimates as at the time of production. Final figures will be available following the Audit of Financials and will be included in the 2019/20 Annual Report, in addition to the performance information set out in Attachment 1.

The City has implemented a corporate performance management system to provide streamlined performance monitoring and reporting. An additional performance category of 'Monitor' has been added to Attachment 1 for initiatives that are between 10% and 20% under target. The graphics in the report have been updated to reflect this change.

Statutory Compliance

The City's CBP is governed by Section 5.56(1) and (2) of the Act which requires that each local government is 'to plan for the future of the district' by developing plans in accordance with the regulations. This is supported by the Regulations.

The Integrated Planning and Reporting Framework and Guidelines also recommend quarterly reporting by the Local Government Administration to Council on progress against the CBP.

The financial performance reporting complies with Section 6.4 of the Act and Regulations 33A and 34 of the *Local Government (Financial Management) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

Risk Management Considerations

Risk Title	Risk Rating
Integrated Planning and Reporting	Low
Accountability	Action Planning Option
Executive Leadership Team	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk registers respectively. Action plans have been developed to manage these risks and to support existing management systems.

Policy Implications

Nil

Financial Implications

Any additional costs associated with the deferral of Actions have been considered and where appropriate incorporated into the adopted budget for 2020/21.

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. ACCEPTS the recommendation of the Audit and Risk Committee and RECEIVES the Quarter 4 2019/20 Corporate Performance Report as set out in Attachment 1;**
- 2. NOTES that the financial performance quoted as Actual 2019/20 is an estimate as at the time of production; and**
- 3. APPROVES the inclusion of the Quarter 4 2019/20 Corporate Performance Report results in the 2019/20 Annual Report, subject to any changes to the estimated financial performance as a result the Audit of Financials.**

Attachments:

[1](#). 2019/20 Quarter 4 Corporate Performance Report 20/356239[v2] Minuted



CORPORATE PERFORMANCE REPORT

2019/20 Quarter 4 (Apr - Jun 2020)



Contents

EXECUTIVE SUMMARY	1
<i>How to read this report.....</i>	<i>1</i>
ORGANISATIONAL PERFORMANCE	2
CORPORATE BUSINESS PLAN INITIATIVE OVERALL STATUS.....	2
PERFORMANCE BY SCP THEMES.....	3
<i>Society.....</i>	<i>3</i>
<i>Economy</i>	<i>4</i>
<i>Environment (Natural and Built).....</i>	<i>5</i>
<i>Civic Leadership.....</i>	<i>6</i>
BUDGET	7
OPERATING.....	7
<i>Result from operations.....</i>	<i>7</i>
CAPITAL.....	10
<i>Overall capital expenditure.....</i>	<i>10</i>
<i>Capital expenditure per sub-program.....</i>	<i>11</i>
<i>Top Capital Projects.....</i>	<i>12</i>

Annexures

- 1: Corporate Business Plan Performance Scorecard
- 2: Top Capital Projects

Acknowledgement of Country

The City of Wanneroo acknowledges the Traditional Custodians of the land we are working on, the Whadjuk people.

We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

2019/20 Quarter 4 Corporate Performance Report

Executive Summary

The Corporate Business Plan (CBP) is the four-year plan that operationalises the City's ten-year Strategic Community Plan (SCP). The Integrated Planning & Reporting Framework requires local government to annually review and report on progress against its CBP. The 2019/20 – 2021/23 CBP was developed with direction from Elected Members and adopted by Council on 26 June 2019 along with the 2019/20 Annual Budget. A review of the CBP was undertaken in conjunction with the mid-year budget review which was adopted by Council on 10 February 2020.

The purpose of this report is to provide an update on the City's performance against the CBP Initiatives, Annual Budget (Operating & Capital) and Top Projects for 2019/20 for April – June 2020.

How to read this report

This report comprises two summary reports of performance as at 30 June 2020, namely the CBP performance, and the financial performance of the City. These summary reports are supported by more detailed reports which are contained within the annexures.

Within the report, the following colours are used to indicate the status of performance against the initiatives that were set for 2019/20:

Completed
On Target (< 10% under target)
Monitor (>10% and <20% under target)
Under Target (> 20% under target)
Not Started
Deferred

In addition, CBP initiatives have aligned to the City's identified Strategic and Corporate Risks. The following colours are used to indicate the residual risk rating for the highest rated risk:

Low
Moderate
High
Extreme

The performance status of the top capital projects is presented using the following criteria & colours:

Schedule Status	Current Year Budget Status	Total Budget Status	Risks and Issues
On Target – Baseline (<10% time increase)	On Target (Variance <10%)	On Target (Variance <10%)	Low
Behind Schedule (10-20% time increase)	Almost on Budget (Variance of 10 - 20%)	Almost on Budget (Variance of 10 - 20%)	Medium
Behind Schedule (>20% time increase)	Under / Over Budget (Variation >20%)	Under / Over Budget (Variation >20%)	High

2019/20 Quarter 4 Corporate Performance Report

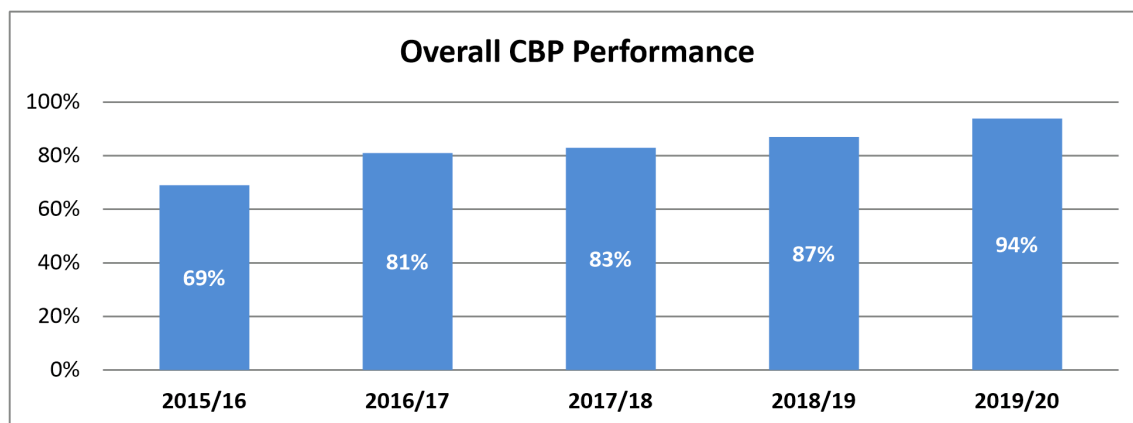
Organisational Performance

There are 81 initiatives listed for delivery in the first year of the 2019/20 – 2021/23 CBP.

During the mid-year budget review process, the City also had the opportunity to review the CBP and make necessary recommendations for changes. The changes for the 2019/20 – 2021/23 CBP adopted by Council at its meeting on 10 February 2020 are set out below:

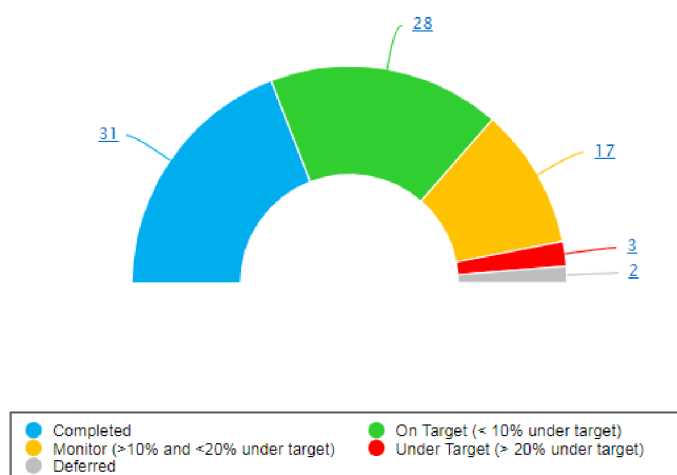
Corporate Business Plan Initiative Overall Status

The graph below illustrates the overall CBP performance for the past 5 years:



The CBP performance status at 30 June is at **94%** (76 of the 81 annual actions) whilst the same time last year the City achieved an 87% status (72 of the 83 annual actions). This shows an improvement of **7%**.

The gauge below illustrates the status of the annual actions aligned to the CBP priorities as at 30 June 2020.



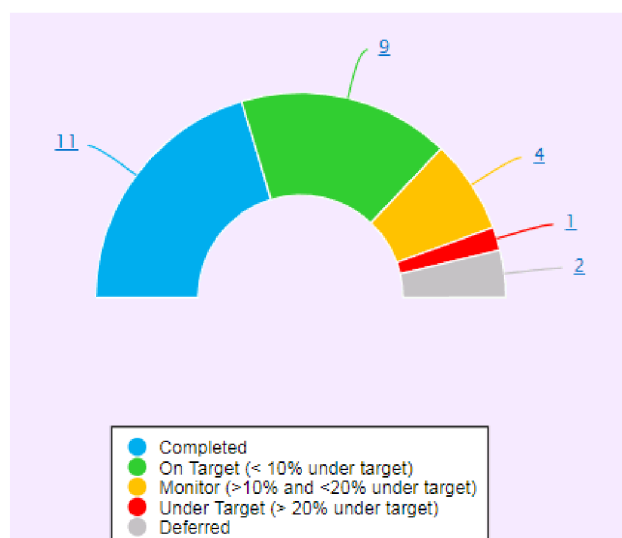
31 (38%) of this year's annual actions are completed whilst 44 (56%) are on track (on target or monitor). Three (4%) of the annual actions are under target and two (2%) have been deferred for completion in 2020/21.

2019/20 Quarter 4 Corporate Performance Report

Performance by SCP themes

The sections below illustrate how the City has performed against the initiatives and KPIs in the CBP aligned to each SCP theme.

Society



11 (41%) of the initiatives aligned to the Society theme are completed and 13 (48%) were on track (on target or monitor). One (4%) of the initiatives is under target and two (7%) have been deferred for completion in 2020/21.

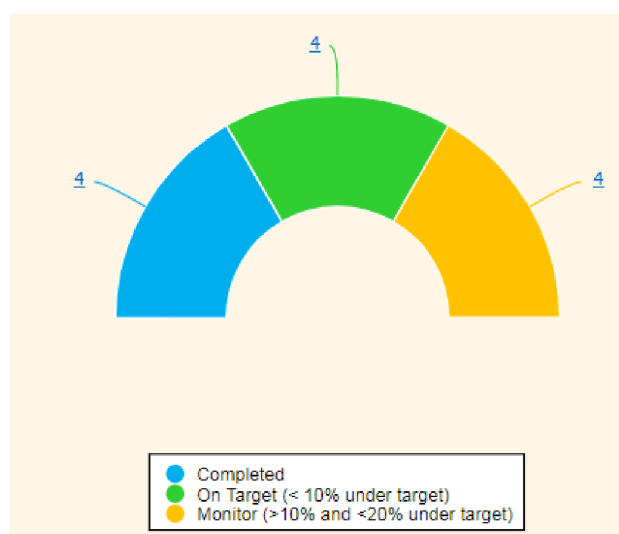
As a result of the initiatives that were under target or deferred the following SCP outcomes and strategies are impacted:

Service	Initiative	Service Unit	Risk Alignment & Residual Risk Rating	Status	Comment	Corrective Action
Outcome: 1.2 Safe Communities						
Strategy: 1.2.1 Enable community to be prepared and to recover from emergency situations						
Safe Communities	Site selection and concept design for new Animal Care Centre Facility	Community Safety & Emergency Management	CO-023 Safety of Community	Under Target	Administration developed options for potential sites for consideration by Executive. As a result two preferred sites were identified. In order to identify the most suitable site a detailed feasibility study has been commissioned. It is anticipated that this study will be completed early 2021.	Complete feasibility study.

2019/20 Quarter 4 Corporate Performance Report

Service	Initiative	Service Unit	Risk Alignment & Residual Risk Rating	Status	Comment	Corrective Action
Safe Communities	Further consultation with DFES and the Volunteer Bush Fire Brigades on Emergency Management Model review options	Community Safety & Emergency Management	CO-023 Safety of Community	Deferred	Mid-year review approved deferral of completion of this initiative post the review of the Bush Fire Brigades Local Law 2001. All Bushfire Brigade meetings were suspended due to the pandemic situation. A recent vote at the Two Rocks Volunteer Bush Fire Brigade supported requesting the City to explore possible options for a change in model. The City is waiting on the correspondence to provide further detail. The Wanneroo Central Brigade has approached both Administration and DFES to organise discussions potential options for the future of the Brigade.	Administration will liaise with all relevant stakeholders to discuss future options. This is dependent on the current pandemic situation not further restriction movements.
Outcome: 1.4 Connected Communities						
Strategy: 1.4.3 Build strong communities through the strength of cultural and heritage diversity						
Place Management	Investigate current services, identify gaps and report findings on performing arts service provision	Cultural Development	CO-020 Productive Communities	Deferred	Work is continuing and completion has been deferred to 20/21.	This actions will be completed in 20/21.

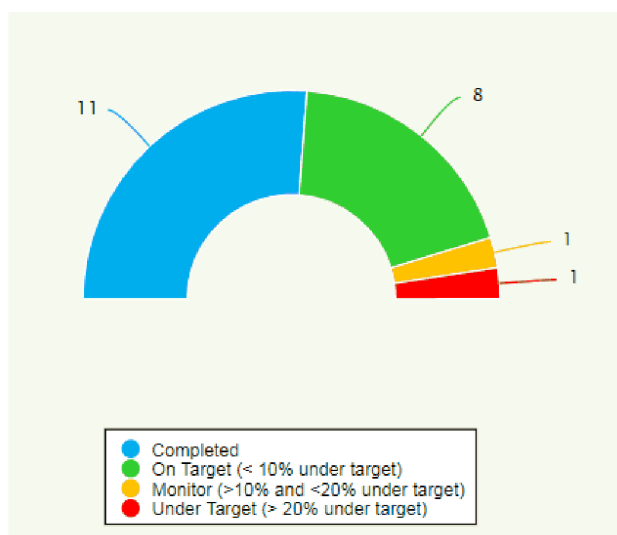
Economy



Four (33%) of the initiatives aligned to the Economy theme are already completed and eight (67%) were on track (on target or monitor).

2019/20 Quarter 4 Corporate Performance Report

Environment (Natural and Built)



11 (52%) of the initiatives aligned to the Environment theme are completed and nine (43%) are on track (on target or monitor). One (5%) initiative aligned to the theme of Natural Environment is under target.

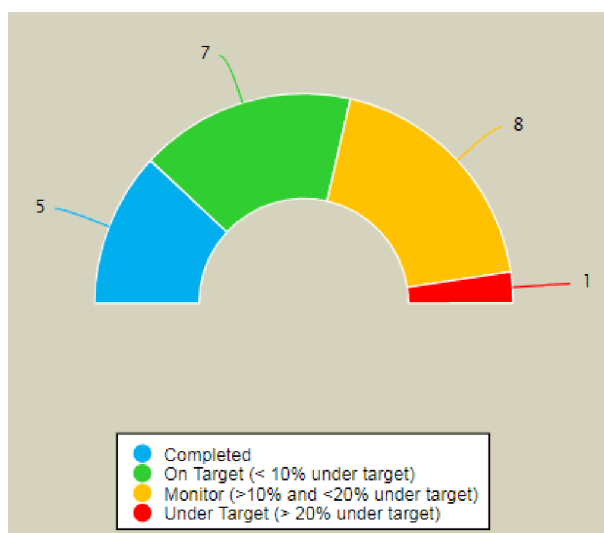
As a result of the initiative that was under target the following outcome and strategy are impacted:

Environment (Natural)						
Service	Initiative	Service Unit	Risk Alignment & Residual Risk Rating	Status	Comment	Corrective Action
Outcome: 3.3 Reduce, reuse, recycle waste						
Strategy: 3.3.3 Create and promote waste management solutions						
Environmental Management	Implement approved actions as recommended in the Waste Service Delivery Review	Waste Services	CO-022 Environmental Management	Under Target	Procurement process to commission a suitable contractor for organics process is underway and it is still expected to roll out the three bin system in 2020/21.	Changes to the industry have resulted in a slight delay. The tender process is expected to be endorsed by Council by end of first quarter 20/21



2019/20 Quarter 4 Corporate Performance Report

Civic Leadership



Five (24%) of the initiatives aligned to the Civic Leadership theme are completed and 15 (71%) were on track (on target or monitor). One (5%) of the initiatives is under target.

As a result of the initiative that was under target, the following outcome and strategy are impacted:

Service	Initiative	Service Unit	Risk Alignment & Residual Risk Rating	Status	Comment	Corrective Action
Outcome: 4.3 Progressive Organisation						
Strategy: 4.3.1 Lead excellence and innovation in local government						
Information And Knowledge	Implement the Asset Management Strategy	Asset Planning	ST-S24 Strategic Asset Management	Under Target	The main focus for 2019/20 is the development of 5 Asset Management Plans. The Transport Infrastructure Management Plan is in final draft stage and will be presented to Asset Management Steering Group during 1st quarter of 2020/21.	The remaining 4 are still work in progress and due in 2020/21. Current asset management practices will prevail until plans have been approved.

More detail on the status of the Initiatives and any corrective actions to be implemented can be found in **Annexure 1**.

2019/20 Quarter 4 Corporate Performance Report

Budget

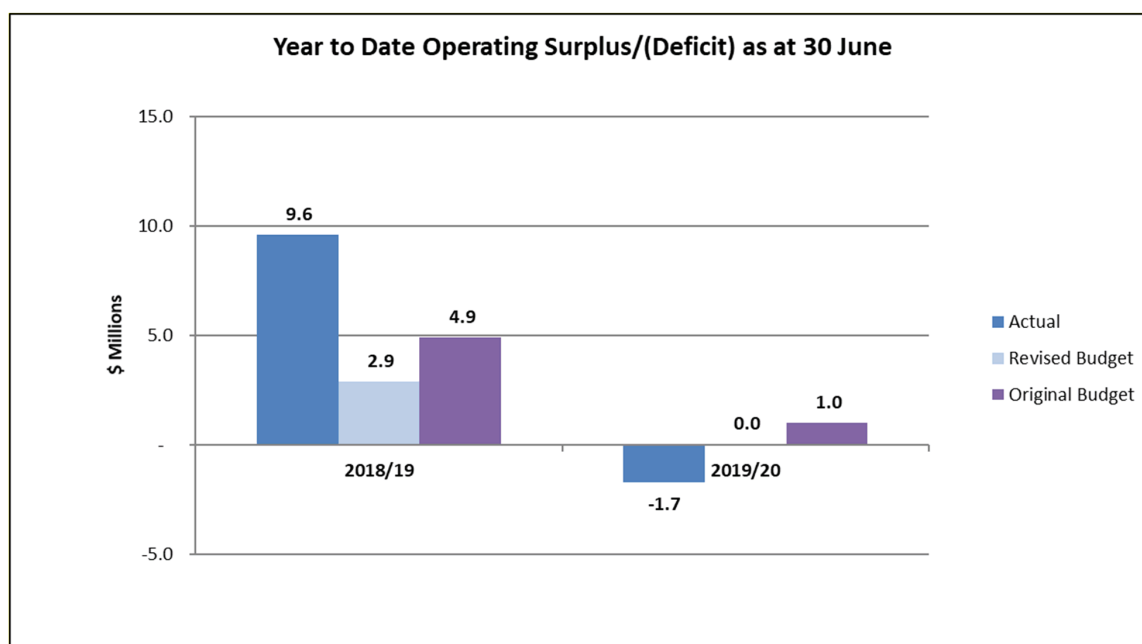
A summary of financial (operating & capital) performance at an organisational level as at 30 June 2020 is summarised below. It is also noted that monthly results and year-to-date results are reported to Council throughout the year via the monthly Financial Activity Statement.

The financial position reported as at 30 June 2020 is draft and subject to change with the end of year adjustments.

Operating

Result from operations

The graph below illustrates the City's results from Operations (Actuals against Original and Revised Budgets), as at 30 June 2019, compared to 30 June 2020:



In regard to the 2019/20 fourth quarter financial results, it is noted that a deficit position is reflected of \$1.7 million, being a \$1.7 million unfavourable variance compared to the Revised Budget. The unfavourable variance is mainly due to lower income from Fees and Charges of \$2.1 million, Rates of \$0.4 million, and increase in Depreciation charge of \$2.2 million, partially offset by early receipt of 2020/21 Federal Assistance Grants Scheme funds, lower Employee Costs and Utility Charges.

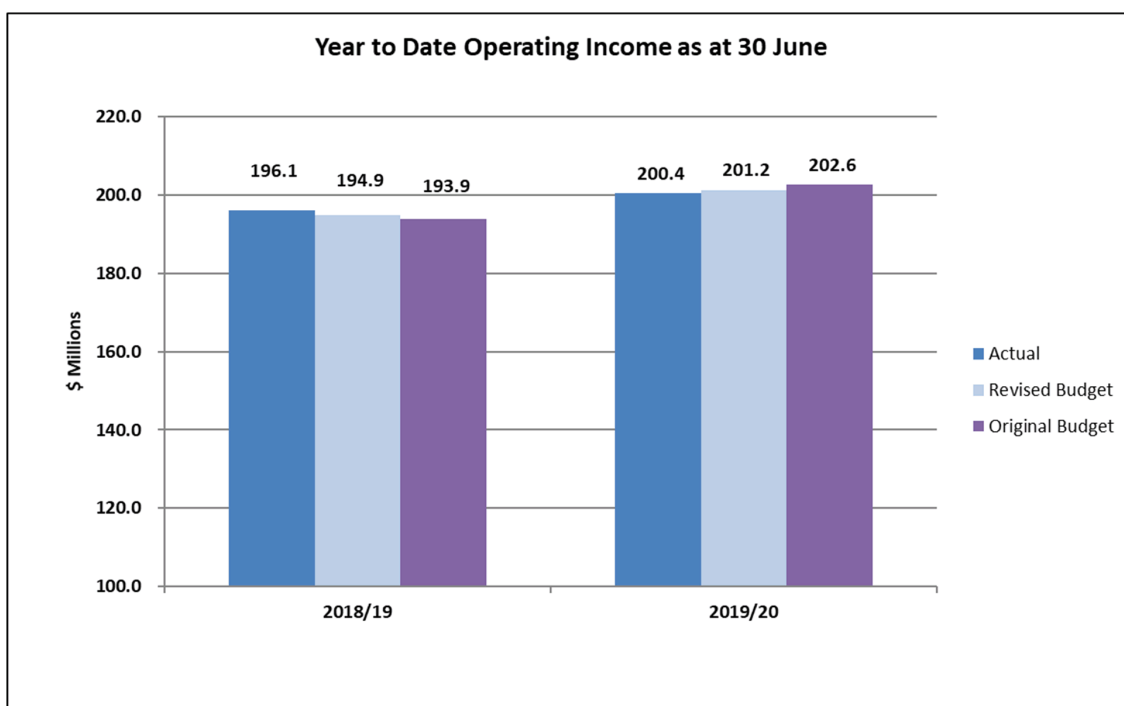
The COVID-19 pandemic has impacted the fees and charges to the above results with the closure of recreation facilities, libraries and community hall hires. City also suspended legal debt collection procedures during the COVID-19 pandemic on debts owed to the City and waived late payment interest and payment arrangement fees for 120 days from 23 March 2020. Equally, Council also adjusted several services in 2019/20 to provide immediate support to the community.

2019/20 Quarter 4 Corporate Performance Report

Description	June 2019/20 YTD		
	Revised Budget	Actual	Variance Revised Budget v Actuals
	\$M	\$M	\$M
Revenues			
Rates	134.6	134.2	-0.4
Operating Grants, Subsidies & Contributions	11.7	13.3	1.6
Fees & Charges	46.5	44.5	-2.0
Interest Earnings	7.6	7.8	0.2
Other Revenue	0.8	0.6	-0.2
	201.2	200.4	-0.8
Expenses			
Employee Costs	75.9	75.4	0.5
Materials & Contracts	69.1	69.1	0.0
Utility Charges	9.6	9.1	0.5
Depreciation	41.0	43.2	-2.2
Interest Expense	4.1	4.2	-0.1
Insurance	1.5	1.1	0.4
	201.2	202.1	-0.9
Result from Operations	0.0	-1.7	-1.7

Operating income

The graph below displays Actuals versus the Original and the Revised Budgets for total Operating Income to 30 June for 2018/19 and 2019/20 financial years:



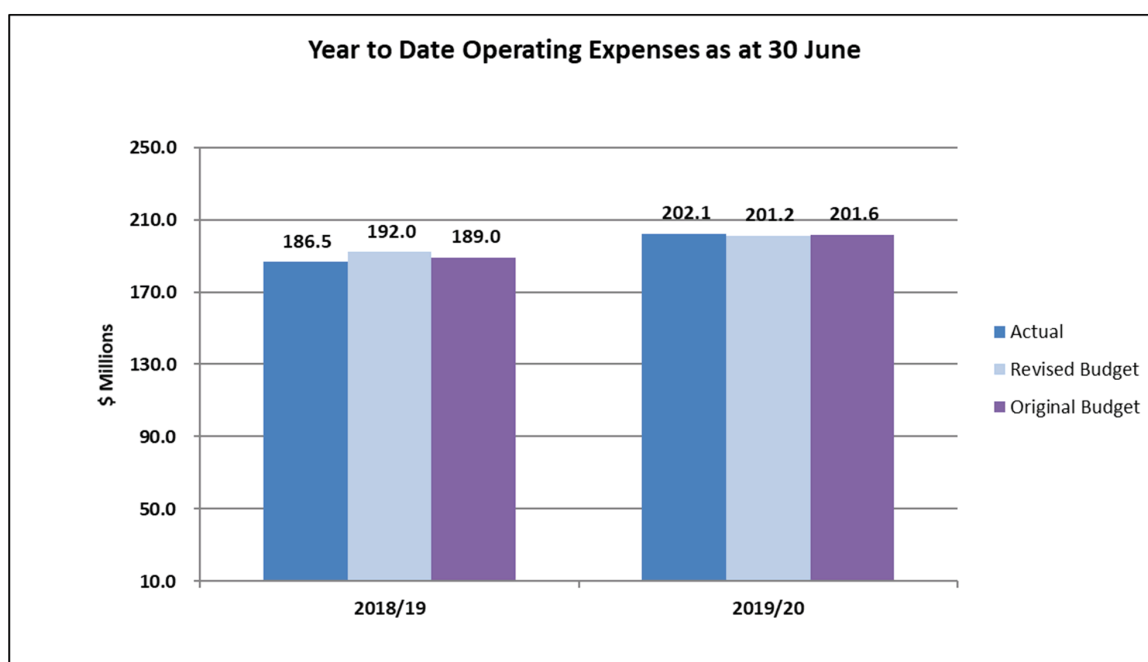
Operating Income resulted in \$0.8 million unfavourable variance. The main reasons for this variance are as follows:

2019/20 Quarter 4 Corporate Performance Report

- Fees and Charges reflected an unfavourable variance of \$2.0 million due to combination of lower facility bookings due to the closure of Recreation facilities, Libraries and Community Hall hire due to the COVID-19 pandemic.
- Rates reflected an unfavourable variance of \$0.4 million mainly relates to lower Interim Rates on Commercial Properties and Residential Properties.
- Partial offset early receipt of 2020/21 Federal Assistance Grants Scheme of \$1.6 million and higher Interest Income of \$0.2 million from non-payment penalty interest and investment returns from reserves.

Operating expenses

The graph below displays Actuals versus the Original and the Revised Budgets for total Operating Expenses to 30 June for 2018/19 and 2019/20 financial years:



Operating expenses resulted in an unfavourable variance of \$0.9 million. This outcome is a result of:

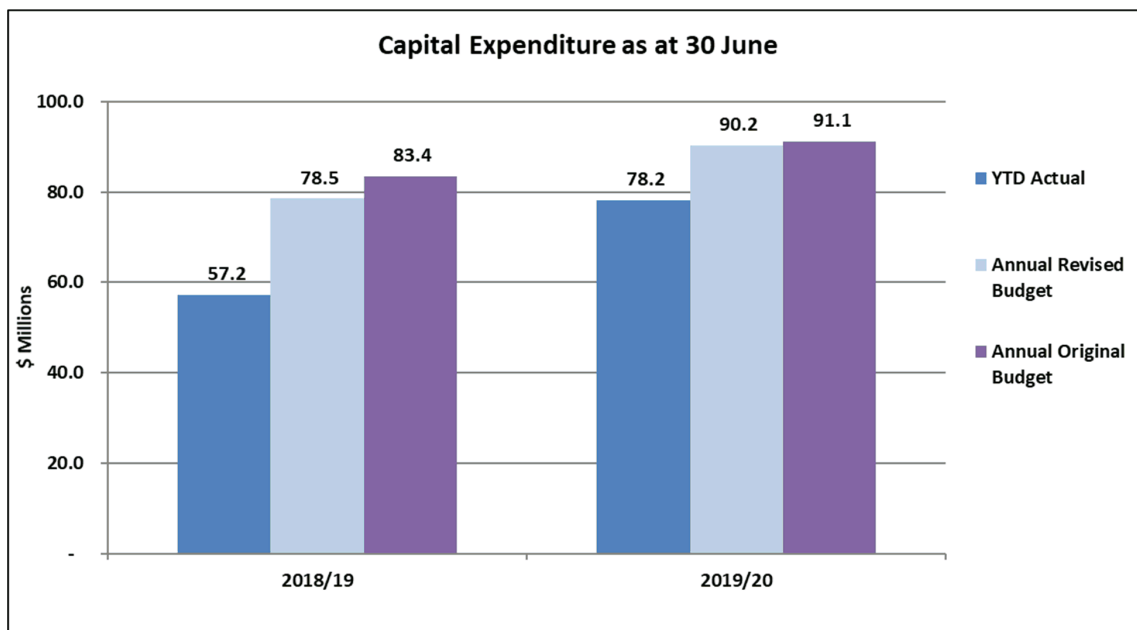
- Actual depreciation was higher than the anticipated Revised Budget by \$2.3 million. The variance was across all asset categories mainly due to depreciation on new assets acquired during the year and Plant & Equipment revaluation at the end of financial year 2018/19, which had not been considered in calculating the depreciation budget for the 2019/20;
- Partially offset by a favourable variance of \$1.4 million in Employee Costs, Insurance and Utilities Charges mainly due to staff vacancies; lower utilisation of casuals; lower electricity usage as some of the City's recreational facilities which were shut down temporarily as a result of the COVID-19 pandemic measures.

2019/20 Quarter 4 Corporate Performance Report

Capital

Overall capital expenditure

The graph below illustrates the City's capital expenditure against the original and revised capital budget to 30 June for then 2018/19 and 2019/20 financial years:



As at 30 June 2020, the City has spent \$78.2 million on capital projects, which represents 86.7% of the Revised Budget of \$90.2 million. At the same time last year, the City had spent \$57.2 million (73%) of the prior year Revised Budget of \$78.5 million. Details are noted below.



New Skate Park, Splendid Park, Yanchep

2019/20 Quarter 4 Corporate Performance Report

Capital expenditure per sub-program

There are a total of 20 sub-programs listed in the capital program, incorporating 209 individual projects. The table below details the expenditure on the capital program as at 30 June 2020.

Sub-Program	Notes	2018/19	2019/20					
		Original Budget Spent YTD	No. of Projects	Revised Budget \$'000	Original Budget \$'000	YTD Actual Expenditure \$'000	YTD Actual Vs. Original Budget	Committed Expenditure \$'000
Community Buildings	1	72%	16	1,327	1,592	1,104	69%	199
Community Safety		98%	2	292	201	276	137%	-
Conservation Reserves		87%	4	431	329	388	118%	62
Corporate Buildings		60%	3	404	413	392	95%	25
Environmental Offset		70%	6	688	742	558	75%	123
Fleet Mgt - Corporate	2	46%	6	4,339	6,574	2,804	43%	2,559
Foreshore Management		89%	9	3,022	3,106	2,760	89%	196
Golf Courses		112%	2	50	-	15	0%	2
Investment Projects	3	38%	7	1,717	1,364	585	43%	346
IT Equipment & Software	4	42%	16	7,209	7,140	3,233	45%	2,061
Parks Furniture		101%	13	2,590	2,790	2,588	93%	198
Parks Rehabilitation		131%	1	1,500	1,500	1,508	101%	29
Passive Park Development		65%	11	1,461	1,727	1,369	79%	16
Pathways and Trails		100%	7	1,069	882	1,079	122%	25
Roads		77%	16	37,212	25,745	36,381	141%	2,402
Sports Facilities	5	55%	58	22,572	33,240	20,102	60%	2,409
Stormwater Drainage		92%	5	725	740	547	74%	57
Street Landscaping	6	40%	5	1,046	1,040	379	36%	71
Traffic Treatments		85%	19	2,152	1,963	1,964	100%	225
Waste Management		0%	3	388	-	196	0%	758
Grand Total		70%	209	90,194	91,088	78,228	86%	11,763

The six sub-programs highlighted above with the lowest percentage spend for the quarter are explained as follows:

Note 1 The Community Building sub-program has experienced delays due to the extensive consultation process required to determine the scope for the new Southern Suburbs Library. Additionally, site determination for the new animal care facility has not yet been finalised.

Note 2 The Fleet Management sub-program has experienced significant delays due to the COVID-19 pandemic causing delays in both the evaluation of replacement heavy trucks and the timely delivery of vehicles from overseas. Further delays have also occurred due to operational requests for increased time to review the performance of proposed replacement mowers.

Note 3 For the Investment Projects sub-program, delays in construction have occurred due to COVID-19 pandemic related safe working approvals. Additionally, further delays have been experienced due to an increased requirement to analyse contaminated sites.

Note 4 For the IT Equipment & Software sub-programs, anticipated expenditure in the fourth quarter was less than expected due to the competing priorities experienced earlier in the year as a direct result of the COVID-19 situation. However in this period work has progressed in a number of areas but due to the complexity and

2019/20 Quarter 4 Corporate Performance Report

scale of the projects, were not able to be completed in this period. These projects are continuing in the next financial year.

Note 5 For the Sports Facilities sub-program, a delay in the approval of the clearing permit for the development of Halesworth Park has resulted in the start of construction being pushed into the 2020/21 financial year. Likewise, the proposed upgrade to Addison Park has been deferred to allow for further community consultation to take place, which has been delayed due to the COVID-19 pandemic.

Note 6 For the Street Landscaping sub-program, there has been a delay to the commencement of landscaping for Marmion Avenue due to negotiations with developers regarding the preceding roadworks.

Top Capital Projects

The projects listed below have been identified by Elected Members as significant and are specifically reported against on a monthly and quarterly basis to Council and the Audit & Risk Committee throughout the 2019/20 financial year.

The selection criterion for the projects included two factors, namely:

1. Community interest/significance;
2. Financial value.

PMO Code	Top Capital Projects	Quarter 4			
		Annual Budget	Year to Date Actual	Annual Budget Spent	Total Project Progress (TPP*)
		\$	\$		
1523	Quinns Beach, Quinns Rocks, New long term coastal management works	\$2,114,387	\$2,033,317	96%	89%
16050	Hepburn Avenue, Marangaroo, Upgrade intersection at Highclere Blvd	\$1,200,000	\$1,469,997	106%	99%
16061	Halesworth Park, Butler, New sports facilities	\$1,492,500	\$232,998	16%	43%
16064	Kingsway Olympic Clubrooms, Madeley, New Changerooms and Grandstand	\$1,147,246	\$1,124,634	98%	99%
16135	Edgar Griffiths Park, Wanneroo, New Sports Amenities Building	\$800,248	\$730,064	91%	99%
17006	Belhaven Park, Quinns Rocks, New Sports Amenities Building	\$1,308,223	\$1,303,898	100%	95%
17008	Kingsway Netball Clubrooms, Madeley, Upgrade Building	\$1,560,915	\$1,514,379	97%	95%
17021	Splendid Park, Yanchep, New Skate Park	\$698,779	\$378,649	54%	86%
17143	Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion	\$1,560,770	\$1,405,309	90%	95%
18051	Wanneroo City Soccer Clubrooms, Madeley, New Change Rooms and Store Room	\$1,062,666	\$1,122,998	106%	95%
18063	Neerabup Industrial Area, Neerabup, New Development	\$750,000	\$250,152	24%	17%
18093	Pinjar Road, Banksia Grove, Upgrade to Dual Carriageway from Blackberry Dr to Joondalup Dr	\$4,798,407	\$4,327,562	90%	98%
18098	Shelvoke Park, Koondoola, New Sports Amenities Building	\$1,838,080	\$1,524,968	83%	70%
18104	Marmion Ave Upgrade to Dual Carriageway from Butler Bvd to Yanchep Beach Rd	\$19,833,443	\$19,584,704	99%	95%
18122	Warradale Park, Landsdale, New Skate Park	\$616,212	\$618,349	100%	95%

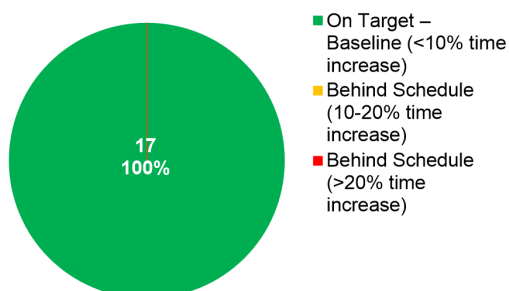
2019/20 Quarter 4 Corporate Performance Report

PMO Code	Top Capital Projects	Quarter 4			
		Annual Budget	Year to Date Actual	Annual Budget Spent	Total Project Progress (TPP*)
		\$	\$		
19040	Connolly Dr, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave	\$2,943,463	\$2,910,068	99%	94%
19041	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gngara Rd	\$2,430,865	\$2,341,823	96%	76%
Total		\$46,346,204	\$42,873,869	93%	

* Represents the total Project Life Cycle progress for multi-year projects.

As at the end of the fourth quarter 93% of the relevant budgets were spent on these projects.

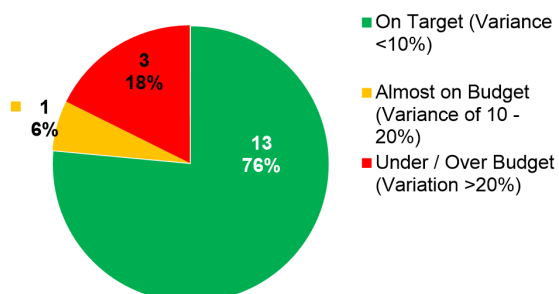
Schedule Status



Schedule Status

All seventeen of the top projects were on target with their relevant schedules as at 30 June 2020.

Current Year Budget Status

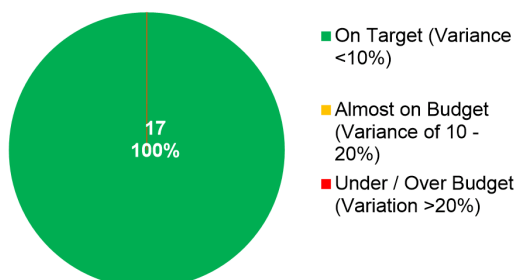


Current Year Budget Status

Thirteen (76%) of the top projects were on target with spending their relevant budgets, one (6%) was almost on budget whilst three (18%) projects had a current year budget variance of more than 20% as set out below:

- Halesworth Park, Butler, new sports facilities;
- Splendid Park, Yanchep, New Skate Park; and
- Neerabup Industrial Area, Neerabup, New Development.

Project Life Cycle Budget Status

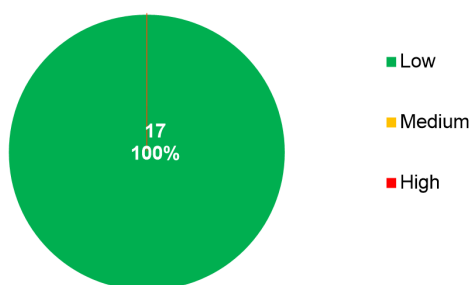


Project Life Cycle Budget Status

All seventeen of the top projects were on target with spending their relevant project lifecycle budgets.

2019/20 Quarter 4 Corporate Performance Report

Risk and Issues



Risk and Issues Status

All seventeen of the top projects had a low risk rating.

Additional details on all top projects is provided in **Annexure 2**.

The City maintains current project status pages for the top projects on its website which include photos and status updates. Links to these pages are provided below:

- [Quinns Beach, Quinns Rocks, New Long Term Coastal Management Works](#)
- [Hepburn Avenue, Marangaroo, Upgrade intersection at Highclere Blvd](#)
- [Halesworth Park, Butler, New Sports Facilities](#)
- [Kingsway Olympic Clubrooms, Madeley, New Change rooms and Grandstand](#)
- [Edgar Griffiths Park, Wanneroo, New Sports Amenities Building](#)
- [Belhaven Park, Quinns Rocks, New Sports Amenities Building](#)
- [Kingsway Netball Clubrooms, Madeley, Upgrade Building](#)
- [Splendid Park, Yanchep, New Skate Park](#)
- [Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion](#)
- [Wanneroo City Soccer Clubrooms, Madeley, New Change Rooms and Store Room](#)
- [Pinjar Road, Banksia Grove, Upgrade To Dual Carriageway From Blackberry Dr To Joondalup Dr](#)
- [Shelvock Park, Koondoola, New Sports Amenities Building](#)
- [Marmion Ave Upgrade To Dual Carriageway From Butler Boulevard To Yanchep Beach Rd](#)
- [Warradale Park, Landsdale, New Skate Park](#)
- [Connolly Dr, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave](#)
- [Madeley - Hartman Drive upgrade to dual carriageway. Hepburn Avenue to Gnangara Road](#)

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Performance Summary

	Society	Economy	Environment	Civic Leadership	Total # Initiatives
Performance	# Initiatives	# Initiatives	# Initiatives	# Initiatives	
Completed	11	4	11	5	31
On Target (< 10% under target)	9	4	8	7	28
Monitor (>10% and <20% under target)	4	4	1	7	17
Under Target (> 20% under target)	1	0	1	1	3
Deferred	2	0	0	0	2
	27	12	21	21	81

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Society								
Healthy and Active People	Create opportunities that encourage community wellbeing and active and healthy lifestyles	CBP-19_01 Finalise Facility Strategic Plans (as detailed in the Community Facility Planning Framework)	Manager Community Facilities	100	90	On Target	Revised scoping document drafted and to be finalised and approved during first quarter of 2020/21.	Nil
Healthy and Active People	Create opportunities that encourage community wellbeing and active and healthy lifestyles	CBP-19_02 Site location, concept design and advocate for the early provision of a recreational aquatic facility within the Alkimos/Yanchep growth corridor	Manager Community Facilities	100	100	Completed	Site analysis and identification-Business case endorsed by Council in July 2020.	Nil
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-19_03 Implement outcomes from endorsed Cycling Facility Master Plan: Northern Corridor	Manager Community Facilities	100	90	On Target	Development of master plan for Splendid Park Cycling Facility has been completed and will be submitted to Council during 1st quarter of 2020/21 for adoption. The RFQ for a Business Case for regional open space at Alkimos has been put on hold pending Department of Local Government Sport and Cultural industries (DLGSC) assessment.	Nil
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-19_04 Implement the Wanneroo Raceway Masterplan	Manager Community Facilities	100	90	On Target	Masterplan to be submitted to Council for adoption during first quarter of 2020/21. The public comment period has been amended due to COVID-19 pandemic situation.	Nil
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-19_05 Prepare Needs Assessment to support urgent acquisition by WAPC of Alkimos Regional Active Open Space	Manager Community Facilities	75	70	On Target	The City met with the Chair of the WAPC and Director General of the DPLH in October to provide them with a draft business case scope for the acquisition of the Alkimos Regional Open Space for feedback. The City is awaiting feedback from the WAPC and it is anticipated that a Request for Quotation will be distributed to the market during 2020/21.	Nil

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-19_06 Implement the CCTV Service Plan 2018/19-2021/22	Manager Community Safety & Emergency Management	100	100	Completed	The CCTV Service Plan has been implemented and is now a Business as Usual Approach. With clear direction from EMC a working group was initially established to increase collaboration and role clarification. The role of Community Safety Officer has been enhanced resulting in a dedicated resource to coordinate CCTV operations. Both improvements have resulted in increased efficiencies, accountability and customer service. Administration continue to focus on a continues improvement approach to ensure the CCTV system is fit for purpose and meets the City's needs into the future.	Nil
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-19_07 Implement service delivery options for Animal Care Centre Facility	Manager Community Safety & Emergency Management	100	100	Completed	Recommendations from the 2018 report have been implemented. The construction of a new Animal Care Facility has been commenced and included as City Project (PMO019070) and included in the Long Term Financial Plan.	The site selection is anticipated to be confirmed in Q1 2020/21. Initiative completion to be extended until 2020/21.
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-19_08 Site selection and concept design for new Animal Care Centre facility	Manager Community Safety & Emergency Management	100	65	Under Target	Administration developed options for potential sites for consideration by Executive. As a result two preferred sites were identified. In order to identify the most suitable site a detailed feasibility study has been commissioned. It is anticipated that his study will completed early 2021.	Complete feasibility study.
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-19_09 Implement (including the development of the Fire Mitigation Treatment Plan) the Bush Fire Risk Management Plan	Manager Community Safety & Emergency Management	100	100	Completed	The Bushfire Risk Management Plan has been implemented and guides administration in decision making for fire mitigation treatments. Fire Mitigation Plans have been developed for over 500 reserves managed by the City. These plans inform administration in the development of a multi year works schedule.	Continue to progress the described process.
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-19_10 Further consultation with DFES and the Volunteer Bush Fire Brigades on Emergency Management Model review options	Manager Community Safety & Emergency Management	100	25	Deferred	Mid-year review approved deferral of completion of this initiative post the review of the Bush Fire Brigades Local Law 2001. All Bushfire Brigade meetings were suspended due to the pandemic situation. A recent vote at the Two Rocks Volunteer Bush Fire Brigade supported requesting the City to explore possible options for a change in model. The City is waiting on the correspondence to provide further detail. The Wanneroo Central Brigade has approached both Administration and DFES to organise discussions potential options for the future of the Brigade.	Administration will liaise with all relevant stakeholders to discuss future options. This is dependent on the current pandemic situation not further restriction movements.

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress			Comment	Corrective Action
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance		
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-19_11 Needs and feasibility study for Volunteer Bush Fire Brigade facility requirements over the next 5-10 years	Manager Community Safety & Emergency Management	100	100	Completed	A feasibility Study has been completed by the Chief Bushfire Control Officer. Preliminary discussions and planning are now being undertaken to prepare a report to Council for consideration of a new Fire Station for the Wanneroo Central Brigade.	Consultation to recommence after the conclusion of the current fire season.
Distinctive Places	Create distinctive places based on identity of areas	CBP-19_12 Implement the Place Framework Implementation Plan	Manager Place Management	80	75	On Target	Key activities in relation to the implementation of the City's Place Framework in this quarter include: * Finalisation of Community Led Initiatives and Collaborations Management Procedure to support the City's Social Strategy and Place Framework in empowering community members to lead initiatives in their neighbourhoods; * Further discussions with external stakeholders (including Metronet and Development WA) to develop a vision for the future rail station precincts at Alkimos and Yanchep. A position paper is being developed to guide the vision for future Metronet rail precincts which is due to be presented to Elected Members in Q4; * Continued support for the City's first Town Team (East Keys Collective) in Clarkson. They have successfully obtained Town Team funding through an RAC grant program.	Nil
Distinctive Places	Create distinctive places based on identity of areas	CBP-19_13 Implement place-activation actions of the Wanneroo Town Centre Activity Centre Plan	Manager Place Management	100	100	Completed	* Three meetings have been held with interested businesses in the Wanneroo Town Centre to consider an alternative approach to place activation led by the business community. * The Town Team Movement delivered a presentation to the Wanneroo Town Centre Advisory Group on 17 March 2020 on a community led approach to place activation in the Town Centre and facilitated a workshop on potential opportunities. This was presented to Council Forum and will progress further in 2020/21.	Nil
Distinctive Places	Create distinctive places based on identity of areas	CBP-19_14 Develop Local Area Plan (LAP) for Wanneroo and implement LAP for Girrawheen/Koondoola and Yanchep/Two Rocks	Manager Place Management	85	85	On Target	* Community Engagement for the Wanneroo Town Centre Local Area Plan were completed during 2019/20. * Girrawheen Koondoola Local Area Plan has been adopted in September 2019. This is a four year plan and actions progress over the four years. * Yanchep Two Rocks Local Area has been adopted in September 2019. This is a four year plan and actions progress over the four years.	The Wanneroo LAP will be finalised by mid-year 2020/21.

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Distinctive Places	Create distinctive places based on identity of areas	CBP-19_15 Implement Yanchep Lagoon Precinct Masterplan	Manager Place Management	90	72	Monitor	Key planning work has significantly progressed for 2019/20 financial year and will continue into 2020/21.	No further delays are anticipated now that consultant has been appointed. The completion of current milestones are expected by end of quarter 2 2020/21.
Distinctive Places	Advocate and partner to meet changing community service expectations in place	CBP-19_16 Develop a Service Level Agreement between the City and Yanchep Beach Joint Venture for the delivery of economic development initiatives	Manager Place Management	100	100	Completed	Draft business plan has been completed. This will inform further work into 2020/21 on the development of the service level agreement.	This initiative will be completed by December 2020.
Connected Communities	Connect communities through engagement and involvement	CBP-19_17 Strengthen community participation and engagement by undertaking continuous improvement through mechanisms such as Local Area Planning	Manager Place Management	100	87	Monitor	Continued progress has been made in implementing the Community Engagement Roadmap, including: * Supporting the implementation of the revised approach to engagement for the Wanneroo Local Area Plan; * Revising the approach to community engagement for the Quinns Rocks Caravan Park site resulting in significantly more feedback from community members outside the local area; * Finalisation of the review of the Community Engagement Management procedure to address findings of internal process audits and introduce simpler processes for low risk 'inform' level projects; * Advice and input into the development of Aboriginal Engagement Guidelines.	Nil
Connected Communities	Connect communities through engagement and involvement	CBP-19_18 Develop and complete implementation of online tool kit of resources to support self-sufficiency in community organisations	Manager Community Development	100	100	Completed	A number of resources are located on the City's website: https://www.wanneroo.wa.gov.au/communityresources . Additional resources will be added on an ongoing basis as the team determine the most recent needs of the community. The Community Development Principles, Philosophies and Team Guidelines have been developed and is currently being trained amongst the team	Nil

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Connected Communities	Connect communities through engagement and involvement	CBP-19_19 Finalise implementation of approved recommendations to the City's volunteering service	Manager Community Development	100	100	Completed	*The Volunteering Policy was adopted by Council in the first quarter of 2019/20. *The volunteer management software and associated process has been implemented and active on the City's website. Registration of new volunteers are captured via this process. * The Volunteer Resource Centre has been transitioned into the Wanneroo Library and is currently on track to implement within the Girrawheen and Clarkson libraries in August 2020. The number of volunteer enquiries has increased significantly since the promotional stands have been implemented. Volunteering videos profiling existing City of Wanneroo volunteers/roles are being promoted via the City's social media pages.	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-19_20 Consider and Implement findings of Community hubs review (to meet the changing service expectations in place)	Manager Place Management	50	100	Completed	Community Hub review was completed and findings integrated into further planning for 2020/21. Additional work on financial performance of hubs will be included as BAU in 2020/21.	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-19_21 Implement service delivery models for libraries and community hubs	Manager Cultural Development	100	100	Completed	Training completed for 19/20 and ongoing during next financial year.	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-19_22 Implement the Library Services Plan	Manager Cultural Development	100	87	Monitor	Reviews are continuing however have been impacted to some extent by the current pandemic situation.	This initiative was affected by the COVID-19 pandemic and will get back on track during 20/21.
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-19_23 Review outcomes of expanded library operating hours trial and implement recommendations	Manager Cultural Development	75	75	On Target	The outcomes have been reviewed but due to COVID_19 pandemic a decision was made to remain closed on Sunday's.	Due to COVID-19 the libraries are still on amended hours and will implement the recommendation during 20/21.
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-19_24 Develop long-term library facilities plan	Manager Cultural Development	75	75	On Target	Work continues on the development of the plan and ongoing for 2021/21.	Work continues on the development of the plan and completion date was deferred to 20/21 financial year as part of the City's mid-year budget review.
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-19_25 Concept design for southern suburbs library	Manager Cultural Development	100	90	On Target	Community engagement completed. A report will be submitted to Council during 1st quarter of next financial year.	Nil
Connected Communities	Build strong communities through the strength of cultural and heritage diversity	CBP-19_26 Implement Cultural Plan	Manager Cultural Development	100	88	Monitor	Actions have been implemented with some exceptions due to COVID-19 which will be finalised during 20/21.	Outstanding actions will be finalised during 20/21.
Connected Communities	Build strong communities through the strength of cultural and heritage diversity	CBP-19_27 Investigate current services, identify gaps and report findings on performing arts service provision	Manager Cultural Development	100	75	Deferred	Work is continuing and deferred to 20/21.	This actions will be completed in 20/21.

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Economy								
Local Jobs	Develop strong economic hubs locally and near transport	CBP-19_28 Prepare market intelligence report and investment attraction plan for Neerabup and Wangara Industrial Areas	Manager Advocacy & Economic Development	100	81	Monitor	Actions are being implemented based on the draft plan to date and appropriate to current COVID-19 environment consistent with the Economic Recovery Plan.	This will be completed at the appropriate time following implementation of the Economic Recovery Plan being prioritised.
Local Jobs	Build capacity for businesses to grow	CBP-19_29 Prepare Structure Plan and implement project plan for Neerabup Industrial Area Development	Manager Approval Services	90	75	Monitor	The City's appointed consultant (GHD) is currently midway through undertaking technical studies and master planning to support the planning framework review of the Neerabup Industrial Area. A draft Structure Plan will be provided during quarter 3 of 2020/21.	Nil
Local Jobs	Build capacity for businesses to grow	CBP-19_30 Review the Economic Development Strategy	Manager Advocacy & Economic Development	100	100	Completed	A Economic Recovery Plan has been developed instead due to COVID-19. The Economic Development Strategy will be reviewed after the major review of the City's Strategic Community Plan.	Two e-newsletters have now been sent to the database as a result of the increased need to communicate with the City's business community during the COVID crisis. A third e-newsletter with updates and a link to the survey will be sent the week commencing 27 April.
Strategic Growth	Activate Yanchep as a future city of the North	CBP-19_31 Advocate for the implementation of the Yanchep Lagoon Precinct Masterplan	Manager Advocacy & Economic Development	100	100	Completed	Draft feasibility study submitted to the City by the consultant during 4th quarter. The City will review and provide feedback during next financial year.	Nil
Strategic Growth	Continue to activate the Wanneroo Town Centre	CBP-19_32 Finalise Wanneroo Town Centre Activity Centre Plan	Emille van Heyningen	80	80	On Target	Additional comments for the City to address were provided by the Department of Planning, Lands & Heritage on behalf of the Western Australian Planning Commission, and Administration is currently addressed these changes. It is expected that these will be finalised in Quarter 1 2020/21. The timing of the approval of the ACP by the WAPC is out of the City's control.	Nil
Strategic Growth	Attract investment development and major infrastructure	CBP-19_33 Develop a local investment attraction and strategic marketing package to promote the City, key employment locations and specialist precincts	Manager Advocacy & Economic Development	80	75	On Target	Investment Attraction Action Plan developed. Actions appropriate to current COVID-19 environment are being progressed, with other actions to be incorporated into Economic Recovery Plan. Actions being progressed include working with Communications and Brand on appropriate social media communications, business case studies, email business communications and website review.	Nil

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress			Comment	Corrective Action
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance		
Strategic Growth	Attract investment development and major infrastructure	CBP-19_34 Advocate to support urgent acquisition by WAPC of Alkimos Regional Active Open Space	Manager Advocacy & Economic Development	60	50	Monitor	The City met with the Chair of the WAPC and Director General of the DPLH in October to provide a draft business case scope for comment and feedback. The City is awaiting feedback from the WAPC and it is anticipated that a Request for Quotation will be distributed to the market during the next financial year.	Nil
Smart Business	Attract innovative businesses with a focus on technology hubs and agri-business	CBP-19_35 Progress development of agri-precinct in North Wanneroo including exploring tourism and agribusiness linkages and investigating alternative water supplies.	Manager Advocacy & Economic Development	100	100	Completed	Final Agribusiness Position Paper presented to Wanneroo Business and Tourism Development Working Group and a Council Forum in March. Position paper to be presented to May Ordinary Council Meeting.	Nil
Smart Business	Promote early adoption of innovative technology by business	CBP-19_36 Actively work with industry to explore clean energy opportunities	Manager Advocacy & Economic Development	100	100	Completed	The investigation report has been presented to the Project Working Group during quarter 4. Actions for 2020/21 will commence in quarter 1.	Nil
Places of Destination	Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit	CBP-19_37 Implement actions arising from the Strategic Land Policy	Manager Property	100	96	On Target	The required actions for this Initiative are largely complete. In particular, the Strategic Land Reserve has been created, the internal working group is meeting on a quarterly basis (with the first meetings in quarter 3 and 4), and an update report has been presented to the Revenue Review Committee (in quarter 4). The remaining ongoing action is the preparation of the management procedure to support the Strategic Land Policy. A draft procedure has been prepared, but some content is being aligned with the Policy and related documents (such as a review matrix and a business plan template) are still being finalised. This is likely to occur during quarter 2, in consultation with the internal working group.	Nil
Places of Destination	Enhance Wanneroo as a distinctive place to invest	CBP-19_38 Complete business case for Quinns Rocks Caravan Park Project Plan	Manager Property	100	92	On Target	Community survey has been completed in quarter 3. Report presented to Working group in July 2020. Item now scheduled for presentation to Council Members in August 2020, with submission to Ordinary Council a potential next step. A decision on whether to complete business case process via the 3rd stage (EOI) will be made subject to Council approval.	Nil
Strategic Growth	Activate Yanchep as a future city of the North	CBP-19_81 Activate the Yanchep Hub for delivery of economic development initiatives	Manager Place Management	60	50	Monitor	A calendar of activation events for Yanchep Two Rocks Access Centre has been impacted by the COVID-19 pandemic.	To be reviewed once facility reopens to the public.

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Environment								
Resource Management	Minimise impacts of climate change	CBP-19_39 Implement the Climate Change Adaptation and Mitigation Strategy	Emille van Heyningen	85	100	Completed	The implementation of the CCAMS is ongoing, with the actions for 2019/20 completed. In addition, the review of the CCAMS is currently underway and is expected to be completed during Quarter 4 of 2020/21.	Nil
Resource Management	Minimise impacts of climate change	CBP-19_40 Implement the Coastal Hazard Risk Management Adaptation Plan	Emille van Heyningen	100	100	Completed	Recommendations are currently being implemented, with the actions for 2019/20 completed.	Nil
Resource Management	Seek alternative ways to improve energy efficiency	CBP-19_41 Implement the Energy Reduction Plan	Emille van Heyningen	100	100	Completed	The implementation of the Energy Reduction Plan (ERP) is ongoing, with the actions for 2019/20 completed. In addition, the review of the ERP is currently underway and is expected to be completed during Quarter 4 of 2020/21.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-19_42 Implement actions from the Local Environmental Strategy	Emille van Heyningen	100	100	Completed	The implementation of the Local Environmental Strategy is ongoing, with the actions for 2019/20 completed.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-19_43 Develop the Coastal Management Plan - Part 2	Emille van Heyningen	80	80	On Target	Preparation of the Coastal Management Plan is currently underway. It is anticipated that a draft Coastal Management Plan will be presented to Forum during the 3rd quarter of 2020/21 for consent to advertise.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-19_44 Implement the Local Biodiversity Plan	Emille van Heyningen	100	100	Completed	The implementation of the Local Biodiversity Plan is ongoing, with the actions for 2019/20 completed.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-19_45 Deliver stage 3 of the Quinns Beach Long Term Coastal Management Study	Manager Asset Maintenance	100	100	Completed	Stage 3 completed in January 2020.	Nil
Enhanced Environment	Collaborate with relevant State agencies with a focus on the enhancement of the natural environment	CBP-19_46 Monitor and maintain coastal infrastructure in consultation with relevant stakeholders	Manager Asset Maintenance	100	100	Completed	Ongoing monitoring and maintenance of beaches and coastal infrastructure. Quinns Beach re-nourishment completed May 2020.	Nil
Reduce, reuse, recycle waste	Treat waste as a resource	CBP-19_47 Review City of Wanneroo Waste Strategy to align with Western Australian Waste Strategy 2030 goals	Manager Waste Services	100	90	On Target	Review City of Wanneroo Waste Strategy to align with Western Australian Waste Strategy 2030 goals-The City's Strategic Waste Management Plan (SWMP) is currently under review. The outcome of this review will also align the SWMP with the new Waste Plans that are now mandated by State Government. It is planned to present the updated SWMP to Council for endorsement by end of 1st quarter of 2020/21.	The strategy will be finalised and endorsed by Council during first quarter of 2020/21.
Reduce, reuse, recycle waste	Foster a partnership with community and industry to reduce waste	CBP-19_48 Implement the Waste Education Plan	Manager Waste Services	100	100	Completed	Implement the Waste Education Plan -The delivery of waste education materials / programs with community stakeholders is continuing in alignment with the Waste Education Plan. However the fire at Cleanaway's facility and the COVID-19 outbreak has limited the City's ability to publicise / celebrate a lot of the good work which has been undertaken.	Nil

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Reduce, reuse, recycle waste	Create and promote waste management solutions	CBP-19_49 Implement approved actions as recommended in the Waste Service Delivery Review	Manager Waste Services	100	75	Under Target	Procurement process to commission a suitable contractor for organics process is underway and it is still expected to roll out the three bin system in 2020/21.	Changes to the industry has resulted in a slight delay. The tender process is expected to be endorsed by Council by end of first quarter 20/21.
Activated Places	Create local area land use plans supporting our activated places	CBP-19_50 Finalise Activity Centre Plan for Wanneroo Town Centre	Emille van Heyningen	80	80	On Target	Additional comments for the City to address were provided by the Department of Planning, Lands & Heritage on behalf of the Western Australian Planning Commission, and Administration is currently addressed these changes. It is expected that these will be finalised in Quarter 1 2020/21. The timing of the approval of the ACP by the WAPC is out of the City's control.	Nil
Activated Places	Create local area land use plans supporting our activated places	CBP-19_51 Prepare Local Planning Strategy and Scheme	Emille van Heyningen	85	85	On Target	Preparation of discussion papers to inform the Local Planning Scheme are currently underway and will be presented during 2020/21 financial year. Visions for Place Management Areas have already been considered by Elected Members.	Nil
Activated Places	Create local area land use plans supporting our activated places	CBP-19_52 Amendment to District Planning Scheme no 2	Emille van Heyningen	100	90	On Target	Draft of the amendment was workshopped with Council in Quarter 3 of 2019/20 & will be presented to Forum again during Quarter 2 of 2020/21.	A Forum to be organised with Elected Members to go through the proposed amendment in greater detail.
Activated Places	Create local area land use plans supporting our activated places	CBP-19_53 Finalise review of Local Planning Policy 3.6 - Employment	Emille van Heyningen	90	75	Monitor	Administration met with the Chair of WAPC and Director General and discussion with the State Government is ongoing.	Meeting with Director Metropolitan North - Department of Planning, Lands and Heritage deferred due to COVID-19 and will be rescheduled during 2020/21.
Activated Places	Improve local amenity by retaining and complementing natural landscapes within the built environment	CBP-19_54 Prepare Urban Forest Strategy	Emille van Heyningen	85	85	On Target	The Urban Forest Plan currently being prepared and this is on target to be submitted for Council consideration and consent to advertise during Quarter 2 of 2020/21.	Nil
Connected and Accessible City	Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility	CBP-19_55 Implement project plans to deliver the Roads, Paths and Trails, Stormwater Drainage, Bus Shelters, Street Lighting and Roads capital works sub-programs	Manager Infrastructure Capital Works	100	97	On Target	Implement project plans to deliver the Roads, Paths and Trails, Stormwater Drainage, Traffic Treatment (Bus Shelters, Street Lighting) capital works sub-programs-Expenditure reached 97% at the end of Q4.	Nil
Connected and Accessible City	Advocate for major integrated transport options close to communities	CBP-19_56 Prepare Transport Strategy	Emille van Heyningen	100	100	Completed	Completed in Quarter 1	Nil
Connected and Accessible City	Advocate for major integrated transport options close to communities	CBP-19_57 Participate in State Government project reference groups to maximise integration of rail and road	Manager Advocacy & Economic Development	100	100	Completed	City representatives have attended METRONET's Yanchep Rail Extension Community Reference Group.	Nil

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Housing Choice	Facilitate housing diversity to reflect changing community needs	CBP-19_58 Stage 2 and 3 of Mixed Use Precincts Policy review	Manager Approval Services	70	66	On Target	The City has completed Stage 1 of the project through gazettal of Amendment No. 165 to District Planning Scheme No. 2 on 3 December 2019. Administration is currently finalising Stage 2 which is preparation of a Local Planning Policy to guide the delivery of desired built outcomes in the Mixed Use Zone. The policy is expected to be presented to Council during the second quarter of 2020/21. Stage 3 is also underway which is a longer term action to progressively review of the location and planning provisions relating to existing Mixed Use Zones in various structure plans across the City.	Nil
Housing Choice	Facilitate housing diversity to reflect changing community needs	CBP-19_59 Prepare Local Housing Strategy	Emille van Heyningen	100	100	Completed	No longer required as a separate document by State planning requirements. Work undertaken will feed into the Local Planning Strategy as required by the State Government.	Nil
Civic Leadership								
Working with Others	Build effective partnerships and demonstrate leadership in local government at regional, state and national levels	CBP-19_60 Pilot a stakeholder software solution for the CEO's strategic stakeholder management providing input to the organisational Customer and Stakeholder Management Framework	Executive Officer	15	30	On Target	Procurement of the software was completed in late June 2020. Implementation is commencing from early July with migration of data & verification as well as initial training on the software for nominated pilot project users.	Progress contract negotiations to procure system and progress trial.
Working with Others	Engage, include and involve community	CBP-19_61 Develop and Implement Communications Strategy (including Social Media Plan; Branding Plan)	Manager Communications & Brand	85	70	Monitor	The City's inaugural Communication Strategy was adopted in July 2019 and the Brand Strategy in August 2019. Implementation of the Communications Strategy has progressed however the public launch of the City's brand refresh has been moved out to early 2021 due to the current pandemic situation, noting that work has progressed on brand refresh ideas	A Marketing and Communication Plan for the Brand Strategy, including the refresh has been drafted with indicative dates for the body of work remaining to be done to support a roll-out internally next January (and a soft launch externally).
Good Governance	Provide transparent and accountable governance and leadership	CBP-19_62 Develop the Strategic Policy Framework	Executive Manager Governance & Legal	100	85	Monitor	Develop the Strategic Policy Framework-Draft policy development guidelines circulated to stakeholders with report to Executive during first quarter of 2020/21.	Final draft of guidelines to be presented to EMT by first quarter 2020/21 and for EMT to consider how to progress.
Good Governance	Provide transparent and accountable governance and leadership	CBP-19_63 Implement the Strategic Procurement Roadmap	Manager Contracts & Procurement	100	80	Monitor	* Roadmap updated November 2019. Briefing Note issued to ELT 28 January 2020 (HPE 20/1025). * Contract Management System upgrade not complete pending Business Systems and vendor collaboration. * Review and refinement of Procurement training deferred due COVID 19.	These items to be deferred to Yr 3 of RoadMap

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard

Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Good Governance	Provide transparent and accountable governance and leadership	CBP-19_64 Finalise review of Corporate Governance Framework	Executive Manager Governance & Legal	100	85	Monitor	Finalise review of Corporate Governance Framework-Review of Corporate Governance Framework in final stages of consultation with final draft to be presented to EMT by first quarter 2020/21 to then progress for Council adoption.	Once endorsed by EMT, will progress for Council adoption in second quarter 2020/21.
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-19_65 Commence review of Strategic Community Plan post 2019 Council Elections	Manager Strategic & Business Planning	100	100	Completed	Consultant engaged to undertake community engagement. Community engagement approach and timeframe reviewed in response to COVID-19. Elected Member workshop scheduled.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-19_66 Review the Long Term Financial Plan	Manager Finance	100	100	Completed	The plan was adopted in December 2019.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-19_67 Develop a Strategic Workforce Plan	Manager People & Culture	100	100	Completed	The Strategic Workforce Plan was endorsed by the Executive during the 2nd quarter.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-19_68 Review the City's Integrated Planning Process	Manager Strategic & Business Planning	100	87	Monitor	* IPR schedule for 2019/20 developed and deployed to stakeholders * Further work to be undertaken on the development of the procedure for Integrated Planning in 2020/21	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-19_69 Conduct a comprehensive review of opportunities for increasing non-rating revenue (Fees and Charges)	Manager Finance	100	83	Monitor	Annual review has been completed and presented to Elected Members at Budget Workshop 3. GST review was done in May 2020. Further work will be completed next financial year.	Nil
Good Governance	Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework	CBP-19_70 Implement the Asset Management Strategy	Manager Asset Planning	80	25	Under Target	The main focus for 2019/20 is the development of 5 Asset Management Plans. The Transport Infrastructure Management Plan is in final draft stage and will be presented to Asset Management Steering Group during 1st quarter of 2020/21.	The remaining 4 are still work in progress and due in 2020/21. Current asset management practices will prevail until plans have been approved.
Good Governance	Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework	CBP-19_71 Implement an Asset Management Information System	Manager Customer & Information Services	100	90	On Target	Evaluation process has progressed and demos are planned for the first quarter of 2020/21. Next stage is contract negotiation which is estimated to be completed during 2nd quarter of 2020/21.	Nil
Good Governance	Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework	CBP-19_72 Develop and implement organisational integrated management system aligned to International Standards (ISOs).	Principal Specialist ISO Management Systems	100	99	On Target	The information system to operate and improve the Integrated Management System has been developed, and a risk-based approach to phasing the system implementation is underway. A Corporate Improvement Policy and Integrated Management System Governance Framework have been developed and are being implemented through the system implementation.	Nil

Annexure 1

2019/20 - 2022/23 Corporate Business Plan

Detailed Performance Scorecard





Strategic Alignment		Initiative Details		Progress				
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Progressive Organisation	Lead excellence and innovation in local government	CBP-19_73 Implement the Information Communication and Technology Roadmap 2017/18-2021/22	Manager Customer & Information Services	100	92	On Target	Projects within the roadmap are progressing despite delays due to COVID-19 impacts and changes in priorities. Delays were incurred to the roll out Windows 10 as a result of COVID-19 which resulted in a manual deployment process being adopted in the interests of completing the task in this financial year.	Work will continue on the design and implementation of the automated Windows 10 implementation process, expected to be finalized by December 2020.
Progressive Organisation	Lead excellence and innovation in local government	CBP-19_74 Implement a new Financial System	Manager Customer & Information Services	100	81	Monitor	The project is behind schedule as a result of commercial and scoping discussion with the vendor.	Scoping realignment has taken place and will continue in the next quarter of 2020/21. Project remediation activities will also continue in next quarter.
Progressive Organisation	Lead excellence and innovation in local government	CBP-19_75 Implement and review the People & Culture Plan 2018 - 2022	Manager People & Culture	100	89	Monitor	Consultation with the Executive to update the P&C Plan and Actions to reflect current challenges arising from the Pandemic and planned actions anticipated by end of September.	The reviewed Plan will be represented to ELM by Quarter 2 2020-2021.
Progressive Organisation	Lead excellence and innovation in local government	CBP-19_76 Investigate community need, current state and opportunities for Smart Cities	Manager Customer & Information Services	85	85	On Target	Procurement activities continued and implementation of IOT equipment progressed in the quarter. The Cities were successful in receiving project extension by the Federal Government as a result of the COVID-19 impacts.	Nil
Progressive Organisation	Lead excellence and innovation in local government	CBP-19_77 Develop and implement phase 1 of the Corporate Performance Management Solution	Manager Strategic & Business Planning	100	100	Completed	ORGPPerform went live on 13 July 2020. Quarter 4 performance updates are currently being completed by relevant managers in the system.	Nil
Progressive Organisation	Ensure excellence in our customer service	CBP-19_78 Implement the Customer First Action Plan	Manager Customer & Information Services	100	90	On Target	Actions are in progress aligned to the Customer First Action Plan.	Nil
Progressive Organisation	Ensure excellence in our customer service	CBP-19_79 Conduct agreed program of Service Delivery reviews	Manager Strategic & Business Planning	100	100	Completed	Current service reviews being implemented and no new major reviews to be conducted in 2020/21.	Nil
Progressive Organisation	Ensure excellence in our customer service	CBP-19_80 Develop Customer Relationship Management System	Manager Customer & Information Services	100	99	On Target	The requirements and procurement paperwork have been completed. The procurement process is expected to start in the 1st quarter of 2020/21.	Nil

Annexure 2



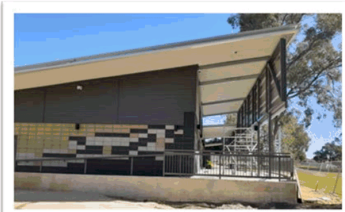
Top Capital Projects

The status of the City's top capital projects are illustrated in the table below using the following colours. This table also summarises the progress on these projects.

Schedule Status	Current Year Budget Status	Total Budget Status	Risks and Issues
On Target – Baseline (<10% time increase)	On Target (Variance <10%)	On Target (Variance <10%)	Low
17	13	17	17
Behind Schedule (10-20% time increase)	Almost on Budget (Variance of 10 - 20%)	Almost on Budget (Variance of 10 - 20%)	Medium
0	1	0	0
Behind Schedule (>20% time increase)	Under / Over Budget (Variation >20%)	Under / Over Budget (Variation >20%)	High
0	3	0	0
17	17	17	17





PMO Project Registration		Financial Summary					Project Indicators				Project Progress			Image
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	
Society														
PMO16061	Halesworth Park, Butler, New sports facilities	\$1,492,500	\$232,998	\$0	\$1,259,502	16%					43%	Delivery	Construction of ovals and landscaping commenced. Carry forward current year budget for multi-year project.	
PMO16064	Kingsway Clubrooms, Madeley, New and Changerooms Grandstand	\$1,147,246	\$1,124,634	\$0	\$22,612	98%					99%	Defects Liability Period	Works completed.	
PMO16135	Edgar Griffiths Park, Wanneroo, New Amenities Building	\$800,248	\$730,064	\$0	\$70,184	91%					99%	Defects Liability Period	Works completed.	
PMO17006	Belhaven Park, Quinns Rocks, New Sports Amenities Building	\$1,308,223	\$1,303,898	\$0	\$4,325	100%					95%	Defects Liability Period	Works completed.	

Annexure 2




PMO Project Registration		Financial Summary					Project Indicators				Project Progress			
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	Image
PMO17008	Kingsway Netball Clubrooms, Upgrade Building	\$1,560,915	\$1,514,379	\$0	\$46,536	97%					95%	Defects Liability Period	Works completed.	
PMO17021	Splendid Park, Yanchep, New Skate Park	\$698,779	\$378,649	\$0	\$320,130	54%					86%	Design	2019/20 works completed. Carry forward current year budget for multi-year project.	
PMO17143	Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion	\$1,560,770	\$1,405,309	\$0	\$155,461	90%					95%	Defects Liability Period	Works completed.	
PMO18051	Wanneroo City Soccer Clubrooms, Madeley, New Change Rooms and Store Room	\$1,062,666	\$1,122,998	\$0	(\$60,332)	106%					95%	Defects Liability Period	Works completed.	
PMO18098	Shelvock Park, Koondoola, New Sports Amenities Building	\$1,838,080	\$1,524,968	\$0	\$313,112	83%					70%	Delivery	Works progressing. Carry forward current year budget for multi-year project.	

Annexure 2

Annexure 2

PMO Project Registration		Financial Summary					Project Indicators				Project Progress			
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	Image
PMO18122	Warradale Park, Landsdale, New Skate Park	\$616,212	\$618,349	\$0	(\$2,137)	100%					95%	Defects Liability Period	Works completed.	
Economy														
PMO18063	Neerabup Industrial Area, New Development	\$750,000	\$250,152	\$0	\$499,848	24%					17%	Delivery	Works to commence in July. Carry forward current year budget for multi-year project.	Works not yet underway
Environment														
PMO1523	Quinns Beach, Quinns Rocks, New long term coastal management works	\$2,114,387	\$2,033,317	\$0	\$81,070	96%					89%	Delivery	Stage 3 coastal management works completed	
PMO16050	Hepburn Marangaroo, Avenue, Upgrade at Highclere Blvd	\$1,390,000	\$1,469,997	\$0	(\$79,997)	106%					99%	Defects Liability Period	Works completed. \$75,000 MRWA grant to be received in 20/21 to cover additional costs	
PMO18093	Pinjar Road, Banksia Grove, Upgrade to Dual Carriageway from Blackberry Dr to Joondalup Dr	\$4,798,407	\$4,327,562	\$0	\$470,845	90%					98%	Defects Liability Period	Works completed.	

Annexure 2

PMO Project Registration		Financial Summary					Project Indicators				Project Progress			
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	Image
PMO18104	Marmion Ave Upgrade to Dual Carriageway from Butler Bvd to Yanchepp Beach Rd	\$19,833,443	\$19,584,704	\$0	\$248,739	99%					95%	Defects Liability Period	Works completed.	
PMO19040	Connolly Dr, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave	\$2,943,463	\$2,910,068	\$0	\$33,395	99%					94%	Delivery	Works completed.	
PMO19041	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd	\$2,430,865	\$2,341,823	\$0	\$89,042	96%					76%	Delivery	Works progressing. Carry forward current year budget for multi-year project.	

Transactional Finance

3.8 Warrant of Payments for the Period to 30 September 2020

File Ref: 1859V02 – 20/430411
 Responsible Officer: Director Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

Presentation to the Council of a list of accounts paid for the month of September 2020, including a statement as to the total amounts outstanding at the end of the month.

Background

Local Governments are required each month to prepare a list of accounts paid for that month and submit the list to the next Ordinary Meeting of the Council.

In addition, it must record all other outstanding accounts and include that amount with the list to be presented. The list of accounts paid and the total of outstanding accounts must be recorded in the minutes of the Council meeting.

Detail

The following is the Summary of Accounts paid in September 2020

Funds	Vouchers	Amount
Director Corporate Services Advance A/C Accounts Paid – September 2020		
Cheque Numbers	119991 - 120171	\$226,875.26
EFT Document Numbers	3927 - 3952	<u>\$19,055,105.51</u>
TOTAL ACCOUNTS PAID		<u>\$19,281,980.77</u>
Less Cancelled Cheques		(\$16,418.60)
Journals		\$5,777.50
Town Planning Scheme		<u>\$17,625.00</u>
RECOUP FROM MUNICIPAL FUND		<u>(\$19,288,964.67)</u>
Municipal Fund – Bank A/C Accounts Paid – September 2020		
Recoup to Director Corporate Services Advance A/C		\$19,288,964.67
Direct Payments		\$43,464.06
Payroll – Direct Debits		<u>\$3,446,260.79</u>
TOTAL ACCOUNTS PAID		<u>\$22,778,689.52</u>
Town Planning Scheme Accounts Paid – September 2020		
Cell 4		(\$18,615.00)
Cell 9		<u>\$990.00</u>
TOTAL ACCOUNTS PAID		<u>\$(17,625.00)</u>

At the close of September 2020, outstanding creditors amounted to (\$2,673,812.08).

Consultation

Nil

Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of September 2020 is presented to the Council for information and recording in the minutes of the meeting, as required by the Local Government (Financial Management) Regulations 1996.

Statutory Compliance

Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to list the accounts paid each month and total all outstanding creditors at the month end and present such information to the Council at its next Ordinary Meeting after each preparation. A further requirement of this Section is that the prepared list must be recorded in the minutes of the Council meeting.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.3 Progressive Organisation

4.3.1 Lead excellence and innovation in local government”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council RECEIVES the list of payments drawn for the month of September 2020, as summarised below:-

Funds	Vouchers	Amount
Director Corporate Services Advance A/C Accounts Paid – September 2020		
Cheque Numbers	119991 - 120171	\$226,875.26
EFT Document Numbers	3927 - 3952	<u>\$19,055,105.51</u>
TOTAL ACCOUNTS PAID		<u>\$19,281,980.77</u>
Less Cancelled Cheques		(\$16,418.60)
Journals		\$5,777.50
Town Planning Scheme		<u>\$17,625.00</u>
RECOUP FROM MUNICIPAL FUND		<u>(\$19,288,964.67)</u>
Municipal Fund – Bank A/C Accounts Paid – September 2020		
Recoup to Director Corporate Services Advance A/C		\$19,288,964.67
Direct Payments		\$43,464.06
Payroll – Direct Debits		<u>\$3,446,260.79</u>
TOTAL ACCOUNTS PAID		<u>\$22,778,689.52</u>
Town Planning Scheme Accounts Paid – September 2020		
Cell 4		(\$18,615.00)
Cell 9		<u>\$990.00</u>
TOTAL ACCOUNTS PAID		<u>\$(17,625.00)</u>

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00119991	01/09/2020	Kleenheat Gas Pty Ltd	\$228.65
		Gas Supplies For The City	
00119992	01/09/2020	Cranetech Australia Pty Ltd	\$649.80
		Crane Service - Fleet	
00119993	01/09/2020	Tony Jones Art Projects	\$1,100.00
		Commission Concept Development Fee - Gumblossom Community Centre Public Art - Cultural Services	
00119994	01/09/2020	Burgtec	\$4,576.00
		13 Office Chairs - Approval Services	
00119995	01/09/2020	Toro Australia Pty Ltd	\$611.56
		Vehicle Spare Parts - Fleet	
00119996	01/09/2020	Amy Lee Hanrahan	\$350.00
		Bond Refund	
00119997	01/09/2020	Associated & Catholic Colleges of WA	\$350.00
		Bond Refund	
00119998	01/09/2020	Hannelie Evans	\$850.00
		Bond Refund	
00119999	01/09/2020	Jessica Gan	\$100.00
		Bond Refund	
00120000	01/09/2020	Matta Messiha	\$100.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Bond Refund	
00120001	01/09/2020	Rates Refund	\$276.10
00120002	01/09/2020	Rates Refund	\$656.32
00120003	01/09/2020	Nikki Louise Rowney	\$100.00
		Bond Refund	
00120004	01/09/2020	Rates Refund	\$248.44
00120005	01/09/2020	Ricardo Calderini	\$100.00
		Bond Refund	
00120006	01/09/2020	Nikulaben Devangbhai	\$350.00
		Bond Refund	
00120007	01/09/2020	Zande Association in Western Australia	\$350.00
		Bond Refund	
00120008	01/09/2020	Catholic Primary School Sports Association	\$350.00
		Bond Refund	
00120009	01/09/2020	Rates Refund	\$712.95
00120010	01/09/2020	Rates Refund	\$588.53
00120011	01/09/2020	Rates Refund	\$573.09
00120012	01/09/2020	Rates Refund	\$620.51
00120013	01/09/2020	Rates Refund	\$715.99
00120014	01/09/2020	Rates Refund	\$573.09
00120015	01/09/2020	Rates Refund	\$811.45
00120016	01/09/2020	Rates Refund	\$576.95
00120017	01/09/2020	Rates Refund	\$584.67
00120018	01/09/2020	Directional Systems Australia P/L	\$2,247.80
		Refund - Partial Credit Of Invoice Due To Reduced Signage Times - Finance	
00120019	01/09/2020	Rates Refund	\$763.71
00120020	01/09/2020	Rates Refund	\$847.25
00120021	01/09/2020	Rates Refund	\$912.04
00120022	01/09/2020	Rates Refund	\$739.84
00120023	01/09/2020	Rates Refund	\$168.48
00120024	01/09/2020	Ishar Multicultural Women's Health	\$39.00
		Partial Refund - 3 Meetings Cancelled	
00120025	01/09/2020	Lara Dalle-Mulle	\$115.50
		Refund - Swimming Enrolment - Cancelled	
00120026	01/09/2020	Jaypee Construction	\$540.00
		Refund - Verge Licence Application - Cancelled	
00120027	01/09/2020	Mackson Group	\$125.35
		Refund - Building Application - Not Required	
00120028	01/09/2020	Complete Approvals	\$61.65
		Refund - Building Services Levy - Cancelled	
00120029	01/09/2020	Phuoc Vuong	\$61.65

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Refund - Building Services Levy - Application Refused	
00120030	01/09/2020	N Kay	\$61.65
		Refund - Building Services Levy - Application Refused	
00120031	01/09/2020	Debra Kelly	\$10.80
		Refund - Copies Of Plans - Not Available	
00120032	01/09/2020	Specialised Building Solutions	\$228.30
		Refund - Building Application - Rejected	
00120033	01/09/2020	Cancelled	
00120034	01/09/2020	Rates Refund	\$572.41
00120035	01/09/2020	Mr Sebastian Halsall	\$2,000.00
		Refund - Street & Verge Bond	
00120036	01/09/2020	Telstra	\$31,258.85
		Telecommunication Charges For The City	
00120037	08/09/2020	Rates Refund	\$582.74
00120038	08/09/2020	Rates Refund	\$610.57
00120039	08/09/2020	T Design & Development Pty Ltd	\$295.00
		Refund - Development Application - Withdrawn	
00120040	08/09/2020	Mercy College	\$350.00
		Bond Refund	
00120041	08/09/2020	Nadine Webber	\$100.00
		Bond Refund	
00120042	08/09/2020	R Attwood & K L Attwood	\$100.00
		Bond Refund	
00120043	08/09/2020	Sheryl Caig	\$100.00
		Bond Refund	
00120044	08/09/2020	Ashvin Busyiah	\$350.00
		Bond Refund	
00120045	08/09/2020	Sara Tawfik	\$100.00
		Bond Refund	
00120046	08/09/2020	Crystal Ugle	\$850.00
		Bond Refund	
00120047	08/09/2020	Rates Refund	\$405.72
00120048	08/09/2020	Rates Refund	\$161.73
00120049	08/09/2020	Rates Refund	\$900.47
00120050	08/09/2020	Dinesh Gunewardena & Chaya Ederisin	\$121.22
		Refund - Swimming Lessons - Cancelled	
00120051	08/09/2020	The British Bakery	\$147.00
		Refund - Food Business Registration - Withdrawn	
00120052	08/09/2020	Cancelled	
00120053	08/09/2020	Robert McKinley	\$64.00
		Refund - Copies Of Plans - Not Available	
00120054	08/09/2020	Zandz Stonescapes	\$105.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Refund - Building Application - Extension Of Time Not Valid	
00120055	08/09/2020	Rates Refund	\$715.99
00120056	08/09/2020	Robert Harold Hoyle	\$64.00
		Refund - Copies Of Plans - Plans Not Available	
00120057	08/09/2020	Rates Refund	\$692.12
00120058	08/09/2020	Museum Petty Cash	\$94.65
		Petty Cash	
00120059	08/09/2020	Girrawheen Library Petty Cash	\$51.80
		Petty Cash	
00120060	08/09/2020	Telstra	\$2,088.86
		Phone Charge For The City - ICT	
00120061	08/09/2020	BGC Residential Pty Ltd	\$720.00
		2 Vehicle Crossing Subsidies	
00120062	08/09/2020	Rates Refund	\$214.01
00120063	08/09/2020	Built Ink	\$2,000.00
		Refund - Street & Verge Bond	
00120064	08/09/2020	Cr F Cvitan	\$4,596.15
		Monthly Allowance	
00120065	08/09/2020	Cr X Nguyen	\$2,690.46
		Monthly Allowance	
00120066	08/09/2020	Jon Denaro	\$297.00
		Consultation For Maintenance On Egyptian Rowboat - Cultural Services	
00120067	08/09/2020	The Trustee for Hayto Trust	\$5,164.50
		Stock Photography - Day 1 And Day 2 - Communications And Brand	
		Videography - Wanneroo - Waste	
00120068	08/09/2020	Toro Australia Pty Ltd	\$163.89
		Vehicle Spare Parts - Fleet	
00120069	15/09/2020	Rates Refund	\$588.53
00120070	15/09/2020	Rates Refund	\$1,642.91
00120071	15/09/2020	Mr Aleksandar Niceski	\$850.00
		Bond Refund	
00120072	15/09/2020	Pearsall Netball Club	\$350.00
		Bond Refund	
00120073	15/09/2020	Chamandeep Singh Bhullar	\$350.00
		Bond Refund	
00120074	15/09/2020	Ambreen Beg	\$100.00
		Bond Refund	
00120075	15/09/2020	Andrea Wilson	\$850.00
		Bond Refund	
00120076	15/09/2020	Yzelle Strydom	\$100.00
		Bond Refund	
00120077	15/09/2020	Claire Alofipo	\$100.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Bond Refund	
00120078	15/09/2020	William Koning	\$350.00
		Bond Refund	
00120079	15/09/2020	Nina Morawski	\$850.00
		Bond Refund	
00120080	15/09/2020	Barbara Witts	\$100.00
		Bond Refund	
00120081	15/09/2020	Terri Ann Sheppard	\$850.00
		Bond Refund	
00120082	15/09/2020	Hamid Rind	\$147.00
		Refund - Development Application - Incomplete And Withdrawn	
00120083	15/09/2020	Helen Sands	\$64.00
		Refund - Copies Of Plans - Not Available	
00120084	15/09/2020	Candice Van Staden	\$167.90
		Refund - Copies Of Plans - Not Required	
00120085	15/09/2020	RG Lester & Associates	\$146.83
		Refund - Subdivision Clearance - Rejected	
00120086	15/09/2020	Kennedy Lee Joe-Solomon	\$64.00
		Refund - Copies Plans - Plans Not Available	
00120087	15/09/2020	Barclays Building Services (WA) Pty Ltd	\$2,000.00
		Refund – Street & Verge Bond	
00120088	15/09/2020	Cr F Cvitan	\$1,690.16
		Travel Allowance And Reimbursement For Corporate Apparel	
00120089	15/09/2020	First Homebuilders Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
00120090	15/09/2020	Rates Refund	\$108.03
00120091	15/09/2020	Cleanaway Co Pty Ltd	\$5,256.02
		Remove Waste Liquid - Pesticide Washings - Building Maintenance	
00120092	15/09/2020	Logiudice Property Group	\$693.45
		Quarterly Administration / Reserve Fund Levy - Mindarie Medical Centre - Property	
00120093	15/09/2020	SAI Global Australia Pty Ltd	\$34,175.11
		Standards Subscription With Provision Of I2 Platform - ICT	
00120094	15/09/2020	Shire of Augusta-Margaret River	\$2,751.16
		Reimbursement - Long Service Leave - Claire Preston	
00120095	22/09/2020	Two Rocks Volunteer Bush Fire Brigade	\$6,000.00
		Annual Contributions 2020 / 2021 - Brigade And Cadet Unit - Fire Services	
00120096	22/09/2020	Shire of Wyndham East Kimberley	\$9,138.85

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Reimbursement - Long Service Leave - J Johnson - People & Culture	
00120097	22/09/2020	Istream Automation	\$1,089.00
		Install Hand Sanitiser Machine - Enterprise House - Economic Development	
00120098	22/09/2020	Rates Refund	\$140.51
00120099	22/09/2020	Rates Refund	\$847.24
00120100	22/09/2020	Rates Refund	\$758.46
00120101	22/09/2020	Rates Refund	\$2,059.16
00120102	22/09/2020	Rates Refund	\$5,720.80
00120103	22/09/2020	Rates Refund	\$148.04
00120104	22/09/2020	Rates Refund	\$2,580.76
00120105	22/09/2020	Rates Refund	\$793.45
00120106	22/09/2020	Bevan Van Lamoen	\$166.65
		Refund - Building Application - Not Required	
00120107	22/09/2020	Adil Ashami	\$350.00
		Bond Refund	
00120108	22/09/2020	Emma L Purnell	\$100.00
		Bond Refund	
00120109	22/09/2020	West Coast Cricket Club Incorporated	\$100.00
		Bond Refund	
00120110	22/09/2020	Clare Armstrong	\$850.00
		Bond Refund	
00120111	22/09/2020	Abbie Nicolette Garratt	\$100.00
		Bond Refund	
00120112	22/09/2020	Ksenia Haangala	\$100.00
		Bond Refund	
00120113	22/09/2020	Melissa Hetherington	\$100.00
		Bond Refund	
00120114	22/09/2020	Saju Thomas	\$350.00
		Bond Refund	
00120115	22/09/2020	Luka Paul Muricken	\$100.00
		Bond Refund	
00120116	22/09/2020	Karla Byrnes	\$100.00
		Bond Refund	
00120117	22/09/2020	Cancelled	
00120118	22/09/2020	Elizabeth Barnes	\$100.00
		Bond Refund	
00120119	22/09/2020	Gloria Godding	\$20.00
		Refund - Gold Program - Optus Tour - April 2020	
00120120	22/09/2020	Sonja Martins	\$52.70
		Refund - Copies Of Plans - Not Available	
00120121	22/09/2020	Vicki Hutter	\$121.70
		Refund - Copies Of Plans - Not Available	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00120122	22/09/2020	Pure Style Engineering & Design	\$166.65
		Refund - Building Application Fee - Duplicate	
00120123	22/09/2020	Rates Refund	\$179.09
00120124	22/09/2020	The DRPICH Family Trust	\$1,245.96
		Partial Refund - Fees Not Expended Processing Amendment No 42 - East Wanneroo Cell 6 Structure Plan No 8	
00120125	22/09/2020	Philip Boyd	\$413.00
		Refund - Performance Solution Application - Cancelled	
00120126	22/09/2020	Adrian Licastro	\$25.00
		Refund - Septic Tank Plans - Not Available	
00120127	22/09/2020	Bhavya Prabhakar	\$52.80
		Refund - Swimming Lessons - Cancelled	
00120128	22/09/2020	Phil Dvorak	\$350.00
		Bond Refund	
00120129	22/09/2020	Shayla Siope	\$350.00
		Bond Refund	
00120130	22/09/2020	Ethiopian Orthodox Tewahido Church of Debre Medhanit Medhane Alem	\$350.00
		Bond Refund	
00120131	22/09/2020	Quinns FC Incorporated	\$850.00
		Bond Refund	
00120132	22/09/2020	YHB Group Pty Ltd Trading As Your Home Australia	\$2,000.00
		Refund - Street & Verge Bond	
00120133	22/09/2020	Rates Refund	\$536.00
00120134	22/09/2020	Rates Refund	\$704.05
00120135	22/09/2020	Rates Refund	\$799.51
00120136	22/09/2020	Rates Refund	\$822.34
00120137	22/09/2020	Rates Refund	\$399.76
00120138	22/09/2020	Weight Watchers Australasia Locked	\$582.50
		Hire Fee Refund	
00120139	22/09/2020	Rates Refund	\$84.72
00120140	22/09/2020	Ashby Operations Centre Petty Cash	\$286.10
		Petty Cash	
00120141	22/09/2020	First Homebuilders Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
00120142	22/09/2020	Telstra	\$33,492.26
		Phone Charges For The City	
00120143	22/09/2020	Mrs Bree Walker	\$255.00
		Reimbursement - Austswim Renewal To Maintain Current Role	
00120144	30/09/2020	Esandra Colbung	\$1,500.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Aboriginal Art Design - Clarkson Site - Facilities	
00120145	30/09/2020	Suburban Design & Construct Pty Ltd	\$577.50
		Progress Payment 3 - Kingsway Olympic Soccer Clubrooms - Assets	
00120146	30/09/2020	Tony Jones Art Projects	\$330.00
		Even Keel Artwork Deinstallation And Freight - Cultural Services	
00120147	30/09/2020	Rates Refund	\$902.40
00120148	30/09/2020	Rates Refund	\$656.32
00120149	30/09/2020	Rates Refund	\$727.92
00120150	30/09/2020	Rates Refund	\$494.00
00120151	30/09/2020	Shini Nazeer	\$100.00
		Bond Refund	
00120152	30/09/2020	Diptiben Patel	\$350.00
		Bond Refund	
00120153	30/09/2020	Barbara Caporossi	\$100.00
		Bond Refund	
00120154	30/09/2020	Wikitoria K Wilson	\$100.00
		Bond Refund	
00120155	30/09/2020	Dale Stritof	\$100.00
		Bond Refund	
00120156	30/09/2020	Ebony Perry	\$100.00
		Bond Refund	
00120157	30/09/2020	Rates Refund	\$859.18
00120158	30/09/2020	Quinns Rocks Senior Cricket Club	\$41.70
		Hire Fee Refund - Ridgewood Clubroom	
00120159	30/09/2020	Terry Dunn	\$64.00
		Refund - Copies Of Plans - Not Available	
00120160	30/09/2020	Shae Rachelle Peach	\$51.20
		Refund - Swimming Lessons - Cancelled	
00120161	30/09/2020	Marta Kozłowska-Rychlewicz	\$147.00
		Refund - Food Business Registration - Overpayment	
00120162	30/09/2020	Loc Huynh	\$294.00
		Refund - Food Business Application - Withdrawn	
00120163	30/09/2020	Ascend Financial Freedom	\$117.00
		Hire Fee Refund	
00120164	30/09/2020	Jia Tam	\$50.00
		Dog Registration Refund - Already Registered	
00120165	30/09/2020	Rates Refund	\$247.50
00120166	30/09/2020	Christine Rofail	\$100.00
		Bond Refund	
00120167	30/09/2020	Full Gospel Worship Centre Perth WA	\$100.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Bond Refund	
00120168	30/09/2020	Wanneroo Youth Centre Petty Cash	\$141.80
		Petty Cash	
00120169	30/09/2020	Telstra	\$1,260.87
		Phone / Internet Charges For The City	
00120170	30/09/2020	Assets Petty Cash	\$183.45
		Petty Cash	
00120171	30/09/2020	Ultimate Additions	\$147.00
		Refund - Development Application - Withdrawn	
		Total Director Corporate Services Advance - Cheques	\$226,875.26
ELECTRONIC FUNDS TRANSFER			
00003927	01/09/2020		
		Synergy	\$18,053.51
		Power Supplies For The City	
00003928	01/09/2020		
		A2Z Sports Pty Ltd	\$1,204.50
		Shuttlecocks - Kingsway	
		Advanced Traffic Management	\$9,556.53
		Traffic Control Services For The City	
		AE Hoskins Building Services	\$2,255.00
		Removal Of Skylights - Aldersea Park Toilets - Building Maintenance	
		Alexander House of Flowers	\$115.00
		Arrangement - J Coller - Office Of The Mayor	
		Asignit Pty Ltd	\$4,895.00
		Asignit Licence 02.05.2020 - 01.05.2021 ICT	
		Atom Supply	\$8.71
		Stock - Store Issues	
		Australasian Performing Right Association	\$13.70
		Music License Fees - 01.06.2020 - 31.08.2020 - Kingsway	
		Australian Airconditioning Services Pty Ltd	\$121.53
		Airconditioning Maintenance For The City	
		Australian Communications & Media Authority	\$1,482.00
		Licence Renewal - ICT	
		Autosmart North Metro Perth	\$293.70
		Wax Attack - Fleet	
		Bladon WA Pty Ltd	\$1,775.19

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Staff Uniforms - Various Employees	
		Boral Construction Materials Group Ltd	\$601.59
		Concrete Mix - Various Locations - Engineering	
		Bridgestone Australia Limited	\$6,124.16
		Tyre Fitting Services For The City	
		Bucher Municipal Pty Ltd	\$4,402.77
		Vehicle Spare Parts - Stores	
		Cameron Chisholm & Nicol (WA) Pty Ltd	\$825.00
		Professional Services - Design Review Panel - Approval Services	
		Car Care Motor Company Pty Ltd	\$4,878.20
		Vehicle Services - Fleet	
		Cherry's Catering	\$1,600.00
		Catering - Mindarie Regional Council Dinner 20.08.2020 - Council & Corporate Support	
		Chillo Refrigeration & Air-Conditioning	\$1,337.05
		Replace Filter To Ice Machine - Clarkson Volunteer Bushfire Station - Building Maintenance	
		Replace Filters On Ice Machines - Building Maintenance	
		Clark Equipment Sales Pty Ltd	\$233.33
		Vehicle Spare Parts - Fleet	
		Claw Environmental	\$143.00
		Collection Of Polystyrene - Waste	
		Clayton Utz	\$31,423.71
		Legal Fees For The City	
		Cooldrive Distribution	\$117.30
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$83.60
		Corflute Signs - Playground - Parks	
		Couplers Malaga	\$254.40
		Consumables - Assets	
		CR Kennedy & Co Pty Ltd	\$1,984.40
		Service Contract - 13.08.2020 - 12.08.2021 - Surveyors	
		Critical Fire Protection & Training Pty Ltd	\$1,185.00
		Fire Detection Equipment Services	
		Daimler Trucks Perth	\$1,022.78
		Vehicle Spare Parts - Stores	
		Datavoice Communications Pty Ltd	\$412.50
		Maintenance Restart - Avaya Server - ICT	
		Department of the Premier and Cabinet	\$108.15
		Government Gazette Advertising - Basis Of Rates 18.08.2020 - Rates	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Dowsing Group Pty Ltd	\$85,110.38
		Concrete Works - Seurat Loop - Assets	
		Drainflow Services Pty Ltd	\$45,036.97
		Sweeping / Drain Cleaning Services For The City	
		Dual Autos Pty Ltd	\$40.80
		Vehicle Spare Parts - Fleet	
		E & MJ Rosher	\$2,517.76
		Vehicle Spare Parts - Stores	
		Elliotts Irrigation Pty Ltd	\$3,691.14
		Duplication Irrigation Repairs - Connolly Drive - Assets	
		Reticulation Items - Parks	
		Environmental Industries Pty Ltd	\$112,366.75
		Landscape Maintenance For The City	
		Frontline Fire & Rescue Equipment	\$1,128.13
		Mount Roof Beacons, Replace Cab Side Winkies And Reprogram & Service Ground Pump - Emergency Services	
		Geoff's Tree Service Pty Ltd	\$99,514.34
		Pruning Works For The City	
		GISSA International Pty Ltd	\$3,215.30
		Membership Contribution and Annual Support / Maintenance - Assets	
		Guardian Doors	\$3,208.15
		Install Grifco Operator - Clarkson Volunteer Bushfire - Building Maintenance	
		Hickey Constructions Pty Ltd	\$2,299.00
		Steel Member Rewelding - Burleigh Park - Parks	
		Bridge Repairs - Parktree Park - Parks	
		Hitachi Construction Machinery Pty Ltd	\$275.89
		Vehicle Spare Parts - Fleet/Stores	
		Hose Right	\$685.15
		Vehicle Hoses - Fleet	
		Hydra Storm	\$4,884.00
		Drainage Items - Franklin - Assets	
		Iconic Property Services Pty Ltd	\$2,279.18
		Cleaning Services For The City	
		Identity Perth	\$1,232.00
		Advertising - Aquamotion Promotion - Aquamotion	
		Indoor Gardens Pty Ltd	\$266.20
		Civic Centre Foyer - Plant Hire - Customer Relations	
		Integrity Industrial Pty Ltd	\$22,008.93
		Casual Labour For The City	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Ixom Operations Pty Ltd	\$1,608.06
		Disinfection Of Pools Chlorine Gas Supply - Aquamotion	
		J Blackwood & Son Ltd	\$1,132.13
		Stock - Stores Issues	
		Kerb Direct Kerbing	\$23,876.15
		Kerbing Works - Various Locations - Engineering / Construction	
		Kinetic IT Pty Ltd	\$10,541.27
		Monthly Enhanced Security Services - 01-31.07.2020 - ICT	
		Kleenit	\$2,041.20
		Graffiti Removal For The City	
		Landcare Weed Control	\$19,689.09
		Landscape Maintenance - Conservation	
		LD Total	\$44,640.98
		Landscape Maintenance For The City	
		Les Cooke Instrument Co Pty Ltd	\$1,325.28
		Vehicle Service - Fleet	
		Les Mills Asia Pacific	\$727.23
		Licence Fees - Group Fitness - 01-30.06.2020 - Aquamotion	
		Major Motors	\$895.14
		Vehicle Spare Parts - Stores	
		Mammoth Equipment & Exhausts Pty Ltd	\$1,542.75
		Ecoblue - Stores Issues	
		Manheim Pty Ltd	\$3,360.93
		Selling Fees Of Vehicles - Community Safety	
		Marketforce Pty Ltd	\$325.29
		Advertising - Quinns - Assets	
		Mastec Australia Pty Ltd	\$1,921.92
		240 240Litre Bins - Burgundy Lid - Waste Services	
		Mayday Earthmoving	\$5,544.00
		Heavy Equipment Hire For The City	
		Michael Page International (Australia) Pty Ltd	\$3,001.93
		Casual Labour For The City	
		Midalia Steel Pty Ltd	\$840.61
		Plate - Fleet	
		Mindarie Regional Council	\$255,617.26
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$9,867.00
		Playground Repairs - Various Locations - Parks	
		Gate Repairs - Yanchep Kiosk - Parks	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		NAPA - GPC Asia Pacific Pty Ltd	\$924.55
		Vehicle Spare Parts - Fleet	
		Nastech (WA) Pty Ltd	\$8,538.00
		Survey - Marangaroo Golf Course - Property	
		Natural Area Holdings Pty Ltd	\$3,158.14
		Beach Access Way Maintenance Works - 5 Beach Sites - Conservation	
		Nearmap Pty Ltd	\$33,000.00
		Nearmap Advantage LGA Tier 1 - ICT	
		Northern Lawnmower & Chainsaw Specialists	\$879.60
		Vehicle Spare Parts - Stores	
		Nu-Trac Rural Contracting	\$8,934.36
		Beach Cleaning - Quinns Beach - Assets	
		OEM Group Pty Ltd	\$1,755.60
		Stepright Platform - Fleet	
		On Tap Plumbing & Gas Pty Ltd	\$963.60
		Plumbing Maintenance For The City	
		Paperbark Technologies Pty Ltd	\$985.00
		Tree Survey - Shelvock Park - Assets	
		Parker Black & Forrest	\$484.00
		Supply Keys - Shelvock Park Amenities Building - Building Maintenance	
		Plantrite	\$2,444.92
		Supply Tubestock - Parks	
		Prestige Alarms	\$2,024.00
		Alarm Services For The City	
		Programmed Integrated Workforce	\$2,950.79
		Casual Labour For The City	
		Reliable Fencing	\$4,391.75
		Remove Cricket Net Roof - St Andrews - Parks	
		Replace & Reinstate Gate - Portofino's Carpark - Engineering	
		Repair Gates - Yanchep Open Space - Parks	
		Repair Gate And Reinstall Mesh - Burns Beach - Assets	
		Install Track Pathway Fencing - Spring Park - Assets	
		RJ Vincent & Co	\$252,664.06
		Progress Claim 17 - Marmion Avenue Duplication - Assets	
		Roads 2000	\$36,601.95
		Road Works - Various Locations - Assets	
		Roy Gripske & Sons Pty Ltd	\$1,482.74

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Stock - Stores Issues	
		Safeman WA Pty Ltd	\$396.00
		Safety Boots - Stores Stock	
		Safety And Rescue Equipment	\$5,629.80
		Install Safety Equipment - Various Buildings - Building Maintenance	
		Safeway Building & Renovations Pty Ltd	\$12,249.60
		Project Claim - Kingsway Aquatic Play Space - Assets	
		Simon Gilby	\$1,100.00
		Gumblossom Artwork Concept Design - Cultural Development	
		Site Environmental & Remediation Services Pty Ltd	\$8,800.00
		Asbestos Contamination Inspections - Various Locations - Parks	
		SJ McKee Maintenance Pty Ltd	\$363.00
		Removal Of Materials - Wattle Mews - Waste	
		Skipper Transport Parts	\$188.86
		Vehicle Spare Parts - Fleet	
		Skyline Landscape Services (WA)	\$2,640.00
		Rubbish Removal - Burbridge Avenue - Parks	
		Softfall Guys	\$781.00
		Repair Softfall - Rousham & Belvoir Park - Parks	
		Sonic Healthplus Pty Ltd	\$451.20
		Medical Fees For The City	
		Sports World of WA	\$1,618.65
		Goggles - Aquamotion	
		Statewide Bearings	\$375.98
		Vehicle Spare Parts - Fleet	
		Statewide Cleaning Supplies Pty Ltd	\$739.28
		Cleaning Supplies For Depot Store	
		Statewide Pump Services	\$726.00
		Repair Pump - Wanneroo Recreation Centre - Building Maintenance	
		Pump Repairs - Mary Lindsay Homestead - Building Maintenance	
		Stewart & Heaton Clothing Company Pty Ltd	\$893.86
		Uniforms & Name Badges - Emergency Services	
		Systems Edge Management Services Pty Ltd	\$1,485.00
		Variation 4 - Developing A Tourist Park - Property	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Technology One Limited	\$1,078.00
		Technical Assistance - Case 00302619 - ICT	
		Terravac Vacuum Excavations Pty Ltd	\$4,151.40
		Location Of Services For The City	
		The Factory (Australia) Pty Ltd	\$655.05
		Storage Of Christmas Decorations - 10.01.2020 - 20.11.2020 - Building Maintenance	
		The Leisure Institute of WA (Aquatics) Incorporated	\$1,188.00
		Membership - 2019 / 2021 - 3 Members - Aquamotion	
		The Royal Life Saving Society Australia	\$52,349.39
		First Aid Training Services For The City	
		Pool Barrier Inspections - Compliance	
		The Spiers Centre Incorporated	\$5,000.00
		Donation Request - Provision Of \$100.00 Per Client For Food Relief During Covid-19 Pandemic - July - August 2020	
		The Workwear Group Pty Ltd	\$995.81
		Uniforms/PPE - Stores Issue	
		TJ Depiazzi & Sons	\$108,399.06
		Mulch Deliveries - Various Locations - Assets/Parks	
		Total Landscape Redevelopment Service Pty Ltd	\$5,038.00
		Minor Earthworks & Mulching - Hardcastle Part - Assets	
		TQuip	\$331.90
		Vehicle Spare Parts - Stores	
		Triton Electrical Contractors Pty Ltd	\$660.00
		Reticulation Electrical Works - Various Locations - Parks	
		Trophy Shop Australia	\$27.40
		Name Badges - 2 Employees	
		Turf Care WA Pty Ltd	\$778.80
		Destiny Fertiliser - Parks	
		Valvoline (Australia) Pty Ltd	\$4,349.29
		Fuel - Stores	
		WA Hino Sales & Service	\$8,724.73
		Vehicle Spare Parts - Stores/Fleet	
		Wanneroo Electric	\$257.04
		Electrical Maintenance For The City	
		Wanneroo Fire Support Brigade	\$262.84
		Reimbursement - Office Supplies & Microwave - Emergency Services	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		West Coast Shade Pty Ltd	\$1,647.80
		Inspect Shade Sails - East Marmion Avenue - Parks	
		West Coast Turf	\$2,717.00
		Install Turf - Ashdale Oval - Parks	
		Western Tree Recyclers	\$19,033.98
		Recycling Of Greenwaste - 01-29.07.2020 - Waste	
		West-Sure Group Pty Ltd	\$359.16
		Cash Collection Services For The City	
		Wilson Security	\$375.74
		Security Services For The City	
		Yanchep News Online	\$625.00
		Advertising - Communications & Events	
00003929	01/09/2020		
		Alinta Gas	\$786.75
		Gas Supplies For The City	
		Australian Taxation Office	\$556,636.00
		Payroll Deduction	
		Celebration Homes Pty Ltd	\$8,000.00
		Refund - 4 Street & Verge Bonds	
		Chris Baker & Associates, Barristers, Solicitors And Notaries	\$1,980.00
		Legal Fees For The City	
		City of Wanneroo - Social Club	\$696.00
		Payroll Deduction	
		Decipha Pty Ltd	\$2,064.79
		Monthly Mailroom Service Fee - ICT	
		Homebuyers Centre	\$25,001.50
		Refund - 11 Street & Verge Bonds	
		Refund - Building Services Levy - Cancelled	
		Refund - Building Application - Paid Twice	
		Landgate	\$6,421.02
		Land Enquiries For The City	
		Identification Of Land Parcels - Rating Services	
		GRV Interim Values - Rates	
		LD & D Australia Pty Ltd	\$375.40
		Milk Deliveries For The City	
		Main Roads WA	\$6,665.67
		Linemarking - Gnangara/Hartman - Construction	
		Mr Albert Senior	\$360.00
		Vehicle Crossing Subsidy	
		Mr Graham Woodard	\$243.55

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Keyholder Payments	
		Rates Refund	\$4,137.43
		Rates Refund	\$1,903.60
		Mr Noel Ryall	\$120.00
		Volunteer Honorarium	
		Mr Peter Gasson	\$1,000.00
		Refund - Street & Verge Bond	
		Mrs Cheryl Weeks	\$360.00
		Vehicle Crossing Subsidy	
		Rates Refund	\$138.00
		Rates Refund	\$586.60
		Rates Refund	\$4,370.45
		Ms Jessie Everington	\$255.00
		Reimbursement - Austswim Renewal To Maintain Current Role	
		Ms Peggy Brown	\$115.00
		Keyholder Payment	
		Phuong Nguyen	\$360.00
		Vehicle Crossing Subsidy	
		Water Corporation	\$2,717.42
		Water Supplies For The City	
		Western Power	\$1,320.00
		Design Fee - Kingsway Darch - Assets	
		Yanchep Secondary School	\$220.00
		Refund - Hire Fees - Banksia Room	
		Rates Refund	\$601.22
		Zurich Australia Insurance Ltd	\$1,000.00
		Insurance Excess - WN 33852 - Waste	
00003930	01/09/2020		
		Sebel Pty Ltd	\$9,477.05
		100 Chairs And 10 Tables - Facilities	
		Yanchep Beach Joint Venture	\$513.10
		Adjustment Of Rates For L8001 Splendid Park - 23.06.2020 - 30.06.2020 - Property Services	
00003931	08/09/2020		
		National Australia Bank	
		Flexipurchase - May 2020 \$41,958.62 Breakdown On Page	
00003932	08/09/2020		
		National Australia Bank	
		Flexipurchase - June 2020 \$44,380.77 Breakdown On Page	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00003933	08/09/2020		
		Bistel Construction Pty Ltd	\$288,099.80
		Progress Claim 5 - Construction Of Leatherback Sports Amenities Building - Assets	
		WEX Australia Pty Ltd	\$857.31
		Fuel August 2020 - Emergency Services	
00003934	08/09/2020		
		Synergy	\$5,009.74
		Power Supplies For The City	
00003935	08/09/2020		
		City of Wanneroo	\$1,014.00
		Rates Assessments From Deductions	
		Cr Brett Treby	\$2,690.46
		Monthly Allowance	
		Cr Christopher Baker	\$2,690.46
		Monthly Allowance	
		Cr Domenic Zappa	\$2,690.46
		Monthly Allowance	
		Cr Dot Newton	\$2,590.46
		Monthly Allowance	
		Cr Glynis Parker	\$2,690.46
		Monthly Allowance	
		Cr Huu Van Nguyen	\$2,690.46
		Monthly Allowance	
		Cr Jacqueline Huntley	\$5,287.02
		Monthly Allowance	
		Monthly Allowance	
		Cr Lewis Flood	\$2,575.46
		Monthly Allowance	
		Cr Linda Aitken	\$2,690.46
		Monthly Allowance	
		Cr Natalie Sangalli	\$2,690.46
		Monthly Allowance	
		Cr Paul Miles	\$2,405.46
		Monthly Allowance	
		Cr Sonet Coetzee	\$2,690.46
		Monthly Allowance	
		Mayor Tracey Roberts	\$11,144.47
		Monthly Allowance	
00003936	08/09/2020		
		Alinta Gas	\$93.40

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Gas Supplies For The City	
		Aveling Homes Pty Ltd	\$4,000.00
		Refund - 2 Street & Verge Bonds	
		Ben Trager Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Cr Christopher Baker	\$180.29
		Travel Allowance 24.03.2020 - 25.08.2020	
		Cr Paul Miles	\$1,352.78
		Travel Allowance 01.07.2020 - 31.07.2020	
		Department of Fire & Emergency Services	\$23,932.09
		FESA Annual Monitoring Fee - 2020 / 2021 - Various Locations - Building Maintenance	
		Home Group WA Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Homebuyers Centre	\$2,000.00
		Refund - Street & Verge Bond	
		JPG Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Landgate	\$3,164.90
		GRV Valuations 08.08.2020 - 21.08.2020 - Rating Services	
		LD & D Australia Pty Ltd	\$474.30
		Milk Deliveries For The City	
		Main Roads WA	\$18,019.79
		Traffic Loops Reinstatement - Marangaroo Drive - Assets	
		Road Resurfacing - Linemarking - Motivation And Hartman - Assets	
		Materon Investments WA Pty Ltd	\$4,000.00
		Refund – 2 Street & Verge Bonds	
		Medifit Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Mindarie Wines Pty Ltd	\$1,000.00
		Refund - Street & Verge Bond	
		Miss Jess Parsons	\$868.50
		Reimbursement - Study Assistance	
		Rates Refund	\$904.33
		Mr Danny Mayle	\$1,000.00
		Refund – Street & Verge Bond	
		Mr Dipak Khetiya	\$1,000.00
		Refund – Street & Verge Bond	
		Rates Refund	\$763.71
		Mr Gregory Samson	\$1,000.00
		Refund – Street & Verge Bond	
		Rates Refund	\$171.38

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Rates Refund	\$573.09
		Rates Refund	\$121.00
		Mr Samuel Kelham	\$1,000.00
		Refund – Street & Verge Bond	
		Rates Refund	\$2,791.66
		Rates Refund	\$141.95
		Rates Refund	\$996.70
		Mrs Joanne Sinden	\$2,000.00
		Refund – Street & Verge Bond	
		Rates Refund	\$164.63
		Optus	\$2,627.40
		Phone Charges For The City	
		Paywise Pty Ltd	\$857.69
		Payroll Deductions	
		Simsai Construction Group Pty Ltd	\$2,000.00
		Refund – Street & Verge Bond	
		SSB Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Stuart Andrew Plant	\$1,000.00
		Refund - Street & Verge Bond	
		Ventura Home Group Pty Ltd	\$6,000.00
		Refund – 3 Street & Verge Bonds	
		Vinsan Contracting Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Water Corporation	\$1,307.03
		Water Charges For The City	
		Western Power	\$3,300.00
		Design Fee - Hartman Drive - Assets	
00003937	08/09/2020		
		Acurix Networks Pty Ltd	\$4,452.80
		Monthly Monitoring Charges - ICT	
		Adform Engraving & Signs	\$882.75
		Chief Bushfire Control Office Shields X 5 & Life Member Medallions X 5 - Fire Services	
		Advanced Traffic Management	\$2,377.10
		Traffic Control Services For The City	
		Air & Power Pty Ltd	\$1,093.46
		Vehicle Spare Parts - Fleet	
		Alcolizer Technology	\$198.00
		Calibration Of Breath Testers - People & Culture	
		AMBIUS	\$81.24
		Plant Services - Girrawheen Hub - Place Management	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Arcus Wire Group Pty Ltd	\$1,721.50
		Track Hook - Wanneroo Library - Cultural Services	
		Ascender Peoplestreme Pty Ltd	\$5,500.00
		Provision For Software Change - ICT	
		Australasian Performing Right Association	\$661.39
		License Fees - Kingsway	
		Australian Airconditioning Services Pty Ltd	\$6,092.90
		Airconditioning Maintenance For The City	
		Australian Property Consultants	\$3,850.00
		Consultancy - Desktop Valuations 199 Dundobar Road & Lot 211 Quinns Road - Property Services	
		Auto Control Systems	\$6,410.00
		Vehicle Repairs - Fleet	
		Ball & Doggett Pty Ltd	\$118.80
		Paper Supplies - Print Room	
		Bartco Traffic Equipment Pty Ltd	\$1,149.50
		Repair Fire Alert Sign - Mariginiup - Community Safety	
		Better Pets and Gardens Wangara	\$124.25
		Animal Care Centre Supplies	
		Bladon WA Pty Ltd	\$5,322.27
		Corporate Uniform - Various Employees	
		BOC Limited	\$35.90
		Gouging Carbon Bods - Fleet	
		Bond Hire	\$880.00
		Equipment Hire - Sign Board - Kingsway	
		Boral Construction Materials Group Ltd	\$223.74
		Concrete Mix - Pearsall - Engineering Maintenance	
		BP Australia Ltd	\$62,249.21
		Fuel Issues August 2020	
		Bridgestone Australia Limited	\$16,104.10
		Tyre Fitting Services For The City	
		Bring Couriers	\$766.66
		Courier Services - Health	
		Bucher Municipal Pty Ltd	\$3,189.44
		Vehicle Spare Parts - Fleet	
		Bunnings Pty Ltd	\$58.33
		Consumables - Fleet	
		Canon Production Printing Australia Pty Ltd	\$1,177.89
		Toner Cartridges - Assets	
		Capital Finance Australia Limited	\$993.76
		Spin Bikes Rental - July 2020 - Aquamotion	
		Car Care Motor Company Pty Ltd	\$5,568.29

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Vehicle Pick Up Charge - Assets	
		Vehicle Services - Fleet	
		CDM Australia Pty Ltd	\$1,746.80
		Computer Equipment - ICT	
		Challenge Batteries WA	\$2,867.70
		Vehicle Batteries - Fleet	
		Cherry's Catering	\$3,802.34
		Catering Services For The City	
		Civica Pty Ltd	\$81,125.00
		Spydus Managed Services - 01.09.2020 - 31.08.2021 - ICT	
		Claw Environmental	\$158.40
		Call Out & Collection Of Polystyrene - Waste	
		Coca Cola Amatil Pty Ltd	\$413.12
		Beverages - Kingsway	
		Commercial Aquatics Australia	\$548.90
		Heating Pipe Repair - Aquamotion	
		Reactive Maintenance - Aquamotion	
		Computer Badge Embroidery	\$22.55
		Names Badges - Rangers	
		Cooldrive Distribution	\$151.69
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$369.60
		Signs & Stickers - Wanneroo - Trees	
		Cossill & Webley Consulting Engineers	\$10,968.10
		Engineering Consulting Services - Connolly Drive Duplication - Assets	
		Engineering Consulting Services - Hartman Drive Duplication - Assets	
		Creative Design & Planning Pty Ltd	\$3,773.00
		Local Development Plan - Strategic Land Development	
		Critical Fire Protection & Training Pty Ltd	\$2,134.00
		Callout - Fire Alarm Fault - WLCC - Building Maintenance	
		CS Legal	\$1,908.98
		Court Fees For The City	
		Cummins South Pacific Pty Ltd	\$653.40
		Vehicle Maintenance - Fleet	
		Daimler Trucks Perth	\$86.02
		Vehicle Spare Parts - Fleet	
		Data #3 Limited	\$777.56
		Acrobat Pro License - ICT	
		Visio License - ICT	
		DDLS Australia Pty Ltd	\$1,397.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Training - Prince2 Practitioner 27.08.2020 - 1 Attendee - ICT	
		Dowsing Group Pty Ltd	\$21,885.41
		Install Footpath - Pinjar Road - Construction Engineer	
		Drainflow Services Pty Ltd	\$4,026.00
		Road Sweeping Services For The City	
		Sampling & Testing Silt - Bayport Circuit - Parks	
		Elliotts Irrigation Pty Ltd	\$11,640.85
		Irrigation Designs And Reticulation Items - Parks/Assets	
		Encompass Construction Risk Services	\$203.50
		Survey Post Contract - Darch - Assets	
		Environmental Industries Pty Ltd	\$24,850.26
		Landscape Maintenance - Anchorage Drive - Parks	
		Landscape Maintenance - Pinjar Road & Connolly Drive - Assets	
		Equifax Australasia Credit Rating Pty Ltd	\$1,045.00
		Financial Assessment - Think Project - Contracts	
		Flick Anticimex Pty Ltd	\$3,842.77
		Sanitary Waste Services - Building Maintenance	
		Focus Consulting WA Pty Ltd	\$9,845.00
		Lighting Design - Jindinga Park - Assets	
		Electrical Consulting - Girrawheen Electrical Works - Assets	
		Electrical Consultancy Services - Paloma Park - Assets	
		Frontline Fire & Rescue Equipment	\$4,703.92
		Vehicle Spare Parts - Fleet	
		Fuji Xerox Australia Pty Ltd	\$4,840.00
		Support Service - 8 Ezescan Maintenance - ICT	
		Gen Connect Pty Ltd	\$357.50
		Generator Service - Fleet Workshop - Building Maintenance	
		Service Generator - Clarkson Volunteer Bushfire Brigade - Building Maintenance	
		Geoff's Tree Service Pty Ltd	\$53,331.01
		Pruning Works - Various Locations - Parks	
		Globe Australia	\$1,573.00
		Herbicides - Parks	
		Grand Toyota	\$238.58
		Vehicle Spare Parts - Fleet	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Guardian Doors	\$121.00
		Investigate Key Fobs Not Working - WLCC Western Loading Dock - Building Maintenance	
		Heatley Sales Pty Ltd	\$2,318.00
		Stock - Stores Issues	
		Hitachi Construction Machinery Pty Ltd	\$671.07
		Vehicle Filters - Stores	
		Hose Right	\$821.04
		Vehicle Hoses - Fleet	
		Humes Concrete Products	\$15,737.45
		Drainage Items - Franklin / Caporn - Assets	
		Hydra Storm	\$3,544.20
		Drainage Items - Franklin / Caporn - Assets	
		Hydroquip Pumps	\$3,784.00
		Repairs - Kingsway Sporting Complex - Parks	
		Attach Mainline To New Bore - Carosa And Provost Park - Parks	
		i3 Consultants WA	\$2,744.50
		Road Safety Audit - Girrawheen - Design	
		Iconic Property Services Pty Ltd	\$198,518.17
		Cleaning Services For The City	
		Identity Perth	\$643.50
		Printing - Economic Recovery Funding Flyer - Economic Development	
		Integrity Industrial Pty Ltd	\$37,627.81
		Casual Labour For The City	
		J Blackwood & Son Ltd	\$420.44
		Stock - Stores Issues	
		James Bennett Pty Ltd	\$3,040.08
		Book Purchases - Library Services	
		Jurovich Surveying Pty Ltd	\$2,464.00
		Beach Signs Installation - Assets	
		Kerb Direct Kerbing	\$1,105.85
		Install Kerbing - Pinjar Road - Construction Engineer	
		Kinetic IT Pty Ltd	\$10,541.27
		Enhanced Security Services - Wanneroo - ICT	
		Kleenit	\$2,020.52
		Graffiti Removal For The City	
		Komatsu Australia Pty Ltd	\$373.14
		Vehicle Spare Parts - Stores	
		Kyocera Document Solutions	\$4,396.83

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Photocopier Meter Reading - ICT	
		Landcare Weed Control	\$84,319.60
		Landscape Maintenance For The City	
		Laundry Express	\$459.17
		Cleaning Of Linen - Hospitality	
		Learning Horizons	\$330.00
		Leadership Course - Cancellation Charge - Capability & Culture	
		Lighting Options Australia Pty Ltd	\$4,454.74
		2 Floodlights - Wanneroo Gallery - Cultural Exhibitions Curator	
		Ligna Construction	\$2,009.08
		Repair Overflow Wall - The Lakes - Kingsway Sporting Complex - Parks	
		Major Motors	\$4,246.01
		Vehicle Spare Parts - Stores / Fleet	
		Mastec Australia Pty Ltd	\$483,083.70
		Waste Bins And Lids - Waste	
		30% Deposit Of 3 Bin Service Delivery Roll Out - Waste	
		Mayday Earthmoving	\$12,171.50
		Heavy Equipment Hire For The City	
		McIntosh & Son	\$983.71
		Vehicle Filters - Stores	
		Medihire & Sales	\$330.00
		Service - Sandcruiser Beach Wheelchair - Community Development	
		Mindarie Regional Council	\$394,654.79
		Refuse Disposal For The City	
		Mini-Tankers Australia Pty Ltd	\$7,037.47
		Fuel - Fleet Assets	
		Miracle Recreation Equipment Pty Ltd	\$1,342.00
		Playground Equipment Repairs - Parks	
		Mirco Bros Pty Ltd Sound Oil Distributors	\$70.85
		Garden Tools - Parks	
		Modern Teaching Aids Pty Ltd	\$1,101.56
		Resources - Its All About You And Me - Early Childhood Services	
		MPS Architects	\$7,099.95
		Upgrade Soccer Pitch To New Location - St Andrews Park - Assets	
		NAPA - GPC Asia Pacific Pty Ltd	\$245.89
		Vehicle Spare Parts - Fleet	
		Neverfail Springwater Limited	\$31.20
		Annual Fee And Supply Of Monthly Water - Corporate Support	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Northern Lawnmower & Chainsaw Specialists	\$1,078.80
		Mower Spare Parts - Stores	
		Stihl Sh86 C-E Shredder/Vacuum - Fleet Assets	
		On Tap Plumbing & Gas Pty Ltd	\$11,906.38
		Plumbing Maintenance For The City	
		Optima Press	\$3,086.60
		Printing - Flyers - Fire Services	
		Paperbark Technologies Pty Ltd	\$1,790.00
		Arboricultural Reports - Various Locations - Parks	
		Arborist Report (10 Trees) - Breakwater Park - Assets	
		Parker Black & Forrest	\$1,137.40
		Locking Services For The City	
		Pavement Management Services	\$15,917.00
		Road Asset Data Capturing And Condition Survey - Assets	
		Perth Heavy Towing	\$618.75
		Towing Services - Fleet	
		Planrite	\$1,047.53
		Tubestock - Parks	
		Supply Plants - Salford Way - Parks	
		PLE Computers	\$65.00
		Kingston 8Gb - Wangara - ICT	
		Prestige Alarms	\$9,567.80
		CCTV / Alarm Services For The City	
		Pritchard Francis Consulting Pty Ltd	\$5,318.28
		Civil Engineering Consultancy Services - Wanneroo - Place Management	
		Prodesign Lighting Pty Ltd	\$2,052.88
		End Cap - Wanneroo - Cultural Exhibitions Centre	
		Programmed Integrated Workforce	\$2,590.14
		Casual Labour For The City	
		Quinns Rock Bush Fire Brigade	\$7,017.84
		Reimbursement - Catering - Recruit Course	
		Annual Contribution 2020 / 2021 - Brigade And Cadet Unit - Fire Services	
		Reimbursement - Shelving Unit	
		RAC Motoring & Services Pty Ltd	\$299.00
		Callout - Battery - WN 33984 - Fleet	
		Reliable Fencing	\$2,161.50
		Fencing Works For The City	
		Repeat Plastics (WA)	\$269.50

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Black Bollards - Waste	
		Riskwest	\$5,429.60
		Strategic Workshop - Wanneroo - Governance And Legal	
		RJ Vincent & Co	\$480,223.69
		Payment Certificate 9 - Hartman Drive Duplication - Assets	
		Roy Gripske & Sons Pty Ltd	\$818.15
		Vehicle Spare Parts - Fleet	
		RPS Australia West Pty Ltd	\$5,830.00
		Consultancy - Eco Lighting Warradale Park - Assets	
		RW Quantity Surveyors	\$1,760.00
		Progress Claim 4 - Leatherback Park Sports Amenities Building - Facilities	
		Safeman WA Pty Ltd	\$148.50
		Safety Boots - Stores	
		Safety And Rescue Equipment	\$10,041.90
		Install Mandatory Safety Equipment - Various Locations - Building Maintenance	
		Safety World	\$106.26
		Gloves & Ear Muffs - Trees And Conservation	
		Sanax Medical And First Aid Supplies	\$454.62
		Lip Balm & Aeroguard - Stores	
		Schindler Lifts Australia Pty Ltd	\$3,474.55
		Lift Service - Various Locations - Building Maintenance	
		Seabreeze Landscape Supplies	\$45.00
		Brickie Sand - Neerabup - Parks	
		Security Management Australasia Pty Ltd	\$253.00
		Service Call - Repairs To CCTV Trailer - Community Safety	
		Shred-X	\$207.68
		Security Shredding For The City - IM	
		Sifting Sands	\$266.10
		Additional Sand Clean - Marangaroo - Parks	
		Site Environmental & Remediation Services Pty Ltd	\$3,230.79
		Drainage Upgrade - Quinns Rock - Construction Engineer	
		Siteimprove Australia Pty Ltd	\$6,699.00
		Annual Contract - 01.09.2020 - 31.08.2021 - ICT	
		SJ McKee Maintenance Pty Ltd	\$4,923.00
		Repair Works - Various Locations - Waste	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Skipper Transport Parts	\$2,506.13
		Vehicle Spare Parts - Fleet	
		Skyline Landscape Services (WA)	\$35,812.83
		Streetscapes 30.03.2020 - 29.04.2020 - Parks	
		Smartbuilt Perth Pty Ltd	\$1,332.52
		Pest Control Services For The City	
		Softfall Guys	\$368.50
		Repair Softfall - Castledene Park - Parks	
		Solv Solutions	\$14,261.50
		Annual Licence Fee - 2020 / 2021 - ICT	
		Speedline Instruments	\$352.00
		Vehicle Repairs - Fleet	
		St John Ambulance Western Australia Ltd	\$1,281.48
		First Aid Training Services & Supplies For The City	
		Statewide Pump Services	\$1,738.00
		Unblock Pumps - Rotary Park - Building Maintenance	
		Stiles Electrical	\$83,523.40
		Electrical Upgrade - Girrawheen Complex - Assets	
		Suez Recycling & Recovery (Perth) Pty Ltd	\$188,534.58
		Process Recyclables - Waste	
		Systems Edge Management Services Pty Ltd	\$3,784.00
		Consultancy - Quinns Rocks Caravan Park - Property	
		Technology One Limited	\$3,935.80
		Consulting Services - August & September - ICT	
		Terravac Vacuum Excavations Pty Ltd	\$1,203.13
		Locating Technician - Mariginiup - Assets	
		Underground Probing - Cabrini Cricket Practice Nets - Assets	
		The Distributors Perth	\$195.45
		Snacks And Confectionery - Kingsway	
		The Trustee For Apex Gates Trust	\$355.00
		Site Inspection Report - Ashby Operations Centre	
		The Workwear Group Pty Ltd	\$1,403.88
		Polo & Trousers - Ashby - Fleet Management	
		TJ Depiazzi & Sons	\$26,096.07
		Mulch - Various Locations - Assets	
		Toll Transport Pty Ltd	\$13.05
		Courier Services - Stores	
		Toolmart	\$1,188.70

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Drill Bits - Fleet	
		Total Landscape Redevelopment Service Pty Ltd	\$62,654.90
		Install Solar Lighting - Foundation Park - Assets	
		BBQ Replacement - Alexander Heights Community Centre - Assets	
		Weed Spraying - Hepburn & Highclere - Assets	
		Replace Park Seats - Goolema Park - Assets	
		Park Furniture - John Maloney Park - Facilities	
		Park Seat Asset Renewal - Kingsway - Assets	
		Cost Estimate - Picnic Shelter - Hudson Park - Assets	
		Triton Electrical Contractors Pty Ltd	\$1,328.14
		Electrical Works - Various Locations - Parks	
		Trophy Shop Australia	\$109.60
		Name Badges - Various Employees	
		Ungerboeck Systems International Pty Ltd	\$12,320.00
		Consultant Engagement - 10.08.2020 - 21.08.2020 - ICT	
		United Fasteners WA Pty Ltd	\$13.72
		Vehicle Spare Parts - Fleet	
		Viva Energy Australia Pty Ltd	\$57,197.96
		Fuel Issues For The City	
		WA Hino Sales & Service	\$253.66
		Vehicle Spare Parts - Stores	
		Wanneroo Business Association Incorporated	\$990.00
		Workshop - Use Social Media To Skyrocket Your Business In 2020 - Economic Development	
		Wanneroo Electric	\$6,131.86
		Electrical Maintenance For The City	
		Wanneroo Fire Support Brigade	\$6,025.21
		Reimbursement - Stationery And Office Supplies - Fire Services	
		Reimbursement - Catering Items Yanchep Incident - Fire Services	
		Annual Contribution 2020 / 2021 - Fire Services	
		Water Technology Pty Ltd	\$62,661.50
		Consultancy Services - Coastal Environmental & Cultural Heritage Analysis - Planning	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Westbuild Products Pty Ltd	\$1,038.75
		Kwikset & General Purpose Cement - Stores	
		Western Australian Local Government Association	\$1,800.00
		Training - Serving On Council - 30 - 31.07.2020 - Cr Cvitan & Cr Nguyen	
		Western Resource Recovery Pty Ltd	\$462.00
		Servicing Of Grease Traps - Quinns Mindarie Community Centre - Building Maintenance	
		Work Clobber	\$35.55
		Headsox - Parks	
		Workpower Incorporated	\$7,038.24
		Landscape Maintenance - Various Locations - Conservation	
00003938	15/09/2020		
		Geared Construction Pty Ltd	\$37,774.00
		Timelock Installation - Cabrini & Houghton Parks - Projects	
		McCorkell Constructions Pty Ltd	\$46,298.35
		Progress Claim 15 - Kingsway Olympic Club Rooms - Projects	
00003939	15/09/2020		
		Synergy	\$588,449.77
		Power Supplies For The City	
00003940	15/09/2020		
		Alinta Gas	\$147.70
		Gas Supplies For The City	
		Australian Manufacturing Workers Union	\$119.90
		Payroll Deductions	
		Australian Services Union	\$671.40
		Payroll Deductions	
		Australian Taxation Office	\$556,556.00
		Payroll Deductions	
		Ben Trager Homes Pty Ltd	\$860.68
		Refund – Street & Verge Bond	
		BGC Residential Pty Ltd	\$3,633.68
		Refund – 3 Street & Verge Bonds	
		Blueprint Homes (WA) Pty Ltd	\$4,000.00
		Refund – 2 Street & Verge Bonds	
		Building & Construction Industry Training Board	\$31,598.51

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Collection Approved Levy Payments August 2020 - Finance	
		Celebration Homes Pty Ltd	\$7,322.71
		Refund – 5 Street & Verge Bonds	
		CFMEU	\$80.00
		Payroll Deductions	
		Child Support Agency	\$1,697.78
		Payroll Deductions	
		City of Wanneroo - Payroll Rates	\$5,440.00
		Payroll Deductions	
		City of Wanneroo - Social Club	\$692.00
		Payroll Deductions	
		Cr Paul Miles	\$1,432.92
		Travel Allowance 01.03.2020 - 31.03.2020	
		Travel Allowance 01.06.2020 - 30.06.2020	
		Travel Allowance 02.12.2019 - 31.12.2019	
		Department of Fire & Emergency Services	\$7,056,950.82
		2020 / 2021 ESL Quarter 1 - Finance	
		Department of Mines, Industry Regulation & Safety	\$72,124.08
		Collection Agency Fee Payments August 2020 - Finance	
		Department of Transport	\$1,428.10
		Vehicle Ownership Searches - Rangers	
		Fleet Network	\$1,617.90
		Input Tax Credits For Salary Packaging 01.09.2020 - Finance	
		Payroll Deductions	
		Halpd Pty Ltd Trading As Affordable Living Homes	\$2,000.00
		Refund – Street & Verge Bond	
		HBF Health Limited	\$622.90
		Payroll Deductions	
		Home Group WA Pty Ltd	\$3,458.28
		Refund - 2 Street & Verge Bonds	
		Homebuyers Centre	\$2,000.00
		Refund - Street & Verge Bond	
		JCorp Pty Ltd	\$1,344.90
		Refund - 2 Street & Verge Bonds	
		Landgate	\$3,396.32
		Land Enquiries For The City	
		Valuer Generals Office - Services - Rates	
		LD & D Australia Pty Ltd	\$367.45
		Milk Deliveries For The City	
		LGRCEU	\$1,670.76
		Payroll Deductions	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Maxxia Pty Ltd	\$7,542.20
		Payroll Deductions	
		Miss Katarzyna Markowska	\$30.00
		Dog Registration Refund - Sterilised	
		Mr Aaron Jones	\$1,000.00
		Refund – Street & Verge Bond	
		Rates Refund	\$2,092.56
		Mr Brent Sciaresa	\$1,190.00
		Reimbursement - Study Assistance	
		Mr Graham Woodard	\$243.55
		Keyholder Payments	
		Mr Peter Dobbyn	\$2,000.00
		Refund - Street & Verge Bond	
		Rates Refund	\$20.54
		Rates Refund	\$154.98
		Mrs Lynette Rhodes	\$15.00
		Dog Registration Refund - Sterilised	
		Ms Monica Kaur	\$360.00
		Vehicle Crossing Subsidy	
		Paywise Pty Ltd	\$1,856.83
		Payroll Deductions	
		Smartsalary	\$8,549.12
		Payroll Deductions	
		SSB Pty Ltd	\$2,133.85
		Refund - 2 Street & Verge Bonds	
		Ventura Home Group Pty Ltd	\$1,339.30
		Refund - Street & Verge Bond	
		Water Corporation	\$28,829.14
		Water Charges For The City	
		Western Power	\$9,900.00
		Design Fee - Patrick Court Girrawheen - Assets	
		Design Fee - Wade Court - Assets	
		Design Fee - Hudson Avenue - Assets	
00003941	15/09/2020		
		Action Glass & Aluminium	\$1,102.75
		Glazing Services For The City	
		Adelphi Apparel	\$1,672.00
		Staff Uniforms - Rangers	
		Adform Engraving & Signs	\$96.80
		Name Badges - Community Safety	
		Advanced Traffic Management	\$33,423.78
		Traffic Control Services For The City	
		Advanteering - Civil Engineers	\$5,747.50

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Progress Claim 6 - Splendid Park Skate Park - Construction	
		Air Liquide Australia	\$455.22
		Gas Cylinder Hire - Stores	
		Airlite Cleaning	\$236.35
		Office Cleaning Services For YTRAC - Place Management	
		Allstamps	\$88.95
		Self Inking Stamp - Health	
		Alphazeta	\$3,300.00
		Remove Fire Sprinkler System - Alexander Heights House - Assets	
		Armaguard	\$55.60
		Cash Collection Service For The City	
		ATCO Gas Australia Pty Ltd	\$70,666.75
		Relocation Of HP Gas Pipeline - Cinnabar Drive - Assets	
		Austraffic WA	\$2,112.00
		Intersection Turning Movement Survey - Kakadu & Yanchep Beach Road - Traffic Services	
		Australian Airconditioning Services Pty Ltd	\$57,559.37
		Airconditioning Maintenance For The City	
		AV Truck Service Pty Ltd	\$447.94
		Vehicle Spare Parts - Fleet	
		Azure Painting Pty Ltd	\$6,869.00
		Repaint Balustrade - Jindalee Lookout - Engineering	
		Painting - Yanchep Shade Structure - Parks	
		Barra Civil & Fencing	\$21,198.00
		Chainwire Disposal - Blackmore Avenue Sump - Engineering	
		Bladon WA Pty Ltd	\$117.83
		Uniforms - Community Safety	
		BOC Limited	\$60.97
		Industrial Nitrogen - Fleet And Rangers	
		Boral Construction Materials Group Ltd	\$4,427.14
		Concrete Mix - Various Locations - Engineering	
		Borrell Rafferty Associates Pty Ltd	\$3,685.00
		Quantity Surveying - Butler North District Open Space - Projects	
		Boss Bollards	\$2,094.40
		Replace Bollards - Waterlands - Engineering	
		Bridgestone Australia Limited	\$613.01

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Tyre Fitting Services For The City	
		Bunnings Pty Ltd	\$9.48
		Blades Scrapper - Fleet	
		Bunzl Limited	\$6,480.24
		Stock - Stores Issues	
		Call Associates Pty Ltd	\$400.95
		Call Centre Fees - July 2020 - Customer Relations	
		Car Care Motor Company Pty Ltd	\$240.90
		Vehicle Service - Fleet	
		Carramar Resources Industries	\$8,113.76
		Disposal Of Materials - Franklin/Rousset Road - Construction	
		CCS Strategic	\$12,445.12
		Feasibility Study - Eglinton Indoor Recreation Centre - Facilities	
		CDM Australia Pty Ltd	\$23,482.15
		Dell Computer Products - ICT	
		Challenge Batteries WA	\$941.60
		Vehicle Batteries - Fleet	
		City of Joondalup	\$6,868.50
		Reimbursement - Long Service Leave - Payroll	
		Civica Pty Ltd	\$10,825.65
		Additional Licences - ICT	
		Set Up BIS Revised Budgeting - ICT	
		BIS 7 Upgrade - ICT	
		CK Maloney Surveying	\$5,852.00
		Contour And Feature Scan Survey - Kahana Park - Assets	
		Clark Equipment Sales Pty Ltd	\$430.41
		Vehicle Spare Parts - Fleet / Stores	
		Coates Hire Operations Pty Ltd	\$1,432.26
		Lunch Room - Franklin/ Rousset Road - Construction	
		Coca Cola Amatil Pty Ltd	\$135.20
		Beverages - Kingsway Stadium	
		Commissioner of Police	\$33.40
		Volunteer Police Checks X 2 - Conservation / Library Services	
		Community Greenwaste Recycling Pty Ltd	\$1,926.32
		Disposal Of Rubble - Assets	
		Connectiv	\$162.80
		Cradle & Cable For Navman - 96123 - Fleet	
		Cooldrive Distribution	\$369.67

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$5,565.45
		Replace Misspelt Sign - Belhaven Park - Assets	
		Street Name Plates - Engineering	
		Replace Street Signs - Engineering	
		Sign - Two Rocks Beach Access - Engineering	
		Signs - Kingsway Dog Park - Parks	
		Cossill & Webley Consulting Engineers	\$1,078.00
		Road Resurfacing - Joondalup Dr/Pinjar Road Roundabout - Assets	
		Critical Fire Protection & Training Pty Ltd	\$753.26
		Fire Detection Equipment Services - Building Maintenance	
		New Log Books - Building Maintenance	
		Cummins South Pacific Pty Ltd	\$929.94
		Vehicle Repairs / Spare Parts - Fleet	
		CW Brands Pty Ltd	\$842.38
		Stock - Stores Issue	
		Dave Lanfear Consulting	\$11,385.00
		Consultancy Services - Feasibility Assessment - Wanneroo Animal Care Centre - Assets	
		DC Golf	\$100,642.30
		Commission Fees - Marangaroo Golf Course - Property Services	
		Commission Fees - Carramar Golf Course - Property Services	
		Delos Delta Pty Ltd	\$1,100.00
		Consultancy Services - Strategic Community Plan - Strategic & Business Planning	
		Destination Perth	\$3,960.00
		Marketing Opportunity - Guru Productions - Destination WA - Economic Development	
		Diamond Lock & Security	\$350.00
		Padlocks - Stores Stock	
		Dowsing Group Pty Ltd	\$69,246.34
		Concrete Works - Various Locations - Engineering / Assets	
		Drainflow Services Pty Ltd	\$10,979.26
		Road Sweeping / Drain Cleaning Services For The City	
		Drovers Vet Hospital Pty Ltd	\$518.00
		Veterinary Services For The City	
		Dual Autos Pty Ltd	\$96.80

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Vehicle Repairs - Fleet	
		E & MJ Rosher	\$1,308.50
		Vehicle Spare Parts - Stores	
		Elliotts Irrigation Pty Ltd	\$7,642.82
		Reticulation Items / Repairs - Parks	
		Environmental Industries Pty Ltd	\$265,675.29
		Landscape Maintenance For The City	
		Equifax Australasia Credit Rating Pty Ltd	\$4,560.60
		Financial And Performance Assessment - Various Reports - Contracts	
		Ernst & Young	\$2,640.00
		Professional Services - GST Advice - Property Services	
		Flick Anticimex Pty Ltd	\$880.00
		Install Nappy Change Table - Grandis Park - Building Maintenance	
		Focus Consulting WA Pty Ltd	\$5,170.00
		Lighting Design - Multiple Sites - Assets	
		Forch Australia Pty Ltd	\$1,002.38
		Brake Clean & Spray Bottles - Stores	
		Frontline Fire & Rescue Equipment	\$2,365.19
		Truck Cab & Fire Appliance Service & Inspection - Fire Services	
		Geoff's Tree Service Pty Ltd	\$74,760.24
		Pruning Works - Various Locations - Parks	
		GHD Pty Ltd	\$4,125.00
		Road Improvement Submission Revision - Marmion Avenue - Traffic Services	
		GPR Truck Sales & Service	\$1,120.42
		Vehicle Spare Parts - Fleet	
		Grasstrees Australia	\$412.50
		Maintain Grasstrees - Hardcastle Park - Conservation	
		Guardian Doors	\$1,829.30
		Roller Door Maintenance - Gumblossom Community Centre - Building Maintenance	
		Roller Door Service - Gumblossom Hall - Building Maintenance	
		Hanson Construction Materials Pty Ltd	\$1,211.10
		Concrete Mix - Various Locations - Engineering	
		Heatley Sales Pty Ltd	\$173.39
		Safety Boots - Stores	
		Heavy Automatics	\$9,926.40
		Vehicle Spare Parts - Fleet	
		Hendry Group Pty Ltd	\$17,022.50

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Accessibility Audits - Strategic Locations - Strategic Asset Management	
		Hickey Constructions Pty Ltd	\$4,427.50
		Replace Cap Stones - Alexandria View - Engineering	
		Repair Limestone Wall - Talara Circle - Engineering	
		Hodge Collard Preston Unit Trust	\$8,141.10
		Architectural Consultancy - Wanneroo Aquamotion - Assets	
		Hose Right	\$480.77
		Vehicle Hoses - Fleet	
		Hydra Storm	\$6,996.00
		Concrete Drainage Items - Engineering	
		Iconic Property Services Pty Ltd	\$16,728.24
		Cleaning Services For The City	
		Imagesource Digital Solutions	\$471.90
		Tear Drop Flag - Yanchep Beach Wheelchair - Community Development	
		Printing - Decals - Asset Numbers - Facilities	
		Indoor Gardens Pty Ltd	\$266.20
		Plant Hire - New Civic Centre Foyer - Customer Relations	
		Integrity Industrial Pty Ltd	\$35,934.10
		Casual Labour For The City	
		Intelife Group	\$18,012.48
		BBQ Cleaning - Various Locations - Parks	
		Interfire Agencies Pty Ltd	\$5,593.23
		50 Stickers - Reflective Helmet Name Tag - Fire Services	
		Stowage Kit Bag And Helmet - Fire Services	
		J Blackwood & Son Ltd	\$495.39
		Stock - Store Issues	
		James Bennett Pty Ltd	\$138.12
		Book Purchases - Library Services	
		Japanese Truck & Bus Spares Pty Ltd	\$627.00
		Vehicle Spare Parts - Fleet	
		JDSI Consulting Engineers	\$12,722.74
		Civil Consultancy Services - Butler North District Open Space - Assets	
		Kerb Direct Kerbing	\$5,922.27
		Replace Kerbing - Paros Cove - Engineering	
		Replace Kerbing - Newbury Way - Engineering	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Kleenit	\$5,896.00
		Remove Melted Plastic - Monticello Park - Parks	
		Graffiti Removal - Clarkson Library - Building Maintenance	
		High Pressure Clean Bus Shelter - Wanneroo Road - Engineering	
		LD Total	\$217,429.52
		Landscape Maintenance For The City	
		Ligna Construction	\$440.00
		Replace Steps - Spinifex Park - Parks	
		Local Government Professionals Australia NSW	\$22,676.50
		Performance Excellence Program 2020 - Strategic And Business Planning	
		Major Motors	\$1,280.75
		Vehicle Spare Parts - Stores	
		Marketforce Pty Ltd	\$1,284.05
		Advertising Services For The City	
		Mastec Australia Pty Ltd	\$306,342.96
		5082 360L Green Bins - Yellow Lid - Waste Services	
		Mayday Earthmoving	\$34,177.00
		Heavy Equipment Hire For The City	
		McGees Property	\$605.00
		Market Rental Valuation - Lot 551 Opportunity Street - Property Services	
		McLeods	\$1,785.72
		Legal Fees For The City	
		Michael Page International (Australia) Pty Ltd	\$23,046.53
		Casual Labour For The City	
		Mindarie Regional Council	\$456,093.14
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$5,461.50
		Playground Equipment Repairs - Parks	
		NAPA - GPC Asia Pacific Pty Ltd	\$660.00
		Vehicle Spare Parts - Fleet / Stores	
		NoiseNet Operations Pty Ltd	\$1,188.00
		Monthly Hire - Smart Noise Monitoring & Legal Noise Report - Rangers	
		Northern Lawnmower & Chainsaw Specialists	\$99.00
		Wool Bale - Parks	
		O'Brien Harrop Access	\$1,980.00
		Disability Access Consultancy - Dalvik Park Sports Amenities Building - Assets	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Officeworks Superstores Pty Ltd	\$203.81
		Stationery Supplies - Print Room	
		On Tap Plumbing & Gas Pty Ltd	\$8,929.90
		Plumbing Maintenance For The City	
		Paperbark Technologies Pty Ltd	\$6,622.50
		Arboricultural Reports - Various Locations - Parks	
		Parker Black & Forrest	\$547.80
		Bollard Lock Swap - Mary Lindsay Homestead - Parks	
		Perth Industrial Centre Pty Ltd	\$861.74
		Vehicle Spare Parts - Stores	
		Play Check	\$39,600.00
		Bi Annual Playground Audits - Parks	
		Prestige Alarms	\$4,474.13
		Alarm / CCTV Services For The City	
		Print Smart Online Pty Ltd	\$316.00
		Printing - Mayoral Envelopes	
		Pritchard Francis Consulting Pty Ltd	\$13,621.08
		Professional Services - Yanchep Lagoon Infrastructure Strategy - Place Management	
		Programmed Integrated Workforce	\$3,260.58
		Casual Labour For The City	
		Ralph Beattie Bosworth	\$1,650.00
		Cost Estimate - Warradale Clubroom Extension - Facilities	
		Reliable Fencing	\$21,901.00
		Fencing Works For The City	
		Rent A Dingo	\$275.00
		Hire Of Dingo For Planting Of Trees - Parks	
		Repco	\$1,640.36
		Vehicle Spare Parts - Fleet / Stores	
		RJ Vincent & Co	\$115,460.95
		Progress Claim 10 - Hartman Drive Duplication - Assets	
		RM Gillis & CJ Marci	\$270.00
		Picking Up / Delivery - Mayors Appeal Bin - Corporate Support	
		Road & Traffic Services	\$1,034.00
		Linemarking Services For The City	
		Roads 2000	\$175,929.97
		Roadworks For The City	
		RSEA Pty Ltd	\$403.68
		Stock - Stores Issues	
		Safeman WA Pty Ltd	\$132.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Stock - Stores Issues	
		Safety World	\$114.40
		Earmuffs - Parks	
		Schindler Lifts Australia Pty Ltd	\$3,474.55
		Lift And/Or Escalator Service - 6 Locations - Building Maintenance	
		Seabreeze Landscape Supplies	\$72.00
		Landscape Mix - Parks	
		Sifting Sands	\$1,992.86
		Sand Sieve - Various Locations - Parks	
		Sigma Chemicals	\$1,011.45
		Pool Chemicals - Aquamotion	
		Site Environmental & Remediation Services Pty Ltd	\$2,135.32
		Asbestos Removal - Various Locations - Parks	
		SJ McKee Maintenance Pty Ltd	\$1,120.00
		Remove Asbestos - Wanneroo Road - Waste Services	
		Skipper Transport Parts	\$3,619.90
		Vehicle Spare Parts - Stores	
		Skyline Landscape Services (WA)	\$297.00
		Tidy Verges - Tapping - Parks	
		Smartbuilt Perth Pty Ltd	\$137.04
		Pest Control Services For The City	
		SMEC Australia Pty Limited	\$5,940.00
		Gnangara Road Needs & Feasibility Study - Traffic Services	
		Softfall Guys	\$368.50
		Softfall Repairs - Cinnabar Park - Parks	
		Solution 4 Building Pty Ltd	\$112,797.97
		Progress Claim 11 - Shelvock Park Sports Amenities Building - Projects	
		Speedline Instruments	\$31.35
		Vehicle Spare Parts - Fleet	
		Statewide Bearings	\$73.65
		Vehicle Spare Parts - Fleet	
		Suez Recycling & Recovery Pty Ltd	\$189,239.33
		Bulk Collection Services For The City	
		Swan Towing Services Pty Ltd	\$231.00
		Towing Services - Boggled Vehicle - Parks	
		Technology One Limited	\$25,012.36
		Intramaps Search API - Support Fees 31.08.2020 - 31.01.2021 - ICT	
		Consulting Services - ICT	
		Terravac Vacuum Excavations Pty Ltd	\$4,934.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Location Services For The City	
		The Hire Guys Wangara	\$770.00
		Arrow Board - Waste Services	
		Hire Of VMS Board - Community Safety	
		The Perth Mint	\$514.80
		100 2020 Australian Citizenship \$1 Coins - Communications & Brand	
		The Rigging Shed	\$3,610.64
		Inspection / Tagging Of Equipment - Engineering	
		The Royal Life Saving Society Australia	\$8,402.72
		Maintenance - Kingsway Aquatic Playspace - July / August 2020 - Parks	
		The Trustee for Talis Unit Trust	\$28,413.00
		Consultancy Services - Asset Valuation 2019/2020 - Assets	
		The Workwear Group Pty Ltd	\$1,242.12
		Uniforms - Stores Stock	
		TJ Depiazzi & Sons	\$13,197.58
		Pine Bark Mulch - Various Locations - Parks / Assets	
		Toll Transport Pty Ltd	\$30.70
		Courier Services	
		Total Landscape Redevelopment Service Pty Ltd	\$13,164.80
		Park Seat Renewal - Serpentine Park - Assets	
		Replace Gazebo - Lighthouse Park - Projects	
		Seat Relocation - Scenic Park - Assets	
		Trillium Software Pty Ltd	\$5,882.80
		Software Subscription & Support - 22.08.2020 - 21.08.2021 - ICT	
		Triton Electrical Contractors Pty Ltd	\$621.50
		Electrical Works - Fishermans Hollow - Parks	
		Trophy Shop Australia	\$13.70
		Name Badge - Strategic Asset Management	
		Truck Centre WA Pty Ltd	\$844.35
		Vehicle Repairs / Spare Parts - Fleet	
		Turf Care WA Pty Ltd	\$12,933.80
		Apply Spearhead - Various Locations - Parks	
		Vocus Communications	\$247.50
		NBN Connection For Wire Track - YTRAC - ICT	
		WA Limestone Company	\$12,291.98

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Limestone Products For The City	
		WA Rangers Association Incorporated	\$464.70
		Epauettes & Note Books - Rangers	
		Wangara Subaru & Volkswagen	\$183.17
		Vehicle Spare Parts - Fleet	
		Wanneroo Business Association Incorporated	\$120.00
		AGM And Back To Business Party - Economic Development	
		Wanneroo Electric	\$10,247.13
		Electrical Maintenance For The City	
		West Coast Shade Pty Ltd	\$6,910.20
		Repair Shade Sales - Deeside Park - Parks	
		Removal & Storage - Shade Sales - Parks	
		Western Australian Local Government Association	\$1,100.00
		GAPP Subscription Fee - CEO's Office	
		West-Sure Group Pty Ltd	\$287.32
		Cash Collection Service For The City	
		William Buck Consulting (WA) Pty Ltd	\$2,200.00
		Probity Adviser Services - Contracts And Procurement	
		Wilson Security	\$10,090.08
		Security Services - Wangara Recycling - Waste And Rangers	
		Work Clobber	\$568.65
		PPE - Various Employees	
		WSP Australia Pty Ltd	\$8,712.00
		Consultancy - Smart City Workshop - Projects	
		Rates Refund	\$538.64
		Yanchep Beach Joint Venture	\$8,905.31
		Rent, Outgoings, Rates & Taxes - Yanchep Hub - Property Services	
		Zetta Group	\$52,217.79
		Network Managed Services - ICT	
		Zipform Pty Ltd	\$25,522.53
		Print & Issue Of 2020 / 2021 Annual Rates Notices	
00003942	15/09/2020		
		Australia Post	\$92,702.17
		Postage Charges For The City	
00003943	22/09/2020		
		McCorkell Constructions Pty Ltd	\$43,797.55

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Payment Certificate 9 - Dennis Cooley Pavilion Upgrade - Projects	
00003944	22/09/2020		
		Perth Energy Pty Ltd	\$133,666.03
		Power Supplies For The City	
		RJ Vincent & Co	\$408,476.52
		Payment Certificate 3 - Halesworth Park - Projects	
00003945	22/09/2020		
		Synergy	\$10,856.84
		Power Supplies For The City	
00003946	22/09/2020		
		Alinta Gas	\$862.25
		Gas Supplies For The City	
		Australian Manufacturing Workers Union	\$92.10
		Payroll Deductions	
		Australian Services Union	\$671.40
		Payroll Deductions	
		Australian Taxation Office	\$2,028.00
		Payroll Deductions	
		Blueprint Homes (WA) Pty Ltd	\$1,014.35
		Refund - Street & Verge Bond	
		CFMEU	\$80.00
		Payroll Deductions	
		Child Support Agency	\$1,697.78
		Payroll Deductions	
		City of Wanneroo - Payroll Rates	\$5,360.00
		Payroll Deductions	
		City of Wanneroo - Social Club	\$692.00
		Payroll Deductions	
		Cr Glynis Parker	\$194.78
		Reimbursement - Travel Allowance	
		Cr Lewis Flood	\$598.14
		Travel Expenses Claim August 2020	
		Cr Paul Miles	\$1,299.58
		Travel Allowance - 01.01.2020 - 29.02.2020	
		Fleet Network	\$1,617.90
		Input Tax Credits For Salary Packaging - 15.09.2020 - Finance	
		Payroll Deductions	
		Halpd Pty Ltd Trading As Affordable Living Homes	\$4,000.00
		Refund - 2 Street & Verge Bonds	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		HBF Health Limited	\$622.90
		Payroll Deductions	
		Home Group WA Pty Ltd	\$5,642.52
		Refund - 3 Street & Verge Bonds	
		JCorp Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Landgate	\$2,935.17
		GRV Interim Values - Rates	
		LD & D Australia Pty Ltd	\$373.35
		Milk Deliveries For The City	
		LGRCEU	\$1,650.26
		Payroll Deductions	
		Materon Investments WA Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Maxxia Pty Ltd	\$8,176.55
		Payroll Deductions	
		Input Tax Credits For Salary Packaging - August 2020 - Finance	
		Miss Jessica Grame	\$360.00
		Vehicle Crossing Subsidy	
		Rates Refund	\$739.84
		Mr Damir Bajic	\$1,000.00
		Refund - Street & Verge Bond	
		Rates Refund	\$730.03
		Rates Refund	\$915.90
		Rates Refund	\$739.84
		Rates Refund	\$282.73
		Mr Mark Anderson	\$916.55
		Refund - Street & Verge Bond	
		Mr Mukeshkumar Khakhadia	\$360.00
		Vehicle Crossing Subsidy	
		Rates Refund	\$710.19
		Rates Refund	\$175.23
		Mrs Hannah Conn	\$1,000.00
		Refund - Street & Verge Bond	
		Mrs Julia Rumsey	\$40.00
		Dog Registration Refund Dog - Deceased	
		Rates Refund	\$727.92
		Mrs Sherril Lee	\$15.00
		Dog Registration Refund - Sterilised	
		Mrs Tracey Tarver	\$150.00
		Dog Registration Refund - Sterilised	
		Paywise Pty Ltd	\$1,856.83
		Payroll Deductions	
		Phillip Aylward	\$100.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Refund - Verge Permit Fee - Paid Twice	
		Plunkett Homes (1903) Pty Ltd	\$409.52
		Refund - Building Services Levy - Cancelled	
		Simsai Construction Group Pty Ltd	\$6,000.00
		Refund - 3 Street & Verge Bonds	
		Smartsalary	\$10,726.29
		Input Tax Credits For Salary Packaging - August 2020 - Finance	
		Payroll Deductions	
		SSB Pty Ltd	\$4,916.55
		Refund - 3 Street & Verge Bonds	
		Water Corporation	\$7,487.47
		Water Supplies For The City	
		Western Power	\$2,587.34
		Property Damaged - Bulk Vehicle - Waste	
		Design - Street Light - Rawlinson Drive - Assets	
00003947	22/09/2020		
		Action Glass & Aluminium	\$880.22
		Glazing Services For The City	
		Adelphi Apparel	\$1,166.00
		Staff Uniforms - Rangers	
		Advanced Traffic Management	\$25,892.91
		Traffic Control Services For The City	
		Air Liquide Australia	\$129.89
		Gas Cylinder Hire - Stores	
		Alexander House of Flowers	\$210.00
		Mixed Floral Box - B Hovingh - Office Of The Mayor	
		Mixed Floral Box - Office Of The Mayor	
		AMBIUS	\$174.10
		Plant Services - Girrawheen Hub	
		Arborwest Tree Farm	\$1,350.00
		Supply Of 100L Tuart Trees - Parks	
		Ascender Peoplestreme Pty Ltd	\$17,875.07
		Peoplestreme Software - Annual Licence Fees - 01.10.2020 - 31.12.2020 - ICT	
		Aussie Natural Spring Water	\$42.00
		15L Bottle Water - Community Safety	
		Austraffic WA	\$8,844.00
		Traffic Data Collection Service - Traffic Services	
		Australian Airconditioning Services Pty Ltd	\$21,868.41
		Airconditioning Maintenance For The City	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Australian Communications & Media Authority	\$1,509.00
		Licence Renewal - Doss Site - ICT	
		Autosmart North Metro Perth	\$653.40
		Floor Smart Cleanser - Fleet	
		AV Truck Service Pty Ltd	\$1,140.25
		Vehicle Spare Parts - Fleet / Stores	
		Ball & Doggett Pty Ltd	\$279.94
		Paper Supplies - Print Room	
		Benara Nurseries	\$980.10
		Parks - Grevillea Olivacea - Parks	
		Better Pets and Gardens Wangara	\$276.98
		Animal Care Supplies	
		Binley Fencing	\$15.84
		Fencing - Aldersea Circle - Parks	
		Bladon WA Pty Ltd	\$2,599.35
		Uniforms - Community Safety / Customer Relations	
		Bollig Design Group Ltd	\$880.00
		Structural Inspection - Kingsway Olympic Sports Clubrooms - Assets	
		Boral Construction Materials Group Ltd	\$1,036.68
		Concrete Mix - Various Locations - Engineering	
		Borrell Rafferty Associates Pty Ltd	\$7,645.00
		Quantity Survey - Butler North District - Assets	
		Quantity Survey - Kingsway Building External Works - Planning	
		Boya Equipment	\$318.03
		Backpack Sprayer & Repair Kit - Parks	
		Bridgestone Australia Limited	\$29,435.59
		Tyre Fitting Services For The City	
		Bucher Municipal Pty Ltd	\$18,230.16
		Vehicle Spare Parts - Stores / Fleet	
		Canon Production Printing Australia Pty Ltd	\$428.80
		Scanner Charges - ICT	
		Car Care Motor Company Pty Ltd	\$3,039.25
		Vehicle Services For The City	
		Carramar Resources Industries	\$6,181.88
		Sand Earthworks - Wanneroo - Assets	
		Castledine Gregory	\$36,526.60
		Legal Fees For The City	
		Cat Welfare Society Incorporated	\$1,925.00
		Daily Impound Fees - Rangers	
		CDM Australia Pty Ltd	\$226.60

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Memory Upgrade - ICT	
		Challenge Batteries WA	\$4,910.40
		Vehicle Spare Parts - Fleet	
		Cherry's Catering	\$1,184.43
		Catering Services For The City	
		Chillo Refrigeration & Air-Conditioning	\$3,575.00
		Repair Fridge - Civic Centre - Building Maintenance	
		Chris Kershaw Photography	\$1,980.00
		Photography - 11 X Express Citizenship Ceremonies - Events	
		Civil Survey Solutions Pty Ltd	\$3,663.00
		Subscription Renewal - 08.04.2020 - 07.04.2021 - ICT	
		CK Maloney Surveying	\$3,998.57
		WAPC Application - Contracts And Procurement	
		Clark Equipment Sales Pty Ltd	\$2,265.60
		Vehicle Spare Parts - Fleet	
		Cleanaway Equipment Services Pty Ltd	\$394.09
		Monthly Charge Parts Washer - Fleet	
		Coastal Navigation Solutions	\$1,353.00
		Public Art Maintenance - Winged Figure - Cultural Services	
		Maintenance - Egyptian Rowboat - Cultural Services	
		Commercial Aquatics Australia	\$2,311.10
		Replace Probes & Mesh Strainers - Aquamotion	
		Community Greenwaste Recycling Pty Ltd	\$971.08
		Waste Recycling - Reinforced Concrete - Engineering	
		Connectiv	\$1,854.94
		Keypads & Toggle Switches - Fleet	
		Corsign (WA) Pty Ltd	\$683.10
		Replacement Street Signs - Engineering	
		Park Sign - Ashby - Trees & Conservation	
		Cossill & Webley Consulting Engineers	\$5,148.00
		Design Drawing Review - Mather Drive - Assets	
		Council On The Ageing WA Incorporated	\$300.00
		Annual Membership - 2020 / 2021 - Community Planning	
		Critical Fire Protection & Training Pty Ltd	\$2,475.00
		Fire Detection Equipment Services - Building Maintenance	
		CS Legal	\$1,716.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Legal Services For The City	
		CW Brands Pty Ltd	\$816.86
		Stock - Stores Issues	
		Delos Delta Pty Ltd	\$2,200.00
		Consultancy Services - Strategic Community Plan Draft Engagement Plan	
		Devlyn Australia Pty Ltd	\$1,100.00
		Progress Claim 10 - Belhaven Park Sports Amenities Building - Assets	
		DigiPed Pty Ltd	\$1,452.00
		Training - Development Of Record Management Challenge - IM	
		Direct Communications	\$288.20
		Battery X 2 - Fleet	
		Dowsing Group Pty Ltd	\$58,936.23
		Install Footpath - Broadview Park - Engineering	
		Install Footpath - Hughie Edwards Drive - Construction	
		Drainflow Services Pty Ltd	\$29,893.33
		Road Sweeping / Drain Cleaning Services For The City	
		Elliotts Irrigation Pty Ltd	\$237.29
		Couplings - Connolly Drive - Parks	
		Reticulation Items - Cockman House - Parks	
		Equifax Australasia Workforce Solutions Pty Limited	\$46.20
		Fit For Work Check - Emergency Services	
		E-Station Pty Ltd	\$170.50
		Fault Finding - Wanneroo Cultural Centre - Building Maintenance	
		Forch Australia Pty Ltd	\$1,107.48
		Glass & Brake Cleaner - Stores	
		Forcorp Pty Ltd	\$2,038.30
		Led Beacon - Stores	
		Geared Construction Pty Ltd	\$32,906.50
		Progress Claim 7 - Liddell Park Girrawheen - Assets	
		Geoff's Tree Service Pty Ltd	\$29,054.19
		Pruning Works - Various Locations - Parks	
		Gillmore Electrical Services	\$3,548.60
		Install Push Button - Koondoola Tennis - Assets	
		New Tennis Court Lighting - Koondoola Park - Assets	
		Global Spill Control Pty Ltd	\$831.60

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Sorbalite Mineral Sponge - Stores	
		Grand Toyota	\$40.44
		Vehicle Spare Parts - Fleet	
		Green Options Pty Ltd	\$770.00
		Hand Fertilise - Various Locations - Parks	
		Guardian Doors	\$121.00
		Investigate Back-Up Battery Not Working - Girrawheen Library - Building Maintenance	
		Hanson Construction Materials Pty Ltd	\$1,619.64
		Concrete Mix - Various Locations - Engineering	
		Hendry Group Pty Ltd	\$2,475.00
		BCA Compliance And Condition Inspection And Report - Asset Planning	
		Hitachi Construction Machinery Pty Ltd	\$360.07
		Vehicle Spare Parts - Stores	
		Hose Right	\$626.44
		Vehicle Spare Parts - Fleet	
		Hydra Storm	\$858.00
		Precast Lids - Wanneroo - Assets	
		Iconic Property Services Pty Ltd	\$62,215.38
		Cleaning Services For The City	
		Imagesource Digital Solutions	\$2,629.00
		Wooden Easel Frames - Wanneroo - Childhood & Youth Planning	
		Printing - All About Play And You And Me: The Story - Youth Services	
		Coreflutes - Cultural Services	
		Impact Training Corporation	\$2,519.00
		Sales Training - Aquamotion	
		Impeltec Pty Ltd	\$7,843.00
		Kace Annual Maintenance Renewal - 30.09.2020 - 30.09.2021 - ICT	
		Integrity Industrial Pty Ltd	\$50,756.41
		Casual Labour For The City	
		Intelife Group	\$18,012.48
		Barbecue Cleaning For The City	
		Interfire Agencies Pty Ltd	\$2,264.75
		Boots, Helmet & Stowage Kit Bags - Emergency Services	
		Izra	\$4,970.00
		Facilitating School Project - Wanneroo - Childhood & Youth Planning	
		J Blackwood & Son Ltd	\$3,110.15
		Stock - Stores Issues	
		Kerb Direct Kerbing	\$13,346.10

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Install Kerbing - Baltimore Parade - Assets	
		Kleenit	\$14,492.12
		Graffiti Removal For The City	
		Reinstall Anti-Graffiti Coating - Banksia Grove Community Centre - Building Maintenance	
		Landcare Weed Control	\$59,487.25
		Landscape Maintenance For The City	
		LD Total	\$27,285.44
		Landscape Maintenance For The City	
		Lexus Engineers	\$330.00
		Structural Engineering Advice - Abbeville Park Oval - Assets	
		Major Motors	\$1,830.72
		Vehicle Spare Parts - Fleet	
		Mammoth Equipment & Exhausts Pty Ltd	\$1,375.00
		Ad Blue - Stores	
		Marketforce Pty Ltd	\$3,728.32
		Advertising Services For The City	
		Matrix Traffic and Transport Data Pty Ltd	\$561.00
		Traffic Counts - 3 Locations - Traffic Services	
		McLeods	\$5,161.16
		Legal Fees For The City	
		Michael Page International (Australia) Pty Ltd	\$3,001.93
		Casual Labour For The City	
		Mindarie Regional Council	\$3,263.88
		Refuse Disposal For The City	
		MPS Architects	\$19,725.20
		Design - Abbeville Park Oval Extension - Assets	
		Mr Rollershutter	\$221.10
		Repair Roller Shutters - Splendid Park Pavilion - Building Maintenance	
		NAPA - GPC Asia Pacific Pty Ltd	\$212.28
		Vehicle Spare Parts - Fleet / Stores	
		Natural Area Holdings Pty Ltd	\$2,310.00
		Slashing - Nowergup Reserve - Parks	
		Northern Lawnmower & Chainsaw Specialists	\$570.15
		Vehicle Spare Parts - Fleet / Stores	
		Novus Autoglass	\$120.00
		Repair Stone Chip - Fleet	
		Nu-Trac Rural Contracting	\$5,141.40
		Beach Cleaning - Quinns Beach - Engineering	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		On Tap Plumbing & Gas Pty Ltd	\$22,553.97
		Plumbing Maintenance For The City	
		Paperbark Technologies Pty Ltd	\$6,045.00
		Report - James Spiers Park - Wanneroo	
		Tree Report - Edgar Griffiths Reserve	
		Aerial Inspection - Dinosaur Park - Parks	
		Tree Survey - London Plane Trees - Stradbroke Gardens - Parks	
		Perth Detailing Centre	\$291.00
		Cleaning Of Community Buses - Community Planning & Development	
		Perth Heavy Towing	\$1,171.50
		Towing Services - Fleet	
		Perth Office Equipment Repairs	\$214.50
		Service Laminator - Print Room	
		Phoenix Motors of Wanneroo	\$80.07
		Vehicle Repairs - Fleet	
		Plan E	\$158.00
		Registration - AILA Awards Night 31.07.2020 - 1 Attendee	
		Prestige Alarms	\$3,405.10
		Alarm / CCTV Services For The City	
		Programmed Integrated Workforce	\$2,795.90
		Casual Labour For The City	
		Reliable Fencing	\$2,634.50
		Fencing Works For The City	
		Repco	\$165.00
		Vehicle Spare Parts - Stores	
		RM Gillis & CJ Marci	\$540.00
		Remove Furniture - New Civic Centre - Building Maintenance	
		Road & Traffic Services	\$957.00
		Pavement Marking - Franklin Road - Assets	
		Roads 2000	\$95,543.49
		Road Works For The City	
		Rogers Axle & Spring Works Pty Ltd	\$877.80
		Vehicle Spare Parts - Fleet	
		Roy Gripske & Sons Pty Ltd	\$745.11
		E-Z Reacher - Stores Stock	
		Royal Wolf Trading Australia Pty Ltd	\$600.59
		6 Months Cabin Hire - Community Safety	
		Rubek Automatic Doors	\$1,001.00
		Door Fault - Clarkson Library - Building Maintenance	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Door Fault - Mary Lindsay Homestead - Building Maintenance	
		Safety Tactile Pave	\$2,190.67
		Install Tactiles - Resolute - Engineering	
		Sifting Sands	\$96.25
		Sand Sifting - Ridgewood Park	
		SJ McKee Maintenance Pty Ltd	\$363.00
		Remove Asbestos - Alexander Heights - Waste	
		Skyline Landscape Services (WA)	\$13,029.50
		Landscape Maintenance For The City	
		Smartbuilt Perth Pty Ltd	\$1,330.57
		Pest Control Services For The City	
		Softfall Guys	\$2,453.00
		Softfall Repairs - Various Locations - Parks	
		Sonic Healthplus Pty Ltd	\$131.70
		Medical Fees For The City	
		Sports World of WA	\$439.45
		Goggles - Aquamotion	
		Statewide Pump Services	\$4,037.00
		Pump Repairs - Various Locations - Building Maintenance	
		Stewart & Heaton Clothing Company Pty Ltd	\$408.35
		Uniforms & Freight Charges - Community Safety	
		Stiles Electrical	\$10,666.04
		Electrical Works - Girrawheen Library - Assets	
		Investigate Faults - Senior Citizens Centre - Assets	
		Retention Release - Girrawheen Complex - Assets	
		Supreme Dry Cleans and Laundrette	\$540.00
		Laundry Of Sports Bibs - Kingsway Sporting Complex	
		Taldara Industries Pty Ltd	\$1,166.00
		Vehicle Spare Parts - Fleet	
		Taskers	\$2,310.00
		Replace Flagpole - Banksia Grove Community Centre - Parks	
		Tenco Engineers Pty Ltd	\$9,900.00
		3D Photorealistic Drawing - Assets	
		Terravac Vacuum Excavations Pty Ltd	\$4,309.80
		Location Of Services - Prindiville Drive - Assets	
		The Basketball Man	\$3,850.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Replace Basketball Tower - Ferrara Park - Parks	
		The Distributors Perth	\$293.05
		Snacks And Confectionery - Kingsway Stadium	
		The Trustee for CWC Trust	\$2,310.00
		Floodlighting Design - Ridgewood Park Sports - Assets	
		The Trustee for Hayto Trust	\$1,650.00
		Stock Imagery - Communication & Brand	
		The Trustee for New Dealership Trust	\$159.58
		Vehicle Spare Parts - Fleet	
		The Trustee for Talis Unit Trust	\$1,862.53
		Consultancy Services - Wangara Landfill CS & Geotech - Property	
		The Wipes Australia Trust	\$997.48
		Gym Wipes - Aquamotion	
		Thirty4 Pty Ltd	\$211.20
		QNav Monthly Subscription - Community Safety	
		TJ Depiazzi & Sons	\$23,469.60
		Mulch Deliveries - Parks	
		Toll Transport Pty Ltd	\$2,020.87
		Courier Services For The City	
		Tony Pankiw	\$1,793.00
		Relocation Of Synthesis - Cultural Development	
		Total Eden Pty Ltd	\$641.69
		Wetend Fire Davey Pump - Fleet	
		Total Landscape Redevelopment Service Pty Ltd	\$3,388.00
		Park Seat Renewal - Scenic Drive - Assets	
		Trophy Choice	\$99.00
		Engraved Plaques - Public Art - Cultural Services	
		Trophy Shop Australia	\$1,454.50
		Name Badges For Various Employees	
		Engraved Plaque - Yanchep Skate Park - Youth Services	
		Engraved Plaque - Landsdale/ Warradale Skate Park - Youth Services	
		Truck Centre WA Pty Ltd	\$356.17
		Vehicle Spare Parts - Fleet	
		Two Rocks Volunteer Bush Fire Brigade	\$171.02
		Reimbursement - Nowergup Burn - Fire Services	
		Tyrecycle Pty Ltd	\$875.99

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Removal Of Tyres - Waste Services	
		United Equipment Pty Ltd	\$180.76
		Consumables - Fleet	
		WA Garage Doors Pty Ltd	\$484.00
		Repair Door - Kingsway Indoor Sports - Building Maintenance	
		Wangara Subaru & Volkswagen	\$62.74
		Vehicle Spare Parts - Fleet	
		Wanneroo Agricultural Machinery	\$1,081.25
		Vehicle Spare Parts - Fleet	
		Wanneroo Business Association Incorporated	\$1,010.00
		Annual General Meeting - Economic Development	
		Connect With Confidence Building Rapport For Business Success 03.09.2020 - Economic Development	
		Wanneroo Central Bushfire Brigade	\$4,950.00
		Annual Contribution 2020 - Fire Services	
		Reimbursement - 3 Controlled Burns - Community Safety	
		Wanneroo Electric	\$15,385.12
		Electrical Maintenance For The City	
		Wanneroo Fire Support Brigade	\$143.70
		Stationery Purchases - Community Safety	
		Water Technology Pty Ltd	\$18,234.70
		Professional Services - Mindarie Breakwater - Asset Maintenance	
		Waterproofing Works Epoxy Grout Specialist	\$679.00
		Replace Tiles - Mindarie Marina - Engineering	
		Western Resource Recovery Pty Ltd	\$2,541.00
		Empty Washdown Bay - Fleet Workshop - Building Maintenance	
		William Buck Consulting (WA) Pty Ltd	\$10,239.86
		Audit Review - Governance And Legal	
		Wilson Security	\$21,181.27
		Security Services For The City	
		Winc Australia Pty Limited	\$5,401.92
		Stationery For The City - August 2020	
		Work Clobber	\$351.00
		PPE - Various Employees	
00003948	24/09/2020		
		Ms Lisa Lu	\$360.00
		Vehicle Crossing Subsidy	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00003949	29/09/2020	Hard Hat Media & Communications	\$3,899.50
		Pre-Construction Dilapidation Survey - Kingsway Olympic - Assets	
00003950	29/09/2020	City of Wanneroo - Municipal Bank Account	
		Bank Fees & Credit Card Payments \$43,464.06 - August 2020 - Breakdown On Page	
00003951	30/09/2020	Synergy	\$7,225.53
		Power Supplies For The City	
00003952	30/09/2020	Rates Refund	\$1,054.00
		City of Wanneroo	\$57,233.01
		Rates - A/N 3270184 - 2020 / 2021 Tamala Park Disposal Site 1700 Marmion Avenue	
		Cr Paul Miles	\$654.48
		Travel Allowance 01.08.2020 - 31.08.2020	
		Homebuyers Centre	\$8,000.00
		Refund - 4 Street & Verge Bonds	
		Landgate	\$120.04
		Unimproved Values Chargeable - Rating Services	
		LD & D Australia Pty Ltd	\$305.60
		Milk Deliveries For The City	
		Miss Clodagh Gregg	\$150.00
		Dog Registration Refund - Sterilised - Lifetime	
		Miss Karis Clements	\$150.00
		Dog Registration Refund - Sterilised	
		Rates Refund	\$496.77
		Rates Refund	\$407.06
		Mr Ian Mullane	\$200.00
		Volunteer Payment	
		Rates Refund	\$1,005.92
		Mr John Emberson	\$1,000.00
		Refund - Street & Verge Bond	
		Mr Kenneth Staveley	\$2,000.00
		Refund - Street & Verge Bond	
		Mr Kyle Howarth	\$1,000.00
		Refund - Street & Verge Bond	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Mr Mark Anderson	\$2,000.00
		Refund - Street & Verge Bond	
		Mr Nigel Smith	\$30.00
		Dog Registration Refund - Sterilised	
		Mr Oliver Dale	\$2,000.00
		Refund - Street & Verge Bond	
		Rates Refund	\$837.37
		Rates Refund	\$480.00
		Mrs Judie Sapstead	\$1,000.00
		Refund - Street & Verge Bond	
		Mrs Nicole Ades	\$1,000.00
		Refund - Street & Verge Bond	
		Ms Anne Welsby	\$2,610.00
		Reimbursement - Study Assistance	
		Ms Sarah Burnett	\$150.00
		Dog Registration Refund - Sterilised	
		Ms Teputiki Kainuku	\$360.00
		Vehicle Crossing Subsidy	
		Pure Homes Pty Ltd Trading As B1 Homes	\$2,000.00
		Refund - Street & Verge Bond	
		Quinns Baptist Community Care	\$460.00
		Donation - Expense Of Items Outlined During The Covid-19 Pandemic For Period July - September 2020	
		SSB Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$2,046.60
		Refund - 2 Street & Verge Bonds	
		Urban Development Institute of Australia WA Division Incorporated	\$180.00
		Registration - Innovation And Best Practice - 23.10.2020 - 1 Attendee - Planning	
		Ventura Home Group Pty Ltd	\$20,000.00
		Refund - 10 Street & Verge Bonds	
		Water Corporation	\$13,878.52
		Water Supplies For The City	
		Total Director Corporate Services Advance - EFTs	\$18,968,766.12
NATIONAL AUSTRALIA BANK			
00003931	08/09/2020		
		National Australia Bank	
		Flexipurchase - May 2020	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Assets	
		Boya Equipment Pty Ltd - Backpack Sprayers	\$370.00
		BP Express Currumbine - Fuel Card Declined Due To Incorrect Fuel	\$143.64
		Bunnings - Hardware Purchases	\$679.84
		Landsdale Plants - Replacement Plants	\$10.80
		Logmein Australia Pty Ltd - License To Use An Operating System - Rainbird Controller Kingsway	\$593.75
		Mirco - Fertilisers	\$236.00
		Sonic Healthplus - Medical Fees For The City	\$904.20
		Toolmart Australia Pty Ltd - Masonry Drill Bits	\$27.90
		Western Power - Design Fee Of A Power Upgrade At Provost Park	\$1,327.79
		Asset Maintenance	
		Advanced Lock Key - Keys	\$22.00
		Alspec - Trim Angle	\$52.65
		BA Equipment Group Pty Ltd - Carton Of Grease Cartridges	\$275.44
		Barnetts Architectural Hardware - Seal	\$109.21
		BP Express Currumbine - Fuel For Wacker - Card Expired	\$6.77
		Bunnings - Hardware Purchases	\$6,430.16
		Cleanaway Operations Pty Ltd - Workshop Parts Washer Hire And Maintenance November 2019 - February 2020	\$1,638.82
		Clutch And Brake Australia - 2 Clutch Kits	\$2,462.06
		Coles - Methylated Spirits	\$9.60
		Comsupply - PS16 (100M Roll)	\$128.67
		Direct Fasteners - Nuts And Bolts	\$140.80
		NSM Sheet Metal - 3 Toilet Covers	\$187.00
		Pattos Paint Shop - Paint Supplies	\$121.50
		Perth Audio Visual - Mixer Amplifier	\$734.71
		Taldara Industries P/L - Stainless Steel Polish	\$88.68
		The Hire Guys Wangara - Concrete Blades	\$700.00
		Tradelink - Bend Stormwater	\$128.06
		Valspar Joondalup - Paint Supplies	\$541.42
		Winning - Euro Scliners	\$1,359.00
		Work Clobber - Employee PPE	\$704.70
		Business Manager Aquamotion & Kingsway	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Bunnings - Hazard Tape And Gaffer Tape	\$58.32
		Department Of Health Pharmacy - Poisons Permit	\$127.00
		Facebook - Advertising For Swimschool	\$45.00
		Fitness Australia Ltd - Business Registration Renewal	\$750.00
		Health Department Of WA - Poisons Permit Change Of Name Details	\$82.00
		Kmart - Display Folders	\$25.00
		RLSSWA - Swim School Program Lesson Accessories	\$230.50
		Wanneroo Central News - Card Noticeboard	\$11.40
		Community & Place	
		Kmart - Materials For Bean Bag Fill	\$12.00
		Red Dot Stores - Materials For Clarkson Youth Centre	\$13.00
		Community Development	
		Bunnings - Materials For Centres	\$22.46
		Coles - Food And Materials For Centres And Outreach	\$100.75
		Darch Supa IGA - Materials For Youth Videos	\$6.05
		Kmart - Materials For Masterpiece Wanneroo Videos	\$8.00
		Mentimeter - Mentimeter Subscription	\$461.15
		Pathways Australia - Team Leader Training	\$99.00
		Red Dot Stores - Materials For Youth Videos	\$59.99
		Community Safety & Emergency Management	
		Kmart - Sandwich Maker	\$29.00
		Supercheap Auto - 2 Ramps	\$239.98
		Officeworks - Stylus for Ranger tablet trial	\$61.00
		Council & Corporate Support	
		Access All Areas Train - Training Courses For Hospitality	\$248.00
		Aldi Stores - Catering Items	\$8.91
		Coles - Catering Items	\$438.06
		Epic Catering Services - Catering Items	\$48.00
		Cultural Development	
		Awe And Wonder - Music Instruments - Museum Education Program	\$60.90

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Big - Charging Cables & Toys	\$196.00
		Bookdepository.Com - Books For Museum	\$92.36
		Bookwhen - Software Sub - Booking Program - Museum Education Programs	\$390.00
		Bunnings - Chalk Marker	\$9.79
		Cleverpatch Pty Ltd - Program Resources - Libraries	\$195.17
		Coles - Cleaning/ Sanitising Products	\$40.50
		Curio Warehouse - Type Writer - Museum In A Box	\$145.00
		Fantastic Furniture - Tables - Museum Education Programs	\$87.00
		HR Daily - Webinar Registration - Navigating Complex Performance Related Dismissals	\$102.00
		Ikea Pty Ltd - Rack For Staff Coats	\$12.99
		JB HiFi - Local Stock Purchase	\$152.89
		Kmart - Program Materials	\$617.45
		Leederville Cameras - Equipment For Recording	\$834.00
		Lehmans - Direct Sales - Old Fashioned Scrubbing Board	\$86.32
		Mocka Products Pty Ltd - Items For The Junior Area Of Library	\$301.65
		Modern Teaching Aids - Program Materials	\$2,413.60
		Museums Australia - Professional Learning - Museum	\$30.00
		Officeworks - Stationery Items	\$277.03
		Paypal - 8 Electronic Head Counter Clickers	\$71.92
		Priceless Wanneroo - Sanitisers For Libraries	\$175.50
		QBD The Bookshop - Local Stock Purchase	\$309.84
		Red Dot Stores - Sanitisers - Libraries	\$114.93
		Sp * Elizabeth Richard - Reading Book Tubs	\$109.25
		Sp * ITF Supplies - Typewriter Ribbons	\$47.75
		The Educational Express - Resources For Children's Programs	\$377.23
		The Reject Shop - Program Materials	\$1.50
		Theliftedbrow.Com - Museum Resource	\$34.99
		Vimeo.Com - Video Membership	\$111.10
		Woolworths - Funnel For Measuring Sanitiser	\$3.00
		Customer & Information Services	
		Adobe PS Creative Cld - 1 Creative Cloud Photoshop Subscription	\$45.99

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Asic - Company Search	\$9.00
		Google Cloud 01E77C-D8 - Google Cloud Monthly Fee	\$100.00
		Inflectra Corporation - Spiratest 20 User Edition	\$6,032.50
		Information Enterprise - Classification And Indexing Of Business Records	\$220.00
		Paypal - Pandemic Planning - Zoom Standard Pro Monthly	\$230.89
		Marketing, Communications and Events	
		Campaignmonitor.Co - Enewsletter	\$2,261.02
		Facebook - Advertising	\$664.06
		Freshworks Incorporated - Commjobs Ticketing System	\$413.07
		Imagazine Ag - Facebook Advertising	\$39.38
		Officeworks - Earphones For Online Team Zoom Meetings	\$31.91
		Wanewsdti - Refund For Cancellation Of Newspaper Subscription	-\$80.41
		Parks & Conservation Management	
		Work Clobber - Employee PPE	\$205.00
		Bunnings - Hardware Purchases	\$71.21
		Northern Lawnmowers - 2 Brush Cutter Chaps	\$142.00
		People & Culture	
		Kmart - 10 i-Reward Vouchers	\$200.00
		Yourmember-Careers - Institute of Public Works Engineering Australasia	\$374.00
		Waste Management	
		Work Clobber - Employee PPE	\$147.60
		Battery World - Battery For Suction Pump	\$130.00
		Total	\$41,958.62
00003932	08/09/2020		
		National Australia Bank	
		Flexipurchase - June 2020	
		Assets	
		Bunnings - Hardware Purchases	\$502.12
		Mirco - Organic 2000 And Tree-Ties	\$201.00
		Officeworks - Payroll Tablet Accessories	\$41.38
		Pharmco (WA) Pty Ltd - Everlasting Seeds	\$858.00
		The Rigging Shed - Rope Purchase	\$132.00

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Toolmart Australia Pty Ltd - Tool Purchases	\$650.00
		Work Clobber - Employee PPE	\$19.75
		Asset Maintenance	
		Advanced Lock Key - Locks	\$55.00
		Alspec - T-Section 40 X 40 X 3mm	\$49.48
		Barnetts Architectural Hardware - Hardware Purchases	\$1,503.86
		Bunnings - Hardware Purchases	\$5,290.79
		Calidad Industries - Diffuser	\$50.00
		Carcare Joondalup - Vehicle Pickup Charge	\$22.00
		Cleanaway Operations Pty Ltd - Workshop Parts Washer Hire And Maintenance	\$419.13
		Cool Breeze Rentals - Refund - Hire Of Evaporative Cooler In Main Workshop	\$2,551.06
		Diamond Lock & Key - Locking Services	\$300.00
		Direct Fasteners - Long Bolts	\$139.15
		Fielders - Custom Flashing	\$778.45
		Jaycar - Joondalup - Car USB Adapter	\$7.95
		Live Taxi Australia - Taxi To Joondalup Smash Repairs	\$28.66
		Monier Prime Pty Ltd - Hacienda Vermillion Tiles	\$96.00
		Murolo Tt Pty Ltd - Tool Bag	\$49.00
		Nappy Express Hire Services - Workshop Uniform Laundering.	\$1,168.31
		Noregon Systems - Software Renewal - Allison Transmission Diagnostics	\$594.37
		Northern Lawnmowers - Filter Bag	\$64.80
		Petra Equipment - Semake Ingredient Dispensers	\$256.80
		Quaylie Pty Ltd - Vehicle Wash And Interior Clean	\$50.00
		Repco Banksia Grove - WD 40	\$16.00
		Rsea Pty Ltd - Employee PPE	\$109.95
		Seabreeze Boating - Service Outboard Motor	\$285.00
		Swan Taxis - Drop Vehicle To Joondalup Smash Repairs	\$35.28
		Valspar Joondalup - Paint Supplies	\$1,560.27
		Woolworths - Retirement Gift Cards For Gail Frichot	\$1,500.00
		Work Clobber - Employee PPE	\$322.60
		Business Manager Aquamotion & Kingsway	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Australian Swimming - Swim School Registration	\$375.00
		Big - Wireless Mouse	\$49.95
		Bunnings - Hardware Purchases	\$78.28
		Cleverpatch Pty Ltd - Creche Craft Supplies	\$100.60
		Coles - Crèche Craft Supplies	\$32.00
		Facebook - Advertising - Swim School	\$19.99
		Imagesource - Creche Craft Supplies	\$27.50
		KFC* Edwardstown - Fraudulent Transaction - Reported To Bank / Credit Card Stopped	\$54.20
		Little Smiles Pty Ltd - Crèche Supplies	\$454.61
		Red Dot Stores - Covid Safety And General Items	\$16.00
		RLSSWA - Resuscitation Refresher - 2 Employees	\$39.60
		Clark Rubber - Aquabroom Cleaner	\$155.00
		Community & Place	
		Aldi Stores - Snacks - Clarkson Youth Centre	\$34.42
		Community Development	
		Coles - Materials For Youth Centre	\$38.50
		Sparkol - Annual Subscription	\$213.04
		SurveyMonkey - Subscription	\$349.09
		Community Safety & Emergency Management	
		Merriwa Supa IGA - Catering - Sector Commander Course	\$52.59
		Officeworks - Stationery Items	\$196.97
		Subway Butler - Catering - Training Courses	\$416.75
		The Pickled Herring - Catering - Training Courses	\$570.00
		Two Rocks IGA - Catering - Training Courses	\$17.19
		Woolworths - Catering - Training Courses	\$55.35
		Council & Corporate Support	
		Coles - Catering Items	\$289.47
		Epic Catering Services - In House Catering Requests	\$52.00
		Wanneroo Fresh - In House Catering Requests	\$51.66
		Warequip Solutions Pty - Trolley - Hospitality Use	\$317.90

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Cultural Development	
		Amazon Au - Old Phone - Museum	\$168.00
		Amazon Prime Membership - Membership	\$6.99
		Bookdepository.Com - Local Stock	\$183.81
		Bunnings - Cabinet And Batteries	\$64.89
		Coles - Gloves	\$26.00
		Dymocks Online - Book Club Kits	\$4,151.41
		Essential Ingredient - Cutting Boards	\$263.93
		Ezi*Teaching Shop Pty Ltd - Books - Migration Education Program	\$150.85
		Fingerprinting Services - Tags - Books On Wheels Bags	\$144.75
		Harvey Norman Av/It - Electrolux Stick Vacuum	\$299.00
		Howards Storage - Kitchen Organisers	\$64.85
		HR Daily - Refund - Cancelled Webinar Registration	\$102.00
		Kmart - Program Resources	\$271.00
		Powerpak Group Pty Ltd - Program Materials	\$243.49
		Red Dot Stores - Hand Sanitizers, Storage Tubs, Tag Ties	\$624.00
		Sp * Elizabeth Richard - Carpet Spots / Discs	\$411.14
		The Educational Experience - Credit	\$235.40
		Totally Workwear - Employee PPE	\$310.05
		Two Rocks IGA - Water Refills	\$59.75
		Wanewsditi - West Australian Subscription	\$432.00
		Woodvale Chemist - Hand Sanitisers And Moisturiser	\$216.74
		Woolworths - Sanitiser Products	\$415.00
		WWC-Communities - Working With Children Renewal	\$87.00
		www.Gould.com.au - Local Stock Purchase	\$172.95
		Customer & Information Services	
		PP*Fastspring - Snagit® Government Maintenance Renewal - 6 Licences	\$86.04
		Paypal - Charge Name: Zoom Standard Pro Monthly	\$184.71
		Paypal - Epson Workforce Wireless Printer, 3 Wireless Mouse, 3 Headphones	\$194.49
		Paypal - External Hard Drive And Portable HDD	\$276.00
		Paypal - Exchange Server Update - 4 16gb Ram Modules	\$364.04

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Paypal - Epson Workforce Wireless Printer, 3 Wireless Mouse Silver, 3 Headphones Black	\$398.95
		Online Asset Labels - It Asset Stickers	\$473.00
		Exclaimer - Signature Manager Exchange Edition 2.0 - 1200 Users - Annual Renewal Period	\$779.00
		Rastogi Holdings Pty Ltd - 4 Thermal Receipt Printer	\$1,158.00
		Australia Post - Post Redirection -	\$1,280.00
		Paypal - APNIC Annual Membership	\$1,298.00
		Marketing, Communications and Events	
		Aliment (WA) P/L - Business Hospitality	\$8.70
		Campaignmonitor.co - Enewsletter	\$2,211.65
		Facebook - Advertising	\$798.30
		Freshworks Incorporated - Commjobs Ticketing System	\$392.49
		Identity Perth - Cineads Advertising & Christmas Card Animation	\$5,876.20
		Imagazine Ag - Facebook Advertising	\$37.08
		Town Team Movement Events - Training Course	\$99.00
		Adobe PS Creative Cloud - Photoshop Monthly Subscription	\$45.99
		Big - Coloured Post In Notes	\$27.50
		Google Cloud -Search Monthly Fee	\$79.57
		Netregistry - Renewal wannerooevents.com.au & wanneroomuseumrepatriation.com.au Domain Renewal	\$76.85
		Paypal - Monthly Zoom Subscription	\$46.18
		Parks & Conservation Management	
		Bunnings - Hardware Purchases	\$230.93
		Mirco - Tree Tie	\$125.90
		Richgro Garden - Lawn Mix	\$40.00
		Work Clobber - Employee PPE	\$375.30
		People & Culture	
		SurveyMonkey - Renewal Of Subscription	\$288.00
		Property Services	
		The Real Estate Institute - Training - REIWA Strata Reform	\$35.00
		Total	\$44,380.77

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Total - National Australia Bank	\$86,339.39
		Total - National Australia Bank & EFT's	\$19,055,105.51
CANCELLED CHEQUES FROM PREVIOUS PERIOD			
119966	25.08.2020	Trillium Software Pty Ltd	-\$5,882.80
119947	18.08.2020	All Class Tiling Services Pty Ltd	-\$9,240.00
116679	07.05.2019	Disciples of God Incorporated	-\$214.80
116763	21.05.2019	Goodlife Operations	-\$280.00
116648	07.05.2019	Andrew Van Der Merwe	-\$441.00
119987	25.08.2020	Ms Lisa Lu	-\$360.00
		Total	-\$16,418.60
MANUAL JOURNAL			
11807/2021	30.09.2020	Lodgement Fee 25.9.2020 26 Unpaid Infringement	\$2,002.00
11744/2021	21.09.2020	Returned Creditor Reject Bank Fees 16.9.2020	\$2.50
11744/2021	21.09.2020	Lodgement Fee 16.9.2020 18 Unpaid Infringements	\$1,386.00
11724/2021	11.09.2020	Lodgement Fee 3.9.2020 31 Unpaid Infringements	\$2,387.00
		Total	\$5,777.50
TOWN PLANNING SCHEME			
		Cell 4	
		Castledene Gregory - Legal Fees	-\$18,615.00
		Cell 9	
		Ecoscape Australia Pty	\$990.00
		Total	-\$17,625.00
GENERAL FUND BANK ACCOUNT			
		Payroll Payments - September 2020	
		08.09.2020	\$4,181.50
		08.09.2020	\$10,182.43
		08.09.2020	\$1,708,175.28
		22.09.2020	\$1,785.68
		22.09.2020	\$1,719,606.17
		22.09.2020	\$2,329.73
		Total	\$3,446,260.79

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00003950	29/09/2020		
		City of Wanneroo - Municipal Bank Account	
		Bank Fees - August 2020	
		GLF Trans Fee	\$50.00
		CBA Merchant Fee	\$26,007.53
		Bpay Fees Debtors	\$36.44
		Bpay Fees Rates	\$13,433.38
		Bpoint Fees Debtors	\$1.43
		Bpoint Fees Rates	\$427.12
		Commbiz Fee	\$292.50
		Commbiz Fee	\$202.51
		Account Service Fee	\$267.50
		Total	\$40,718.41
		Credit Card Payments - August 2020	
		H Singh	
		Australian Organics Recycling Association - Membership Renewal 2020 / 2021	\$559.93
		Parking Fees	\$7.17
		Western Power - Install / Modify Streetlights - Hartman Drive	\$1,493.76
		M Yildiz	
		Parking Fees	\$17.25
		Australia Post - Registered Post Envelope	\$7.20
		M Dickson	
		Local Government Planning Association - Registration - Planning Reform For Better Places - 2 Attendees	\$170.00
		Parking Fees	\$8.08
		N Jennings	
		Arnos - Single Polyprong Prongs (Print Room)	\$11.00
		Sunny Side Up - Business Hospitality – A&R Meeting In Leederville with DCSP, EMGL , Cr. Treby and Martin & Conley from William Buck.	\$61.40
		Australian Institute Of Management - Registration - Inspirational Leader Series - 2 Attendees	\$88.00
		Parking Fees	\$15.37
		D Simms	

WARRANT OF PAYMENTS SEPTEMBER 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Dome - Business Hospitality - Site Visit To Shire Of Northam Aquatic Facility	\$265.76
		Lawley's Bakery - Business Hospitality - Prior To Meeting With Minister Saffioti	\$26.70
		N Smart	
		Mailchimp - Monthly Subscription	\$14.03
		Total	\$2,745.65
		Total Bank Fees And Credit Cards	\$43,464.06
		Recoup to Director Corporate Services Advance A/C	\$19,288,964.67
		Direct Payments Total (Includes Payroll, Advance Recoup, Credit Cards And Bank Fees)	\$22,778,689.52

Attachments: Nil

Customer & Information Services

3.9 19216 - Tender Recommendation for the Procurement and Implementation of the Asset Management Information System

File Ref:	29255V04 – 20/401273
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider Tender No. 19216 for Procurement and Implementation Services for Asset Management Information System (AMIS).

Background

A significant output from the 2013/14 Operating Model Review was an Enterprise Software Roadmap defining an information systems and technology replacement vision and a shift towards best of breed information technology (IT) deployment models. The refreshed program level business case outlined the case for change in the replacement of a number of core and non-core systems. The RSM Australia Pty Ltd report was discussed with the Elected Members in March 2016 and its recommendations were built into the Long Term Financial Plan and the Information Systems Plan. The Core Systems Replacement (CSR) Program is a key enabler to fulfilling the City's community vision by providing a foundation to a scalable solution that addresses the City's rapid growth trajectory, transformation towards a customer-centric operating model, and growing compliance and reporting requirements. One component of the Core Systems Replacement Program is the renewal of the City's Asset Management Information System (AMIS), which is the subject of Tender No. 19216.

In catering for the needs of current and future generations, the City defined its community vision through the four strategic themes of Environment (built and natural), Society, Economy and Civic Leadership. The City's Information Communication Technology Strategy and Roadmap 2017-2022 embraces technology as a key enabler towards this community vision, given its role in supporting two-way communication with the community, harnessing information to support strategic decision making, and driving efficient business process and organisational productivity.

This vision is underpinned by a transformative information systems and technology vision that reinforces customer centricity through the optimisation of online channels enabled by web centric solutions. To deliver this, the City's core systems require renewal and it is proposed that a best in class, scalable solution is adopted.

The City is seeking to engage a supplier to replace the incumbent Road Assessment & Maintenance Module, with a best of breed system, including interfacing with all other applicable corporate systems, including provision to interface with oncoming corporate systems, progressively replaced under the Enterprise Systems Renewal Program. Interfaces should provide for real-time information flows, as far as possible and practical.

The successful tenderer will be engaged to supply, configure and maintain, through software licence and maintenance agreement (including patches and version upgrades) a best of breed AMIS.

Detail

Tender No. 19079 Expression of Interest Procure and Implement Asset Management Information System was advertised on 20th April 2019 and closed on 5th June 2019.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Software and Services (AMIS) Supply Contract
Contract Type	Schedule of Rates
Contract Duration	5 years
Commencement Date	Two weeks after Letter of Award, and following successful negotiation of commercial terms.
Expiry Date	As per negotiated date.
Extension Permitted	Yes, four periods of three years.
Rise and Fall	Maximum Perth All Groups CPI increases upon extensions.

Submissions were received from the following;

- allaboutXpert Australia Pty Ltd
- Assetic Australia Pty Ltd
- Deighton Associates Ltd
- Enzen Australia Pty Ltd
- Info Global Solutions
- Jones Lan la Salle (NSW) Pty Ltd (JLL)
- Millenium Insights
- Open Office Pty Ltd (Microsoft)
- Pitney Bowes Australia Pty Ltd
- PrimeQ (Oracle)
- RAMM Software Pty Ltd
- SMEC
- SSG Insight

On the 15th August 2019 the Chief Executive Officer, in accordance with the Delegation 1.1.17(2) of the Delegation Authority Register – Seeking Expression of Interest Goods and Services accepted the recommendations from the Tender Assessment Panel, determining the following submissions as being capable of satisfactorily providing the goods and services and as acceptable Tenderers to proceed to the Restricted Tender stage of the process:

- Assetic Australia Pty Ltd
- Open Office Pty Ltd
- Pitney Bowes Australia Pty Ltd
- PrimeQ
- RAMM Software Pty Ltd
- Info Global Solutions

Restricted Tender 19216 invitations were issued on 3rd February 2020 and closed 2nd April 2020, with Tender submissions received from the following Tenderers:

- Assetic Australia Pty Ltd
- Open Office Pty Ltd
- RAMM Software Pty Ltd

The Tender Evaluation panel comprised:

- Chief Operating Officer;
- Coordinator Business Systems;

- Project Manager Asset Management Information Systems;
- Asset Management Information System Project Analyst;
- Acting Senior Project Officer;
- Coordinator Engineering Maintenance;
- Manager Asset Planning; and
- Coordinator Assets Planning.

The City's Contracts Officer facilitated the tender process.

Probity Oversight

Oversight to the tender assessment process was undertaken by William Buck Consulting (WA) Pty Ltd as external probity advisor.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**). The PEP included the following four step process:

Step No	Description	Purpose
1	Gateway / Compliance	Elimination of inadequate or over budget responses
2	Shortlisting Process	Mechanical Quantitative and Qualitative assessment of responses against requirements.
3	Vendor Demonstration	Panel plus subject matter expert assessments (including from Finance) of vendor demonstrations of functional and non-functional requirements. Financial assessment performed by Equifax for each tender response.
4	Value for Money Assessment	Reference checking and value for money assessments

Pricing was considered in Step 1 to consider any submissions received which exceeded the City's budget expectations (financial threshold) and was considered as part of the overall Value for Money Assessment in Step 4.

Evaluation Step 1 – Gateway Process

An initial assessment was undertaken to determine the completeness and financial threshold assessments for each Tender response:

Tenderer	Assessment
Assetic Australia Pty Ltd	Complete and within financial threshold*
Open Office Pty Ltd	Complete and within financial threshold
RAMM Software Pty Ltd	Complete and within financial threshold

*The Financial Threshold was set as the total estimated contract budget, of \$1.93M; with (up to) +10% variance of the total estimated upfront costs.

Evaluation Step 2 – Shortlist Gate Process

The Shortlist Gate Process considered the quantitative and qualitative mechanical assessment to the functional and non-functional requirements, corporate capability and reference site engagement.

The Shortlist Process resulted in the following ranking:

Tenderer	Ranking
Assetic Australia Proprietary Limited	1
RAMM Software Pty Ltd	2
Open Office Holdings Pty Ltd	3

Based on the accumulation of all prior evaluation step rankings and the outcomes of financial assessments and reference checks, RAMM and Assetic were shortlisted for Vendor demonstrations in July and August 2020.

Evaluation Step 3 – Vendor Demonstrations of Product and Presentation of Capability Statements

Each shortlisted Tenderer was required to demonstrate their tendered products against functional requirements contained in the Tender Specification and a list of specific scenarios, as well as address capability categories. Tenderers' demonstrations and capability statements were evaluated by a core evaluation team and subject matter experts for the various software modules and capabilities demonstrated.

Both tenderers were allotted four half days for their demonstrations, via Zoom communications, with each demonstration recorded.

The Tenderer Demonstration Process resulted in the following ranking:

Tenderer	Ranking
Assetic Australia Pty Ltd	1
RAMM Software Pty Ltd	2

Financial Viability

Advanced financial assessments were undertaken against each tenderer in August 2020 by Equifax Australasia Credit Ratings Pty Ltd, which didn't suggest any Tenderer should be disqualified based on their financial assessment.

The Tenderer Financial Viability resulted in the following ranking:

Tenderer	Ranking
Assetic Australia Proprietary Limited	1
RAMM Software Pty Ltd	2

Reference Checking

Reference checks were completed with Local Governments of comparative size. The references did not highlight any issues or concerns for either Tenderer, but did not impact the final decision for progression to the Assessment Stage.

Evaluation Step 4 – Value for Money Assessment

The Value for Money Assessment utilised the relative value for money index with the following ranking:

Tenderer	Ranking
Assetic Australia Proprietary Limited	1
RAMM Software Pty Ltd	2

The Tender Assessment Panel recommended the Assetic Tender as the best value for money tender.

The Confidential Attachment 1 provides more details in the evaluation process.

Consultation

William Buck Consulting (WA) Pty Ltd, external probity advisor, provided oversight to the tender assessment process; Governance & Legal provided advice on contract departures; and Strategic

Extensive consultation was undertaken with all service units within the City to derive the requirements for the system and will continue throughout the project planning and implementation phases, to ensure the solution configuration meets stakeholders' requirements and that the transformational change is managed to achieve expected benefits for the City.

Subject to Councils decision on the recommendations made in the Report, the City will become a member of the Assetic User Group and with on-going consultation with Assetic and other Users will continue to build our knowledge and maturity.

Comment

The tender submission from Assetic Australia Pty Ltd satisfied the overall value for money assessment in accordance with the assessment criteria as detailed in the Procurement and Evaluation Plan. Assetic is therefore recommended as the successful tenderer, pending satisfactory resolution of commercial terms.

Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.3 Progressive Organisation

4.3.1 Lead excellence and innovation in local government”

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-002 Technological Advancement	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-005 Corporate Systems	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-009 Integrated Reporting	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Financial and Performance Risk

Financial Risk

The Financial capacity of Assetic Australia Pty Ltd at the time of tendering was assessed by Equifax Australasia Credit Ratings Pty Ltd as acceptable, which included obtaining a Parent company Guarantee, and ongoing financial monitoring, with a termination clause for unsatisfactory performance.

Assetic has confirmed its acceptance of the additional requirements.

Performance Risk

Assetic has a long track record of expertise and experience in delivering Asset Management outcomes to all tiers of Government and the private sector.

Assetic incorporate a wealth of best practice developed from working in the asset management domain with over 140 Local Government organisations across Australia and 21 years of maturity in Strategic Asset Management.

Assetic Australia Pty Ltd indicated that it has had no client disputes and no notices of default during the last five years and has had no direct involvement with the City of Wanneroo.

Three reference sites were provided by Assetic Australia Pty Ltd to allow the City to assess their performance on projects where they provided similar services to those being procured by this Tender. These checks provided no indication of risk associated with the selection of Assetic Australia Pty Ltd to perform these services at the City of Wanneroo. All feedback was positive and indicated that the recommended tenderer has high customer satisfaction ratings and a reputation for on time and on budget implementation services delivery.

Departures from the City's Contract Terms requested by Assetic Australia Pty Ltd are of a commercial nature and will be subject to satisfactory negotiation.

The implementation schedule is to be staged over three (3) years, with expected completion by December 2023, subject to Contract commencement from January 2021.

Delivery milestones:

1. Contract commencement
2. Vendor Discovery and City approval of the Solution Design Document
3. Phase 1 - System implementation of high value assets (configuration, testing, training, go-live)
4. Phase 2 – System implementation (configuration, testing, training, go-live)
5. Phase 3 - System implementation (configuration, testing, training, go-live).

Sustainable (Corporate Social Responsibility) Procurement

The Sustainable Procurement criterion was included in the Tender document, with a reduced rating. The standard weighting position had been altered as the Project had already completed an Expression of Interest and the six Tenderers were large organisations

Policy Implications

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

Financial (Budget) Implications

Estimated Contract Costs

Based on the preferred tenderer's schedule of rates, a calculation was made to determine the total value of the contract. The contract will run for five years and the total cost is as follows:

Item	Description	Scope	Total Value
Recommended Tenderer - Assetic	Total Estimated Implementation (Years 1 and 5) of operations	Services & Licence	\$1,763,072
Other Suppliers, Service Providers and Internal.	Other Costs – capital and operational	Resource, Hardware, Consultancy	\$2,407,912
	Contingency	Professional Services	\$300,000
TOTAL			4,470,984

At the completion of the Vendor Discovery stage the Tenderer is to provide the Solutions Design Document and the un-estimated Tender requirements. These requirements could not be estimated at this stage, due to a further need to analyse the functional requirements jointly with the recommended Tenderer. A refinement will be completed before the project execution of the third milestone – Phase 1.

The AMIS system will be delivered via Assetic Cloud subscription services. The benefits of the Software as a Service (SaaS) delivery model are outlined below:

- The Cloud is hosted in Australia with local disaster recovery solution;
- System administration is included in Cloud subscription fees;
- Security is managed by the Cloud service;
- On demand scalability;
- Costs of managing, patching and updating software and hardware is eliminated;
- Regular product updates.

The City will be required to run the legacy RAMM asset system for a transitional period, for the consolidation and reconciliation of the road segments in the new system and transition of Engineering Maintenance works management.

Budget allocation has been made in the approved Capital Works Program as noted below:

- 2020/2021 \$1,606,417

Further funding of \$569,449 has been listed in the LTFP for this project. In addition significant allocations have been made and will be required in the annual operating budget.

Estimated Overall Project Costs

The total capital spend is within the City cost estimate at the time of publishing.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **ACCEPTS** the tender submitted by Assetic Australia Pty Ltd for Tender No. 19216, for the supply and implementation of an Asset Management Information System, as per the schedule of rates in the tender submission and subject to satisfactory negotiation of contract terms; and
2. **NOTES** that funds will need to be allocated in the 21/22, 22/23 and 23/24 Capital Works Program and annual operating budgets to fully undertake the scope of works included in Tender number 19216.

Attachments:

1. *Tender 19216 - Confidential Attachment 1 Confidential*

ATTACHMENT 1**Tender 19216 Confidential Attachment 1**

This attachment is distributed under separate cover to all Council Members and is confidential under the terms of the *Local Government Act 1995 Section 5.23(2)* as follows:

- (e) (ii) a matter that if disclosed, would reveal information that has a commercial value to a person

Administration Use Only

Attachment 2 – HPE #20/441025

Council & Corporate Support

3.10 Donations to be Considered by Council - October 2020

File Ref: 2855V03 – 20/409076
 Responsible Officer: Director Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

To consider requests for donations and youth sponsorships in accordance with the City's Donations and Youth Sponsorships Policy (Policy).

Background

The Policy requires applications over \$500 from individuals and organisations to be determined by Council. Consequently a report is prepared for Council meetings, coinciding with a period where applications of this nature have been received.

With respect to requests for sponsorships, the Policy specifies that for National Events the amount provided will be \$200.00 per individual, capped at \$600.00 per team, and for International Events the amount provided is \$500.00 per individual capped at \$1,500.00 per team. Schools are capped at \$2,000.00 per school per financial year.

Detail

During this period, the City has received nil sponsorship requests and two community donation requests, which are summarised as follows. Copies of the full applications are available from Administration upon request.

Comment

Sponsorship Donations

Nil

Community Group Donations

Applicant 1 – Lions Cancer Institute	
Request amount	\$9,000.00
Description of request	A donation for 90 special needs children and children with cancer. Forty children from Roseworth Education Support Centre, Girrawheen and fifty children from Burbridge School, Koondoola to attend the special Children's Christmas Big Day Out held on 24 - 25 December 2020 at Auditorium Children's Hospital and local theatres.
Criteria	Evaluation
Potential for income generation	Nil
Status of applicant organisation	Registered Charity

Applicant 1 – Lions Cancer Institute	
Exclusivity of the event or project	For 90 special needs children and children with cancer from Roseworth Education Support Centre, Girrawheen and fifty children from Burbridge School, Koondoola.
Alignment with Council's existing philosophies, values and strategic direction	<i>Objective 1.1 – Healthy and active people – we get active in our local area and we have many opportunities to experience a healthy lifestyle.</i>
Alternative funding sources available or accessed by the organisation	Nil
Contribution to the event or activity made by the applicant or organisation	\$5000.00
Previous funding assistance provided to the organisation by the City	<p>\$1,000.00 – CS08-04/14 Donation for ten special needs children from City of Wanneroo to attend the Special Children's' Big Day Out.</p> <p>\$1,000.00 – CS04-02/15 Donation for ten special needs children from City of Wanneroo to attend the Special Children's' Big Day Out.</p> <p>\$2,000.00 - CS04/07/16 Donation for twenty special needs children from the City of Wanneroo to attend the Special Children's' Big Day Out.</p> <p>\$2,000.00 – CS06-12/18 Donation for fifty special needs children from the City of Wanneroo to attend the Special Children's Day Out.</p> <p>\$2,000.00 – CS07-02/20 Donation for fifty special needs children from the City of Wanneroo to attend the Special Children's Day Out.</p>
Commitment to acknowledge the City of Wanneroo	Yes
Comments	<p>The cost per child to attend is \$100.00 which includes a professional carer, pre-release movies, Santa, presents and show bags. As this request is for students from both Roseworth Education Support Centre and Burbridge School, Clause 5.4 applies as follows: “...<i>funding will be to a maximum of \$2,000.00 per school, per financial year to support students attending events</i>”. Therefore, in accordance with Policy, it is recommended to approve the maximum amount outlined within the Donations and Youth Policy, for the two schools as a combined total of \$4,000, which is also consistent with past donations (the difference being \$5,000.00 less than the requested amount overall).</p>

Applicant 1 – Lions Cancer Institute	
Recommendation	APPROVE the sum of \$4,000.00 to the Lions Cancer Institute for 90 special needs children or children with cancer from Roseworth Education Support Centre, Girrawheen and Burbridge School, Koondoola to attend the Special Children's' Christmas Big Day Out to be held on 24 - 25 December 2020 at Auditorium Children's Hospital and local theatres.
Reason	This recommendation is in accordance with Council's Policy.

Applicant 2 – Landsdale Christian School	
Request amount	\$600.00
Description of request	Request a donation for seven Year 10 students (Charlotte Allen, Shantel Cobb, Phoenix Lee, Sean Mudariki, Marya Riak and Sarah Samaan) to participate in the Community Service Trip to Broome and Derby from 20 - 29 October 2020.
Criteria	Evaluation
Potential for income generation	Nil
Status of applicant organisation	Not for Profit
Exclusivity of the event or project	Seven Y10 Students
Alignment with Council's existing philosophies, values and strategic direction	<i>1.1 Healthy and Active People 1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles</i>
Alternative funding sources available or accessed by the organisation	\$12,075.00
Contribution to the event or activity made by the applicant or organisation	\$5,000.00
Previous funding assistance provided to the organisation by the City	Determined under Delegated Authority \$500.00 October 2016. CS07/17 \$2,000.00 CS09-07/19 \$2,000.00
Commitment to acknowledge the City of Wanneroo	Yes
Comments	In accordance with Policy Clause 5.4, selection of individuals by schools are subject to the following criteria;- <i>"Funding will be to a maximum of \$2,000.00 per school, per financial year to support students attending events"</i>
Recommendation	APPROVE a request for sponsorship in the sum of \$600.00 to Landsdale Christian School for the participation of seven Y10 students to participate in the Community Service Trip to Broome and Derby from 20 - 29 October 2020.

Applicant 2 – Landsdale Christian School	
Reason	This request is in accordance with Council's Policy.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

The Policy states that sponsorship applications for attendance at National Events will be capped at \$600.00 per team (up to four teams) and Regional or State capped at \$600 per club. International events will be capped at \$1,500.00 per team and schools capped at \$2,000.00 per school per financial year.

Financial Implications

Budget 2020/2021	\$110, 000.00
Amount expended to date (17 September 2020)	\$150.00
Balance	\$109,750.00
Total of requests for this round: Donations (in this report):	\$9,600.00
Total this Round (recommended)	\$4,600.00
BALANCE	\$105,150.00

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. APPROVES a donation in the sum of \$4,000.00 to the Lions Cancer Institute for 90 special needs children or children with cancer from Roseworth Education Support Centre, Girrawheen and Burbridge School, Koondoola to attend the Special Children's' Christmas Big Day Out to be held on 25 December 2020 at Auditorium Children's Hospital and local theatres; and**
- 2. APPROVES a request for a donation in the sum of \$600.00 to Landsdale Christian School for the participation of seven Y10 students to participate in the Community Service Trip to Broome and Derby from 20 - 29 October 2020.**

3.11 Council Members Continuing Professional Development Policy

File Ref:	14553V09 – 20/389722
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	3

Issue

To consider the proposed Council Members Continuing Professional Development Policy.

Background

On 29 June 2019, the *Local Government Legislation Amendment Act 2019* (the **Amendment Act**) came into effect.

The Amendment Act recognised the unique and challenging role that Council Members have and introduced six key reforms for the *Local Government Act 1995* (the **Act**). One of these reforms focused on providing Members with the skills and knowledge to be an effective Council Member. As such, all Councils are now required to prepare and adopt a policy in relation to the continuing professional development of all Council Members.

Detail

The City of Wanneroo (the **City**) has a demonstrated history of supporting the professional development of all its Council Members. Council has long recognised the importance of training and upskilling of its Members, as this is evident through Council's existing commitment to training and education opportunities identified in the current Council Members' Fees, Allowances, Reimbursements & Benefits Policy (the **Current Policy**).

The Current Policy makes provision for Members to develop and maintain skills and knowledge relevant to their role as a Council Member through:

- Access to Professional Conferences relevant to the City's affairs;
- Specific training courses arranged by the Chief Executive Officer, to which all Council Members are invited;
- Training opportunities conducted by professional registered training organisations such as the Australian Institute of Company Directors (**AICD**), the Western Australian Local Government Association (**WALGA**), and the Australian Local Government Association (**ALGA**);
- Education courses relevant to the performance of the City's functions including financial management, corporate governance and social infrastructure, which are conducted by a Western Australian university, tertiary educational institution or registered training organisation; and
- Attendance at engagements that are directly relevant to the City's affairs.

The changes to the Act in 2019, now require that:

- In accordance with Section 5.126 "each Council Member must complete training in accordance with regulations." Regulation 35 of the *Local Government (Administration) Regulations 1996* (the **Regulations**) outlines these requirements; and

- In accordance with Section 5.128 *"a local government must prepare and adopt a policy in relation to the continuing professional development of Council Members."* The policy must be adopted by absolute majority decision.

Whilst Council already has established guidelines (in its Current Policy) to develop their skills as community leaders, in accordance with Section 5.128 of the Act, Administration has drafted the proposed Council Member Continuing Professional Development Policy (the **Proposed Policy**) for consideration (refer **Attachment 1**).

The Proposed Policy describes the City's approach to enable Council Members to meet their statutory obligations to undertake training and gives effect to the requirement to adopt a continuing professional development Policy.

In summary, the Proposed Policy includes:

- A Commitment Statement that reinforces Council's determination to access continuing professional development in order to positively represent the best interests of the City's community;
- Categories of development that are recognised as relevant to the role of Council Member; and
- Details related to the undertaking of mandatory training for Council Members in accordance with Regulation 35 of the Regulations.

In addition, it is proposed that the details contained in the Current Policy relating to professional development be transferred to the Proposed Policy. This will ensure that all of Council's existing provisions are contained within the one document.

Attachment 2 shows the provisions of the Current Policy that have been transferred to the Proposed Policy. As a result of this transferral, the Current Policy as reviewed and revised, also requires Council's endorsement (**Attachment 3**). Please note that the following minor changes are recommended to the existing provisions and have been incorporated into Attachment 2 and Attachment 3 as applicable:

1. Removing references to 'training' except the mandatory training required for legislative purposes, and replacing with the terminology of 'education' that also includes formal qualifications, short-courses, or training sessions;
2. Combining the previously divided allowance of training (\$1,000 per Councillor and \$2,000 for Mayor) and education (\$4,000 per Councillor and \$8,000 for Mayor), into one allowance under the heading of 'education'. No change to the overall allowance amount is proposed being a total of \$5,000 per Councillor and \$10,000 for Mayor;
3. The inclusion of the Institute of Public Administration as a provider of an educational course;
4. The accumulative allowance for corporate apparel has been amended to apply for the four year Term of Office for Council Members;
5. Increasing the maximum allowance for attendance at Speaking Engagements from \$230 to \$250 per engagement. This amount has not been amended since the Current Policy inception, and the proposed increase reflects the average rise in CPI over this time, as well as the increase to costs of such engagements;
6. Including the option for the CEO's nominee to effect the Policy, when necessary; and
7. Minor grammatical changes to reduce repetition, and make statements more concise or clear.

Consultation

Internal consultation has occurred with regards to this Proposed Policy, with input from Governance.

Comment

Nil

Statutory Compliance

The Act requires that:

“s5.126 –

1. *Each Council Member must complete training in accordance with regulations.*”

and

“s5.128 –

(1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of Council Members.*

* Absolute majority required.”

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 *Civic Leadership*

4.2 *Good Governance*

4.2.1 *Provide transparent and accountable governance and leadership*”

Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk register. Action plans have been developed to accept this risk to support existing management systems. This proposal aligns with the Civic Leadership objective of the existing Strategic Community Plan, Council should therefore consider the following risk appetite statement: 4.1 Working with Others and 4.2 Good Governance.

The City's defined risk appetite for 4.1 Working with Others, is articulated through the risk appetite statement as the City acknowledges that success in service delivery by the City cannot be achieved in isolation. It requires a collaborative approach, working with the community, partners, government agencies and the broader business community to achieve outcomes that are aligned to community aspirations. This will be achieved by being transparent with information and delivering and maintaining a consistent message when engaging with stakeholders. The City acknowledges that working with others involves managing any potential unfavourable feedback which could have a reputational impact however the City is prepared to accept a moderate level of reputational risk. Further the appetite for 4.2 Good Governance

is - The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party that jeopardises this. The City provides appropriate systems and processes to realise its values and achieve good governance. Decisions are aligned to policy to ensure non-compliance impacts are reduced as low as reasonably practicable (ALARP) and reputational damage is restricted to low. Therefore, the City accepts low or ALARP of compliance and governance risk.

Policy Implications

The Act requires that a local government prepare and adopt a policy in relation the continuing professional development of Council members. This Proposed Policy is presented for Council's consideration. Should Council endorse the Proposed Policy, then subsequent amendments are required to the existing Council Members' Fees, Allowances, Reimbursements & Benefits Policy.

Financial Implications

The financial cost of implementing this Policy will be considered in the City's annual budget process.

Voting Requirements




Absolute Majority

Recommendation

That Council:-

- 1. BY ABSOLUTE MAJORITY ADOPTS the Council Members' Continuing Professional Development Policy as detailed in Attachment 1; and**
- 2. ADOPTS the revised Council Members' Fees, Allowances, Reimbursements & Benefits Policy as detailed in Attachment 3.**

Attachments:

- | | | |
|---|-----------|---------|
|  Attachment 1 - Proposed Policy - Council Member Continuing Professional Development Policy | 20/231812 | Minuted |
|  Attachment 2 - Current Policy - showing mark up - Council Members' Fees, Allowances, Reimbursements & Benefits Policy July 2020 | 20/242760 | |
|  Attachment 3 - Proposed Revised -Council Members' Fees, Allowances, Reimbursements & Benefits Policy July 2020 | 20/242764 | Minuted |



Policy Manual

Council Member Continuing Professional Development Policy

Policy Owner:	Council and Corporate Support
Contact Person:	Manager Council and Corporate Support
Date of Approval:	Date the policy was approved by Council and Resolution Number

POLICY STATEMENT

The City of Wanneroo is committed to supporting Council Members to fulfil their role as leaders. This Policy describes the City of Wanneroo's approach to enable Council Members to meet their statutory obligations to undertake training and gives effect to the requirement to adopt a continuing professional development Policy.

POLICY OBJECTIVE

Council Members are required to make important decisions on a diverse range of matters. They must also understand relevant legislation and comply with meeting procedures, conflicts of interest and codes of conduct.

The *Local Government Act 1995* requires that:

"s5.126 –

1. *Each Council Member must complete training in accordance with regulations."*

and

"s5.128 –

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of Council Members.*

** Absolute majority required."*

SCOPE

This policy provides a framework for delivery of continuing professional development. It includes identifying categories of professional development and relevant organisations to equip Council Members with the knowledge, skills and competencies needed by a Council Member to perform their role as community leaders and determine the City's strategic direction.

The policy applies to all Council Members of the City of Wanneroo.



Policy Manual

CONTENTS

POLICY STATEMENT	1
POLICY OBJECTIVE	1
SCOPE	1
CONTENTS	2
DEFINITIONS	3
IMPLICATIONS	3
IMPLEMENTATION	3
1. Commitment to Continuing Professional Development	3
2. Mandatory Training for Council Members	4
3. Professional Conferences	5
4. Education	8
5. Speaking Engagements	9
6. Council Member Registration	9
7. Administration	10
APPROVALS, DELEGATIONS OR AUTHORISATIONS	11
REPORTING	12
ROLES AND RESPONSIBILITIES	12
DISPUTE RESOLUTION	12
EVALUATION AND REVIEW PROVISIONS	12
RELEVANT POLICIES/MANAGEMENT OR PROCEDURES/DOCUMENTS	13
REFERENCES/LEGISLATION	13
RESPONSIBILITY FOR IMPLEMENTATION	13



Policy Manual

DEFINITIONS

<i>CEO</i>	Chief Executive Officer of the City of Wanneroo
<i>Council</i>	Council of the City (the elected body)
<i>Council Member</i>	A person elected under the Local Government Act 1995 as a member of the council of the local government and includes the Councillors and Mayor of the local government
<i>Act</i>	Local Government Act 1995
<i>City</i>	City of Wanneroo Administration
<i>Regulations</i>	Local Government (Administration) Regulations 1996
<i>Registered training organisation</i>	An organisation providing Education and Training courses, resulting in qualifications or statements of attainment that are recognised and accepted by industry and other institutions throughout Australia.

IMPLICATIONS

(Strategic, Financial, Human Resources)

The financial cost of implementing this Policy will be considered in the City's annual budget process.

Training paid for in accordance with this Policy is to relate to the role of a Council Member and is required to have benefit to the City of Wanneroo and the community.

IMPLEMENTATION

1. Commitment to Continuing Professional Development

1.1 *Commitment Statement*

The Council is committed to providing continuing professional development to Council Members with consideration for the strategic direction of local government, skills gap among Council as a whole and the needs of individual Council Members.

Continuing professional development reflects the Council's ongoing determination to positively represent the best interests of the City of Wanneroo community.

Council Members have a unique and challenging role. Each Council Member is encouraged to seek the assistance of the Chief Executive Officer (and for Councillors - in conjunction with the Mayor) to identify their particular development requirements and appropriate courses, education and/or conferences to improve their skills and knowledge.



Policy Manual

1.2 *Categories of Professional Development*

The following professional development categories are recognised as relevant to the role of Council Member:-

- a) Leadership and Management;
- b) Corporate Governance
- c) Risk Management;
- d) Policy and Evaluation;
- e) Town Planning;
- f) Emergency Management;
- g) Environmental Management;
- h) Strategic Planning and monitoring;
- i) Financial Management - Understanding and application of financial policy and budgeting processes;
- j) Information & Communications Technology (including Social Media);
- k) Community Consultation;
- l) Public Speaking;
- m) Chairing Meetings;
- n) Time Management;
- o) Conflict Resolution; and
- p) Legislative Framework within which the City operates including but not limited to Codes of Conduct, Standards Panel, State Administrative Tribunal, Public Interest Disclosures, *Corruption and Crime and Misconduct Act 2003*.

- 1.3 Professional development is to be completed through a registered training organisation or recognised industry body, unless approved otherwise by the Chief Executive Officer.

2. **Mandatory Training for Council Members**

- 2.1 Commencing from October 2019, in accordance with Regulation 35 of the *Local Government (Administration) Regulations 1996*, a Council Member is to complete the course titled 'Council Member Essentials' within 12 months from the day on which the Council Member is elected.

- 2.2 The Council Member Essentials Course consists of five core modules:-

- a) Understanding Local Government;
- b) Serving on Council;
- c) Meeting Procedures;
- d) Conflicts of Interests; and
- e) Understanding financial reports and budgets.



Policy Manual

2.3 The Council Member Essentials Course may be undertaken at any of the following Training Providers:-

- a) North Metropolitan TAFE; or
- b) South Metropolitan TAFE; or
- c) WALGA.

2.4 **Exemptions**

- a) Council Members will not have to undertake "Council Member Essentials" if, in the previous five years, they have passed the:-
 - i. Council Member Essentials course, or
 - ii. 52756WA — Diploma of Local Government (Elected Member), or
 - iii. course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the Council Member is elected;
- b) A person who was a Council Member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 came into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

2.5 Mandatory training for Council Members will not be subject to CEO approval.

2.6 **Cost of Mandatory Training**

Costs to undertake mandatory training are determined by the Training Providers. The City shall meet the costs of all mandatory training courses for Council Members, including reasonable travel and parking expenses (if required), as determined by the Chief Executive Officer (or nominee).

3. **Professional Conferences**

3.1 **Attendance at Professional Conferences**

- a) Council recognises that attendance at professional conferences support Members continuing professional development. For the purposes of this policy, conference includes seminars and industry meetings.
- b) To enable members to develop and maintain skills and knowledge relevant to their role as a Member, the CEO (or nominee) may authorise attendance of a Member at a professional conference (including interstate and international) which is:-
 - i. considered by the CEO to be directly relevant to the City's affairs; and/or
 - ii. is attended by employees of the City; and/or



Policy Manual

- iii. is convened by the Western Australian Local Government Association (WALGA) including the Convention; and/or
 - iv. the ALGA National Congress, and/or
 - v. the LGMA National Congress; and/or
 - vi. the National Roads Forum; and/or
 - vii. relevant to the National Growth Area Alliance; and/or
 - viii. as part of the Western Australian Local Government Week; and/or
 - ix. a study tour/official delegation.
- c) In relation to study tours or official delegations, the CEO will refer all such proposals to a Council Forum for information first, prior to confirming any arrangements.
- d) Professional conference attendance is subject to sufficient funds being available in the Member Professional Conference Allowance.

3.2 Council Member Professional Conference Allowance

- a) Attendance by a Member at conferences or meetings listed in 3.1(iii) through 3.1(vii) inclusive will not be subject to CEO approval or the Member Professional Conference Allowance (**CMPCA**). For clarity, the City will meet costs associated with Members attending those conferences and/or meetings.
- b) A maximum annual CMPCA of \$5,000 per Councillor and \$10,000 for the Mayor, is available for professional development as outlined in this Policy (allowance amount set July 2013 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100).
- c) If the maximum annual CMPCA is not spent in any financial year then the difference is to be carried forward to the maximum annual allowance for the next financial year. To avoid doubt, the total maximum annual accumulative CMPCA is not to exceed \$10,000 per Councillor or \$20,000 for the Mayor in any financial year.
- d) The CMPCA may be used to meet the following costs subject to the conditions outlined in this Clause:-
- i. Registration for the conference dinner and welcome reception for the Member and one person accompanying the Member;
 - ii. Accommodation for the Council Member being in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;
 - iii. Food and beverages consumed by the Council Member during the conference;
 - iv. Taxi fares incurred as a result of the Council Member attending the conference;
 - v. Airfares to attend the conference if required;



Policy Manual

- vi. Costs associated with the attendance of a Council Member at any meetings or forums with other government bodies or associations, at the discretion of the CEO (or nominee).
- e) Where a Council Member takes private leave immediately before, during or after any professional conference attendance that exceeds four (4) business days in total, then only a one-way airfare (or 50% of a return airfare) will be funded by the CMPCA. For clarity, a Council Member will be required to personally meet the remaining costs of the airfare.
- f) An advance of \$130 per day for interstate travel and \$200 per day for overseas travel will be made available for food, beverages and travel costs during the conference. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.00. Original receipts must be provided for the acquittal of all advances and are to be received by the City within one (1) week of returning from the conference. Authorised expenditure over and above the daily advance will be refunded to the Council Member.
- g) Where necessary a hire car may be organised to enable attendance at a conference at the discretion of the CEO.
- h) Where a Council Member chooses to travel interstate by private motor vehicle instead of by air, then the costs incurred for accommodation and vehicle mileage (calculated in accordance with the Local Government mileage allowance) up to an equivalent amount that would have been expended had the travel occurred by air, may be claimed through the CMPCA.
- i) The costs incurred for meals and beverage may be claimed where it is reasonable for the Council Member to have incurred the expense as a result of Professional Conference attendance. Claims for costs will not be accepted where meals are provided as part of the event or activity or where the expense is incurred outside of reasonable travelling times, for example, more than one day in advance of, or after the end of, the event or activity. Council Members will generally not be reimbursed for the cost of meals or refreshments for other people.
- j) The extent to which the costs to attend a professional conference and/or professional meeting are to be reimbursed is the actual cost supported by original receipts or other sufficient information for the total cost to support the claim.
- k) All conference papers, Council Member reports on the event and/or other relevant materials will be published on the HUB Portal. Documents are to be forwarded to Council Support.



Policy Manual

4. Education

4.1 Council Member Education Session

- a) The CEO (or nominee) is authorised to arrange one or more Council Member Education Sessions in any financial year, to which all Members are to be invited, to a maximum total annual cost of \$20,000. (allowance amount set July 2013 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100).

4.2 Council Member Education Attendance

- a) Education can include formal qualifications, short-courses, or training sessions.
- b) The CEO (or nominee) is authorised to arrange the registration for a Council Member's attendance at any education course conducted by:-
 - i. Western Australian Local Government Association (WALGA) - including the Elected Member Development Program and the Diploma of Local Government (Elected Member).
 - ii. The Australian Institute of Company Directors; or
 - iii. The Institute of Public Administration Australia.
 - iv. Any training session considered by the CEO to be directly relevant to the City's affairs.
- c) The CEO (or nominee) is authorised to arrange at the request of a Council Member, the registration for a Council Member's attendance at an educational course of study which course is:
 - i. Conducted by a Western Australian university, tertiary educational institution or registered training organisation; and
 - ii. Considered by the CEO (or nominee) to be directly relevant to the performance of the City and/or its functions including financial management, corporate governance and social infrastructure.
- d) Education Attendance is subject to sufficient funds being available in the Member Education Allowance.

4.3 Council Member Education Allowance

- a) A maximum annual amount of \$5,000 per Councillor and \$10,000 for the Mayor, is available for Council Member Education Attendance (**CMEA**). (allowance amount set July 2013 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100).
- b) The costs of education attendance by a Council Member:-



Policy Manual

- i. will not be subject to the CMEA when the Member has been requested by either the CEO or Council to attend the training session or education course or for Mandatory Training for Council members as detailed in this Policy. For clarity, the City will meet costs applicable under these circumstances.
 - ii. **will be** subject to the CMEA when the Member has requested to attend the training session or education course.
- c) If the maximum annual CMEA is not spent in any financial year then the difference is to be carried forward to the maximum annual allowance for the next financial year. To avoid doubt, the total maximum allowance is not to exceed \$10,000 per Councillor or \$20,000 for the Mayor in any financial year.
 - d) A Council Member is not entitled to any subsidy where education attendance is subsidised through other means.
 - e) Council Members will be required to reimburse any payments made in accordance with this Policy if the Council Member does not successfully complete the relevant education course.

5. Speaking Engagements

- 5.1 At the request of a Member, the CEO (or nominee) is authorised to arrange the registration of the Member to attend and listen to any speaking engagement which the CEO considers is directly relevant to the City's affairs.
- 5.2 Speaking Engagements may also include (at the discretion of the CEO or nominee) Corporate Breakfasts/ Luncheons/ Dinners, Awards/ Ceremonies.
- 5.3 Speaking Engagements that are aligned/ perceived to be aligned to any political party are not authorised under this Policy.
- 5.4 A maximum Speaking Engagement Allowance of \$250 per Council Member per engagement is available for Member attendance at Speaking Engagements. (allowance amount set July 2014 and is to be inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$10).
- 5.5 If the maximum Speaking Engagement Allowance is not spent in any financial year, then the funds are not carried forward.

6. Council Member Registration

- 6.1 Requests from Members to attend professional conferences, education or speaking engagements are to be submitted in writing to Council Support at least ten (10) working days before the event. All requests are to address the following criteria:-
 - a) Relevance to the Members role as an Council Member; and
 - b) Relevance to the Council Members continuing professional development; and



Policy Manual

- c) Relevance to the City's strategic direction; and
 - d) Relevance to the Council Members committee representation.
- 6.2 All requests are subject to approval by the CEO (or nominee).
- 6.3 Requests received from the Mayor will be processed as first priority. Other requests will be processed in the order of receipt. If more than three (3) requests are received for the same opportunity or event, then those requests received after the first three (not including the Mayor), will be referred to Council for consideration.
- 6.4 Where any request received exceeds the Council Members available allowance as outlined in this Policy, the request will be referred to Council for consideration.
- 6.5 Any requests from Council Members to attend professional conferences, education or speaking engagements that will be held within the last three months of a Council Members term of office, will be referred to Council for consideration. To clarify, the date for which this clause shall take effect will be the date for which the professional conferences, education or speaking engagement commences.
- 6.6 Members should not accumulate benefits associated with customer loyalty programs (such as frequent flyer points) while travelling on Council business. The City will not provide customer loyalty details to any organisation when booking and paying for travel.
- 6.7 The City will not pay for additional persons accompanying Council Members on Council business other than in accordance with this Policy or otherwise authorised by the CEO. Partners and spouses may accompany Council Members at other times at a Members' own expense.

7. Administration

- a) Training modules for the Council Members Essentials course will be fully funded by the City of Wanneroo.
- b) Training under 2.1 (b) Categories of Training will be limited to \$1,000 for any single instance and up to a total of \$3,000 for Council Members and \$5,000 for the Mayor per financial year. Unspent funds will not accrue.
- c) The training is to be organised by an industry recognised training provider.
- d) Travel, accommodation and meals costs associated with training courses will only be paid or reimbursed for the duration of the training event and will be exclusive of accommodation/meals which are supplied as part of the training event.
- e) Should a Council Member wish to extend their stay, either before or after the training, they will be wholly responsible for all additional costs, including but not limited to accommodation, meals and incidentals during that period.



Policy Manual

- f) Should a Council Member wish to travel on different days or by alternate routes, they will be responsible for any addition travel, accommodation, meals and incidental costs.
- g) Where travel is involved, the cost of the shortest, most practical route to and from the training venue will be booked by the City for the respective Council Member, or reimbursed to the Council Member.
- h) Travel will be arranged for the Council Member to arrive the day prior if the training commences prior to 12 noon, and the same day for training that commences after 12 noon. Departure will be the same day for training that concludes prior to 12 noon, or the next day for training which concludes after 12 noon.
- i) The costs of Council Member training arranged by the CEO as part of the induction of newly elected Council Members and any subsequent training arranged by the CEO for current serving Council Members will be met from the Council Member Training budget and not deducted from the individual Council Member's allocation.
- j) Requests for training may be initiated by the Council Member and should be forwarded to the Chief Executive Officer who is authorised to arrange enrolment or registration in accordance with this policy.
- k) Many industry training sessions are held around WALGA's annual Local Government Week Convention and it may be convenient and cost effective to take advantage of training opportunities at that time.
- l) Requests to register for training outside of this policy are to be referred to Council for approval.

APPROVALS, DELEGATIONS OR AUTHORISATIONS

- a) The CEO (or his nominee) is authorised to arrange attendance at training, professional conference, education or speaking engagements that meet the intent of this Policy.
- b) The CEO (or his nominee) is authorised to approve requests from Council Members for training as per the criteria in this Policy.
- c) Subject to budgeted funds, the CEO (or his nominee) is authorised to approve associated travel, accommodation and reimbursement of approved expenses necessary for a Council Member to attend training, professional conference, education or speaking engagements with consideration for the timing (start and finish times) of the event, the location, the practicality of travel time and any other circumstances considered relevant to the event.



Policy Manual

- d) A Council Member, with the approval of the CEO (or his nominee), may make their own arrangements for travel and accommodation, and reimbursement will be made on presentation of appropriate receipts in accordance with this Policy.
- e) Approval should be obtained from Council where:
 - i. Training is requested after 30 June in the year a Council Members term of office ends; or
 - ii. Where the Council Member does not have sufficient funds available in their allocation to meet all training and associated costs.

REPORTING

In accordance with *section 5.127 of the Act*, the local government is to prepare a report for each financial year on the training completed by Council Members in that financial year.

The report is to list each Council Member and the training each has completed in the financial year. Training is defined in Regulation 35 of the *Local Government (Administration) Regulations 1996* which refers to the Council Member Essentials Course.

The report on training must be posted on the City's official website within one month of the end of a financial year.

ROLES AND RESPONSIBILITIES

In accordance with section 5.128 of the Act:

- the policy in relation to the continuing professional development of Council Members is required to be adopted by Council by an absolute Majority and;
- the CEO must publish an up-to-date version of the policy on the local government's official website.

This policy will be administered by Council and Corporate Support:.

DISPUTE RESOLUTION

All disputes concerning this policy will be referred to the Manager Council and Corporate Support in the first instance, and if unresolved, to the Director Corporate Strategy and Performance and finally escalated to the CEO for arbitration.

EVALUATION AND REVIEW PROVISIONS

Section 5.128(5) of the Act requires that a local government —

- (a) must review the policy after each ordinary election; and
- (b) may review the policy at any other time

Any amendment to the policy is to be adopted by Council by an absolute majority.



Policy Manual

RELEVANT POLICIES/MANAGEMENT OR PROCEDURES/DOCUMENTS

- Council Members Fees, Allowances, Reimbursements and Benefits Policy; and
- Attendance at Events Policy Elected Members and CEO.

REFERENCES/LEGISLATION

- *Part 5, Division 10 of the Act describes provisions relating to the universal training of Council Members.*
- *Under Section 5.126 of the Act, each Council Member must complete training in accordance with the Regulations.*
- *Under Section 5.127 of the Act, the CEO must publish a report on the local government's website within one (1) month of the end of the financial year detailing the training completed by Council Members.*
- *Under Section 5.128 of the Act, a local government must prepare and adopt a Policy (by Absolute Majority) in relation to the continuing professional development of Council Members.*
- *Part 10 of the Local Government (Administration) Regulations 1996 provides the legal framework for Council Member statutory training.*

RESPONSIBILITY FOR IMPLEMENTATION

Manager Council and Corporate Support

Version	Next Review	Record No:



Policy Manual

Council Members' Fees, Allowances, Reimbursements & Benefits Policy

Policy Owner:	Corporate Strategy and Performance
Contact Person:	Manager Executive Services <u>Council and Corporate Support</u>
Date of Approval:	CS05-04/14 – 01 April 2014

Policy Objective

The objective of this policy is to provide a clear outline of entitlements available to Council Members under the Local Government Act 1995 (**LG Act**) and Local Government (Administration) Regulations 1996 (**LG Regulations**) and within the prescribed ranges set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Policy Statement

In addition to those entitlements available to Council Members (**Member/s**) under legislation, the policy outlines "approved expenses" the City will reimburse to Members if incurred in their capacity as a Council Member.

~~The Council also recognises that Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office. To this end the policy provides for allowances to facilitate attendance at conferences and training opportunities.~~

Consultation with Stakeholders

The City has consulted with its legal advisors on the application of the LG Act and LG Regulations in terms of Members entitlements and with Members at Council Forum meetings. The City has also consulted with the Department of Local Government in regard to this policy.

Scope

1. Allowances

1.1 Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations) is to be the maximum amount within the prescribed legislation. The allowance will be paid monthly in arrears.

1.2 Deputy Mayoral Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations), which is 25% of the annual local government allowance payable to the Mayor within prescribed legislation. The allowance will be paid monthly in arrears.

1.3 Meeting Attendance

In lieu of paying Members a meeting attendance fee for Council, Committee or prescribed meetings, the City will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually. The allowance will be paid monthly in arrears.

1.4 ICT Expenses Allowance

Council Members are to be paid the maximum annual amount for ICT Expenses. The allowance will be paid annually in November of each year within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually.

The ICT Allowance is for costs relating to telephone and facsimile usage and other expenses that relate to information and communications technology i.e. telephone/fax call charges, consumables and internet service provider fees (must be of sufficient capability to download City documents).

This allowance is in addition to Council provided computing equipment in the form of a laptop/tablet/iPad, whichever is adopted by Council from time to time with appropriate software and printer as needed.

Council supplied equipment is only to be used in relation to Council business. The onus rests with each Council Member.

2. Expenses to be Reimbursed

2.1 The kinds of expenses that **are** to be reimbursed under LG Act and LG Regulations are:-

- (a) *child care costs; and
- (b) travel costs;

incurred because of the Member's attendance at a Council Meeting or a meeting of a Committee of which he or she is also a member.

2.2 LG Regulations 32 (1) prescribes expenses that **may** be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to perform the following functions to which an expense incurred can be reimbursed:

- a) attendance by a Council Member at any working group meeting, ordinary or special briefing session and council forum, notice of which has been given by the CEO;
- b) attendance by a Council Member at any meeting of anybody to which the Council Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional local government);

- c) attendance by a Council Member at any annual or special electors' meeting;
- d) attendance by a Council Member at a City of Wanneroo civic function to which all Council Members are invited;
- e) attendance by a Council Member at a citizenship ceremony conduct by the City;
- f) attendance by a Council Member at any ceremony for the presentation by the City of awards to school students by any member responsible for presentation of the awards;
- g) attendance by a Council Member at any meeting of a ratepayer/residents association dealing with the interests of a ward represented by that Council Member;
- h) *attendance by a Council Member at any site where:
 - i) the site is the subject of an item of business on an agenda for a council briefing session or a council meeting; and
 - ii) the attendance occurs between the issue of the agenda and the council briefing session or the council meeting;

**Having regard to the Council Member's Code of Conduct relating to "Dealing with Proponents" and the City's Standing Orders Local Law.*

- i) attendance by a Council Member at a meeting with the CEO or a Director of the City at the request of the CEO or a Director;
- j) attendance by a Council Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and
- k) attendance by a Council Member at a funeral for those deceased persons recognised under the City of Wanneroo Bereavement Recognition Policy.
- l) attendance by the Mayor at a meeting or function of any body including any State Government body, in his or her capacity as the Mayor, including attendance by the Deputy Mayor or a Council Member in place of the Mayor.
- m) Any other function, meeting or event in their role as a Council Member that is supported by a written invitation.

2.3 Child Care Expenses

- 2.3.1 The extent to which a Council Member is to be reimbursed for child care costs incurred under 2.1 (where they are a parent or primary carer) whilst performing a function in his or her capacity as a Council Member or a function under the express authority of the Council is to be the maximum allowance provided for under the legislation, or the actual cost per hour whichever is the lower amount.

Note: Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.

- 2.3.2 Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

2.4 Travel and Parking

A Council Member who incurs travel and parking expenses whilst performing a function in his or her capacity as a Council Member or under the express authority of the council is entitled to be reimbursed.

- 2.4.1 If the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back;
- 2.4.2 If the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back –
- a) for the person to travel from the person's place of residence or work to the meeting and back; or
 - b) if the distance travelled referred to in sub-paragraph (a) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.
- 2.4.3 If transportation is provided by another Council Member, then that Member is entitled to claim the actual cost applicable.

For the purposes of this section travel costs incurred driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Local Government Officers' (Western Australia) Interim Award 2011.

2.5 Procedures for Reimbursement

- 2.5.1 All claims for reimbursement must be lodged on the appropriate claim form, on a monthly basis by no later than thirty (30) days of the final day of the period to which the claim relates. In submitting claims for reimbursement the Council Member shall detail the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.
- 2.5.2 This should be accompanied by supporting documentation where applicable (i.e. relevant invitation to support attendance at a function. Expenses for the month of June are to be submitted by 15 July.
- 2.5.3 Public Transport: In the event that a Council Member does not have access to a private vehicle for travel referred to above, the Council Member may use the services of the bus and rail public transport system or a taxi service, expenditure for which

shall be reimbursed upon lodgement of receipts and completion of the appropriate claim form.

- 2.5.4 Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Council Member.
- 2.5.5 Parking Fees: Parking fees incurred as a result of performing a function as a Council Member or under the express authority of the Council shall be reimbursed upon lodgement of receipts accompanied by the associated travel claim form.
- 2.5.6 With reference to Section 2.2 (b), in instances where Council Members are appointed to a committee or body for which nominations have been sought by an organisation other than Council, then that appointment is to be endorsed by Council in order for the Member to claim reimbursement of costs associated with attending meetings.

3. Items to be provided by the City to Council Members

- 3.1 The CEO is to provide the following items to all Council Members for the conduct of Council related business:
 - a) Computer Equipment i.e. laptop/tablet/iPad, whichever is adopted by Council from time to time and an all in one printer (printer to be a maximum of \$400.00 per member) for use by the member, during the member's term of office subject to the following:-
 - i) Council shall make provision for the ongoing maintenance of equipment referred to above with all maintenance costs being met by the City.
 - ii) In the event of a malfunction of the equipment the Council Member is to contact, during business hours, the Personal Assistant to the Mayor who will coordinate the request for maintenance.
 - iii) Under no circumstances should a Council Member undertake repairs or maintenance to Council equipment without the authority of the Chief Executive Officer.
 - iv) Consumables for ICT Equipment referred to above forms part of the Council Members' Information and Communications Technology Allowance.
 - v) Provision of ICT equipment will be subject to the City's standard replacement program which will be (3) three years from date of purchase.
 - vi) To avoid doubt, the items provided above are to be returned by the member to the City within 14 days of ceasing to be an elected member or whenever requested to do so by the CEO (or as otherwise negotiated to purchase). The CEO is authorised to approve the sale of equipment to retiring Councillors at a value to be determined by the CEO.
 - b) a supply of stationery to a maximum cost to the City of \$300 per member per annum.

Council Members are to forward requests for stationery to the Personal Assistant to the Mayor who will coordinate the supply. Administration will keep a total of costs incurred and notify Council Members if the maximum allowance is reached.

- c) 1000 personalised business cards and letterheads and a reasonable quantity of Corporate Christmas cards as determined by the CEO.

Council Member letterheads are not issued for personal use and are only to be used for Council business. Council Members are to take into consideration the Guidelines for the Management of Council Members Records policy.

- d) Annual WALGA Diary.
- e) Name Badges as required.

- 3.2 A supply of corporate apparel to a maximum total cost to the City of ~~\$1,000~~\$2,500 per ~~member-Councillor~~ and ~~\$2,000~~\$4,400 for the Mayor ~~for the first year of the member's term of office, and \$500 per member and \$800 for the Mayor for each subsequent year for the Council Member's four year term of office.~~
- 3.3 A briefcase or carry case to be supplied in the first year of the member's term of office, to a maximum value of \$300. The briefcase may be replaced from time to time at the discretion of the CEO.
- 3.4 Supply of City of Wanneroo promotional items to a maximum cost to the City of \$300 per annum per member.
- 3.5 Access to a meeting room within the City's administration offices for meetings with ratepayers and others having business with the City.
- 3.6 On retirement after at least one full 4 year term, the presentation of an item of memorabilia identifying the name of the Council Member and the years of service to Council:-
 - a) Items of memorabilia and gifts will only be applicable where a Council Member is either not re-elected during an election process, or retires at the completion of a term (i.e they have not sought re-election).
 - b) Council Members who resign during a current term will not be eligible for recognition in the form of an item of memorabilia or gift (Refer to the Recognition Elected Members Policy).

In regard to 3.1, 3.2, 3.3 and 3.4 above, requests for items are to be forwarded to the Personal Assistant to the Mayor who will coordinate the purchase.

Equipment and consumables are only to be used in performing the function of Council Member and are not to be used in any way associated with campaigning for election as a Council Member.

4. Professional Conferences

~~4.1. To enable members to develop and maintain skills and knowledge relevant to their role as a representative of the City, the express authority by resolution of the Council is given to Council Members to perform the following function — the attendance by a Council Member at professional conferences and/or meetings, the registration for which is arranged by the CEO.~~

~~a) Registration at professional conferences and meetings referred to above are to be:-~~

- ~~i) considered by the CEO to be directly relevant to the City's affairs;~~
- ~~ii) those attended by employees of the City; or~~
- ~~iii) convened by the Western Australian Local Government Association (WALGA) including the Convention;~~
- ~~iv) ALGA National Congress;~~
- ~~v) LGMA National Congress;~~
- ~~vi) National Roads Forum; and~~
- ~~vii) National Growth Area Alliance.~~

~~Attendance by the Member at conferences or meetings listed under i) and ii) above are subject to the applicable allowances referred to in Clause 4.2 and 4.3 below. Conferences and Meetings listed under iii) through to vii) above are not to be included as part of the annual maximum allowance referred to in Clause 4.2 and 4.3 below (regardless of whether requested by the CEO, Council or the Member.~~

~~b) *accommodation for the member in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;~~

~~c) registration for the conference dinner for the member and one person accompanying the member; and~~

~~d) All air travel shall be at a level where the Members' Allowance referred to in 4.2 and 4.3 below supports the expense.~~

~~4.2 Subject to (4.3), a maximum of \$5,000 per Councillor and \$10 000.00 for the Mayor per annum (July 2013) (inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100) is set for the costs under 4.1 above.~~

~~4.3 If the maximum entitlement referred to in (4.2) is not incurred in any year then the difference is to be added to the maximum entitlement for the next year. To avoid any doubt the maximum cost is not to exceed \$10 000.00 per Councillor and \$20 000.00 for the Mayor in any year.*~~

~~4.4 a) The following expenses incurred by a Council Member in performing a function referred to in Clause 4.1 (a) are approved for reimbursement:~~

- ~~i) **food and beverages consumed by the member during the conference; and~~
- ~~ii) taxi fares incurred by the member during the conference.~~

iii) ~~costs associated with the attendance of the Member at any meetings or forums with other government bodies or associations, at the discretion of the CEO.~~

c) ~~The extent to which the costs referred to in paragraph (b) (a) are to be reimbursed is the actual cost supported by original receipts or other sufficient information for the total cost to support the claim.~~

~~*If accommodation is not at the venue of the event or activity then taxis should generally be used for transport.~~

~~Where necessary a hire car can be organized for the conduct of Council business at the discretion of the CEO. Where a Council Member elects to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government mileage allowance up to an equivalent amount that would have been expended had the travel occurred by air. Receipts must be provided for all expenses in order to be reimbursed.~~

~~**Meal and beverage claims will be accepted where it is reasonable for the Council Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times, for example, more than a day in advance of, or after the end of, the event or activity.~~

5. Training and Education

5.1 ~~The CEO is authorised to arrange at the City's cost one or more training courses, in any year, to which all Council Members are to be invited.~~

5.2 ~~A maximum cost of \$20,000 per annum (July 2013) (inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100) is set for the cost under 5.1 above.~~

5.3 ~~The CEO is authorised to arrange the registration for the member at any training session conducted by:-~~

- ~~i) WALGA;~~
- ~~ii) The Australian Institute of Company Directors; or~~
- ~~iii) any training session considered by the CEO to be directly relevant to the City's affairs.~~

~~The cost of attendance at training sessions listed above under Clause 5.3 are not subject to the Members allowance listed under 5.4 and 5.5 where attendance has been requested by either the CEO or Council. If attendance at sessions listed under Clause 5.3 iii) is requested by the Elected Member, the attendance is subject to the Members allowance listed under Clause 5.4.~~

5.4 ~~A maximum of \$1,000 per Council Member and \$2,000 for the Mayor per annum is set for the cost under 5.3 (iii) above. (July 2013) (inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$10).~~

- ~~5.5 — If the maximum entitlement referred to in (5.4) is not incurred in any year then the difference is to be added to the maximum entitlement for the next year. To avoid any doubt the maximum entitlement is not to exceed \$2,000 per Councillor and \$4,000 for the Mayor in any year.*~~
- ~~5.6 — The CEO is authorised to arrange, at the City's cost, and at the request of a member, an educational course of study for the member which course is:~~
- ~~a) — conducted by a Western Australian university, tertiary educational institution or registered training organisation; and~~
 - ~~b) — considered by the CEO to be directly relevant to the performance by the City of its functions including financial management, corporate governance and social infrastructure.~~
- ~~5.7 — A maximum cost of \$4,000 per member, and \$8,000 for the Mayor per annum is set for the cost under 5.5 5.6 above.~~
- ~~5.8 — The Council Member is not entitled to any subsidy where a course of study is subsidized through other means.~~
- ~~5.9 — Elected Members will be required to reimburse any payments made in accordance with Clause 5.6 in the event that they do not successfully complete the relevant course of study.~~

~~Booking Arrangements relative to 4 and 5 above.~~

- ~~a) — Requests for Conference, Training and Education are to be forwarded through to the Personal Assistant to the Mayor on the applicable form (attached) who will process all arrangements to the maximum cost allocated above.~~
- ~~b) — Members are to submit a nomination form addressing the following criteria:-~~
 - ~~i) — relevance to the member's personal development~~
 - ~~ii) — relevance to the City's strategic direction;~~
 - ~~iii) — relevance to the members committee representation.~~

~~In the event that more than three nominations are submitted by Councillors for the same opportunity or event, or the request exceeds the Councillor's allowance, then the attendance at the event is to be referred to Council for approval. This paragraph does not apply to requests received from the Mayor except if the request exceeds the Mayor's allowance.~~

~~The applications will be accepted and processed in the order that they are received. If more than three applications are received, only these requests will be forwarded to Council for determination.~~

- ~~c) — An advance of \$130 per day (July 2014) for interstate travel and \$200.00 (July 2014) per day for overseas travel will be made available for food, beverages and taxi fares during the conference. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.00.~~

- ~~Documentary evidence in the form of receipts must be produced for the acquittal of all advances and are to be received by the City within 1 week of returning from the conference. Authorised expenditure over and above the daily advance will be refunded to the elected member.~~
- d) ~~Council Members will generally not be reimbursed for the cost of meals or refreshments for other people.~~
- e) ~~All conference papers, Members reports on the event and/or other relevant materials will be published on the Members Hub Portal. Documents are to be forwarded to the Mayor's P.A.~~
- f) ~~Any nomination for attendance at a training, education or conference event that falls within the last three months of a Council Members' term of office will be referred to Council for approval. To avoid confusion the date for which Clause (f) shall take effect shall be taken from the date for which the Unit of study commences or the Conference/ Training Event starts.~~
- g) ~~Customer Loyalty Programs: Council Members should not accumulate benefits associated with customer loyalty programs such as frequent flyer points while travelling on council business. The City will not provide frequent flyer details to an airline when booking and paying for a flight.~~
- h) ~~The City will not pay for partners and spouses to accompany Council Members on Council business other than payment for attendance at the official conference dinner. The exception would be when accompanying elected members at official functions as approved by the CEO. Partners and spouses may accompany Council Members at other times at their own expense.~~

6. Speaking Engagements

- 6.1 ~~The CEO is authorised to arrange, at the cost of the City, and at the request of a Council Member, the registration of the Council Member to attend and listen to any speaking engagement which the CEO considers is directly relevant to the City's affairs.~~
- 6.2 ~~A maximum of \$210 per Council Member per speaking engagement is set for the cost under 6.1 above. (July 2014) (inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$10).~~

~~Council Members are to submit a nomination form addressing the following criteria:-~~

- a) ~~relevance to the member's personal development~~
- b) ~~relevance to the City's strategic direction;~~
- c) ~~relevance to the members committee representation.~~

74. Mayor

The CEO is to provide to the Mayor, at the City's cost, the following within the City's administration offices, without any reduction in fees and allowances approved by Council under the LG Act and LG Regulations.

74.1 Mayor's Office

- a) the use of an office;
- b) the use of a City employee as a personal assistant or other employee to the c) extent considered appropriate by the CEO; and
- d) the use of a computer and telephone.
- e) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO.

74.2 Mayor's Vehicle

A serviced and maintained Council owned vehicle will be provided to the Mayor for all official duties connected to the office of Mayor including commuting to and from the function as authorised under Section 2 of this policy.

The vehicle is to be to the standard of that provided to the Chief Executive Officer and is to be replaced as part of the normal vehicle replacement program within the City's light vehicle fleet. All costs associated with the private use of the Mayoral vehicle is to be reimbursed to the City of Wanneroo by the Mayor in accordance with the "Motor Vehicle Agreement" detailed in 7.3 below.

74.3 Agreement

Details of the arrangement for the provision, use and responsibilities for the vehicle in 7.2 above be is included in a Deed of Agreement between the City of Wanneroo and the Mayor.

85. Dispute Resolution

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for a ruling.

96. Evaluation and Review Provisions

The policy is to be reviewed every two years through consultation with Council Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.

117. Definitions

Definitions: Any definitions listed in the following table apply to this document only.	
Annual	October to October (Election cycle)
CEO	Chief Executive Officer of the City
City	The City of Wanneroo Administration
Council	Council of the City (the elected body)
Council Member	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government

Council Business	Is any business where a Council Member represents the interests of electors, ratepayers and residents of the district; provides leadership and guidance to the community in the district; facilitates communication between the community and the Council; performs such other functions as are given to an Council Members by the Local Government Act 1995 or any other written law.
Express Function	Meaning only those functions that have been approved by a resolution of Council for reimbursement
Interstate Travel	Any reference to interstate travel within this policy will include travel to New Zealand.
LG Act	Means the Local Government Act 1995
LG Regulations	Means the Local Government (Administration) Regulations 1996
Meeting	Meeting of the Council
Retirement/Resignation	RETIREMENT: Where a Council Member is not re-elected during an election process, or does not seek re-election at the completion of their term. RESIGNATION: Where a Council Member resigns during their current term.

Relevant Policies/Management Procedures/Documents

Guidelines for the Management of Council Member Records
Accounting Policy
Council Members Travel Claim Form (10/7249V2)
Council Members Conference Claim Form (10/59963)
Recognition Elected Members Policy
Council Members Code of Conduct

References

Department of Local Government Guidelines No. 15
Local Government Act 1995
Local Government (Administration) Regulations 1996

Relevant Delegations

Delegation 2.1: Expenses may be funded before actually incurred (Council Members or Committee Members).

Delegation To:	CEO Delegates to:
Chief Executive Officer	Director Corporate Strategy & Performance Executive Manager Governance and Legal <u>Manager Council and Corporate Support</u>

Delegation 2.2: Training, Travel and Accommodation – Council Members

Delegation To:	CEO Delegates to:
Chief Executive Officer	Director Corporate Strategy & Performance

11/114062



Policy Manual

~~Executive Manager Governance and~~
~~Legal Manager Council and Corporate Support~~

Responsibility for Implementation

~~Executive Services~~ Council and Corporate Support

Versions	Next Review	Record No:
September 2000		
13 August 2002 CE02-08/02		
25 February 2003		
10 June 2003, CE02-06/03		
19 July 2005 GS02-07/05		
20 September 2005 GS02-09/05		
18 November 2008 GS02-11/08		
6 April 2010 (CS04-04/10) (Repealed)		902082
27 July 2010, CS04-07/10	July 2012	2409 (10/15962)
5 April 2011, CS07-04/11	July 2012	TRIM 11/28230
26 July 2011, CS06-07/11	July 2013	11/28230
11 October 2011, UB01-10/11	October 2013	11/114062
24 July 2012 CS05-07/12	July 2014	11/114062
23 July 2013 – CS05-07/13	July 2015	11/114062
01 April 2014 – CS05-04/14	April 2016	11/114062
01 October 2015 – Administrative Changes	April 2016	11/114062

11/114062

Council Members' Fees, Allowances, Reimbursements & Benefits Policy

Policy Owner: Corporate Strategy and Performance
Contact Person: Manager Council and Corporate Support
Date of Approval: CS05-04/14 – 01 April 2014

Policy Objective

The objective of this policy is to provide a clear outline of entitlements available to Council Members under the Local Government Act 1995 (**LG Act**) and Local Government (Administration) Regulations 1996 (**LG Regulations**) and within the prescribed ranges set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Policy Statement

In addition to those entitlements available to Council Members (**Member/s**) under legislation, the policy outlines "approved expenses" the City will reimburse to Members if incurred in their capacity as a Council Member.

Consultation with Stakeholders

The City has consulted with its legal advisors on the application of the LG Act and LG Regulations in terms of Members entitlements and with Members at Council Forum meetings. The City has also consulted with the Department of Local Government in regard to this policy.

Scope

1. Allowances

1.1 Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations) is to be the maximum amount within the prescribed legislation. The allowance will be paid monthly in arrears.

1.2 Deputy Mayoral Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations), which is 25% of the annual local government allowance payable to the Mayor within prescribed legislation. The allowance will be paid monthly in arrears.

1.3 Meeting Attendance

In lieu of paying Members a meeting attendance fee for Council, Committee or prescribed meetings, the City will pay the maximum amount within the range set by the Salaries and

Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually. The allowance will be paid monthly in arrears.

1.4 ICT Expenses Allowance

Council Members are to be paid the maximum annual amount for ICT Expenses. The allowance will be paid annually in November of each year within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually.

The ICT Allowance is for costs relating to telephone and facsimile usage and other expenses that relate to information and communications technology i.e. telephone/fax call charges, consumables and internet service provider fees (must be of sufficient capability to download City documents).

This allowance is in addition to Council provided computing equipment in the form of a laptop/tablet/iPad, whichever is adopted by Council from time to time with appropriate software and printer as needed.

Council supplied equipment is only to be used in relation to Council business. The onus rests with each Council Member.

2. Expenses to be Reimbursed

2.1 The kinds of expenses that **are** to be reimbursed under LG Act and LG Regulations are:-

- (a) *child care costs; and
- (b) travel costs;

incurred because of the Member's attendance at a Council Meeting or a meeting of a Committee of which he or she is also a member.

2.2 LG Regulations 32 (1) prescribes expenses that **may** be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to perform the following functions to which an expense incurred can be reimbursed:

- a) attendance by a Council Member at any working group meeting, ordinary or special briefing session and council forum, notice of which has been given by the CEO;
- b) attendance by a Council Member at any meeting of anybody to which the Council Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional local government);
- c) attendance by a Council Member at any annual or special electors' meeting;

- d) attendance by a Council Member at a City of Wanneroo civic function to which all Council Members are invited;
- e) attendance by a Council Member at a citizenship ceremony conduct by the City;
- f) attendance by a Council Member at any ceremony for the presentation by the City of awards to school students by any member responsible for presentation of the awards;
- g) attendance by a Council Member at any meeting of a ratepayer/residents association dealing with the interests of a ward represented by that Council Member;
- h) *attendance by a Council Member at any site where:
 - i) the site is the subject of an item of business on an agenda for a council briefing session or a council meeting; and
 - ii) the attendance occurs between the issue of the agenda and the council briefing session or the council meeting;

**Having regard to the Council Member's Code of Conduct relating to "Dealing with Proponents" and the City's Standing Orders Local Law.*

- i) attendance by a Council Member at a meeting with the CEO or a Director of the City at the request of the CEO or a Director;
- j) attendance by a Council Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and
- k) attendance by a Council Member at a funeral for those deceased persons recognised under the City of Wanneroo Bereavement Recognition Policy.
- l) attendance by the Mayor at a meeting or function of any body including any State Government body, in his or her capacity as the Mayor, including attendance by the Deputy Mayor or a Council Member in place of the Mayor.
- m) Any other function, meeting or event in their role as a Council Member that is supported by a written invitation.

2.3 Child Care Expenses

- 2.3.1 The extent to which a Council Member is to be reimbursed for child care costs incurred under 2.1 (where they are a parent or primary carer) whilst performing a function in his or her capacity as a Council Member or a function under the express authority of the Council is to be the maximum allowance provided for under the legislation, or the actual cost per hour whichever is the lower amount.

Note: Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.

- 2.3.2 Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

2.4 Travel and Parking

A Council Member who incurs travel and parking expenses whilst performing a function in his or her capacity as a Council Member or under the express authority of the council is entitled to be reimbursed.

- 2.4.1 If the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back;
- 2.4.2 If the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back –
- a) for the person to travel from the person's place of residence or work to the meeting and back; or
 - b) if the distance travelled referred to in sub-paragraph (a) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.
- 2.4.3 If transportation is provided by another Council Member, then that Member is entitled to claim the actual cost applicable.

For the purposes of this section travel costs incurred driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Local Government Officers' (Western Australia) Interim Award 2011.

2.5 Procedures for Reimbursement

- 2.5.1 All claims for reimbursement must be lodged on the appropriate claim form, on a monthly basis by no later than thirty (30) days of the final day of the period to which the claim relates. In submitting claims for reimbursement the Council Member shall detail the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.
- 2.5.2 This should be accompanied by supporting documentation where applicable (i.e. relevant invitation to support attendance at a function. Expenses for the month of June are to be submitted by 15 July.
- 2.5.3 Public Transport: In the event that a Council Member does not have access to a private vehicle for travel referred to above, the Council Member may use the services of the bus and rail public transport system or a taxi service, expenditure for which shall be reimbursed upon lodgement of receipts and completion of the appropriate claim form.

- 2.5.4 Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Council Member.
- 2.5.5 Parking Fees: Parking fees incurred as a result of performing a function as a Council Member or under the express authority of the Council shall be reimbursed upon lodgement of receipts accompanied by the associated travel claim form.
- 2.5.6 With reference to Section 2.2 (b), in instances where Council Members are appointed to a committee or body for which nominations have been sought by an organisation other than Council, then that appointment is to be endorsed by Council in order for the Member to claim reimbursement of costs associated with attending meetings.

3. Items to be provided by the City to Council Members

- 3.1 The CEO is to provide the following items to all Council Members for the conduct of Council related business:

- a) Computer Equipment i.e. laptop/tablet/iPad, whichever is adopted by Council from time to time and an all in one printer (printer to be a maximum of \$400.00 per member) for use by the member, during the member's term of office subject to the following:-
 - i) Council shall make provision for the ongoing maintenance of equipment referred to above with all maintenance costs being met by the City.
 - ii) In the event of a malfunction of the equipment the Council Member is to contact, during business hours, the Personal Assistant to the Mayor who will coordinate the request for maintenance.
 - iii) Under no circumstances should a Council Member undertake repairs or maintenance to Council equipment without the authority of the Chief Executive Officer.
 - iv) Consumables for ICT Equipment referred to above forms part of the Council Members' Information and Communications Technology Allowance.
 - v) Provision of ICT equipment will be subject to the City's standard replacement program which will be (3) three years from date of purchase.
 - vi) To avoid doubt, the items provided above are to be returned by the member to the City within 14 days of ceasing to be an elected member or whenever requested to do so by the CEO (or as otherwise negotiated to purchase). The CEO is authorised to approve the sale of equipment to retiring Councillors at a value to be determined by the CEO.
- b) a supply of stationery to a maximum cost to the City of \$300 per member per annum.

Council Members are to forward requests for stationery to the Personal Assistant to the Mayor who will coordinate the supply. Administration will

keep a total of costs incurred and notify Council Members if the maximum allowance is reached.

- c) 1000 personalised business cards and letterheads and a reasonable quantity of Corporate Christmas cards as determined by the CEO.

Council Member letterheads are not issued for personal use and are only to be used for Council business. Council Members are to take into consideration the Guidelines for the Management of Council Members Records policy.

- d) Annual WALGA Diary.
- e) Name Badges as required.

3.2 A supply of corporate apparel to a maximum total cost to the City of \$2,500 per Councillor and \$4,400 for the Mayor for the Council Member's four year term of office.

3.3 A briefcase or carry case to be supplied in the first year of the member's term of office, to a maximum value of \$300. The briefcase may be replaced from time to time at the discretion of the CEO.

3.4 Supply of City of Wanneroo promotional items to a maximum cost to the City of \$300 per annum per member.

3.5 Access to a meeting room within the City's administration offices for meetings with ratepayers and others having business with the City.

3.6 On retirement after at least one full 4 year term, the presentation of an item of memorabilia identifying the name of the Council Member and the years of service to Council:-

- a) Items of memorabilia and gifts will only be applicable where a Council Member is either not re-elected during an election process, or retires at the completion of a term (i.e they have not sought re-election).
- b) Council Members who resign during a current term will not be eligible for recognition in the form of an item of memorabilia or gift (Refer to the Recognition Elected Members Policy).

In regard to 3.1, 3.2, 3.3 and 3.4 above, requests for items are to be forwarded to the Personal Assistant to the Mayor who will coordinate the purchase.

Equipment and consumables are only to be used in performing the function of Council Member and are not to be used in any way associated with campaigning for election as a Council Member.

4. Mayor

The CEO is to provide to the Mayor, at the City's cost, the following within the City's administration offices, without any reduction in fees and allowances approved by Council under the LG Act and LG Regulations.

4.1 Mayor's Office

- a) the use of an office;
- b) the use of a City employee as a personal assistant or other employee to the c) extent considered appropriate by the CEO; and
- d) the use of a computer and telephone.
- e) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO.

4.2 Mayor's Vehicle

A serviced and maintained Council owned vehicle will be provided to the Mayor for all official duties connected to the office of Mayor including commuting to and from the function as authorised under Section 2 of this policy.

The vehicle is to be to the standard of that provided to the Chief Executive Officer and is to be replaced as part of the normal vehicle replacement program within the City's light vehicle fleet. All costs associated with the private use of the Mayoral vehicle is to be reimbursed to the City of Wanneroo by the Mayor in accordance with the "Motor Vehicle Agreement" detailed in 7.3 below.

4.3 Agreement

Details of the arrangement for the provision, use and responsibilities for the vehicle in 7.2 above is included in a Deed of Agreement between the City of Wanneroo and the Mayor.

5. Dispute Resolution

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for a ruling.

6. Evaluation and Review Provisions

The policy is to be reviewed every two years through consultation with Council Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.

7. Definitions

Definitions: Any definitions listed in the following table apply to this document only.

Annual	October to October (Election cycle)
CEO	Chief Executive Officer of the City
City	The City of Wanneroo Administration

Council	Council of the City (the elected body)
Council Member	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government
Council Business	Is any business where a Council Member represents the interests of electors, ratepayers and residents of the district; provides leadership and guidance to the community in the district; facilitates communication between the community and the Council; performs such other functions as are given to an Council Members by the Local Government Act 1995 or any other written law.
Express Function	Meaning only those functions that have been approved by a resolution of Council for reimbursement
Interstate Travel	Any reference to interstate travel within this policy will include travel to New Zealand.
LG Act	Means the Local Government Act 1995
LG Regulations	Means the Local Government (Administration) Regulations 1996
Meeting	Meeting of the Council
Retirement/Resignation	RETIREMENT: Where a Council Member is not re-elected during an election process, or does not seek re-election at the completion of their term. RESIGNATION: Where a Council Member resigns during their current term.

Relevant Policies/Management Procedures/Documents

Guidelines for the Management of Council Member Records
 Accounting Policy
 Council Members Travel Claim Form (10/7249V2)
 Council Members Conference Claim Form (10/59963)
 Recognition Elected Members Policy
 Council Members Code of Conduct

References

Department of Local Government Guidelines No. 15
Local Government Act 1995
Local Government (Administration) Regulations 1996

Relevant Delegations

Delegation 2.1: Expenses may be funded before actually incurred (Council Members or Committee Members).

Delegation To:	CEO Delegates to:
Chief Executive Officer	Director Corporate Strategy & Performance Manager Council and Corporate Support



Policy Manual

Delegation 2.2: Training, Travel and Accommodation – Council Members

Delegation To:	CEO Delegates to:
Chief Executive Officer	Director Corporate Strategy & Performance Manager Council and Corporate Support

Responsibility for Implementation

Council and Corporate Support

Versions	Next Review	Record No:
September 2000		
13 August 2002 CE02-08/02		
25 February 2003		
10 June 2003, CE02-06/03		
19 July 2005 GS02-07/05		
20 September 2005 GS02-09/05		
18 November 2008 GS02-11/08		
6 April 2010 (CS04-04/10) (Repealed)		902082
27 July 2010, CS04-07/10	July 2012	2409 (10/15962)
5 April 2011, CS07-04/11	July 2012	TRIM 11/28230
26 July 2011, CS06-07/11	July 2013	11/28230
11 October 2011, UB01-10/11	October 2013	11/114062
24 July 2012 CS05-07/12	July 2014	11/114062
23 July 2013 – CS05-07/13	July 2015	11/114062
01 April 2014 – CS05-04/14	April 2016	11/114062
01 October 2015 – Administrative Changes	April 2016	11/114062

Chief Executive Office

Office of the CEO Reports

3.12 Annual Review of the Strategic 3 Year Internal Audit Plan

File Ref:	7312V04 – 20/431352
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider the recommendation of the Audit and Risk Committee to adopt the updated Strategic 3 Year Internal Audit Plan (2020/21 – 2022/23) prepared by the City's Internal Audit Service Provider – William Buck Consulting (WA) Pty Ltd (**William Buck**).

Background

The Strategic 3 Year Internal Audit Plan (**Plan**) is required to be reviewed and updated on an annual basis or when considered necessary by the Audit and Risk Committee to ensure that Internal Audit Reviews are aligned with any critical strategic, corporate and operational risks identified within the City. The review of the Plan considers the following:

- The City's Strategic and Corporate Risk Registers;
- The City's Strategic Community Plan 2017/18 – 2026/27;
- The City's Corporate Business Plan 2017/18 – 2020/21; and
- Review of the previous 3 year rolling and annual Plan.

The current Plan (set out in **Attachment 1**) was reviewed and presented to the Executive Leadership Team on 17 September 2020 for their comment and further review. The updated Plan (set out in **Attachment 2**) was presented to the Audit and Risk Committee on 29 September 2020 and the Audit and Risk Committee recommends Council adopt the updated Plan.

Detail

The Plan was reviewed by William Buck in conjunction with the City In-house Internal Audit Function and Management through performance of the following steps:

- The previous 3 year rolling plan presented to the Audit and Risk Committee being considered in this Plan's formulation;
- The latest updated Strategic and Corporate risk registers were reviewed to determine if there were any changes in the updated risk registers;
- Revising the current plan in accordance with emerging risks as well as reprioritising reviews which were delayed in the 2019/20 year due to COVID-19; and
- Consideration of other factors such as regulatory requirements and the date of last review, to ensure that the priority areas are still aligned within the previous Plan.

Due to restrictions that were in effect because of the COVID-19 Pandemic, Council at its Ordinary Meeting on 7 April 2020 resolved to suspend the Plan in respect of undertaking internal audits scheduled for 2019/2020 until January 2021. Subsequently and considering the easing of the COVID-19 Pandemic restrictions, Council at its Ordinary Meeting on 25 August 2020 resolved to authorised the CEO to reinstate the audit program and the Audit and Risk Committee to review the Plan at its first meeting in 2021. Notwithstanding this, it was

considered appropriate for the Audit and Risk Committee to consider the review of the Plan in September and recommend Council adopt the reviewed Plan in October 2020.

The Plan details scheduled Internal Audit reviews to be performed in 2020/21 and delivered in approximately 440 hours. Additional Internal Audit services relating to reporting and attendance at Audit and Risk Committee, Compliance Audit Return Review, Audit Log and the City's 3 Year Rolling Internal Audit are to be provided by William Buck within 235 hours. In total 675 hours of Internal Audit Services are expected to be provided by William Buck in 2020/21.

The total number of internal audits scheduled for the next three financial years have been reduced to not more than 4 internal audit reviews per financial year due to the increasing number of performance audits conducted by the Office of the Audit General (**OAG**) in areas that would otherwise be the subject of an audit by the City's internal auditor. This will provide a reduction of approximately 320 hours for the first year and 500 over first 2 years, therefore a cost savings to the City's Internal Audit operating budget.

In considering the above and the current review, the proposed amended Plan is set out at **Attachment 2**.

Consultation

The amendments were made based on discussions held between William Buck, in consultation with relevant Management and the Executive Leadership Team.

Internal Audit services detailed within the Plan to be performed in 2020/21, including the number of Internal Audit reviews and approximate hours of Internal Audit services to be performed aligns with Internal Audit reviews undertaken by comparable local governments based on the benchmarking results above.

The City will continue to liaise with the OAG, to the extent that the OAG can divulge their planned audit areas for local government, noting that their local government audit plan is confidential.

Comment

The Plan is developed and prioritised by Internal Audit in consultation with the City's management based on a consideration of the City's Risk Management Framework, strategic objectives and priorities, the development of Policy and Frameworks and outcomes from previous Internal Audits. Audit and Risk Committee at its meeting on 29 September 2020 reviewed the updated Plan and recommends Council adopt the updated Plan.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 *Civic Leadership*

4.2 *Good Governance*

4.2.1 *Provide transparent and accountable governance and leadership”*

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Moderate
Accountability	Action Planning Option
Executive Manager Governance and Legal	manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Corporate risk register. Action plans have been developed to manage these risks to improve the existing management systems. Amendments to the Plan were made using a risk-based approach with consideration towards targeting areas of high risk and where there was a need to improve management of risks, internal control and compliance, hence assist in providing overall good governance. Therefore the following risk appetite statement, under the strategic theme of Civic Leadership should also be considered:

4.2 Good Governance

The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party that jeopardises this. The City provides appropriate systems and processes to realise its values and achieve good governance. Decisions are aligned to policy to ensure non-compliance impacts are reduced as low as reasonably practicable (ALARP) and reputational damage is restricted to low. **Therefore the City accepts low or ALARP of compliance and governance risk**

Policy Implications

The findings and recommendations as a result of completing an audit may recommend development of policy and procedures (or review) to improve internal controls.

Financial Implications

The cost of implementing the Plan will be met through the City's operating budget for contracted internal audit services.

Voting Requirements

Simple Majority

Recommendation

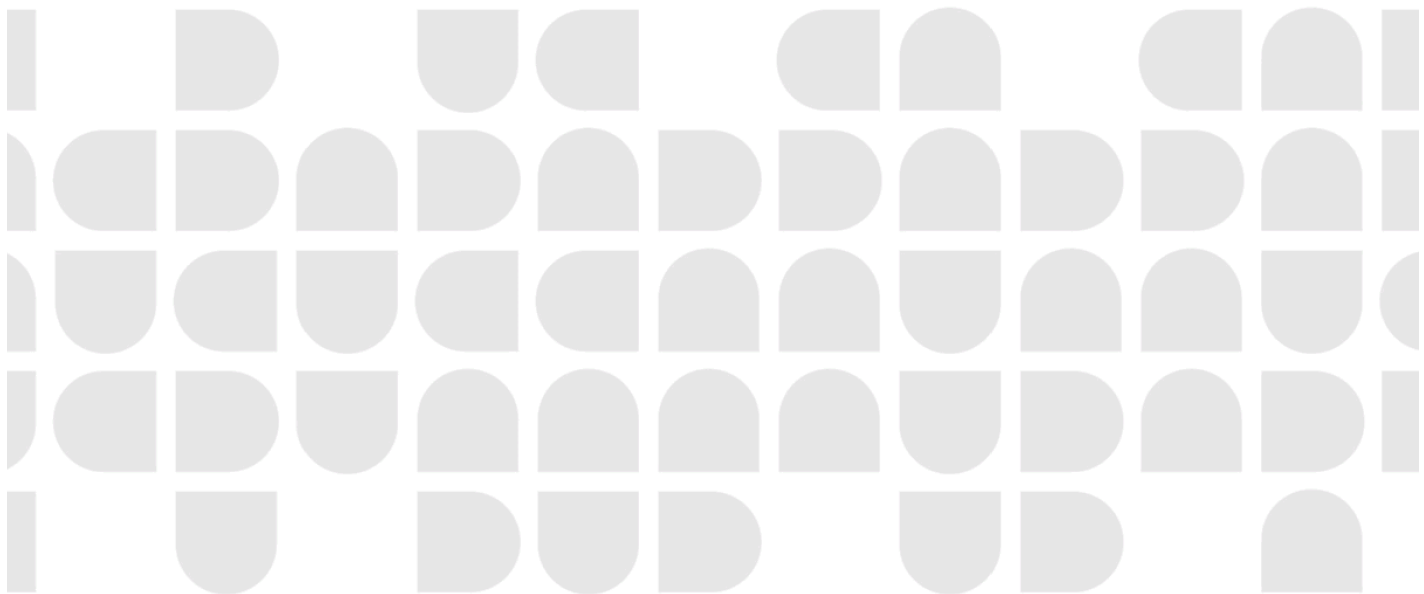
That Council ACCEPTS the recommendation of the Audit and Risk Committee and ADOPTS the revised updated Strategic 3 Year Internal Audit Plan (2020/21 – 2022/23), as set out in Attachment 2.

Attachments:

- | | | |
|----------------------------|---|-------------------|
| 1 Download | Strategic 3 Year Internal Audit Plan - City of Wanneroo | 19/172604 |
| 2 Download | Updated Strategic 3 Year Internal Audit Plan - City of Wanneroo | 20/413691 Minuted |



City of Wanneroo
Strategic 3 Year Internal Audit Plan
.....
May 2019



Contents

Preparation of the Strategic 3 Year Internal Audit Plan	3
Strategic 3 Year Rolling and Annual Internal Audit Plan	5
Indicative Scopes for 2019/20	8
Other Risk Areas	10

Preparation of the Strategic 3 Year Internal Audit Plan

Introduction

The Institute of Internal Auditors' International Professional Practices Framework requires Internal Audit to produce a risk-based plan, which takes into account the City of Wanneroo's ("City") risk management framework, knowledge of operations and internal controls derived from previous audits, its strategic objectives and priorities and the views of the City's Management, the Audit & Risk Committee ("ARC") and Council.

The objective of the Strategic 3 year and annual rolling plan is to direct audit resources in an efficient manner to provide assurance that key risks are being managed effectively.

This document addresses these requirements by setting out a proposed and detailed Annual Internal Audit Plan for 2019/20 year and to realign the Strategic 3 Year Internal Audit Rolling Plan (the "Plan") for the period 1 July 2019 to 30 June 2022, where applicable, based on the changes on the Strategic, Corporate and Operational Risk Registers and in consultation with Senior Management for the consideration of the ARC.

This Annual Detailed and Rolling 3 year Internal Audit Plan is required to be reviewed and updated on an annual basis or when considered necessary by the ARC to ensure that Internal Audit Reviews are still aligned with any critical strategic, corporate and operational risks identified within the City.

The nature, timing and extent of resources necessary to perform the engagements should be taken into account.

Role of Internal Audit Services

The aim of the City's Internal Audit Service ("Internal Audit") is to assist the ARC and the City's Management to manage risk by providing an innovative, responsive and effective value-added Internal Audit function. The objectives of Internal Audit are to:

- Provide independent consideration of risks, controls and processes across the City;
- Promote mechanisms that encourage a culture, which is conscious of risk, control and processes; and
- Assist and support the City in its drive for process improvement.

These objectives are achieved by:

- Assisting Management in evaluating their processes for identifying, assessing and managing the key operational, financial and compliance risks of the City;
- Assisting Management in evaluating the effectiveness of internal control systems, including compliance with internal policies and their alignment with legislation and regulation;
- Recommending improvements in efficiency and effectiveness to the internal control systems established by Management;
- Keeping abreast of new developments affecting the City's activities and in matters affecting Internal Audit; and
- Being responsive to the City's changing needs and striving for continuous improvement.

Our internal audit activities typically include amongst others the following as guided by the Local Government Operational Guidelines Number 09 – Revised September 2013:

- the review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- a review of compliance with management policies and directives and any other internal requirements;
- review of the annual Compliance Audit Return, if requested;

Preparation of the Strategic 3 Year Internal Audit Plan

- assist in the Chief Executive Officer's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance to ensure the CEO's compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 within every 3 years; and
- other specific tasks requested by management and the ARC.

Review of the Strategic 3 Year Rolling Internal Audit Plan

The Strategic 3 Year Rolling and Annual Internal Audit Plan was reviewed by William Buck in conjunction with the City's Audit and Assurance Officer and Management through performance of the following steps:

- The previous 3 year rolling plan presented to the ARC being considered in this plan's formulation;
- The latest updated Strategic and Corporate risk registers were reviewed to determine if there were any changes in the updated risk registers;
- The already identified auditable areas identified in the Previous Rolling 3 year Internal Audit Plan were then reviewed by the risk rating along with consideration of other factors such as regulatory requirements and the date of last review, to ensure that the priority areas are still aligned within the previous Strategic Internal Audit Plan, as detailed on pages 5-7.

There are a number of risks which are not within the Plan, as set out on page 10. This can arise for a number of reasons such as risks do not lend themselves to the provision of assurance by internal audit, the risk rating may be low, assurance is provided by other parties or there is insufficient resource for internal audit to review them.

Strategic 3 Year Rolling and Annual Internal Audit Plan

Internal Audit Reviews

Description	Related Risks	Previous review performed by William Buck	Highest Risk Rating	19/20 (hours)	20/21 (hours)	21/22 (hours)
Business Continuity Planning and Disaster Recovery and Crisis Management Plan <small>(Deferred from 18/19 to 19/20 due to the City's Disaster Recovery and Crisis Management testing which will only commence in August 2019, review will commence after testing)</small>	CO-016: Risk Management	Not yet performed	Moderate	80		
Information, Communication and Technology <small>(Deferred from 18/19 to 19/20 due to ICT Security aspects in the process of being implemented. Review will commence after implementation)</small>	CO-002: Technology Advancement CO-005: Corporate Systems	2015/16	High	80		
Human Resources/Payroll	CO-010 Workforce Planning	2015/16	High	120		
Regulation 17 review	CO-012: Fraud and Misconduct CO-16: Risk Management CO-C01: Compliance Framework	2016/17	Moderate	100		
Approval Services <small>(New review prioritised for 19/20)</small>	CO-019 Decision Making; CO-021 Competitive Service Costing	Not yet performed	Moderate	80		
Events Management	CO-023: Safety of Community	2016/17	Moderate	80		
Land Development & Contributions	CO-003: Land Development	2017/18	Moderate	120		
Aquatic Centre <small>(Review reprioritised from 20/21 to 19/20)</small>	CO-C01: Compliance Framework CO-023: Safety of Community CO-021 Competitive Service Costing	2015/16	Moderate	100		
Environmental Regulation <small>(Deferred from 19/20 to 20/21 due to system implementations in accordance with the internal audit log. Review will commence after finalisation of the implementations)</small>	CO-022: Environmental Management	2016/17	High		120	
Delegated Authority <small>(Review deferred from 19/20 to 20/21 due to reprioritisation of other reviews)</small>	CO-019: Decision Making CO-C01: Compliance Framework	2015/16	Moderate		80	

Strategic 3 Year Rolling and Annual Internal Audit Plan

Description	Related Risks	Previous review performed by William Buck	Highest Risk Rating	19/20 (hours)	20/21 (hours)	21/22 (hours)
Compliance Annual Return Review ("CAR")	CO-C01: Compliance Framework	2016/17; 2018/19	Moderate		60	
Occupational Health and Safety	CO-013: Workplace Health and Safety	2016/17	Moderate		100	
Procurement & Contract Management (Deferred to 20/21 due to reprioritisations of other reviews)	CO-007: Purchasing CO-008: Contract Management	2016/17	Moderate		80	
Emergency Services Levy (Deferred to 20/21 due to reprioritisations of other reviews)	CO-C01: Compliance Framework CO-023: Safety of Community	2016/17	Moderate		120	
Project Management (Second Phase to be completed early 20/21)	CO-015: Project Management CO-005: Corporate Systems	2018/19	Moderate		80	
Strategic Asset Management	CO-004: Asset Management; CO-018: Inherited Assets	2018/19	High			140
Long Term Planning & Budgeting	CO-009: Integrated Reporting; ST-G09: Long Term Planning ST-S04: Integrated Infrastructure & Utility Planning ST-S20: Strategic Community Plan	2018/19	Moderate			140
Records Management	CO-005: Corporate Systems CO-006: Data and Information Management	2015/16	High			80
Swimming Pool Inspections	CO-C01: Compliance Framework CO-023: Safety of Community	2015/16; 2018/19	Moderate			80
Property Management	CO-004: Asset Management	2017/18	Moderate			80
Finance Review (This review will be split into a 2-phased approach and will be performed before the 22/23 Regulation 17 review)	CO-017: Financial Management	2018/19	High			220

Strategic 3 Year Rolling and Annual Internal Audit Plan

Description	Related Risks	Previous review performed by William Buck	Highest Risk Rating	19/20 (hours)	20/21 (hours)	21/22 (hours)
	ST-G09: Long Term Planning CO-005: Corporate Systems CO-021: Competitive Service Costing					
				760	640	740

Other Services

Description	Previous Review performed by William Buck	19/20 (hours)	20/21 (hours)	21/22 (hours)
Fraud Risk Assessment	Every 2 years	-	140	-
Audit & Risk Committee Reporting & Attendance	Quarterly	25	25	25
Audit log	Quarterly	160	160	160
Strategic 3 Year Rolling Internal Audit plan	Annually	20	20	20
Annual Internal Audit Plan	Annually	10	10	10
		215	355	215

Total Internal Audit Hours

Description	19/20 (hours)	20/21 (hours)	21/22 (hours)
Internal Audit Reviews	760	640	740
Other Services	215	355	215
	975	995	955

Other administrative functions which include the review and updating of the Audit and Risk Committee and Internal Audit Charters, Terms of References, the Internal Audit Methodology and Internal Audit Procedural Manuals are performed by the City In-house Internal Audit Function (Audit and Assurance Officer). Ad-hoc internal audits are also performed by either the City In-house Internal Audit Function or William Buck based on requests from Management or the Audit and Risk Committee.

Internal Audit aims to be responsive to the City's needs, given the environment of change that exists both within and external to the City. Consequently, the Strategic 3 Year Rolling and Annual Internal Audit Plan are reviewed each year to meet the changing needs of the City and any proposed changes will be re-presented.

The impact of newly identified corporate and strategic risks will be considered throughout the financial year and the annual internal audit plan will be amended if required.

Indicative Scopes for 2019/20

Set out within the table below is the 2019/20 Annual Audit Plan with indicative scopes for the proposed reviews. The scopes will be further refined through discussion with Management during the scoping process.

Area of Review	Timing & Status	Indicative Scope
<i>Audit Log</i>	<i>July 2019</i>	<i>Updating and following up of outstanding audit log items.</i>
Regulation 17 Review	August 2019	<ul style="list-style-type: none"> Processes implemented in relation to risk management. Reviewing processes to assess the effectiveness of internal controls. Appropriateness of processes implemented to ensure compliance with legislative compliance requirements; Appropriate reporting structures to identify instances of non-compliance with Legislation are escalated to management, the Audit and Risk Committee and Council. Follow up on previous Internal Audit Reports on Regulation 17.
Payroll Review	September 2019	<ul style="list-style-type: none"> Workforce planning; Joiners, leavers, higher duties and increments; Amendments to standing employee data; Timesheets and rostering; Monitoring/exception reporting; Payroll; and Salary deductions.
<i>Audit Log</i>	<i>October 2019</i>	<i>Updating and following up of outstanding audit log items.</i>
Business Continuity Planning and Disaster Recovery	October/ November 2019	<ul style="list-style-type: none"> Roles and responsibilities for co-ordinating BCP development, maintenance and testing are clearly defined. A formal risk assessment has been completed to define potential events or incidents that could cause a disruption to the City's business services. A formal Plan has been developed to define the City's response to business continuity risks and is regularly reviewed and approved. BCP clearly defines contingencies to manage various stages of the BCP life-cycle including emergency, back-up and recovery phases. BCP establishes a "chain of command" in the event of a crisis which defines who is responsible for decision making and how decisions should be made. BCP's are regularly tested, results of testing are documented and outcomes of testing are used to refresh and improve plans.
Aquatic Centre	November 2019	<ul style="list-style-type: none"> Policies and procedure to manage the Aquatic Centre; The OSH framework in place for Public Safety including compliance with the code of practice; Personnel training and rostering; Revenue and cash management processes are appropriate; and Follow up of the previously raised findings in this area.
Approval Services	December/ January 2019	Review approval, including following up of conditional approval, processes in the following areas: <ul style="list-style-type: none"> Planning development applications; Subdivisions of land; Extractive Industries licences; Detailed area plans; Structure plans and amendments; Building development permit applications; R-codes variations; Environmental Health; Service Authority Approvals; and

Indicative Scopes for 2019/20

Area of Review	Timing & Status	Indicative Scope
		<ul style="list-style-type: none"> Road Closure Applications.
<i>Audit Log</i>	<i>January 2020</i>	<i>Updating and following up of outstanding audit log items.</i>
Information, Communication and Technology	January/February 2020	<ul style="list-style-type: none"> Logical access to the network. Data security controls to avoid hacking, cracking and cyber-attacks; Program change controls over system updates, specifically: <ul style="list-style-type: none"> Maintenance agreements with suppliers and third-party service providers; Restrictions on transfer of changes to the operational environment; and User involvement in testing and authorising changes. Physical security controls relating to access to critical IT equipment, and existence of environmental hazard controls in server room; IT recovery and testing processes, specifically processes to: <ul style="list-style-type: none"> Recover data and systems in a timely manner; and Test documented recovery procedures. Detail testing of processes implemented on previously raised findings in this area.
Events Management	April/May 2020	<ul style="list-style-type: none"> Policies and procedures of events management (Internal and external organised); and Operational effectiveness of internally organized events including: <ul style="list-style-type: none"> Planning and Budgeting Processes; Event Promotion and Sponsorships; Traffic and Pedestrian Management; Infrastructure; Public Safety, Security and Emergency Management and Evacuation Planning; Insurance; Public Health; Communication; Event Post Event Debrief and Evaluations.
<i>Audit Log</i>	<i>May 2020</i>	<i>Updating and following up of outstanding audit log items.</i>
Land Development & Contributions	June 2020	<ul style="list-style-type: none"> The development of Developer's Contribution Plans and Capital Expenditure Plans (CEP) and the process followed in accordance with State Planning Policies and Town Planning Schemes; Approval of Developer's Contribution Plans and Capital Expenditure Plans; Contribution payment rates and recording processes; Administering/monitoring Contribution Plans, payment plans, cost contribution requests and receipt of funds and securities; and Budgeting of maintenance and handover Infrastructure Network Assets.

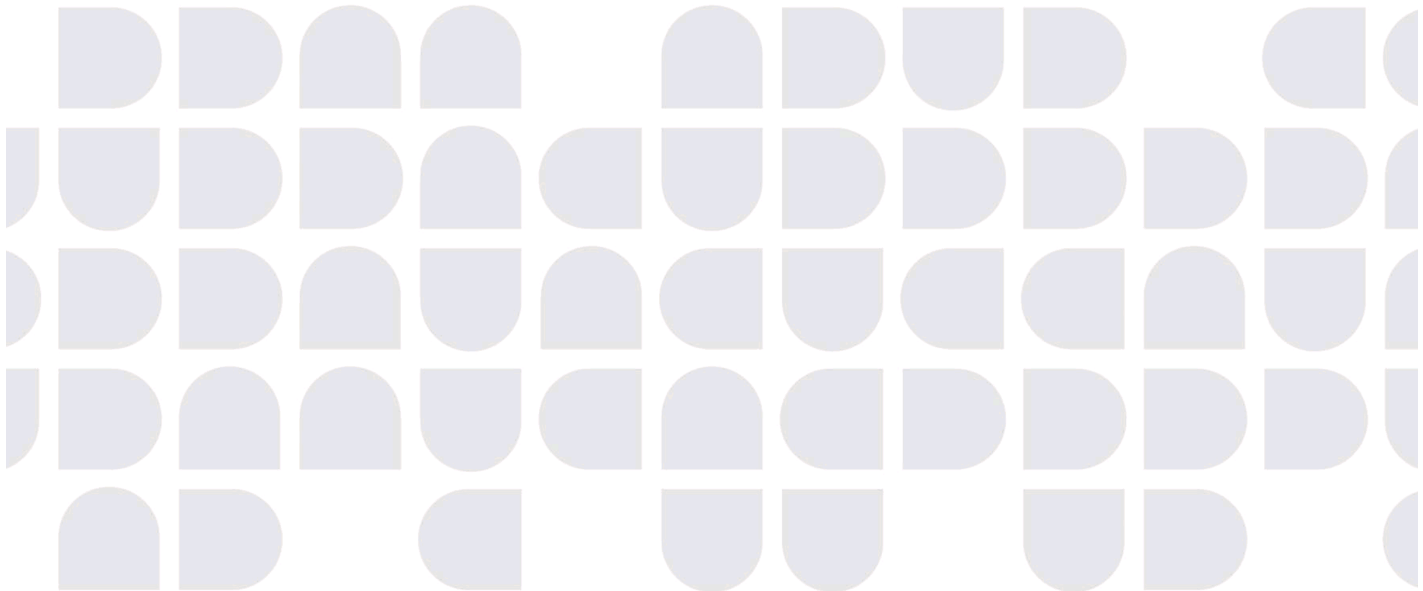
Other Risk Areas

Set out below are the risks not explicitly covered within the strategic internal audit plan detailed on pages 5-7.

Risk	Risk Title	Overall Risk Rating	Reason for Non-Inclusion
Strategic Risks			
ST-S05	Water Availability	Moderate	Limited assurance could be provided
ST-S06	Climate Change	High	Limited assurance could be provided
ST-S12	Economic Growth	Moderate	Limited assurance could be provided
ST-S24	Stakeholder Relationships	Moderate	Relatively low rating
Corporate Risks			
CO-O01	Relationship Management	Moderate	Relatively low rating
CO-O11	People Management	Low	Relatively low rating
CO-O20	Productive Communities	Moderate	Limited assurance could be provided

Other suggested reviews to be considered

Review	Linked Risks
Land Development and Strategic Land Use Planning and Environment	CO-019 Decision Making; CO-021 Competitive Service Costing ST-S12 Economic Growth ST-S05 Water Availability ST-S06 Climate Change
Integrated Reporting	CO-019 Decision Making CO-021 Competitive Service Costing
Customer Relationship and Complaints Management	CO-019 Decision Making CO-021 Competitive Service Costing ST-S24 Stakeholder Relationships CO-O01 Relationship Management
Community and Place Management	CO-019 Decision Making CO-021 Competitive Service Costing
Health and Compliance Review	CO-019 Decision Making CO-021 Competitive Service Costing
Community Safety and Emergency Management Review	CO-019 Decision Making CO-021 Competitive Service Costing
Asset Maintenance (incl. Parks, Buildings, Roads, Pathways and Storm Water Drains, Engineering, Conservation, Plant and Fleet)	CO-018 Inherited Assets CO-O04 Asset Management
Economic Development	ST-S12 Economic Growth ST-S05 Water Availability ST-S06 Climate Change
Corporate Governance Review	<i>(Including Committees and Terms of References, Code of Conduct, Gifts, PID, Compliance, Policies and Procedures, etc. Can also be included in Reg 17 as other Corporate Governance areas are already included)</i>
Stakeholder Relationship Management	ST-S12 Economic Growth ST-S24 Stakeholder Relationships CO-O01 Relationship Management
Media, Public Relations (Including Advocacy) and Communications	ST-S12 Economic Growth ST-S24 Stakeholder Relationships CO-O01 Relationship Management
Fleet and Inventory Management	CO-O04 Asset Management CO-018 Inherited Assets

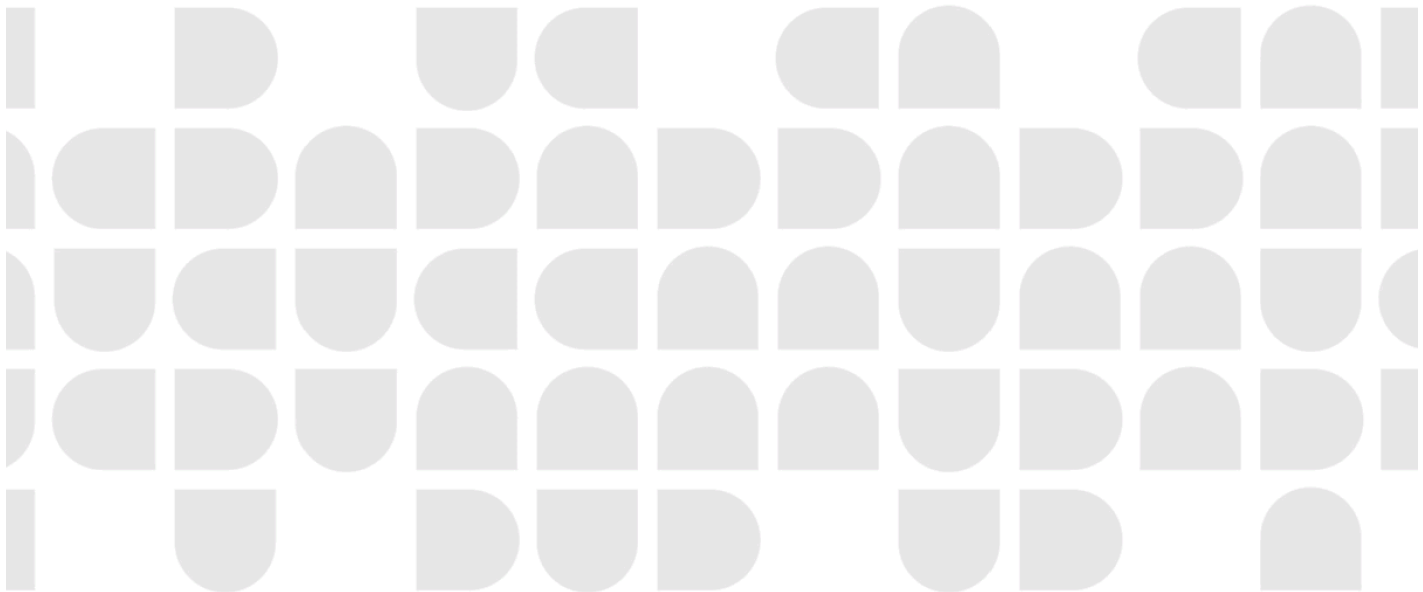


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City of Wanneroo
Strategic 3 Year Internal Audit Plan
.....
September 2020



Contents

Preparation of the Strategic 3 Year Internal Audit Plan	3
Strategic 3 Year Rolling and Annual Internal Audit Plan	5
Indicative Scopes for 2020/21	9
Other Risk Areas	10

Preparation of the Strategic 3 Year Internal Audit Plan

Introduction

The Institute of Internal Auditors' International Professional Practices Framework requires Internal Audit to produce a risk-based plan, which takes into account the City of Wanneroo's ("City") risk management framework, knowledge of operations and internal controls derived from previous audits, its strategic objectives and priorities and the views of the City's Management, the Audit & Risk Committee ("ARC") and Council.

The objective of the Strategic 3 year and annual rolling plan is to direct audit resources in an efficient manner to provide assurance that key risks are being managed effectively.

This document addresses these requirements by setting out a proposed and detailed Annual Internal Audit Plan for 2020/21 year and to realign the Strategic 3 Year Internal Audit Rolling Plan (the "Plan") for the period 1 July 2020 to 30 June 2023, where applicable, based on the changes on the Strategic, Corporate and Operational Risk Registers and in consultation with Senior Management for the consideration of the ARC.

This Annual Detailed and Rolling 3 year Internal Audit Plan is required to be reviewed and updated on an annual basis or when considered necessary by the ARC to ensure that Internal Audit Reviews are still aligned with any critical strategic, corporate and operational risks identified within the City.

The nature, timing and extent of resources necessary to perform the engagements should be taken into account.

Role of Internal Audit Services

The aim of the City's Internal Audit Service ("Internal Audit") is to assist the ARC and the City's Management to manage risk by providing an innovative, responsive, proactive and effective value-added Internal Audit function. The objectives of Internal Audit are to:

- Provide independent consideration of risks, controls and processes across the City;
- Promote mechanisms that encourage a culture, which is conscious of risk, control and processes; and
- Assist and support the City in its drive for process improvement.

These objectives are achieved by:

- Assisting Management in evaluating their processes for identifying, assessing and managing the key operational, financial and compliance risks of the City;
- Assisting Management in evaluating the effectiveness of internal control systems, including compliance with internal policies and their alignment with legislation and regulation;
- Recommending improvements in efficiency and effectiveness to the internal control systems established by Management;
- Keeping abreast of new developments affecting the City's activities and in matters affecting Internal Audit; and
- Being responsive to the City's changing needs and striving for continuous improvement.

Our internal audit activities typically include amongst others the following as guided by the Local Government Operational Guidelines Number 09 – Revised September 2013:

- the review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- a review of compliance with management policies and directives and any other internal requirements;
- review of the annual Compliance Audit Return, if requested;

Preparation of the Strategic 3 Year Internal Audit Plan

- assist in the Chief Executive Officer's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance to ensure the CEO's compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 within every 3 years; and
- other specific tasks requested by management and the ARC.

Review of the Strategic 3 Year Rolling Internal Audit Plan

The Strategic 3 Year Rolling and Annual Internal Audit Plan was reviewed by William Buck in conjunction with the City In-house Internal Audit Function and Management through performance of the following steps:

- The previous 3 year rolling plan presented to the ARC being considered in this plan's formulation;
- The latest updated Strategic and Corporate risk registers were reviewed to determine if there were any changes in the updated risk registers;
- Revising the current plan in accordance with emerging risks (for example: COVID-19, etc) as well as reprioritising reviews which were delayed in the 2019/20 year due to COVID-19.
- The already identified auditable areas identified in the Previous Rolling 3 year Internal Audit Plan were then reviewed by the risk rating along with consideration of other factors such as regulatory requirements and the date of last review, to ensure that the priority areas are still aligned within the previous Strategic Internal Audit Plan, as detailed on pages 5-8.

There are a number of risks which are not within the Plan, as set out on page 10. This can arise for a number of reasons such as risks do not lend themselves to the provision of assurance by internal audit, the risk rating may be low, assurance is provided by other parties or there is insufficient resource for internal audit to review them.

Strategic 3 Year Rolling and Annual Internal Audit Plan

Internal Audit Reviews

Description	Related Risks	Previous review performed by William Buck	Highest Risk Rating (Inherent Risk)	20/21 (hours)	21/22 (hours)	22/23 (hours)
Business Continuity Planning and Disaster Recovery and Crisis Management Plan (Deferred from 19/20 to 20/21 due to the City's Disaster Recovery and Crisis Management testing which occurred earlier the year, due to COVID-19 this review including the OHS review will be prioritised)	CO-O16: Risk Management	Not yet performed	Moderate	80		
Occupational Health and Safety	CO-O13: Workplace Health and Safety	2016/17	Moderate	120		
Human Resources/Payroll (Additional hours allocated to perform a detailed review based on the implementation of the new system)	CO-O10 Workforce Planning CO-O11 People Management CO-O02: Technological Advancement	2015/16	Moderate	240		
Approval Services (Due to COVID this review postponed from 2019/20 to 2021/22)	CO-O21 Competitive Service Costing CO-C01 Compliance Framework CO-O17 Financial Management	Not yet performed	High		120	
Aquatic Centre (Review reprioritised to 21/22 due to COVID19)	CO-C01: Compliance Framework CO-O23: Safety of Community CO-O21 Competitive Service Costing	2015/16	High		100	
Emergency Services Levy	CO-C01: Compliance Framework CO-O23: Safety of Community	2016/17	Moderate		120	
Environmental Management (Deferred from 19/20 to 21/22 due to system implementations in accordance with the internal audit log. Review will commence after finalisation of the	CO-O22: Environmental Management	2016/17	High		120	

Strategic 3 Year Rolling and Annual Internal Audit Plan

Description	Related Risks	Previous review performed by William Buck	Highest Risk Rating (Inherent Risk)	20/21 (hours)	21/22 (hours)	22/23 (hours)
implementations)						
Information, Communication and Technology (Deferred from 18/19 to 22/23 due to ICT Security aspects in the process of being implemented as well as OAG performance review performed in 2019/20. (Review will commence after implementation of all action items)	CO-O02: Technological Advancement CO-O25 System Security	2015/16 (OAG Review 2019/20)	High			80
Land Development & Contributions (This review to be postponed, Cell reviews completed 2019/20 and 2020/21 for each Cell and Findings Identified during our previous Review is still in the progress of being implemented)	CO-O03: Strategic Land	2017/18	Moderate			120
Finance Review (This review will be split into a 2-phased approach and will be performed before the 22/23 Regulation 17 review)	CO-O17: Financial Management ST-G09: Long Term Financial Planning CO-O02: Technological Advancement CO-O21: Competitive Service Costing	2018/19	High			220
Regulation 17 review	CO-O12: Fraud and Misconduct CO-O16: Risk Management CO-C01: Compliance Framework	2016/17; 2019/20	Moderate			100
Procurement & Contract Management <i>(Planned for the 23/24 financial year onwards)</i>	CO-O07: Purchasing CO-O08: Contract Management	2016/17	Moderate			
Events Management <i>(Planned for the 23/24 financial year onwards)</i>	CO-O23: Safety of Community	2016/17	Moderate			
Delegated Authority <i>(Planned for the 23/24 financial year onwards)</i>	ST-S25: Local Government Act Review (review of function & purpose of LG) CO-C01: Compliance Framework	2015/16	High			
Property Management <i>(Planned for the 23/24 financial year onwards)</i>	ST-S24: Strategic Asset	2017/18	Moderate			

Strategic 3 Year Rolling and Annual Internal Audit Plan

Description	Related Risks	Previous review performed by William Buck	Highest Risk Rating (Inherent Risk)	20/21 (hours)	21/22 (hours)	22/23 (hours)
	Management					
Project Management <i>(Planned for the 23/24 financial year onwards)</i>	CO-O15: Project Management	2018/19	Moderate			
Strategic Asset Management <i>(Planned for the 23/24 financial year onwards)</i>	ST-S24 Strategic Asset Management CO-O18: Inherited Assets	2018/19	High			
Long Term Planning & Budgeting <i>(Planned for the 23/24 financial year onwards)</i>	CO-O09: Integrated Reporting ST-G09: Long Term Financial Planning ST-S04: Integrated Infrastructure & Utility Planning ST-S20: Strategic Community Plan	2018/19	Moderate			
Records Management <i>(Planned for the 23/24 financial year onwards)</i>	CO-O06: Data and Information Management CO-O02: Technological Advancement CO-O25 System Security	2015/16; 2019/20	High			
Swimming Pool Inspections <i>(Planned for the 23/24 financial year onwards)</i>	CO-C01: Compliance Framework CO-O23: Safety of Community	2015/16; 2018/19	Moderate			
				440	460	520

Note: Items planned for the 23/24 financial year onwards will be evaluated and considered when the Internal Audit Plan is reviewed annually.

Strategic 3 Year Rolling and Annual Internal Audit Plan

Other Services

Description	Frequency	20/21 (hours)	21/22 (hours)	22/23 (hours)
Fraud Risk Assessment	Every 2 years	-	140	-
Compliance Annual Return Review ("CAR")	Every 2 years	60	-	60
Audit & Risk Committee Reporting & Attendance	Quarterly	25	25	25
Audit log (Budgeted for 2 times a year)	Continuously	120	120	120
Strategic 3 Year Rolling Internal Audit plan	Annually	20	20	20
Annual Internal Audit Plan	Annually	10	10	10
		235	315	235

Total Internal Audit Hours

Description	20/21 (hours)	21/22 (hours)	22/23 (hours)
Internal Audit Reviews	440	460	520
Other Services	235	315	235
	675	775	755

Other administrative functions which include the review and updating of the Audit and Risk Committee and Internal Audit Charters, Terms of References, the Internal Audit Methodology and Internal Audit Procedural Manuals are performed by the City In-house Internal Audit Function (Audit and Assurance Officer). Ad-hoc internal audits are also performed by either the City In-house Internal Audit Function or contracted firm based on requests from Management or the Audit and Risk Committee.

Internal Audit aims to be responsive to the City's needs, given the environment of change that exists both within and external to the City. Consequently, the Strategic 3 Year Rolling and Annual Internal Audit Plan are reviewed each year to meet the changing needs of the City and any proposed changes will be re-presented.

The impact of newly identified corporate and strategic risks will be considered throughout the financial year and the annual internal audit plan will be amended if required.

Indicative Scopes for 2020/21

Set out within the table below is the 2020/21 Annual Audit Plan with indicative scopes for the proposed reviews. The scopes will be further refined through discussion with Management during the scoping process.

Area of Review	Timing & Status	Indicative Scope
Business Continuity Planning and Disaster Recovery (Including processes established in relation to the COVID-19 pandemic)	October/November 2020	<ul style="list-style-type: none"> Roles and responsibilities for co-ordinating BCP development, maintenance and testing are clearly defined. A formal risk assessment has been completed to define potential events or incidents that could cause a disruption to the City's business services. A formal Plan has been developed to define the City's response to business continuity risks and is regularly reviewed and approved. BCP clearly defines contingencies to manage various stages of the BCP life-cycle including emergency, back-up and recovery phases. BCP establishes a "chain of command" in the event of a crisis which defines who is responsible for decision making and how decisions should be made. BCP's are regularly tested, results of testing are documented and outcomes of testing are used to refresh and improve plans. Business recovery processes and plans are regularly reviewed, tested and updated based on the latest developments.
Compliance Annual Return Review	January 2021	<ul style="list-style-type: none"> Consideration of applicable local government legislation and regulations relating to the CAR; Consideration of processes used to complete the CAR; and Limited risk-based sample testing across a selection of applicable CAR questions.
Occupational Health and Safety	February/March 2021	<ul style="list-style-type: none"> The composition, processes and procedures of the OSH are adequate and effective for ensuring the framework for improving health and safety outcomes is established and monitored especially in relation to constant changes such as the COVID-19; Procedures and processes for incident reporting and investigations; Actions, decisions and approvals processes; Incidents and hazards are appropriately categorised and completed within prescribed timeframes; Appropriate recordkeeping processes; Incidents, near misses or OSH risks are reported and communicated to relevant delegations; Shared learning and continuous improvement; and OHS system allows users to capture, update and report on OSH incidents, risks and near-misses in a systematic, structured way. Alignment with the harmonised Model WHS Act, Regulations and other subsidiary legislations including OSH including the safety of volunteers, casuals, etc. with activities that are considered a high risk.
Payroll Review	April/May 2021	<ul style="list-style-type: none"> Post implementation and processes review on the new system; Workforce planning; Joiners, leavers, higher duties and increments; Amendments to standing employee data; Timesheets and rostering; Monitoring/exception reporting; Payroll; and Salary deductions.

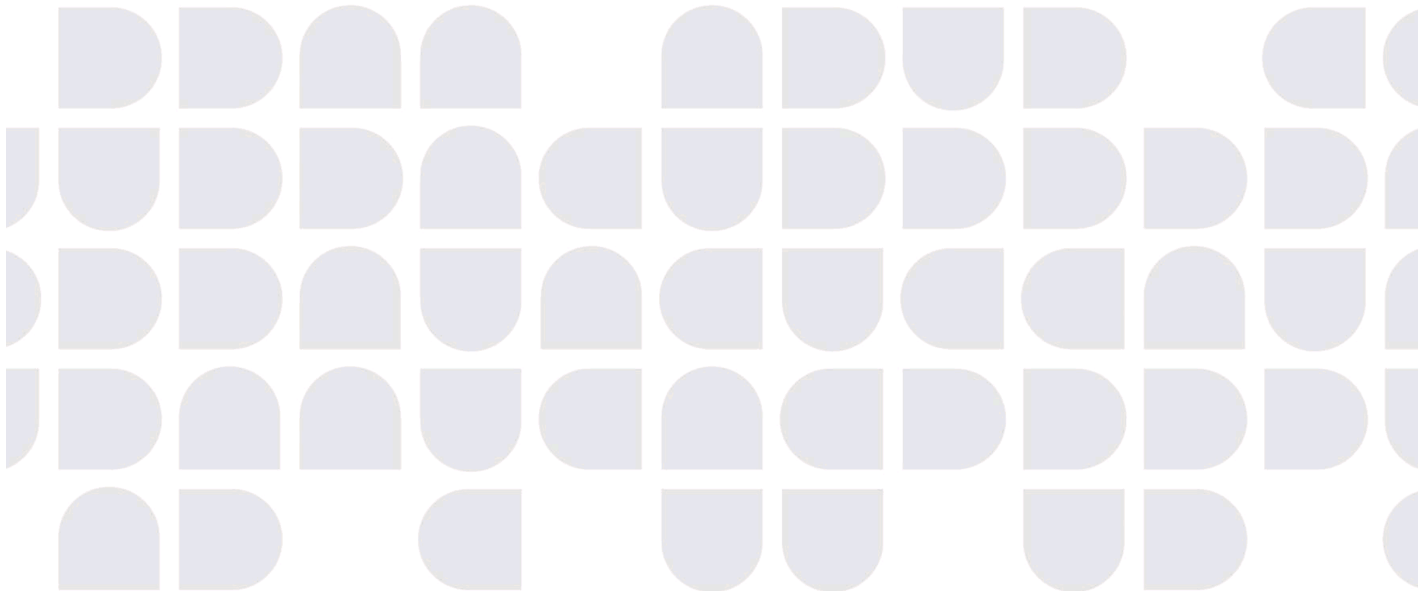
Other Risk Areas

Set out below are the risks not explicitly covered within the strategic internal audit plan detailed on pages 5-7.

Risk	Risk Title	Inherent Risk Rating	Reason for Non-Inclusion
Strategic Risks			
ST-S05	Water Availability	Moderate	Limited assurance could be provided
ST-S06	Climate Change	Moderate	Limited assurance could be provided
ST-S12	Economic Growth	Moderate	Limited assurance could be provided
ST-S23	Stakeholder Relationships	Moderate	Relatively low rating
ST-S25	Local Government Act Review (review of function & purpose of LG)	High	Limited assurance could be provided
Corporate Risks			
CO-O01	Relationship Management	Moderate	Relatively low rating
CO-O11	People Management	Low	Relatively low rating
CO-O20	Productive Communities	Moderate	Limited assurance could be provided

Other suggested reviews to be considered

Review	Linked Risks
Land Development and Strategic Land Use Planning and Environment	CO-021 Competitive Service Costing ST-S24 Strategic Asset Management ST-S12 Economic Growth ST-S05 Water Availability ST-S06 Climate Change
Integrated Reporting	CO-009: Integrated Reporting CO-021 Competitive Service Costing
Customer Relationship and Complaints Management	CO-021 Competitive Service Costing ST-S24 Stakeholder Relationships CO-O01 Relationship Management
Community and Place Management	CO-O23 Safety of Community CO-021 Competitive Service Costing CO-O20 Productive Communities
Health and Compliance Review	CO-O23 Safety of Community CO-021 Competitive Service Costing
Community Safety and Emergency Management Review	CO-O23 Safety of Community CO-021 Competitive Service Costing
Asset Maintenance (incl. Parks, Buildings, Roads, Pathways and Storm Water Drains, Engineering, Conservation, Plant and Fleet)	CO-018 Inherited Assets ST-S04 Integrated Infrastructure & Utility Planning ST-S24 Strategic Asset Management
Economic Development	ST-S12 Economic Growth ST-S05 Water Availability ST-S06 Climate Change CO-O20 Productive Communities
Corporate Governance Review	<i>(Including Committees and Terms of References, Code of Conduct, Gifts, PID, Compliance, Policies and Procedures, etc. Can also be included in Reg 17 as other Corporate Governance areas are already included)</i>
Stakeholder Relationship Management	ST-S12 Economic Growth ST-S24 Stakeholder Relationships CO-O01 Relationship Management
Media, Public Relations (Including Advocacy) and Communications	ST-S12 Economic Growth ST-S24 Stakeholder Relationships CO-O01 Relationship Management
Fleet and Inventory Management	ST-S24 Strategic Asset Management CO-018 Inherited Assets



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Governance & Legal

3.13 Strategic Risk Profile

File Ref:	2286 – 20/427109
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

To consider the recommendation of the Audit and Risk Committee to adopt the City's updated Strategic Risk profile as presented and recommended by the Audit and Risk Committee on Tuesday 29 September 2020.

Background

A Strategic Leadership Workshop for Council Members and the Executive was held on 15 and 16 August 2020. The workshop focused on the City's Strategic Risk Profile and Strategic Community Planning and Smart City.

The purpose of Day 1 was to discuss the City's Strategic Risk profile to prepare for the upcoming major review of the Strategic Community Plan, in order to:

- Ensure consistent understanding of strategic risk management amongst Council Members, and the current application of this in the context of the City; and
- Identify and analyse the potential impacts of uncertainty on the City's long-term objectives, and the means by which those objectives will be achieved.

On Day 1 the following areas were focused upon:

- Overview of Strategic Risk and Risk Management Refresher training;
- The City's Enterprise Risk Management Framework;
- Strategic Risk Review;
- Risk-based Stakeholder Profile;
- External & Internal Strategic Risk Profile; and
- SWOT analysis.

As a result of the discussion, the risks and inputs identified during the Strategic Leadership Workshop, the Strategic Risk Register was presented to the Audit and Risk Committee on 29 September 2020 for consideration. The Audit and Risk Committee recommends Council endorse the City's Strategic risk profile.

Detail

The Strategic Leadership Workshop resulted in robust discussion around the City's Risk Management Framework, review of the City's Strategic Risks, the positives and challenges the City had experienced in the last year from a financial and operational perspective with consideration against the City's vision, mission, goals and objectives.

Discussions around the external and internal environment and the current economic climate together with issues and risk associated with COVID-19 identified some of the greatest impacts/opportunities presented to Council. A SWOT analysis was conducted and comparison made against the City's existing strategic risk profile which also provided the opportunity to identify and analyse the potential impacts of uncertainty on the City's long term objectives and the means by which those objectives will be achieved to deliver.

Consultation

The Audit and Risk Committee reviews the City's Strategic Risk Register biannually.

Comment

The updated details of the City's Strategic Risk Profile are set out in the below and was presented to the Audit and Risk Committee on 29 September 2020 for consideration. The Audit and Risk Committee has recommended for Council to endorse the City's Strategic risk profile.

Strategic Risks

Risk Title	Risk Description	Risk Rating
ST-G09 Long Term Financial Planning	Ineffectiveness in long term financial planning leads to poor financial management including efficiency and timing of service and asset provision impacting the City's sustainability	Moderate
ST-S04 Integrated Infrastructure & Utility Planning	Infrastructure is not delivered in a timely and coordinated way leading to issues with access and service levels and/or additional expenses (Not Cow)	Moderate
ST-S05 Water Availability	Ineffective City preparedness for potential reduced water availability impacts business and community service delivery	Moderate
ST-S06 Climate Change	Lack of preparedness to respond and adapt to climate change impacts leading to community and financial implications	Moderate
ST-S12 Economic Growth	Ineffective economic development intervention results in limited opportunity to create local employment opportunities impacting on the City's vision to create sustainable communities	Moderate
ST-S20 Strategic Community Plan	Inadequate strategic community planning results in misaligned strategies impacting community aspirations	Low
ST-S23 Stakeholder Relationships	The City's engagement with stakeholders is ineffective resulting in delay and lost opportunities	Low
ST-S24 Strategic Asset Management	Inadequate asset management processes and systems impacts on the City's ability to manage assets strategically	Moderate
Revised Strategic Risk		
Previous title: ST-S25 Local Government Act Review (review of function & purpose of LG)	Previous description: Current legislative review of the Local Government Act impacts on the City's ability to deliver the SCP, stakeholder engagement limitations and limitation to deliver community expectations	Moderate

Risk Title	Risk Description	Risk Rating
Proposed new title: ST-S24 Legislative Reform or Changes	Proposed new description: Lack of preparedness to accommodate Legislative reform changes impacts on the City's ability to deliver the SCP, stakeholder commitments and operational effectiveness requires diversion of resources from current priorities and activities	

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

Risk Management Considerations

Risk Title	Risk Rating
CO-O17 Risk Management	Moderate
Accountability	Action Planning Option
Executive Manager Governance and Legal	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Corporate risk register. Action plans have been developed to manage this risk to support existing management systems. Alignment with the following risk appetite statement, under the strategic theme of Civic Leadership should also be considered:

4.2 Good Governance

The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party that jeopardises this. The City provides appropriate systems and processes to realise its values and achieve good governance. Decisions are aligned to policy to ensure non-compliance impacts are reduced as low as reasonably practicable (ALARP) and reputational damage is restricted to low. **Therefore the City accepts low or ALARP of compliance and governance risk.**

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council **ACCEPTS** the recommendation of the Audit and Risk Committee and **ENDORSES** the City's Strategic Risk Profile as follows:

Strategic Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
ST-S04 Integrated Infrastructure & Utility Planning	Moderate
ST-S05 Water Availability	Moderate
ST-S06 Climate Change	Moderate
ST-S12 Economic Growth	Moderate
ST-S20 Strategic Community Plan	Low
ST-S23 Stakeholder Relationships	Low
ST-S24 Strategic Asset Management	Moderate
ST-S24 Legislative Reform or Changes	Moderate

Attachments: Nil

Item 4 Motions on Notice

Nil

Item 5 Late Reports (to be circulated under separate cover)**5.1 Determination of Ordinary Council Meeting Dates – January to December 2021**

Item 6 Public Question Time**Item 7 Confidential****7.1 Chief Executive Officer Performance Review 2019/20**

File Ref:	4018V05 – 20/382887
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	4

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (a) a matter affecting an employee or employees*
- (b) the personal affairs of any person*
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

Item 8 Date of Next Meeting

The next Ordinary Council Meeting has been scheduled for 7:00pm on Tuesday, 20 October 2020, to be held at Council Chambers, Civic Centre, 23 Dundobar Road, Wanneroo.

Item 9 Closure



COUNCIL CHAMBERS SEATING DIAGRAM

