



## **NOTICE OF MEETING**

### **ORDINARY COUNCIL**

Members are advised that a meeting of the Council will be held in Council Chambers, Civic Building, 83 Mandurah Terrace, Mandurah on:

**Tuesday 25 February 2020  
at 5.30pm**



**GRAEME DAVIES**  
Acting Chief Executive Officer  
19 February 2020

## **AGENDA**

**1. OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS**

**2. ACKNOWLEDGEMENT OF COUNTRY**

**3. APOLOGIES**

Leave of Absence  
Councillor Schumacher  
Councillor Lee  
Councillor Zilani

Apologies

**4. IMPORTANT NOTE:**

Members of the public are advised that any decisions made at the meeting tonight, can be revoked, pursuant to the *Local Government Act 1995*. Therefore, members of the public should not rely on any decisions until formal notification in writing by Council has been received.

**5. ANSWERS TO QUESTIONS TAKEN ON NOTICE****6. PUBLIC QUESTION TIME**

*Public Question time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please telephone 9550 3787 or visit the City's website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au).*

**7. PUBLIC STATEMENT TIME**

*Any person or group wishing to make a 2-minute Public Statement to Council regarding a matter concerning local government must first complete an application form. For more information about Public Statement Time, or to obtain an application form, please telephone 9550 3787 or visit the City's website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au).*

**8. LEAVE OF ABSENCE REQUESTS**

Mayor Williams: 19 March 2020 to 26 April 2020, inclusive

Councillor Schumacher: 1 April 2020 to 30 June 2020, inclusive

**9. PETITIONS**

Councillor Pember: Coodanup Foreshore

**10. PRESENTATIONS****11. DEPUTATIONS**

*Any person or group wishing to make a 5-minute Deputation to Council regarding a matter listed on this agenda for consideration must first complete an application form. For more information about making a deputation, or to obtain an application form, please telephone 9550 3787 or visit the City's website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au).*

**12. CONFIRMATION OF MINUTES:**

12.1 Ordinary Council Meeting: 28 January 2020 (attached)

12.2 Annual Electors Meeting: 3 February 2020 (attached)

**13. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**14. DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS**

**15. QUESTIONS FROM ELECTED MEMBERS (WITHOUT DISCUSSION)**

15.1 Questions of which due notice has been given

15.2 Questions of which notice has not been given

**16. BUSINESS LEFT OVER FROM PREVIOUS MEETING**

**17. REPORTS**

<i>Item</i>		<i>Page No</i>
1	Financial Report January 2020	1 – 29
2	Budget Review 2019-2020	30 – 44
3	Collection of Overdue Debts Policy	45 – 57
4	New Shared Parking and Training Facility Bortolo Reserve	58 – 66
5	Use of Glyphosate: Weed Management	67 - 75
6	Procurement Policy Amendments	76 - 114

**18. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

**19. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING**

**20. LATE AND URGENT BUSINESS ITEMS**

**21. CONFIDENTIAL ITEMS**

23.1 Employment Contract

**22. CLOSE OF MEETING**



## **MINUTES OF COUNCIL MEETING**

**HELD ON**

**TUESDAY 28 JANUARY 2020**

**AT 5.30PM**

**IN COUNCIL CHAMBERS  
MANDURAH TERRACE MANDURAH**

### ***PRESENT:***

MAYOR	R WILLIAMS	
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	A ZILANI	NORTH WARD
COUNCILLOR	D PEMBER	EAST WARD
COUNCILLOR	J GREEN	COASTAL WARD
COUNCILLOR	C DI PRINZIO	COASTAL WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	M ROGERS	TOWN WARD

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	A CLAYDON	DIRECTOR WORKS AND SERVICES
MR	T FREE	DIRECTOR SUSTAINABLE COMMUNITIES
MR	G DAVIES	DEPUTY CHIEF EXECUTIVE OFFICER
MRS	C MIHOVILOVICH	DIRECTOR CORPORATE SERVICES
MRS	L SLAYFORD	MINUTE OFFICER

### **OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS [AGENDA ITEM 1]**

The Mayor declared the meeting open at 5.33pm.

### **ACKNOWLEDGEMENT OF COUNTRY [AGENDA ITEM 2]**

Mayor Williams acknowledged that the meeting was being held on the traditional land of the Bindjareb people, and paid his respect to their Elders past and present.

**APOLOGIES [AGENDA ITEM 3]**Leave of Absence

Councillor Schumacher  
Councillor Lynn Rodgers  
Councillor Lee  
Councillor Knight

Apologies

Councillor Darcy

**DISCLAIMER [AGENDA ITEM 4]**

The Mayor advised that the purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) and Council's Consolidated Local Laws (Section 4.86) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The City of Mandurah expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

**ANSWERS TO QUESTIONS TAKEN ON NOTICE [AGENDA ITEM 5]**

Nil.

**PUBLIC QUESTION TIME [AGENDA ITEM 6]**

**G.1/1/20**

**R GENT: MERRIVALE STREET RECONSTRUCTION**

Mr Gent asked for information as to who was at the on-site meeting regarding the hydrant level and also if Council had passed a resolution previously in regard to returning the Merrivale Street road level to the previous 2002 level.

*Mayor Williams advised Mr Gent would receive written responses to both questions.*

**PUBLIC STATEMENT TIME [AGENDA ITEM 7]**

Nil.

**LEAVE OF ABSENCE REQUESTS [AGENDA ITEM 8]**

**G.2/1/20            LEAVE OF ABSENCE: COUNCILLOR GREEN – 17 JULY 2020 TO 17 AUGUST 2020, INCLUSIVE**

**MOTION**

**Moved:            Councillor Peter Rogers**

**Seconded:        Councillor A Zilani**

**That leave of absence be granted to Councillor Green from 17 July 2020 to 17 August 2020, inclusive.**

**CARRIED UNANIMOUSLY: 8/0**

**PETITIONS [AGENDA ITEM 9]**

Nil.

**PRESENTATIONS [AGENDA ITEM 10]**

**G.3/1/20            DISTRICT COOLING FEASIBILITY STUDY**

The City's Energy Efficiency Project Officer delivered an overview of the district cooling opportunity and progress made to date.

**DEPUTATIONS [AGENDA ITEM 11]**

Nil.

**CONFIRMATION OF MINUTES [AGENDA ITEM 12]**

**G.4/1/20            CONFIRMATION OF COUNCIL MINUTES: TUESDAY 17 DECEMBER 2019**

**MOTION**

**Moved:            Councillor J Green**

**Seconded:        Councillor C Di Prinzio**

**That the Minutes of the Council Meeting held on Tuesday 17 December 2019 be confirmed.**

**CARRIED UNANIMOUSLY: 8/0**

**G.5/1/20                    ANNOUNCEMENTS BY THE PRESIDING MEMBER [AGENDA ITEM 13]**

At the invitation of the Mayor, Councillors updated the meeting on the following recent activities:

- Councillor Peter Rogers attended the launch of the Port Mandurah Resident's Association book "*Port Mandurah - Thirty Years Making a Community*" on December 15. Three copies of the book will be presented to the Mayor's office by the Association. Thanks to all involved for their hard work.
- Councillor Pember updated the meeting on the Australia Day events conducted at the Eastern Foreshore on January 26. Congratulations to the Lions Club, City of Mandurah, Mandurah Concert Band and the Mandurah Offshore Fishing and Sailing Club for an exceptional day. The day included the Community Citizens of the Year awards and a citizenship ceremony for 112 persons.
- Mayor Williams spoke of the Visit Mandurah new brand launch marking an important investment into Mandurah and tourism promoting the City. The turnout of local tourism businesses supporting Visit Mandurah was encouraging for tourism in the area.
- Mayor Williams congratulated all involved in the Top of the Terrace event conducted on January 25 which appeared to be a great success.

**G.6/1/20                    DECLARATION OF INTERESTS [AGENDA ITEM 14]**

- Councillor Peter Rogers declared an impartiality interest in regard to Minute G.18/1/20 – Confidential Item Review Recommendations due to his current appointment by Council to the Board of the Mandurah Performing Arts Centre.
- The Chief Executive Officer declared an impartiality interest in regard to Minute G.18/1/20 – Confidential Item Review Recommendations due to his appointment as Council's representative to the Board of the Mandurah Performing Arts Centre.

**QUESTIONS FROM ELECTED MEMBERS [AGENDA ITEM 15]****Questions of which due notice has been given**

Nil.

**Questions of which notice has not been given**

Nil.

**BUSINESS LEFT OVER FROM PREVIOUS MEETING [AGENDA ITEM 16]**

Nil.

**REPORTS [AGENDA ITEM 17]****G.7/1/20 TROLLS ART PROJECT (MN) (REPORT 1)**Summary

Council has been approached by FORM, WA's leading public arts organisation, to partner in the creation of an internationally significant public art trail within the City of Mandurah.

The proposal is to create five troll sculptures within or abutting our internationally recognised and RAMSAR listed waterways. The project would cost in the vicinity of \$1.2 million, with Council being requested to contribute \$250,000.

Council is asked to support the project in principle to allow FORM to continue to develop the project and to attract other funding.

Officer Recommendation

That Council:

- 1 Advises FORM of its support in principle for the "Trolls" project in Mandurah, and notes that if the project is to proceed, the City will contribute \$250,000 towards the project from savings identified by the Water Towers Project and funds identified in the budget review process.
- 2 Advises, subject to FORM providing evidence of its contractual relationship with Thomas Dambo, its intent not to go to tender on the project as it believes that in accordance with regulation 11(2)(f) that because of the unique nature of the goods and services being requested, there is likely to be only one supplier.
- 3 Authorise the Mayor and CEO to enter into a contract to deliver the project.

Council Resolution**MOTION**

**Moved: Councillor Peter Rogers**

**Seconded: Councillor Matt Rogers**

**That Council:**

- 1 Advises FORM of its support in principle for the "Trolls" project in Mandurah, and notes that if the project is to proceed, the City will contribute \$250,000 towards the project from savings identified by the Water Towers Project and funds identified in the budget review process.**
- 2 Advises, subject to FORM providing evidence of its contractual relationship with Thomas Dambo, its intent not to go to tender on the project as it believes that in accordance with regulation 11(2)(f) that because of the unique nature of the goods and services being requested, there is likely to be only one supplier.**

CARRIED UNANIMOUSLY: 8/0

Reason: The Council resolution that was carried is different from the officer recommendation by removing point 3 to enable further information to be received.



**G.8/1/20                    ENTREPRENEURIAL CAPACITY BUILDING PROGRAMS PROGRESS  
REPORT (NP) (REPORT 2)**

Two of the key economic objectives identified in the *City of Mandurah Strategic Community Plan 2017-2037* are to increase local education and training opportunities and to increase the level of regional employment. The City's Entrepreneurial Capacity Building programs play a vital role in achieving these objectives.

In an innovative bid to stimulate local job creation and small business growth, the City of Mandurah began delivering a series of free entrepreneurial programs in 2014 for Mandurah small business start-ups. These programs were delivered to a range of target groups, including parents, artists, migrant women and unemployed people seeking to start their own business. Since the launch of the City's Entrepreneurial programs, more than 950 Mandurah residents have participated in 24 workshops between 2014 and 2019.

The aim of the entrepreneurial programs is to help people starting their own business to achieve economic independence and small business success. A vibrant and innovative entrepreneurial environment contributes significantly to a region's growth and economic development, and the City's program has played a significant role in achieving this.

The City's Entrepreneurial Capacity Building Programs have to date resulted in the creation of more than 80 full-time jobs and contributed \$6.51 million to Mandurah's gross regional product. Further, around 65% of all participants have registered for an ABN, with most trading part-time. This has created around 300 additional part-time jobs which contributed additional \$8.14 million to Mandurah GRP.

The program has also gained national attention and recognition, as it is understood that Mandurah is the only local government in Australia to deliver specific entrepreneur training programs for its community.

Council is requested to acknowledge and celebrate the City's successful delivery of the Entrepreneurial Capacity Building Programs' first six years.

**Officer Recommendation**

That Council:

1. Acknowledges the success and achievements delivered by the City's Entrepreneurial Capacity Building Programs over the past six years (2014 – 2019).
2. Notes the City of Mandurah's intention to continue the programs for another 2.5 years.
3. Notes the City's intention to approach relevant State and Federal Government agencies to discuss potential joint and/or alternative funding arrangements.

**Council Resolution****MOTION**

**Moved:**                    **Councillor Peter Rogers**

**Seconded:**              **Councillor D Pember**

**That Council:**

1. **Acknowledges the success and achievements delivered by the City's Entrepreneurial Capacity Building Programs over the past six years (2014 – 2019).**
2. **Notes the City of Mandurah's intention to continue the programs for another 2.5 years.**
3. **Notes the City's intention to approach relevant State and Federal Government agencies to discuss potential joint and/or alternative funding arrangements.**

CARRIED UNANIMOUSLY: 8/0

**G.9/1/20            TRANSFORM MANDURAH: A REVITALISATION PLAN 2019 (AD)  
(REPORT 3)**

Summary

For the past four years the City of Mandurah, in partnership with the Shire of Murray and in response to State Government regional development policy, has endeavoured to create a new economic plan to grow Mandurah's economy and deliver tangible economic benefits for Mandurah and the broader Peel Region.

In 2018 the Council approved '*Mandurah and Murray – A shared Economic Future*' as the City of Mandurah's new Economic Development Strategy, and endorsed the programs and projects that had begun to be developed from that strategy.

In 2019, officers continued to develop those programs. As part of that further development, officers identified the opportunity to combine a number of these projects to create a more integrated visionary concept. With a combined focus on the Water Economy and its potential as an industry for Mandurah; the City Centre's much needed revitalisation; and a new Conference Centre / Tourism precinct that services this growing economy and its industry. *Transform Mandurah – A Revitalisation Plan 2019* has been drafted as a vision document to inform and update Council of the recommended strategy going forward.

Council is requested to adopt *Transform Mandurah – A Revitalisation Plan 2019*, and endorse the strategy going forward to allow continuation of its development and implementation.

Officer Recommendation

**That Council:**

- 1     Adopts *Transform Mandurah – A Revitalisation Plan 2019* as the City of Mandurah's City Centre revitalisation strategy;
- 2     Endorses the programs and projects contained *Transform Mandurah – A Revitalisation Plan 2019* for further development and implementation;
- 3     Commits to a program of advocacy that ensures State and Federal Government support and investment in the projects resulting from *Mandurah and Murray: A Shared Economic Future*.

Council Resolution**MOTION****Moved:** Councillor Matt Rogers**Seconded:** Councillor D Pember**That Council:**

- 1 Adopts *Transform Mandurah – A Revitalisation Plan 2019* as the City of Mandurah’s City Centre revitalisation strategy;**
- 2 Endorses the programs and projects contained *Transform Mandurah – A Revitalisation Plan 2019* for further development and implementation;**
- 3 Commits to a program of advocacy that ensures State and Federal Government support and investment in the projects resulting from *Mandurah and Murray: A Shared Economic Future*.**

CARRIED UNANIMOUSLY: 8/0

**G.10/1/20 FINANCIAL REPORT DECEMBER 2019 (PB) (REPORT 4)**Summary

The Financial Report for December 2019 together with associated commentaries, notes on investments, balance sheet information and the schedule of accounts are presented for Elected Members’ consideration.

Officer Recommendation**That Council:**

1. Receives the Financial Report for December 2019 as detailed in Attachment 1 of the report.
2. Receives the Schedule of Accounts for the following amounts as detailed in Attachment 2 of the report:
 

Total Municipal Fund	\$ 10,483,604.86
Total Trust Fund	\$ 17,906.10
	<u>\$ 10,501,510.96</u>
3. Approves the write off of \$8,284.80\* in outstanding fines owed by Mr Dos Santos.
4. Approves the following budget variations:
  - 4.1. Increase in expenditure of \$86,466.80\* for Dudley Park Primary School Carpark.
    - To be funded from Department of Education contribution of \$86,466.80.
  - 4.2. Increase in capital expenditure of \$4,850\* for Falcon Reserve Changeroom (CSRFF) project
    - To be funded form
      - CSRFF project funds \$3,000\*

- South Mandurah Football Club Pavilion \$1,850\*
- 4.3. Increase in Operating expenditure of \$37,000\* for Corporate Archiving costs
  - To be funded from
    - Election expenses \$27,000
    - Casual labour – records \$10,000
- 4.4. Increase in Operating expenditure of \$6,000\* for Events - other operating costs
  - To be funded from
    - Swim School – general advertising \$1,500
    - Health & Fitness - general advertising \$3,000
    - Café - general advertising \$ 500
    - OSHC – general advertising \$1,000
- 4.5. Increase in Capital expenditure of \$120,000\* for Plant & Machinery – Miscellaneous Equipment (500 kVA Generator)
  - To be funded from
    - MARC maintenance – lease expense \$40,000
    - Proceeds from disposal \$80,000
- 4.6. Increase in Capital expenditure of \$230,000\* for Lord Hobart Drive / Addingham Drive
  - To be funded from
    - RR Beacham St \$90,000
    - RR Fernwood Rd/ Old Coast Rd \$90,000
    - RR Merrivale St \$50,000

#### Council Resolution

#### **MOTION**

**Moved: Councillor J Green**

**Seconded: Councillor C Di Prinzio**

**That Council:**

1. **Receives the Financial Report for December 2019 as detailed in Attachment 1 of the report.**
2. **Receives the Schedule of Accounts for the following amounts as detailed in Attachment 2 of the report:**

Total Municipal Fund	\$ 10,483,604.86
Total Trust Fund	<u>\$ 17,906.10</u>
	<u><b>\$ 10,501,510.96</b></u>
3. **Approves the write off of \$8,284.80\* in outstanding fines owed by Mr Dos Santos.**
4. **Approves the following budget variations:**
  - 4.1. **Increase in expenditure of \$86,466.80\* for Dudley Park Primary School Carpark.**
    - **To be funded from Department of Education contribution of \$86,466.80.**

- 4.2. Increase in capital expenditure of \$4,850\* for Falcon Reserve Changeroom (CSRFF) project**
- To be funded from
    - CSRFF project funds \$3,000\*
    - South Mandurah Football Club Pavilion \$1,850\*
- 4.3. Increase in Operating expenditure of \$37,000\* for Corporate Archiving costs**
- To be funded from
    - Election expenses \$27,000
    - Casual labour – records \$10,000
- 4.4. Increase in Operating expenditure of \$6,000\* for Events - other operating costs**
- To be funded from
    - Swim School – general advertising \$1,500
    - Health & Fitness - general advertising \$3,000
    - Café - general advertising \$ 500
    - OSHC – general advertising \$1,000
- 4.5. Increase in Capital expenditure of \$120,000\* for Plant & Machinery – Miscellaneous Equipment (500 kVA Generator)**
- To be funded from
    - MARC maintenance – lease expense \$40,000
    - Proceeds from disposal \$80,000
- 4.6. Increase in Capital expenditure of \$230,000\* for Lord Hobart Drive / Addingham Drive**
- To be funded from
    - RR Beacham St \$90,000
    - RR Fernwood Rd/ Old Coast Rd \$90,000
    - RR Merrivale St \$50,000

CARRIED WITH ABSOLUTE MAJORITY: 8/0

## **G.11/1/20 MEMBERSHIP, POWERS & DUTIES OF COMMITTEES (TJ) (REPORT 5)**

### Summary

In accordance with section 5.8 of the *Local Government Act 1995* (the Act) and *City of Mandurah Standing Orders Local Law 2016*, the Council has the ability to form committees to assist with the delivery of local government functions, decision-making functions and responsibilities.

At the Special Council Meeting held on 29 October 2019, Council adopted the terms of reference for the Audit and Risk Committee and the Executive Committee. At the Ordinary Council Meeting held on 17 December 2019, Council adopted the Ordinary Council Meeting Schedule for 2020 and deferred the establishment of additional committees to the January Ordinary Council Meeting.

Following extensive consultation with Elected Members on the most appropriate committee structure to support good governance and decision making, Council is requested to consider and adopt the powers and duties of the committee meeting structure and appoint members for

a term expiring on 15 October 2021. Three options are provided to Elected Members for consideration set out below:

1. Committee of Council, held once per month, generally two weeks prior to Ordinary Council Meetings, with a membership of up to nine Elected Members.
2. Strategy and Planning Committee, seven times per year, with the ability to increase the frequency as required, with a membership comprising of up to nine Elected Members.
3. Committee of Council, held once per month, generally two weeks prior to Ordinary Council Meetings and Strategy Committee, held four times per year, both committees comprising of a membership of up to nine Elected Members.

In accordance with Section 5.25(1)(g) of the Act and Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council is required to resolve to advertise each year the days and times when Ordinary Council and Committee meetings will be held.

At its meeting on 17 December 2019 Council adopted Ordinary Council Meeting dates for 2020 only. Council is now requested to endorse the committee meeting dates for 2020 and advertise via local public notice and the City's noticeboards and website.

#### Officer Recommendation

1. Approve the following Audit and Risk Committee Meeting dates commencing at 5:30pm, to be held in the Council Chambers, and advertise via local public notice:

Meeting	Date
Audit and Risk Committee	17 March 2020
Audit and Risk Committee	16 June 2020
Audit and Risk Committee	15 September 2020
Audit and Risk Committee	7 December 2020 (Monday)

2. Approve the following Executive Committee Meeting dates commencing at 4:00pm, to be held in the Council Chambers:

Meeting	Date
Executive Committee	10 March 2020
Executive Committee	12 May 2020
Executive Committee	11 August 2020
Executive Committee	13 October 2020

That Council:

#### Option One

3. Approve the establishment of, powers and duties of Committee of Council as detailed in Attachment 1, and appoint the following Elected Members until 15 October 2021:

Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_

Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_

Deputy Councillor \_\_\_\_\_  
 Deputy Councillor \_\_\_\_\_

4. Resolve:
  - 4.1 To disband the Public Art and Strategy Committee.
  - 4.2 That the Minutes of the Public Art Committee held on Monday 18 February 2019 be confirmed.
  - 4.3 That the Minutes of the Strategy Committee held on Monday 16 September 2019 be confirmed.
5. Approve the following Committee of Council Meeting dates commencing at 5:30pm, to be held in the Council Chambers, and advertise via local public notice:

Meeting Type	Date
Committee of Council	11 February 2020
Committee of Council	10 March 2020
Committee of Council	14 April 2020
Committee of Council	12 May 2020
Committee of Council	9 June 2020
Committee of Council	14 July 2020
Committee of Council	11 August 2020
Committee of Council	8 September 2020
Committee of Council	13 October 2020
Committee of Council	10 November 2020
Committee of Council	1 December 2020

**\*\*ABSOLUTE MAJORITY REQUIRED\*\***

#### Option Two

3. Approve the establishment of, powers and duties of Council's Strategy and Planning Committee as detailed in *Attachment 2*, and appoint the following Elected Members until 15 October 2021:

Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_





Deputy Councillor \_\_\_\_\_  
 Deputy Councillor \_\_\_\_\_

5. Resolve:
- 4.1 To disband the Public Art.
- 4.2 That the Minutes of the Public Art Committee held on Monday 18 February 2019 be confirmed.
6. Approve the following Committee of Council Meeting dates commencing at 5:30pm, to be held in the Council Chambers, and advertise via local public notice:

Meeting Type	Date
Committee of Council	11 February 2020
Committee of Council	10 March 2020
Committee of Council	14 April 2020
Committee of Council	12 May 2020
Committee of Council	9 June 2020
Committee of Council	14 July 2020
Committee of Council	11 August 2020
Committee of Council	8 September 2020
Committee of Council	13 October 2020
Committee of Council	10 November 2020
Committee of Council	1 December 2020

7. Approve the establishment of, powers and duties of Council's Strategy Committee as detailed in Attachment 3, and appoint the following Elected Members until 15 October 2021:

Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_  
 Councillor \_\_\_\_\_

Deputy Councillor \_\_\_\_\_  
 Deputy Councillor \_\_\_\_\_

8. Approve the following Strategy Committee Meeting dates commencing at 5:30pm, to be held in the Council Chambers, and advertise via local public notice:

Meeting Type	Date
Strategy Committee	9 March 2020 (Monday)
Strategy Committee	8 June 2020 (Monday)
Strategy Committee	14 September 2020 (Monday)
Strategy Committee	8 December 2020

**\*\*ABSOLUTE MAJORITY REQUIRED\*\***

Council Resolution

**MOTION**

**Moved:** Councillor R Williams

**Seconded:** Councillor P Jackson

**That Council:**

1. **Approve the following Audit and Risk Committee Meeting dates commencing at 5:30pm, to be held in the Council Chambers, and advertise via local public notice:**

Meeting	Date
<b>Audit and Risk Committee</b>	<b>17 March 2020</b>
<b>Audit and Risk Committee</b>	<b>16 June 2020</b>
<b>Audit and Risk Committee</b>	<b>15 September 2020</b>
<b>Audit and Risk Committee</b>	<b>7 December 2020 (Monday)</b>

2. **Approve the following Executive Committee Meeting dates commencing at 4:00pm, to be held in the Council Chambers:**

Meeting	Date
<b>Executive Committee</b>	<b>10 March 2020</b>
<b>Executive Committee</b>	<b>12 May 2020</b>
<b>Executive Committee</b>	<b>11 August 2020</b>
<b>Executive Committee</b>	<b>13 October 2020</b>

3. **Defer the establishment of additional committees to enable further discussion and consideration of the most appropriate committee meeting structure at Council's strategic planning weekend in March 2020.**

CARRIED WITH ABSOLUTE MAJORITY: 8/0

Reason: The alternative motion that carried was different to the officer recommendation by Council deferring the decision to establish additional committee meetings at this time. It is proposed that the committee meeting structure be discussed at Elected Members Strategic Planning session to be held in March 2020. Council will continue to consider items at Ordinary Council Meetings in February and March 2020.

**G.12/1/20            ELECTED MEMBER AND CEO TRAINING, PROFESSIONAL DEVELOPMENT, TRAVEL AND EVENTS POLICY (TJ) (REPORT 6)**Summary

Recent amendments to the *Local Government Act 1995* (the Act) has initiated a review of existing Council Policies relating to Elected Members entitlements and professional development. Following extensive consultation with Elected Members, a new Policy is now proposed titled Elected Member and Chief Executive Officer (CEO) Training, Professional Development, Travel and Events.

The proposed Policy incorporates new amendments under the Act relating to mandatory training and reporting, continuous professional development and attendance at events. The proposed Policy provides a framework for Elected Members and CEO for the following:

- Elected Member mandatory training and reporting and continuous professional development;
- Elected Member and CEO training and professional development including approved criteria, approval process, funding allocation;
- Travel, accommodation and insurance; and
- Elected Members and/or CEO Attendance at Events including criteria for attendance, approval process and payment.

Elected Members are now requested to adopt the Elected Member and CEO Training, Professional Development, Travel and Events.

Officer Recommendation

That Council adopt the Elected Member and Chief Executive Officer (CEO) Training, Professional Development, Travel and Events as per Attachment 1 of the report.

Council Resolution**MOTION**

**Moved:**            **Councillor C Di Prinzio**

**Seconded:**       **Councillor D Pember**

**That Council adopt the Elected Member and Chief Executive Officer (CEO) Training, Professional Development, Travel and Events as per Attachment 1 of the report.**

CARRIED WITH ABSOLUTE MAJORITY: 8/0

**G.13/1/20            PLACE BASED COMMUNITY CAPACITY BUILDING MODEL IMPLEMENTATION (TH/VB) (REPORT 7)**Summary

This report provides an overview of the City of Mandurah's new approach to Community Development, following Councils endorsement of the completed review into the City's Community Development function.

The place and community sector support approach aims to enable and empower communities, neighbourhoods and individuals to arrive at their own solutions. It is informed by state and national policy relating to key social trends and emerging issues such as mental health, loneliness, homelessness, child development, family breakdown and local data around community needs. The place approach uses an asset mapping framework and aims to facilitate community connections, build capacity and leadership and mobilise people to work together in addressing social challenges.

Council is requested to acknowledge the implementation of the place-based Community Capacity Building model.

#### Officer Recommendation

That Council acknowledges the phased approach to the implementation of the Place Based Community Capacity building model.

#### Council Resolution

#### **MOTION**

**Moved:** Councillor D Pember

**Seconded:** Councillor P Jackson

**That Council acknowledges the phased approach to the implementation of the Place Based Community Capacity building model.**

CARRIED UNANIMOUSLY: 8/0

#### **G.14/1/20 DISTRICT COOLING FEASIBILITY STUDY: REQUEST TO PROCEED TO STAGE 2 (BB/KW) (REPORT 8)**

#### Summary

The City is faced with the need to replace the Heating, Ventilation and Air-Conditioning (HVAC) systems in several large buildings (Administration, Cinema & MPAC) due to their age and condition. Under the Montreal Protocol the national phasing out of the R22 refrigerant that is used in the existing systems begins in 2020. The City has been aware of this situation for a number of years, and investigations into the most suitable like-for-like replacement have previously been made.

Due to the large loads and close proximity of these buildings to one another it has been identified that a centralised “district” or “precinct” HVAC system may be feasible. Several other buildings within the same precinct (Senior’s Centre, Works & Services and the Civic Building) may also present opportunities for future integration.

A district HVAC system consists of a central cooling/heating plant which distributes tempered water or air to any number of buildings. The result is energy/cost savings and GHG emissions reductions when compared to a like-for-like individual building replacement. However multiple chiller plant, energy source and heat discharge configurations exist.

District HVAC systems are scalable with buildings being able to be added and removed to the system as required. Thereby future capital and overall operating expenditure can be reduced by connecting additional buildings to the central system as their HVAC systems also reach end of life.

The City engaged Wood and Grieve Engineers to conduct a two stage feasibility study to:

- a) assess the financial merits of a district HVAC system; (stage one)
- b) determine the most appropriate types of energy, plant and heat discharge configurations; and
- c) undertake the concept design of the preferred solution (stage two)

Stage one of the study assessed a “base case” like for like replacement against seven different district options. The most favourable option was a Central Water Sourced (with cooling towers) cooling system coupled with distributed (non-central) gas heating systems. This option provided the following key benefits compared to the base case scenario:

#### Financial

- \$3.1m lower life-cycle costs over 30 years
- Equipment replacement costs of \$2.23m over 25 years compared to a \$4m replacement every 15 years
- Potential to attract grant funding via the newly announced ARENA programme
- Ability to attract green finance via the Clean Energy Finance Corp

#### Environmental

- Abatement of 78 t CO<sub>2</sub>-e annually compared to the base case replacement
- Abatement of 380 t CO<sub>2</sub>-e annually compared to the currently installed system

#### Social / Governance

- A more flexible asset in terms of future infrastructure in the precinct
- An innovative solution likely to attract positive attention and interest

#### Officer Recommendation

That Council:

1. Endorse the outcomes of stage one of the feasibility study.
2. Approve officers to progress to stage two of the feasibility study including the concept design of the preferred solution and the concept design of the like-for-like replacement as a back-up solution.
3. Support officers pursuing external funding through the recently announced i-Hub funding program.
4. Acknowledge that officers will pursue funding sources for the capital costs associated with this project.

#### Council Resolution

#### **MOTION**

**Moved: Councillor J Green**

**Seconded: Councillor Matt Rogers**

**That Council:**

1. **Endorse the outcomes of stage one of the feasibility study.**
2. **Approve officers to progress to stage two of the feasibility study including the concept design of the preferred solution and the concept design of the like-for-like replacement as a back-up solution.**

3. **Support officers pursuing external funding through the recently announced i-Hub funding program.**
4. **Acknowledge that officers will pursue funding sources for the capital costs associated with this project.**

CARRIED UNANIMOUSLY: 8/0

#### **G.15/1/20 MANDURAH MOTOR MARINE LEASE (BD/LP) (REPORT 9)**

##### Summary

The current lease with Littlede Pty Ltd, trading as Mandurah Motor Marine (MMM), is due to expire on the 31 January 2020, with the renewal term being fully exercised upon this date. The lessee has formally requested support to enter into a new lease agreement with the City upon expiry for a further three years + two year renewal option.

MMM occupy a portion of Lot 31 Reserve Drive and a portion of Lot 25 Park Road Mandurah, being City freehold owned land, with a total lease area of 2,745 square metres.

In accordance with *S3.58 (3) and (4) of the Local Government Act 1995 (LGA)* the City is required to advertise any land disposal by means of public notification. Council is requested to approve the advertising of, and if no submissions received, the disposal of a lease to Littlede Pty Ltd over a portion of Lot 31 (No. 34) Reserve Drive and portion of Lot 25 (95A) Park Road, Mandurah for a term of three years with a two year renewal option (3+2 years) for an annual rent of \$38,430 (exc GST).

##### Officer Recommendation

That Council:

1. Approves the advertisement of the disposal of portion of Lot 31 Reserve Drive and portion of Lot 25 Park Road, Mandurah, and if no submissions received dispose of the 2745 sq. metre site to Littlede Pty Ltd trading as Mandurah Motor Marine via a lease agreement with the following terms and conditions;
  - 1.1 Term of three years commencing after the advertising period is completed, with a two-year option of renewal (3+2 years);
  - 1.2 Annual rental rate commencing at \$38,430 (excl. GST) with a rent review at the end of the first term and Consumer Price Index (CPI) rate applied annually;
  - 1.3 The valuation costs of \$1650 (inclusive of GST) as determined by the appointed valuer to be on-charged to the lessee;
  - 1.4 90 day notice to vacate clause will apply only in the event that one or both of the lessee's commercial tenancies located on 51 Reserve Drive give formal notice to vacate to the Director of Littlede Pty Ltd t/a Mandurah Motor Marine;
  - 1.5 All costs associated with the preparation of the lease, advertising and Council report fee totalling \$2270 will be payable by the lessee;

- 1.6 Should the new lease run its full term including the renewal option exercised, the City will refund 50% of the set-up costs and 50% of the valuation cost, with the total refund being \$1960;
2. Authorises the Chief Executive Officer to finalise the conditions of the lease agreement.

#### Council Resolution

#### **MOTION**

**Moved:** Councillor Peter Rogers

**Seconded:** Councillor C Di Prinzio

#### **That Council:**

1. Approves the advertisement of the disposal of portion of Lot 31 Reserve Drive and portion of Lot 25 Park Road, Mandurah, and if no submissions received dispose of the 2745 sq. metre site to Littlede Pty Ltd trading as Mandurah Motor Marine via a lease agreement with the following terms and conditions;
  - 1.1 Term of three years commencing after the advertising period is completed, with a two-year option of renewal (3+2 years);
  - 1.2 Annual rental rate commencing at \$38,430 (excl. GST) with a rent review at the end of the first term and Consumer Price Index (CPI) rate applied annually;
  - 1.3 The valuation costs of \$1650 (inclusive of GST) as determined by the appointed valuer to be on-charged to the lessee;
  - 1.4 90day notice to vacate clause will apply only in the event that one or both of the lessee's commercial tenancies located on 51 Reserve Drive give formal notice to vacate to the Director of Littlede Pty Ltd t/a Mandurah Motor Marine;
  - 1.5 All costs associated with the preparation of the lease, advertising and Council report fee totalling \$2270 will be payable by the lessee;
  - 1.6 Should the new lease run its full term including the renewal option exercised, the City will refund 50% of the set-up costs and 50% of the valuation cost, with the total refund being \$1960;
2. Authorises the Chief Executive Officer to finalise the conditions of the lease agreement.

CARRIED UNANIMOUSLY: 8/0

**G.16/1/20            2022 CANOE OCEAN RACING WORLD CHAMPIONSHIPS (CT) (REPORT 10)**Summary

Through the City of Mandurah's partnership with Sports Marketing Australia, the opportunity has been presented to bid to host the 2022 Canoe Ocean Racing World Championships. Ocean racing often features athletes from canoe sprint and canoe marathon racing, with international competitors travelling from countries including USA, Europe, South Africa and New Zealand.

The 2022 Canoe Ocean Racing World Championships would run for three days (Wednesday – Friday) with an Opening Ceremony on Tuesday, and Closing Ceremony on the Friday/Saturday evening of the same week. Competitors would arrive in Mandurah the weekend prior to practice and familiarise themselves with the course.

The proposed date for the 2022 event will fall in late October/November, (this will be outside school holidays, and sea breeze is more predictable for downwind conditions). The total bid amount requested to successfully host this event in Mandurah is \$50,000, and would need to be allocated in the City's 2022/23 operating budget.

Should the bid for 2022 be unsuccessful, the City would have the follow up option of putting Mandurah forward as the host destination for 2023 with the budget then being allocated in the 2023/24 financial year.

Council is requested to support the City's bid to host the 2022 Canoe Ocean Racing World Championship event in Mandurah.

Officer Recommendation

That Council:

1. Supports the City of Mandurah's bid to host the 2022 Canoe Ocean Racing World Championship event in Mandurah.
2. Notes that if the event bid is successful, an amount of \$50,000 will be listed in the City's 2022/23 Operating Budget to support the delivery of the 2022 Canoe Ocean Racing World Championships in Mandurah.
3. Authorises the Chief Executive Officer to sign the relevant agreement.

Council Resolution**MOTION**

**Moved:**            **Councillor Peter Rogers**

**Seconded:**       **Councillor J Green**

**That Council:**

1. **Supports the City of Mandurah's bid to host the 2022 Canoe Ocean Racing World Championship event in Mandurah.**
2. **Notes that if the event bid is successful, an amount of \$50,000 will be listed in the City's 2022/23 Operating Budget to support the delivery of the 2022 Canoe Ocean Racing World Championships in Mandurah.**



**3. Authorises the Chief Executive Officer to sign the relevant agreement.**

CARRIED UNANIMOUSLY: 8/0

**MOTIONS OF WHICH NOTICE HAS BEEN GIVEN [AGENDA ITEM 18]****G.17/1/20 MAYOR WILLIAMS: DONATION TO THE FOUNDATION FOR RURAL AND REGIONAL RENEWAL DISASTER RESILIENCE AND RECOVERY FUND**

The recent fires across the east states of Australia have truly been devastating. They have caused a great deal of psychological trauma in the affected communities, have tragically resulted in the loss of lives, as well as massive property damage, loss and injury to livestock and fauna, and has had a significant impact on the environment. There is no doubt this will become one of Australia's worst natural disasters in recent years.

The City of Mandurah has a proud history of supporting fundraising in such circumstances and the proposed amount reflects the severity of this disaster.

In response to the devastating consequences of these fires for local communities, Council is requested to approve this donation to the Foundation for Rural and Regional Renewal Disaster Resilience and Recovery Fund.

Mayor Rhys

Council Resolution**MOTION**

**Moved: Mayor R Williams**

**Seconded: Councillor C Di Prinzio**

**That Council:**

- 1. Extends its sympathies and best wishes to those in the communities who have suffered loss and damage in the catastrophic fires in the eastern states of Australia.**
- 2. Approves an unbudgeted donation of \$25,000 to the Foundation for Rural and Regional Renewal Disaster Resilience and Recovery Fund.**

CARRIED WITH ABSOLUTE MAJORITY: 8/0

**NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING [AGENDA ITEM 19]**

Nil.

**LATE AND URGENT BUSINESS ITEMS [AGENDA ITEM 20]**

Nil.

**CONFIDENTIAL ITEMS [AGENDA ITEM 21]****MOTION**

**Moved:** Councillor Peter Rogers

**Seconded:** Councillor C Di Prinzio

**That the meeting proceeds with closed doors at 6.23pm in accordance with Section 5.23(2) of the *Local Government Act 1995*, to allow for the confidential discussion of items.**

CARRIED UNANIMOUSLY: 8/0

*Members of the media, non-senior employees and persons in the gallery left the meeting at this point. The Minute Officer and Manager Governance Services remained with Senior Officers.*

THE MEETING PROCEEDED WITH CLOSED DOORS AT 6.23PM

*Councillor Peter Rogers and the Chief Executive Officer re-stated their disclosure of impartiality interest as per Minute G.6/1/20 in the following item.*

**G.18/1/20                      CONFIDENTIAL ITEM: REVIEW RECOMMENDATIONS (MN) (CONFIDENTIAL REPORT 1)**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Councillor J Green

**Seconded:** Councillor D Pember

**That Council:**

- 1       Notes the internal reviews that have already taken place at the direction of the Board of Mandurah Performing Arts (Inc).**
- 2       Notes the current trial by Mandurah Performing Arts (Inc) of utilising Council's accounting service.**
- 3       Requests the Chief Executive Officer to undertake a benchmarking exercise of similar Council owned performing arts centres, particularly in relation to annual subsidies and operating methods.**

- 4 Requests the Chief Executive Officer to arrange a suitable strategy discussion to revisit the City of Mandurah's expectations of the Mandurah Performing Arts Centre.
- 5 Authorises the allocation of \$40,000 (from the Chief Executive Officers Project Account) to enable the Mandurah Performing Arts (Inc) Board to undertake a thorough review of the operating practices of the Mandurah Performing Arts Centre. This funding to be made available following a submission by the Board which adequately details the proposed scope of the review.

CARRIED UNANIMOUSLY: 8/0

**G.19/1/20 CONFIDENTIAL ITEM: LAND SALES (BD) (CONFIDENTIAL REPORT 2)**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved: Councillor D Pember**  
**Seconded: Councillor P Jackson**

**That Council:**

1. Approves the ongoing marketing of all the remaining valued lots in the Samphire Cove Estate, Halls Head as detailed in Table One set out in the Confidential Report;
2. Approves the current pricing as outlined in Table One of the Confidential Report being adopted as the Reserve prices for the tender process;
3. Acknowledges that immediately following the tender process a six month direct to market sales campaign will commence, with the direct to market sale prices being adopted as detailed in Table One of the Confidential Report;
4. Authorises the Chief Executive Officer (Director of Sustainable Communities) to accept offers below the direct to market set pricing, but that meet the set reserve prices;
5. Authorises the Chief Executive Officer (Director of Sustainable Communities) to finalise the sale and settlement of any property that meets Council approved criteria for all lots during the term and six month marketing campaign;
6. Acknowledges that a further report will be presented to Council at the completion of the six month direct to market sales campaign.

CARRIED UNANIMOUSLY: 8/0

**G.20/1/20**

**MOTION**

**Moved:** Councillor Matt Rogers

**Seconded:** Councillor D Pember

**That the meeting proceeds with open doors.**

CARRIED UNANIMOUSLY: 8/0

THE MEETING PROCEEDED WITH OPEN DOORS AT 6.29PM

**G.21/1/20**

**MOTION**

**Moved:** Councillor Matt Rogers

**Seconded:** Councillor Peter Rogers

**That Council endorses the resolutions taken with closed doors.**

CARRIED UNANIMOUSLY: 8/0

**CLOSE OF MEETING [AGENDA ITEM 22]**

There being no further business, the Mayor declared the meeting closed at 6.29pm.

CONFIRMED ..... (MAYOR)



## **MINUTES OF ANNUAL ELECTORS' MEETING**

**HELD ON**

**Monday 3 February 2020  
AT 7.00 PM**

**IN THE COUNCIL CHAMBER  
83 MANDURAH TERRACE MANDURAH**

### **PRESENT**

MAYOR	R WILLIAMS	
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	A ZILANI	NORTH WARD
COUNCILLOR	M DARCY	COASTAL WARD
COUNCILLOR	J GREEN	COASTAL WARD
COUNCILLOR	P ROGERS	TOWN WARD

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	A CLAYDON	DIRECTOR WORKS AND SERVICES
MR	T FREE	DIRECTOR SUSTAINABLE COMMUNITIES
MR	G DAVIES	DEPUTY CHIEF EXECUTIVE OFFICER
MRS	C MHOVLOVICH	DIRECTOR CORPORATE SERVICES
MRS	L SLAYFORD	MINUTE OFFICER

### **GUEST**

MR	T SANYA	DELOITTE AUSTRALIA
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THREE MEMBERS OF THE COMMUNITY.

### **OPENING OF MEETING [AGENDA ITEM 1]**

Mayor Williams opened the meeting at 7.00pm welcoming electors, the City's Auditor, Elected Members and City officers in attendance.

### **ACKNOWLEDGEMENT OF COUNTRY [AGENDA ITEM 2]**

Mayor Williams acknowledged that the meeting was being held on the traditional land of the Bindjareb people, and paid his respect to their Elders past and present.

**APOLOGIES [AGENDA ITEM 3]**Leave of Absence

Councillor Schumacher

Councillor Lee

Councillor Knight

Apologies

Councillor Di Prinzio

Councillor Pember

Councillor Lynn Rodgers

Councillor M Rogers

**DISCLAIMER [AGENDA ITEM 4]**

The Mayor advised that no person should rely on any comments made by Members or officers until formal written advice is received by that person.

**PRESENTATION BY CHIEF EXECUTIVE OFFICER [AGENDA ITEM 5]****AE.1/2/20 CHIEF EXECUTIVE OFFICER'S PRESENTATION**

The Chief Executive Officer welcomed electors to the 2020 annual meeting. The Chief Executive Officer presented an overview of the City's vision, achievements, projects completed and currently underway and its financial position.

**DISCUSSION OF ANNUAL REPORT [AGENDA ITEM 6]**

The Mayor invited electors to raise issues and ask questions.

**AE.2/2/20 S ZIELINSKI: PORT MANDURAH SPECIFIED AREA RATE**

Mr Zielinski requested clarification as to what the funds of approximately \$365,000 collected via the Port Mandurah Specified Area Rate (SAR) are used for.

*The Director Works and Services advised the Specified Area Rate provides the following services:*

- *Canal dredging*
- *Water quality monitoring*
- *Litter collection from waterways*
- *General maintenance where required*
- *Management of waterways*
- *Hydro surveying*

Mr Zielinski requested the following questions to be responded to after the meeting:

1. Does the MARC run at a profit? (based on costs noted in booklet provided with rates).
2. What is the percentage of top management income as a percentage of the total wage bill?

**DISCUSSION OF GENERAL BUSINESS [AGENDA ITEM 7]**

The Mayor invited electors to raise issues and ask questions.

**AE.3/2/20 M GEORGEFF: TREE PLANTING**

Mr Georgeff asked who was responsible for the tree planting in Cooper Street, west to Anstruther Road, as there appeared to be line of sight issues.

*The Director Works and Services advised that street trees were planted in all the streets of Mandurah to ensure a consistent streetscape. The possible sight line issue raised in Cooper Street is to be reviewed by officers and appropriate advice / actions will be provided to Mr Georgeff.*

**AE.4/2/20 S ZIELINSKI: JETTY FEES**

Mr Zielinski queried why jetty fees imposed via the *Jetties Act 1926* could not be collected and utilised by local governments as another stream of income.

*Mayor Williams outlined discussions previously held with the State Government in relation to this item and the State's reluctance to forego such income.*

**AE.5/2/20 J RANDALL: JETTY FEES**

Further to the previous question, Mr Randall asked what had occurred in relation to the former Minister for Transport's (Alannah MacTiernan) correspondence to transfer jetty licences to the City of Mandurah.

*Mayor Williams confirmed that he was aware of the jetty licence issues within the Port Mandurah community and the City's continuing discussion with the Minister on the subject. The Director Works and Services believed the offer had been declined and that ongoing costs associated with jetty oversight and inspection etc was not in the City's best interest. Mayor Williams advised he was happy to meet in regard to the historical information to assist the City with further State discussions.*

**AE.6/2/20 J RANDALL: CAMBRIA ISLAND ENTRANCE ROAD**

Mr Randall requested clarification as to who was to pay for repairs in regard to the issue with the entrance road to Cambria Island.

*The Director Works and Services advised the City would be funding repairs to the abutment walls of the bridge servicing Cambria Island. Movement of the walls has been detected and maintenance repairs are being finalised ahead of remedial works being undertaken.*

**AE.7/2/20 J RANDALL: WATERWAYS ADVISORY GROUP**

Mr Randall questioned why no representatives would be appointed to the Port Mandurah Waterways Advisory Group.

*Mayor Williams advised that representatives had been appointed in the past however meeting times often clashed with the working hours of Councillors so the requirement to have an Elected Member on each group was removed. As items for each group were generally operational in nature it was also difficult for Elected Members to separate themselves from*

*operational aspects as required by legislation. Mayor Williams confirmed that Elected Members could be invited as observers / advisors to meetings at any time.*

#### **AE.8/2/20      S ZIELINSKI: ANNUAL RATE INCREASES**

Mr Zielinski noted the economic downturn and requested information as to what could be done to reduce annual rate increases.

*Mayor Williams spoke of Council's economic priority focus. By investing in tourism and pursuing unique opportunities such as the water data array, city centre redevelopment and opening of Yalgorup National Park to tourism as avenues to assist businesses thrive, increase tourist spend and encourage people to visit Mandurah. Event attraction was also a focus priority as every dollar spent by the City generated an estimated \$42 injection of spend into the local economy.*

*The Director Corporate Services advised the City's Long Term Financial Plan was expected to be adopted in March / April 2020. The ten year plan identifies the required income to fund the capital expenditure requirements along with the operating costs associated with delivering programs and services of a Local Government. There are external cost increases that a local government has no control over and any external increases will impact how much needs to be raised from revenue to cover these. External costs such as utility expenses, minimum wage requirements and superannuation guarantee rises impact the overall running costs. Although new subdivisions generate additional rate income, it also generates additional operational costs associated with road maintenance, park maintenance, bushland maintenance, services for community centres and facilities such as libraries, and service programs.*

*Mayor Williams provided an overview of the continuing organisational analysis and business reviews, how the City had restructured the organisation to reduce costs and deliver more services with the same budget.*

#### **AE.9/2/20      M GEORGEFF: RESTRICTED PROPERTY ACCESS**

Mr Georgeff advised of an access issue to a property on Dower Street and asked what could be done to rectify the issue.

*The Director Works and Services advised an officer would contact Mr Georgeff to meet and discuss this item along with the street tree matter.*

#### **AE.10/2/20      M GEORGEFF: COMMERCIAL INTEGRATION**

Mr Georgeff requested information in relation to the continuing integration of commercial enterprises in residential areas.

*The Director Sustainable Communities advised that the inner Mandurah area permitted such commercial integration and how other areas were transitioning to this format.*



**AE.11/2/20      J RANDALL: DUAL LANGUAGE SIGNAGE**

Mr Randall asked why dual language signs were required and what languages they would be in.

*Mayor Williams advised the signs would be in the Noongar language and that it was part of the City's third Reconciliation Action Plan.*

**AE.12/2/20      M GEORGEFF: INDIGENOUS EMPLOYMENT**

Mr Georgeff asked what percentage of the workforce were Aboriginal.

*The Deputy Chief Executive Officer spoke of the Indigenous trainee program run by the City and advised further figures would be provided to Mr Georgeff.*

**AE.11/2/20      J RANDALL: BUSINESS CLOSURES**

Mr Randall commented on the many business closures and loss of employment in the District.

*Mayor Williams confirmed the economic downturn was being experienced by many areas such as Perth and Fremantle along with Mandurah. Council's economic focus and effort to invigorate the community via different avenues would continue to assist in placing Mandurah in a better position.*

**CLOSE OF MEETING [AGENDA ITEM 8]**

Mayor Williams thanked electors, Elected Members and staff for their attendance. There being no further business the Mayor declared the meeting closed at 7.57pm.

CONFIRMED ..... (MAYOR)

**1 SUBJECT:** Financial Report January 2020  
**CONTACT OFFICER/S:** Jarred King/ Brooke Halleen  
**AUTHOR:** Brooke Halleen

## Summary

The Financial Report for January 2020 together with associated commentaries, notes on investments, balance sheet information and the schedule of accounts are presented for Elected Members' consideration.

## Disclosure of Interest

Nil

## Previous Relevant Documentation

- SP.6/7/19 30/07/2019 2019/20 Budget Adoption

## Comment

## Financial Summary

The financial report for January 2020 shows a surplus for this period of \$56.7 million compared to a budget position of \$31.5 million. This is considered a satisfactory result for the City as it is maintaining a healthy budget position.

A summary of the financial position for January 2020 is detailed in the table below.

	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. (b)-(a)	Var.% (b)-(a)/(a)
	\$ 000s	\$ 000s	\$ 000s	\$ 000s	%
<b>Opening Funding Surplus / (Deficit)</b>	<b>5,445</b>	<b>5,445</b>	<b>7,840</b>	<b>2,395</b>	<b>44%</b>
<b><u>Revenue</u></b>					
Revenue from operating activities	114,205	104,288	105,524	1,236	1%
Capital revenue, grants and Contribution	13,533	8,236	10,726	2,489	30%
	<b>127,737</b>	<b>112,525</b>	<b>116,250</b>	<b>3,725</b>	
<b><u>Expenditure</u></b>					
Operating Expenditure	(130,913)	(75,269)	(71,726)	3,543	-5%
Capital Expenditure	(39,667)	(26,135)	(11,924)	14,210	-54%
	<b>(170,580)</b>	<b>(101,404)</b>	<b>(83,650)</b>	<b>17,753</b>	
Non-cash amounts excluded from operating activities	30,387	17,530	20,233	2,704	15%
Other Capital Movements	6,571	(3,285)	(3,999)	(714)	22%
<b>Closing Funding Surplus / (Deficit)</b>	<b>(440)</b>	<b>30,811</b>	<b>56,674</b>	<b>25,863</b>	<b>84%</b>

## Key Capital Projects

The following table highlights the status of the City's key capital projects for the 2019/2020 financial year:

Project	2019/20 Actuals Incl. CMT \$'000s	2019/20 Annual Budget \$'000s	Comment
Western Foreshore Recreation Precinct	2,148	4,030	<i>Project status:</i> Tender for skatepark awarded at January Ordinary Council meeting. Detail design commencing January with construction to commence in May 2020. Community consultation for the play space has been finalised and procurement to commence in February 2020. Design to be completed in mid-2020.
Lakelands District Open Space and Club Room Facility	3,113	4,907	<i>Project status:</i> Building contractor commenced onsite at the end of January. Concrete pad complete with structural steel currently being erected. Cricket practice wickets completed. Sports ground lighting tender documentation to be reviewed. Awaiting quote from contractor for cricket mat shed.
Eastern Foreshore South Precinct	0	2,255	<i>Project status:</i> Design for estuary pool and jetties progressing. Detail design for land based infrastructure also progressing.
Smart Street Mall Upgrade	30	1,504	<i>Project status:</i> Detail design progressing. Construction to commence in mid-2020. Proposed completion in June 2021.
Dower Street Project	2,245	2,307	<i>Project status:</i> Complete. Minor works pending.
Peel Street Road Construction	0	818	<i>Project status:</i> Progressing with 3D design.

## **Statutory Environment**

*Local Government Act 1995* Section 6.4 Financial Report

*Local Government (Financial Management) Regulations 1996* Part 4 Financial Reports

## **Policy Implications**

Nil

## **Economic Implications**

Any material variances that may have an impact on the outcome of the budgeted surplus position are explained in the Monthly Financial Report, as detailed in Attachment 1.

## Strategic Implications

The following strategy from the *City of Mandurah Strategic Community Plan 2017 – 2037* is relevant to this report:

### Organisational Excellence:

- Deliver excellent governance and financial management.

## Unbudgeted Expenditure

The following projects have not been identified in the 2019/2020 Adopted Budget and require a Council resolution to approve a budget variation in order for the works to commence:

### Mandurah Terrace Partial Modifications:

The City has been approached by Murphy's Irish Pub to undertake an upgrade modification to Mandurah Terrace for the section used as their Alfresco area. The upgrade will include the removal of a Claret Ash tree, provision of a Chinese Elm tree on the southern end and provision of a Chinese Elm tree to replace another Claret Ash tree on the northern end. The alfresco area will be increased through the removal of one car bay and relocation of the motorcycle bay. Existing kerbing, parking and line-marking will be modified and paving works undertaken in conjunction with tree works and an increase in the alfresco area. The cost of the works is \$19,000 and Murphy's Irish Pub will be making a contribution of \$10,000 towards the project.

Approval is requested to reallocate funds from the City Centre Activation operating project budget Linger Longer Day to fund the remaining balance of capital expenditure of \$9,000.

### NOTE:

- Refer *Attachment 1*      *Monthly Financial Report*  
          *Attachment 2*      *Schedule of Accounts (electronic only)*

## RECOMMENDATION

### That Council:

1. **Receives the Financial Report for January 2020 as detailed in Attachment 1 of the report.**
2. **Receives the Schedule of Accounts for the following amounts as detailed in Attachment 2 of the report:**

<b>Total Municipal Fund</b>	<b>\$ 8,775,328.21</b>
<b>Total Trust Fund</b>	<b>\$ <u>62,630.30</u></b>
	<b>\$ <u>8,837,958.51</u></b>
3. **Approves the following budget variations:**
  - **Increase in capital expenditure of \$19,000\* for Mandurah Terrace Partial Modifications Upgrade Funded from the following:**
    - **Murphy's Irish Pub contribution \$10,000**
    - **City Centre Activation operating project Linger Longer Day \$9,000\***

**\*ABSOLUTE MAJORITY**

# Monthly Financial Report

## January 2020



**CITY OF MANDURAH**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 31 January 2020**

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**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	5,445,226	5,445,226	7,839,978			
<b>Revenue from operating activities</b>							
Governance		2,000	322	8,392	8,070	2506.21%	▲
General Purpose Funding - Rates		81,095,588	80,935,588	80,416,423	(519,165)	(0.64%)	
General Purpose Funding - Other		4,160,070	1,975,722	1,832,206	(143,516)	(7.26%)	
Law, Order and Public Safety		1,081,790	493,128	798,907	305,779	62.01%	▲
Health		324,000	132,174	247,552	115,378	87.29%	▲
Education and Welfare		551,300	350,699	369,548	18,849	5.37%	
Community Amenities		14,519,313	13,086,856	13,480,364	393,508	3.01%	
Recreation and Culture		7,461,792	3,931,656	4,783,562	851,906	21.67%	▲
Transport		2,888,350	2,242,765	2,264,282	21,517	0.96%	
Economic Services		1,779,000	990,136	1,022,768	32,632	3.30%	
Other Property and Services		341,620	149,226	300,107	150,881	101.11%	▲
		<b>114,204,823</b>	<b>104,288,272</b>	<b>105,524,111</b>	<b>1,235,839</b>	<b>1.19%</b>	
<b>Expenditure from operating activities</b>							
Governance		(7,162,628)	(4,183,086)	(4,072,746)	110,340	2.64%	
General Purpose Funding		(2,288,125)	(1,330,526)	(1,204,329)	126,197	9.48%	
Law, Order and Public Safety		(4,540,342)	(2,633,574)	(2,540,525)	93,049	3.53%	
Health		(2,136,794)	(1,237,578)	(1,255,364)	(17,786)	(1.44%)	
Education and Welfare		(4,596,236)	(2,636,327)	(2,521,240)	115,087	4.37%	
Community Amenities		(18,808,814)	(10,650,809)	(9,848,643)	802,166	7.53%	
Recreation and Culture		(46,737,778)	(27,318,668)	(25,110,564)	2,208,104	8.08%	
Transport		(26,476,568)	(14,898,233)	(15,065,359)	(167,126)	(1.12%)	
Economic Services		(6,821,058)	(4,065,030)	(3,372,245)	692,785	17.04%	▲
Other Property and Services		(11,344,252)	(6,315,263)	(6,735,200)	(419,937)	(6.65%)	
		<b>(130,912,595)</b>	<b>(75,269,094)</b>	<b>(71,726,215)</b>	<b>3,542,879</b>	<b>4.71%</b>	
Non-cash amounts excluded from operating activities	1(a)	30,386,886	17,529,666	20,233,461	2,703,795	15.42%	▲
<b>Amount attributable to operating activities</b>		<b>13,679,114</b>	<b>46,548,844</b>	<b>54,031,357</b>	<b>7,482,513</b>	<b>-16.07%</b>	
<b>Investing Activities</b>							
Non-operating grants, subsidies and contributions	8	11,844,699	7,642,492	10,131,526	2,489,034	32.57%	▲
Proceeds from disposal of assets	4	1,687,880	593,991	593,991	0	0.00%	
Purchase of property, plant and equipment	5	(39,667,391)	(26,134,563)	(11,924,099)	14,210,464	54.37%	▲
<b>Amount attributable to investing activities</b>		<b>(26,134,812)</b>	<b>(17,898,080)</b>	<b>(1,198,582)</b>	<b>16,699,498</b>	<b>93.30%</b>	
<b>Financing Activities</b>							
Proceeds from New Debentures	6	5,550,000	0	0	0	0.00%	
Proceeds from self supporting loans	6	100,000	0	0	0	0.00%	
Transfer from Reserves		9,239,489	0	0	0	0.00%	
Repayment of Debentures	6	(5,630,871)	(3,284,675)	(3,998,916)	(714,241)	-21.74%	▼
Transfer to Reserves		(2,687,904)	0	0	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>6,570,714</b>	<b>(3,284,675)</b>	<b>(3,998,916)</b>	<b>(714,241)</b>	<b>-21.74%</b>	
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(439,758)</b>	<b>30,811,315</b>	<b>56,673,837</b>	<b>25,862,522</b>	<b>83.94%</b>	

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Budget data as per the adopted materiality threshold.

Refer to Note 11 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is 10.00%

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	5,445,226	5,445,226	<b>7,839,978</b>			
<b>Revenue from operating activities</b>							
Rates		81,095,588	80,935,588	<b>80,416,422</b>	(519,166)	(0.64%)	
Operating grants, subsidies and contributions		2,390,758	1,085,132	<b>1,207,142</b>	122,010	11.24%	▲
Fees and charges		26,746,571	20,450,641	<b>21,088,274</b>	637,633	3.12%	
Interest earnings		2,245,000	1,309,063	<b>1,062,151</b>	(246,912)	(18.86%)	▼
Other revenue		1,723,906	507,848	<b>1,729,921</b>	1,222,073	240.64%	▲
Profit on disposal of assets		3,000	0	<b>20,201</b>	20,201	0.00%	
		<b>114,204,823</b>	<b>104,288,272</b>	<b>105,524,111</b>	1,235,839	1.19%	
<b>Expenditure from operating activities</b>							
Employee costs		(47,288,598)	(27,145,088)	<b>(26,332,015)</b>	813,073	3.00%	
Materials and contracts		(47,103,428)	(27,205,385)	<b>(22,445,405)</b>	4,759,980	17.50%	▲
Utility charges		(3,887,962)	(2,070,204)	<b>(2,069,154)</b>	1,050	0.05%	
Depreciation on non-current assets		(30,062,886)	(17,529,666)	<b>(19,683,988)</b>	(2,154,322)	(12.29%)	▼
Interest expenses		(1,030,728)	(612,024)	<b>(338,928)</b>	273,096	44.62%	▲
Insurance expenses		(1,011,993)	(590,107)	<b>(484,315)</b>	105,792	17.93%	▲
Other expenditure		(200,000)	(116,620)	<b>(190,795)</b>	(74,175)	(63.60%)	▼
Loss on disposal of assets		(327,000)	0	<b>(181,615)</b>	(181,615)	0.00%	
		<b>(130,912,595)</b>	<b>(75,269,094)</b>	<b>(71,726,215)</b>	3,542,879	4.71%	
Non-cash amounts excluded from operating activities	1(a)	30,386,886	17,529,666	<b>20,233,461</b>	2,703,795	15.42%	
<b>Amount attributable to operating activities</b>		<b>13,679,114</b>	<b>46,548,844</b>	<b>54,031,357</b>	7,482,513	-16.07%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	8	11,844,699	7,642,492	<b>10,131,526</b>	2,489,034	32.57%	▲
Proceeds from disposal of assets	4	1,687,880	593,991	<b>593,991</b>	0	0.00%	
Payments for property, plant and equipment	5	(39,667,391)	(26,134,563)	<b>(11,924,099)</b>	14,210,464	54.37%	▲
<b>Amount attributable to investing activities</b>		<b>(26,134,812)</b>	<b>(17,898,080)</b>	<b>(1,198,582)</b>	16,699,498	93.30%	
<b>Financing Activities</b>							
Proceeds from new debentures	6	5,550,000	0	<b>0</b>	0	0.00%	
Proceeds from self-supporting loans	6	100,000	0	<b>0</b>	0	0.00%	
Transfer from reserves		9,239,489	0	<b>0</b>	0	0.00%	
Repayment of debentures	6	(5,630,871)	(3,284,675)	<b>(3,998,916)</b>	(714,241)	(21.74%)	▼
Transfer to reserves		(2,687,904)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>6,570,714</b>	<b>(3,284,675)</b>	<b>(3,998,916)</b>	(714,241)	-21.74%	
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(439,758)</b>	<b>30,811,315</b>	<b>56,673,837</b>	25,862,522	83.94%	

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Budget data as per the adopted materiality threshold.

Refer to Note 11 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Local Government (Financial Management) Regulation 1996.

	Notes	Annual Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals		(3,000)	0	(20,201)
Movement in pensioner deferred rates (non-current)		0	0	44,939
Movement in employee benefit provisions (non-current)		0	0	343,120
Add: Loss on asset disposals		327,000	0	181,615
Add: Depreciation on assets		30,062,886	17,529,666	19,683,988
<b>Total non-cash items excluded from operating activities</b>		<b>30,386,886</b>	<b>17,529,666</b>	<b>20,233,461</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with regulation 32 of the Local Government (Financial Management) Regulations 1996 to agree to the surplus/(deficit) after imposition of general rates.

		Budget Closing 30 Jun 2019	Budget Closing 30 Jun 2020	Year to Date 31 Jan 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash		(31,592,143)	(25,040,558)	(31,592,143)
Less: ESL debtors		0	0	(3,188,204)
Less: Clearing accounts		0	0	701,132
Add: Borrowings	6	4,960,705	4,960,705	961,789
Add: Provisions - employee		4,886,154	4,452,000	4,886,154
Add: Loan Facility offset		(983,000)	0	8,017,000
<b>Total adjustments to net current assets</b>		<b>(22,728,284)</b>	<b>(15,627,853)</b>	<b>(20,214,272)</b>

**(c) Net current assets used in the Statement of Financial Activity**

<b>Current assets</b>				
Cash and cash equivalents	2	45,647,941	30,638,800	55,705,390
Rates receivables	3	3,295,078	3,000,000	18,243,217
Receivables	3	2,978,169	3,670,000	11,299,642
Other current assets		1,349,951	450,000	461,424
<b>Less: Current liabilities</b>				
Payables		(8,843,628)	(9,158,000)	(732,609)
Borrowings	6	(4,960,705)	(4,960,705)	(961,789)
Contract liabilities		(183,071)	0	(5)
Lease liabilities		0	0	1,103,155
Provisions		(8,715,473)	(8,452,000)	(8,230,316)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(22,728,284)</b>	<b>(15,627,853)</b>	<b>(20,214,272)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>7,839,978</b>	<b>(439,758)</b>	<b>56,673,837</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

OPERATING ACTIVITIES  
NOTE 2  
CASH AND INVESTMENTS

	Total Amount	Interest rate	Total calculated interest Earnings	Institution	S&P rating	Deposit Date	Maturity Date	Term days
	\$	\$	\$	\$				
<b>Cash on hand</b>								
Westpac Municipal Bank Account	5,390,210	Variable	10,299	Westpac	AA-	NA	NA	
Westpac trust Bank Account	477,714	Variable	NA	Westpac	AA-	NA	NA	
Visitors Centre	20,324	Variable	NA	Westpac	AA-	NA	NA	
Marina Bank Account	6,615	Variable	NA	Westpac	AA-	NA	NA	
	5,894,863							
<b>Municipal Investments</b>								
Muni 10 - 9652-46197	29,695	1.05%	309	ANZ	AA-	1/10/2019	1/10/2020	366
Muni 35 - 42-674-4859	3,023,982	1.60%	12,146	NAB	AA-	13/01/2020	14/04/2020	92
Muni 36 - 29-157-8194	3,011,318	1.53%	11,318	NAB	AA-	29/11/2019	27/02/2020	90
MNS 31 - 582058	9,059,870	1.75%	12,325	Westpac	AA-	31/12/2019	31/01/2020	31
MNS 60 - 582007	3,331,796	1.80%	4,183	Westpac	AA-	31/12/2019	30/01/2020	30
	18,456,661							
<b>Reserve Investments</b>								
Reserve 1 - 849461	1,061,049	1.45%	3,780	Bendigo	A-	31/01/2020	30/04/2020	90
Reserve 26 - 80-802-2069	2,457,051	1.55%	9,562	NAB	AA-	28/11/2019	28/02/2020	92
Reserve 27 - 74-521-0432	3,024,593	1.60%	12,017	NAB	AA-	23/12/2019	23/03/2020	91
Reserve 28 - 74-528-7456	3,028,372	1.60%	11,901	NAB	AA-	22/01/2020	21/04/2020	90
Reserve 29 - 4875654	3,021,275	1.30%	9,119	Bankwest	AA-	6/01/2020	31/03/2020	85
Reserve 30 - 78-911-3263	3,026,424	1.60%	11,893	NAB	AA-	8/01/2020	7/04/2020	90
Reserve 31 - 78-920-6945	3,028,504	1.60%	12,033	NAB	AA-	24/01/2020	24/04/2020	91
RNS 31 - 581565	6,768,589	1.75%	10,045	Westpac	AA-	31/12/2019	31/01/2020	31
RNS 60 - 581573	3,179,206	1.80%	4,853	Westpac	AA-	31/12/2019	31/01/2020	31
Westpac Reserve Bank Account	3,236,517							
	31,831,580							
<b>Trust Investments</b>								
Trust 9 - 072-30538-6	86,148	1.75%	383	Bankwest	AA-	30/07/2019	30/01/2020	184
Bonds NS 90 - 582066	3,368,075	1.95%	5,910	Westpac	AA-	30/08/2019	30/09/2019	31
	3,454,223							
<b>Total</b>	<b>59,637,328</b>		<b>142,077</b>					

Interest revenue

Interest Earned

Investment Interest Accrued	142,077
Investment Interest Matured	321,683
Rates Interest	598,391
	<b>1,062,151</b>

\$1,062,151

Less Trust Funds

Cash At Bank	477,714
Investment	3,454,223
	<b>3,931,937</b>
	<b>55,705,390</b>

	Amount	Interest rate on loans	Interest Saved	YTD Interest Saved
<b>Loan Offset Facility</b>				
Westpac	9,000,000	3.80%	24,905	197,105

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of twelve months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Total Cash	Unrestricted
<b>\$68.64 M</b>	<b>\$32.87 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JANUARY 2020**

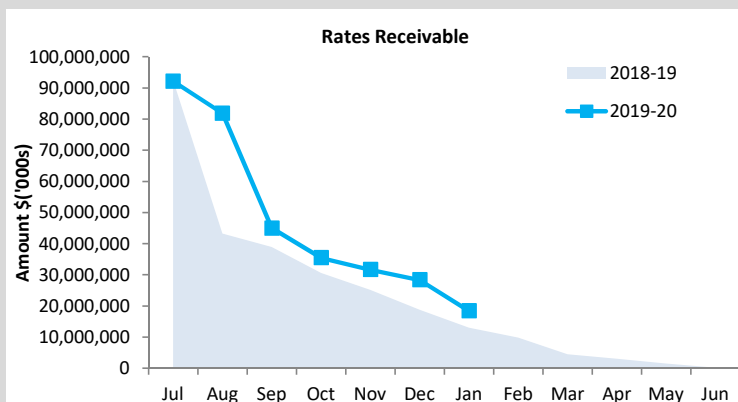
**OPERATING ACTIVITIES**  
**NOTE 3**  
**RECEIVABLES**

Rates Receivable	30 June 2019	31-Jan-19	31 Jan 20
	\$		\$
Opening Arrears Previous Years	2,943,000	2,943,000	3,295,078
Rates levied	78,487,059	78,487,059	80,212,522
Less - Collections to date	(78,134,981)	(68,498,059)	(65,264,383)
Equals Current Outstanding	<b>3,295,078</b>	<b>12,932,000</b>	<b>18,243,217</b>
<b>Net Rates Collectable</b>	<b>3,295,078</b>	<b>12,932,000</b>	<b>18,243,217</b>
% Collected	96%	84.1%	78.2%
No. of Legal Proceedings Commenced			2
No. of properties > \$10,000 outstanding			29
No. of properties between \$3,000 and \$10,000 outstanding			210

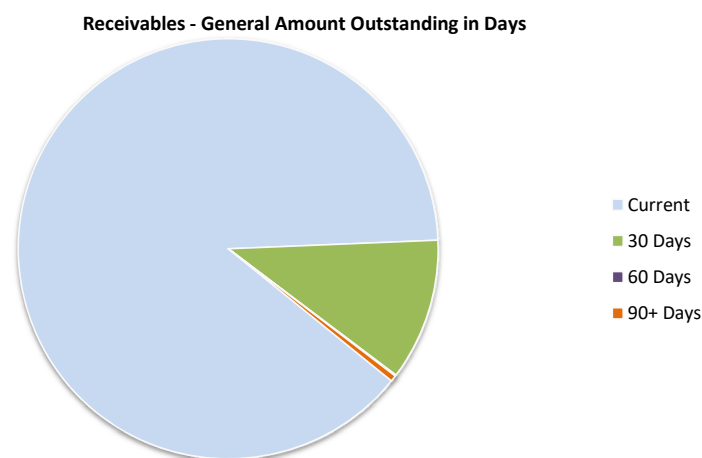
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
<b>Balance per Trial Balance</b>						
Sundry receivable		5,481,582	1,235,104	8,077	54,475	6,779,238
Recreation Centres		110,500				110,500
Mandurah Ocean Marina		(21,993)				(21,993)
GST receivable		10,127				10,127
Infringements		993,348				993,348
Pensioners rates and ESL deferred		3,210,726				3,210,726
Other Receivables		217,696				217,696
<b>Total Receivables General Outstanding</b>		<b>10,001,986</b>	<b>1,235,104</b>	<b>8,077</b>	<b>54,475</b>	<b>11,299,642</b>
Percentage		88.5%	10.9%	0.1%	0.5%	

**KEY INFORMATION**

Rates and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of rates and other receivables is reviewed on an ongoing basis. Other receivables that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
<b>78.2%</b>	<b>\$18,243,217</b>



<b>Debtors Due</b>
<b>\$11,299,642</b>
<b>Over 30 Days</b>
<b>11%</b>
<b>Over 90 Days</b>
<b>0%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
DISPOSAL OF ASSETS**

Asset	Asset Description	Budget	YTD Actual
		Proceeds	Proceeds
		\$	\$
<b><u>Land</u></b>	Sale of Land in Port Mandurah Samphire Cove Shearwater View L103 & L107 Egret Point	600,000	231,435
<b><u>Light Passenger Vehicles - Replacement</u></b>			
HYUNDAI EXCEL AUTO ACTIVE 5 DR HATCH	Marina - Works and Services (C00116)	8,831	0
TOYOTA RAV4 AUTO GX 2WD 5DR WGN	OHS - Sustainable Development (C00216)	13,385	0
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Community Festivals and Events (C004)	12,222	13,327
TOYOTA RAV4 AUTO GX 2WD 5DR WGN	Planning Services - Sustainable Development (C01216)	13,410	0
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Asset Management - Works and Services (C02316)	12,384	0
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Planning Services - Sustainable Development (C02616)	12,425	0
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Projects Coordinator - Works and Services (C044)	12,212	14,145
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Sustainable Development - Building Services (C056)	12,216	12,327
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Engineering Design and Development - Works and Services (C06116)	13,160	0
MITSUBISHI OUTLANDER AUTO LS 5DR WGN	Senior Citizens Centre Coordinator - People and Communities (C063)	12,214	12,782
FORD MONDEO AUTO AMBIENTE WAGON	Principal Environmental Officer - Sustainable Development (C071)	11,122	0
<b><u>Light Commercial Vehicles - Replacement</u></b>			
FORD RANGER DUAL CAB 4X4 TRAYBACK UTE	Health Services - Sustainable Development (U00316)	20,756	0
TOYOTA HILUX DUAL CAB 4X4 TRAYBACK UTE	Parks North - Works and Services (U007)	18,493	0
FORD RANGER DUAL CAB 4X4 PICKUP	Works Construction - Works and Services (U01616)	19,948	0
FORD RANGER DUAL CAB 4X4 PICKUP	Environmental Health Services - Sustainable Development (U02117)	19,555	0
FORD RANGER DUAL CAB 4X4 PICKUP	Surveying Services - Works and Services (U02216)	20,355	0
TOYOTA HILUX DUAL CAB 4X4 TRAYBACK UTE	Parks Natural Areas - Works and Services (U029)	18,493	23,236
HOLDEN COLORADO SPACE CAB 4X4 CAB/CHASSIS	Rangers - Sustainable Development (U03216)	17,689	
MITSUBISHI TRITON 2X4 CAB/CHASSIS	Citybuild Works and Services (U039)	11,374	18,691
ISUZU D'MAX DUAL CAB 2X4 PICKUP	Facilities Management - Works and Services (U051)	17,272	0
FORD RANGER DUAL CAB 4X4 TRAYBACK UTE WITH CANOPY	Parks Assets - Works and Services (U05216)	19,699	0
FORD RANGER SINGLE CAB 4x4 TRAYBACK	Traffic Management - Works and Services (U05316)	21,371	0
FORD RANGER DUAL CAB 4X4 TRAYBACK UTE WITH CANOPY	Parks Central - Works and Services (U05416)	17,908	0
FORD RANGER DUAL CAB 2X4 PICKUP	Parks Central - Works and Services (U05816)	18,573	0
FORD RANGER DUAL CAB 2X4 TRAYBACK UTE WITH CANOPY	Parks Assets - Works and Services (U05916)	20,400	0
HOLDEN COLORADO SPACE CAB 4X4 CAB/CHASSIS	Rangers - Sustainable Development (U069)	15,094	0
HOLDEN COLORADO DUAL CAB 2X4 PICKUP	Sustainable Development Management - Sustainable Development (U07017)	16,407	0
FORD RANGER DUAL CAB 4X4 PICKUP	Landscaping Services - Works and Services (U07317)	17,442	22,555
<b><u>Trucks &amp; Buses Replacements</u></b>			
NISSAN-UD 280 SINGLE CAB TWO WAY TIPPER	Works Construction - Works and Services (T002)	42,871	0
HINO 300 SINGLE CAB TRAY WITH KEVREK 1000S	Civil Maintenance - Works and Services (T005)	30,799	0
HINO 500 SINGLE CAB THREE WAY TIPPER	Civil Maintenance - Works and Services (T006)	42,500	0
HINO 300 SINGLE CAB TRAY WITH KEVREK 1500	Civil Maintenance - Works and Services (T007)	30,799	0
	Civil Construction Drainage - Works and Services (T026)	52,000	0
HINO 500 SINGLE CAB TWO WAY TIPPER			
HINO -MACDONALD JOHNSTON VS650 ROADSWEPPER	Civil Maintenance - Works and Services (T051)	74,326	0
<b><u>Trailers</u></b>			
2.0-4.5T FLAT TOP 5x2.5M WITH RAMP SOUTHWEST	Parks Southern - Works and Services (V001)	3,040	0
2.0-4.5T SIGN TRAILER	Works Construction - Works and Services (P011)	2,700	0

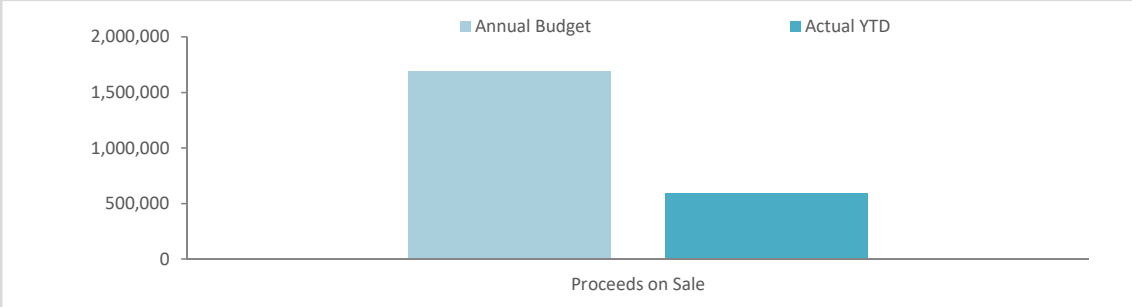
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
DISPOSAL OF ASSETS**

Asset	Asset Description	Budget	YTD Actual
		Proceeds	Proceeds
0.9T 2.1x1.2M BOX WITH RAMP	Environmental Services - Sustainable Development (P044)	530	0
2.0-4.5T TANDEM MOWER TRAILER WITH RAMP	(P140)	2,040	0
2.0-4.5T TANDEM BOX TRAILER WITH RAMP	(P143)	700	0
<b><u>Parks &amp; Mowers</u></b>			
KUBOTA 72" OUTFRONT DECK MOWER	Parks Northern - Works and Services (M00216)	7,500	0
ISEKI 72" OUTFRONT DECK MOWER	Parks Southern - Works and Services (M00316)	7,250	0
ISEKI 60" OUTFRONT DECK MOWER	Parks Northern - Works and Services (M01616)	7,250	0
TORO REELMASTER SIDEWINDER 3100D	Parks Central - Works and Services (M023)	5,821	0
TORO 72" ZERO TURN MOWER	Parks Southern - Works and Services (M02616)	7,000	0
DEUTSCHER H660-II SELF POWERED ROTARY MOWER	Parks Assets - Works and Services (M100)	900	0
TORO 60" TURBO ZERO TURN MOWER	Parks Central - Works and Services (M032)	7,643	0
RED EXIM VERTI DRAIN AERATOR	Parks Northern - Works and Services (N021)	10,600	0
HOWARD HD150CR MOWER ROTASLASHER	Parks Assets - Works and Services (N023)	1,160	0
NEW HOLLAND BOOMER 3050 TRACTOR	Parks Northern - Works and Services (P602)	9,000	0
<b><u>Miscellaneous Equipment &gt;\$1500</u></b>			
NISSAN MODEL 25 FORKLIFT	Parks Southern - Works and Services (L003)	4,181	0
KOMLETE SCREEN PLANT	Manager Operations Services Manager - Works and Services (P013)	15,240	9,744
SPRAY UNIT MOTOR AND PUMP	Environmental Health Services - Sustainable Development (P045)	500	0
ROADLINES SCRABBING MACHINE	Works Construction - Works and Services (P049)	100	0
PILOT K50SI SILENT COMPRESSOR AND INSTALL	Cityfleet - Works and Services (P054)	1,100	0
TOPCON TP-4LGV PIPE LASER	Civil Construction - Works and Services (P094)	790	0
ERS TURBO WASH PARTS WASHER	Cityfleet - Works and Services (P095)		0
JASMAN ELECTRIC STEAM CLEANER	Cityfleet - Works and Services (P098)	100	0
BENDPAK HOIST	Cityfleet - Works and Services (P114)	1,480	0
<b><u>Plant Disposed from 2018/19 budget</u></b>			
HINO 700 FS2844 SINGLE CAB TIPPER TRUCK DSL MAN18SP			
PBB BODY TARP	Works Construction - Works and Services (T029)	0	52,505
ISUZU SINGLE CAB TRAY WITH KEVRECK 1500	Projects (T010)	10,000	21,492
KUBOTA F3690 60INCH OUTFRONT MOWER DSL	Plant (M014)	5,000	5,981
KUBOTA F3690 72' OUTFRONT MOWER DSL SIDE DISCHARGE	Plant (M004)	8,000	9,350
Trailer Single Axle Tipping Mower	Plant (P1425)	1,500	1,723
TRAILER LOW LOADER FLOAT .	Works Construction - (P182)	12,000	12,593
Kubota RTV 900 XTW 4WD Utility	Parks South Plant (1290) U106	10,000	10,913
TOYOTA RAV4 CV 2WD WAGON ULP AUTO	C075	10,000	17,041
HINO 700 SERIES FS1ELKD TIPER TRUCK	T027	23,500	51,679
Kubota RTV 900 XTW 4WD Utility	Parks Plant (1289) U105	0	7,226
ISUZU FTS800 4WD SINGLE CAB WATER TRUCK DSL MAN			
NUFAB 7000L TANK	T014	50,057	0
MITSUBISHI CANTER CREW CAB THREE WAY TIPPER TRUCK			
DSL FEB71 AUTOMATED	T013	22,647	0
MITSUBISHI CANTER CREW CAB THREE WAY TIPPER TRUCK			
DSL FEB71 AUTOMATED	T015	22,647	20,646
SCARAB MERLIN ROADSWEEPER ON NISSAN UD MK240 DSL			
MAN/HYDROSTAT	T050	70,867	0
RFQ09-2019 - Supply and Deliver One New 5T Trayback			
Truck with Kevrek Crane.	T004	27,332	0
<b><u>Plant Disposed - other</u></b>			
Hyundai Sante FE Elite Wagon Auto DSL	Recreation Services -P1411 C03616	0	24,600
		<b>1,687,880</b>	<b>593,991</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
DISPOSAL OF ASSETS**

Asset	Asset Description	Budget	YTD Actual						
		Proceeds	Proceeds						
KEY INFORMATION									
		<div><div><div>Annual Budget</div><div>Actual YTD</div></div><table><thead><tr><th>Category</th><th>Annual Budget</th><th>Actual YTD</th></tr></thead><tbody><tr><td>Proceeds on Sale</td><td>~1,700,000</td><td>~600,000</td></tr></tbody></table></div>		Category	Annual Budget	Actual YTD	Proceeds on Sale	~1,700,000	~600,000
Category	Annual Budget	Actual YTD							
Proceeds on Sale	~1,700,000	~600,000							

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

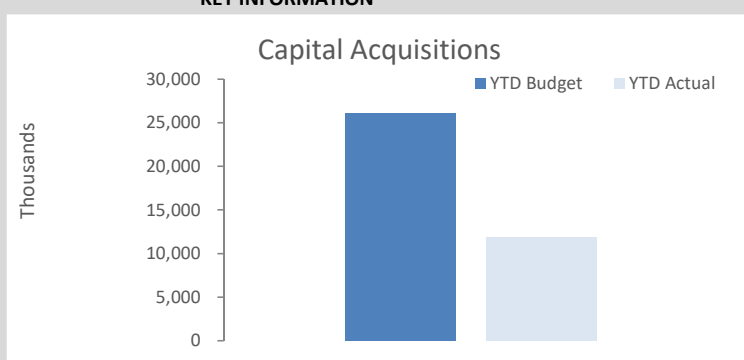
**INVESTING ACTIVITIES  
NOTE 5  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Annual Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	3,523,900	3,841,830	2,974,406	1,218,001	(1,756,405)
Equipment	435,532	415,532	392,606	325,106	(67,500)
Machinery	4,064,766	4,173,588	2,428,952	1,120,092	(1,308,860)
Infrastructure - Roads	11,986,132	12,242,685	8,119,824	5,540,417	(2,579,407)
Bridges	744,980	749,024	538,154	329,291	(208,863)
Parks	4,221,862	4,193,970	2,935,149	1,794,079	(1,141,070)
Drainage	1,116,564	1,011,967	951,777	257,027	(694,750)
Coastal & Estuary	1,610,873	1,010,873	652,284	466,191	(186,093)
Other Infrastructure	12,012,043	12,027,922	7,141,411	873,894	(6,267,517)
<b>Capital Expenditure Totals</b>	<b>39,716,652</b>	<b>39,667,391</b>	<b>26,134,563</b>	<b>11,924,099</b>	<b>(14,210,464)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
City of Mandurah Contribution	10,653,044	11,735,274	17,898,080	1,198,582	(16,699,498)
Capital grants and contributions	10,758,324	11,844,699	7,642,492	10,131,526	2,489,034
Borrowings	7,808,702	7,364,776	0	0	0
Other (Disposals & C/Fwd)	1,609,590	1,687,880	593,991	593,991	0
Cash Backed Reserves					
Building Reserve	719,448	731,159	0	0	0
Asset Management Reserve	550,000	595,000	0	0	0
Property Acquisition Reserve	379,270	379,270	0	0	0
Sustainability Reserve	141,000	141,000	0	0	0
Sanitation Reserve	618,451	558,111	0	0	0
Community Improvements Reserve	53,751	63,698	0	0	0
Traffic Bridge Reserve	495,220	495,220	0	0	0
Mandurah Ocean Marina Reserve	92,128	92,128	0	0	0
Unspent Grants & Contributions Reserve	5,501,829	3,693,281	0	0	0
Carbon Offset Reserve	40,000	40,000	0	0	0
Digital Futures Reserve	50,000	0	0	0	0
Specified Area Rates - Port Mandurah Canals	245,895	245,895	0	0	0
<b>Capital Funding Total</b>	<b>39,716,652</b>	<b>39,667,391</b>	<b>26,134,563</b>	<b>11,924,099</b>	<b>(14,210,464)</b>

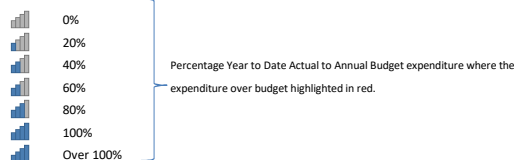
**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$39.67 M</b>	<b>\$11.92 M</b>	<b>30%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$11.84 M</b>	<b>\$10.13 M</b>	<b>94%</b>


























































NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020Capital Expenditure Total  
Level of Completion Indicators

Level of completion indicator, please see table at the end of this note for further detail.



























































	Account Description	Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
<b>Buildings</b>							
	1632.750578. CSRFF	150,000	62,000	36,148	0	62,000	Falcon Pavilion toilet/changeroom upgrade (\$86,232), Mandurah Tennis Club court resurfacing (\$13,002) and Dudley Park BC greens and lighting works (\$48,613).
	1632.750579. Mh Mustangs FC - Facility Development	174,410	174,410	174,412	0	174,410	Upgrade of changerooms completed. Construction of the social space awaiting building permit, aiming to commence by the end of 2019.
	1632.750580. Peelwood Res - Changeroom Upgrade	21,140	21,140	12,327	0	21,140	Project to commence later in the year. Currently gathering quotes.
	1632.750581. BDYC Security Upgrade	32,768	32,768	19,103	0	32,768	Works to commence Q4.
	1632.750582. Mandurah Library Ablutions Refurbishment	21,140	21,140	12,327	0	21,140	Works to commence Q3.
	1632.750583. Museum Garage Area Flooring	11,627	11,627	6,776	627	11,000	Works to commence Q3.
	1632.750584. Tuart Av Community Kitchen Retrofit	264,258	264,258	42,175	17,058	247,200	Works to commence Q4. Still in design phase. Budget adjusted at Budget Review.
	1632.750510. CASM Ablution Upgrade	31,711	31,711	18,494	4,691	27,020	Works to commence Q3.
	1632.750585. CASM Sliding Door	21,140	21,140	12,327	17,457	3,683	Works complete. Finances to be finalised.
	1632.750586. MARC LED & Lighting Control	52,851	52,851	30,814	2,851	50,000	Works to commence Q3.
	1632.750587. Coodanup Community Centre Ablution	73,993	73,993	43,148	3,993	70,000	Construction 25% complete.
	1632.750588. Owen Avenue Ablution	158,554	158,554	158,554	11,664	146,890	Works to commence Q4.
	1632.750589. Admin Building First Floor Carpet	52,851	52,851	30,814	0	52,851	Works to commence Q4.
	1632.750591. Civic Chamber Meeting Rooms	84,563	84,563	13,530	9,563	75,000	Design progressing. Works to commence Q4.
	1632.750590. Civic Building HVAC Replacement	10,570	10,570	6,160	12,370	(1,800)	Works complete. Finances to be finalised at Budget Review.
	1632.750592. MARC Aquatic Window Control Gear	40,168	40,168	23,422	0	40,168	Works to commence Q3.
	1632.750593. MARC Roof Access Walkways	63,422	63,422	36,981	3,422	60,000	Works to commence Q3.
	1632.750594. Museum House Asbestos Removal	79,278	79,278	79,276	7,363	71,915	Construction 90% complete.
	1632.750595. Museum Rear Roller Door Replacement	15,855	15,855	9,247	855	15,000	Works to commence Q3.
	1632.750596. Museum Window Frames Replacement	26,426	26,426	15,414	1,861	24,565	Works to commence Q3.
	1632.750600. Facility Glazing Compliance Upgrade	60,251	60,251	35,133	0	60,251	Works to commence Q4.
	1632.750601. East Mandurah Playgroup Roller Door	10,584	10,584	6,174	5,632	4,952	Completed.
	1632.750602. Mechanical Workshop Shade Project	13,741	13,741	8,015	17,366	(3,625)	Works complete. Finances to be finalised at Budget Review.
	1632.750603. Southern Ops Transportable Meeting Room	84,563	84,563	13,530	0	84,563	Works to commence Q4.
	1632.750604. Falcon Pavilion Roof	26,426	26,426	15,414	1,426	25,000	Construction complete. Finances to be finalised.
	1632.750605. Port Bouvard SLSC Gear Shed Re-Roof	95,133	95,133	95,133	0	95,133	Works to commence Q3.
	1632.750606. South Mh Football Club Pavilion	79,278	77,428	77,426	52,520	24,908	Construction 95% complete. Finances to be finalised.
	1632.750609. Site Main Switchboards	95,133	95,133	55,475	0	95,133	Works to commence Q3.
	1632.750610. Dolphin Drive MATV Compound	10,468	10,468	6,104	2,004	8,464	Construction 85% complete. Due for completion end of February.
	1632.750611. Marina Ablution Facility Shed	10,468	10,468	6,104	636	9,832	Construction 85% complete. Due for completion end of February.
	1632.750516. Change Rooms Upgrade Program	75,000	220,000	220,000	0	220,000	Waiting on the outcome of a grant application as part of the 19/20 CSRFF project. Report 2 August 13.8.19.
	1632.750520. Northport Reserve, Baloo Crescent Facility	80,000	97,449	97,448	90,790	6,659	Completed.
	1632.750567. South Mandurah FC Changerooms (CSRFF)	30,000	34,832	20,314	30,000	4,832	Completed.
	1632.750572. MMFC Upgrade Rushton North Pav (CSRFF)	65,000	38,177	22,267	38,177	(0)	Completed.
	1632.750433. Port Bouvard Surf Life Saving Club	34,818	42,615	42,615	50,476	(7,861)	Works complete. Finances to be finalised at Budget Review.
	1632.750416. SL Peelwood Parade Reserve	23,050	47,800	47,800	47,800	(0)	Completed.
	1632.750523. Bush Fire Brigade	440,625	531,449	471,289	402,852	128,597	Construction 95% complete.
	1632.750577. New 60 Peel St Demolition	30,000	30,000	30,000	23,831	6,169	Completed.
	1632.750524. SCC & SIPS Buildings energy upgrades	55,000	49,762	29,022	47,690	2,072	Completed.
	1632.750454. MARC/Waste Transfer Station - Solar Plan Phase 5	300,993	300,994	266,924	1,586	299,408	Works to commence Q3.
	1632.750501. MARC Systems Integration	110,000	91,995	91,995	5,167	86,828	Harmonics works complete. Generator integration works to be completed.




























































Level of completion indicator, please see table at the end of this note for further detail.

Account Description				YTD Actual	Remaining Unspent Funds	Comment
Adopted Budget	Annual Budget	YTD Budget				
 1632.750532. Civic Building - Tuckey Room	231,698	294,936	294,936	138,613	156,323	Design being further developed. Construction to commence Q4.
 1632.750289. RS - MARC Redevelopment Stage 2	7,458	7,458	7,458	7,663	(205)	Completed.
 1632.750573. MARC squash court roof drainage	20,000	4,732	4,732	3,043	1,689	Completed.
 1632.750575. Central Boardwalk	80,000	100,000	100,000	88,426	11,574	Major works complete, minor landscaping still to be finished.
 1632.750451. Bortolo Reserve Sports Lighting	67,488	81,711	47,649	57,095	24,616	Completed.
 1632.750498. Museum Courtroom Interpretation Project		13,000	13,000	11,561	1,439	Completed.
 1632.750550. Indoor Sports Facility		12,000	7,000	0	12,000	PO to be expedited and budget adjustment to be made at Budget Review.
 1632.750612. WMC Tipping Shed Security Doors		60,000	60,000	0	60,000	Collating quotes with aim to commence before Christmas.
 1632.750512. Mandurah Library Staff Workroom		0	0	(129)	129	Credit received for works on 2018/19 capital project.
Bridges						
 1634.880011. Mandurah Traffic Bridge Feature Lighting	10,570	10,570	6,160	10,072	499	Completed.
 1634.880001. Old Mandurah Bridge	495,220	495,220	288,764	100,000	395,220	Design in progress in line with the plans for the western foreshore redevelopment and reviewing site requirements.
 1634.880010. New Bridge boardwalk extension stairway	239,190	243,234	243,230	219,219	24,015	Stairs complete. Revetment works complete. Shared path anti skid to still be completed.
Parks						
 1635.700395. Falcon Reserve Activation Plan	250,639	250,639	40,102	0	250,639	Works to commence Q4. Awaiting completion of skatepark.
 1635.700396. Falcon Skate Park Upgrade	400,000	400,000	64,000	1,873	398,127	Construction to commence Q3.
 1635.700397. Fowler Reserve - Cricket Nets	18,000	18,000	10,493	16,980	1,020	Construction to commence Q3.
 1635.700398. Rushton Park Development Works	40,000	40,000	23,324	40,000	0	Completed.
 1635.700399. Lakelands Community Garden	30,000	30,000	17,493	0	30,000	Works to commence Q3.
 1635.700436. Upgrade Billy Dowers Outdoor Space	32,000	32,000	18,662	58	31,942	Construction to commence Q3.
 1635.700400. Westbury Way Offset Fencing	16,000	16,000	16,000	13,745	2,255	Completed.
 1635.700430. Kerosene Tank Bunding	15,000	15,000	15,000	0	15,000	Construction to commence Q3.
 1635.700401. Birchley Reserve Upgrade Stage 2	136,712	136,712	136,712	131,133	5,579	Additional minor work required to install soccer goal this will be completed during Q3.
 1635.700402. Falcon Bay Foreshore Stage 3 of 4	341,780	341,780	341,781	331,297	10,483	Construction 95% complete.
 1635.700403. Grahame Heal Reserve	96,838	96,839	96,840	0	96,839	Construction to commence Q3.
 1635.700404. Halls Head Recycled Water	227,854	227,854	36,457	28,754	199,100	Tender advertising during February. Works to commence Q4.
 1635.700405. Mandjar Square Final Stage	341,780	341,780	199,297	249,189	92,591	Works 85% complete. Installation of music interactive equipment mid February.
 1635.700406. Pebble Beach Boulevard Res 46649	182,282	182,282	162,231	0	182,282	Construction to commence Q3.
 1635.700407. Pinjarra Road East Stage 2	284,817	284,817	284,817	200,597	84,220	Construction 75% complete.
 1635.700408. Riverview Foreshore Stage 2	22,785	22,785	22,786	0	22,785	Construction to commence Q3.
 1635.700409. San Marco Quays Playground Final Stage	22,785	22,785	22,785	24,053	(1,268)	Completed.
 1635.700410. Westbury Way North side POS Stage 3	227,854	227,854	225,576	28,149	199,705	Construction to commence Q3.
 1635.700411. Convert Sporting Ovals to SDS	50,000	50,000	50,000	4,885	45,115	Construction 50% complete.
 1635.700412. Dawesville Reserve Firebreaks	14,810	14,810	14,810	0	14,810	Construction to commence Q3.
 1635.700413. Duverney Park Picnic Facilities	22,785	22,785	22,786	7,475	15,310	Construction 50% complete.
 1635.700415. Melaleuca Reserve Shade Sail	30,760	30,760	30,453	3,760	27,000	Construction 50% complete.
 1635.700416. Moorhen Green Upgrade	34,178	34,178	34,178	12,170	22,008	Construction 25% complete.
 1635.700417. Old Yacht Club Superficial Bore	41,074	41,074	41,074	10,203	30,871	Construction 50% complete.
 1635.700414. Jerramungup Gdn/Wittenoom Turn	28,481	28,481	28,482	22,288	6,193	Construction 75% complete.
 1635.700418. Shade Sales Various Sites	113,927	113,927	112,788	17,616	96,311	Construction 75% complete.
 1635.700420. Basketball Hoops Renewal	20,000	20,000	20,000	13,950	6,050	Construction 75% complete.
 1635.700421. Eastern Foreshore Softfall Renewal	12,134	12,134	12,134	0	12,134	Construction to commence Q3.
 1635.700422. Louis Dawe Park Renewal	68,356	68,356	67,673	0	68,356	Construction to commence Q3.
 1635.700423. Mogum Reserve Softfall Renewal	30,000	30,000	30,000	0	30,000	Construction to commence Q3.
 1635.700424. Olive Road Foreshore Renewal	28,481	28,481	28,196	0	28,481	Construction to commence Q3.
 1635.700425. Quandong Reserve Renewal	60,000	60,000	59,401	14,152	45,848	Construction to commence Q3.
 1635.700426. Rushton Park Fencing Renewal	20,000	20,000	20,000	0	20,000	Minor works pending which will be completed during quarter 3.
 1635.700427. Signage	56,963	56,963	50,697	13,351	43,612	2019-2020 Ongoing Program.
 1635.700431. Electric BBQ Replacement	68,708	68,708	40,068	57,144	11,564	2019-2020 Ongoing Program.
 1635.700432. Goegrup Lake Boardwalk	63,470	3,470	2,023	0	3,470	Project cancelled due to location not in the city's boundaries.
 1635.700433. Estuary Road Boardwalk	21,237	21,237	12,383	13,281	7,956	Completed.
 1635.700434. Bethyl Corner Renewal	158,554	158,554	158,554	15,905	142,649	Construction 20% complete.
 1635.700435. Power Meter Enclosures	95,133	95,133	55,475	39,708	55,425	2019-2020 Ongoing Program.
 1635.700429. Town Beach Shower	20,937	20,937	12,208	19,032	1,905	Completed.
 1635.700364. Mandjar Square Water Feature	199,325	196,802	114,758	196,736	66	Completed.
 1635.700346. Coote Reserve BMX Track	60,000	60,000	34,986	65,079	(5,079)	Construction 90% complete. Repair works to surface early February.
 1635.700361. Mandjar Square Stage 3 & 4	90,000	62,287	36,323	62,150	137	Completed.
 1635.700365. Novara Foreshore Stage 3	50,000	106,354	62,013	73,435	32,919	Construction 95% complete.
 1635.700377. MARC improvement to car park area	5,000	5,000	2,919	3,750	1,250	Construction complete. Finances to be finalised.
































Level of completion indicator, please see table at the end of this note for further detail.

Account Description				Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
	1635.700385.	Lakes Lawn Cemetery - Signage		9,998	8,316	4,851	6,388	1,928	Construction 80% completed.
	1635.700387.	Parks and Reserves Signage		12,925	0	0	0	0	Carryover budget not required. Completed in 2018/19. Committed PO has been expedited.
	1635.700389.	Lakes Lawn Cemetery Gates/signage		7,500	0	0	0	0	Carryover budget not required. Completed in 2018/19.
	1635.700376.	Mandurah Rd median - Gordon to Meadow Sp		40,000	45,873	26,754	48,491	(2,618)	Construction complete. Budget to be adjusted at Budget Review.
	1635.700363.	Falcon Bay Foreshore Stage 2			17,798	10,381	7,304	10,494	Minor lighting works pending which will be completed during quarter 3.
	1635.700390.	Parks & Reserves Power Meter Replacement			4,425	4,425	0	4,425	Budget not required. To be adjusted at Budget Review.
Roads									
	1636.500946.	Flagpole Lighting ADC Buildings		15,855	15,855	9,247	5,711	10,144	Completed.
	1636.500947.	Reserve Lighting Device Upgrade		7,000	7,000	4,081	0	7,000	Works to commence Q4.
	1636.500948.	Sthn Districts Fire Brigade (Carpark)		54,516	54,516	31,787	0	54,516	Construction to commence Q4.
	1636.500949.	City Centre Parking and Signage		160,385	160,385	93,520	0	160,385	Project to be carried out in conjunction with the Eastern and Western Foreshore redevelopment works.
	1636.500950.	Smart Street Mall Upgrade		1,503,613	1,503,613	876,757	29,154	1,474,459	Civil and Landscape Design programs progressing.
	1636.500951.	RC Dower Street		817,747	817,747	817,747	812,949	4,799	Construction complete. Finances to be finalised.
	1636.500952.	RC Mississippi Drive		436,132	436,132	436,132	151,903	284,229	Construction 75% complete. Finances will be reduced at budget review.
	1636.500953.	RC Peel Street		817,747	817,747	139,017	0	817,747	Construction to commence Q4.
	1636.500954.	RC Pinjarra Road		760,839	760,839	760,839	681,463	79,376	Civil construction complete. Services and landscaping works to be completed.
	1636.500955.	RR Bailey Boulevard		281,154	281,154	278,343	0	281,154	Construction to commence Q4.
	1636.500956.	RR Beacham Street		365,501	275,501	272,746	229,963	45,538	Construction 95% complete. Finances will be reduced at budget review.
	1636.500957.	RR Clarice Street		275,531	275,531	46,841	31,213	244,318	Scope of works have changed finances will be increased at budget review. Works will commence Q3.
	1636.500958.	RR Creery Street		84,347	84,347	83,503	80,056	4,291	Completed.
	1636.500959.	RR Fernwood Rd/Old Coast Rd		208,054	118,054	105,069	62,163	55,891	Completed.
	1636.500960.	RR Gordon Road		281,154	281,154	278,342	133,341	147,813	Construction 75% complete.
	1636.500961.	RR Merrivale Street		404,862	354,862	354,861	328,176	26,686	Construction complete. Finances to be finalised and reduced at budget review.
	1636.500962.	RR Thera Street		337,385	337,385	57,355	1,456	335,929	Construction to commence Q4.
	1636.500963.	TM Discretionary Traffic Mgmt		109,033	109,033	18,536	43,517	65,516	2019-2020 Ongoing Program.
	1636.500964.	TM Old Coast Rd/Rutland Dr Roundabout		109,033	109,033	109,032	14,217	94,816	Construction to commence Q3.
	1636.500965.	TM Wilderness Dr/Old Coast Rd		109,033	109,033	109,033	13,306	95,727	Construction to commence Q3.
	1636.500966.	CP Aldgate St Realignment Stage 2		81,775	81,775	61,335	7,161	74,614	Construction period has been rescheduled to Q4 as tree planting should only take place Q4.
	1636.500967.	CP Pinjarra Rd/Sutton St		32,710	32,710	32,710	5,645	27,065	Scope of works has been increased and finances will be adjusted at budget review.
	1636.500968.	RS Aberdeen Close		15,183	39,361	38,967	43,245	(3,884)	Completed. Overspend to be offset at Budget Review.
	1636.500969.	RS Aberdeen Cl/Balmoral Pde Intersection		10,122	0	0	0	0	Budget reallocated to RS Aberdeen Close.
	1636.500970.	RS Achilles Place		67,477	50,608	50,100	40,510	10,098	Completed.
	1636.500971.	RS Aldgate St/Parkview St Intersection		16,026	19,120	18,929	0	19,120	Construction to commence Q3.
	1636.500972.	RS Beam Road		56,230	44,984	44,534	44,683	301	Completed.
	1636.500973.	RS Esprit Parkway		140,577	56,230	55,668	56,685	(455)	Completed.
	1636.500974.	RS Ferguson St/Ivanhoe Crs		56,230	56,230	55,667	43,422	12,808	Completed.
	1636.500975.	RS Fernwood Rd/Timbers Edge Intersection		56,230	56,230	55,667	49,143	7,087	Completed.
	1636.500976.	RS Frankland Place		41,050	56,230	55,668	26,517	29,713	Construction complete. Finances to be finalised.
	1636.500977.	RS Hillway Street		38,517	38,518	38,133	30,492	8,026	Construction complete. Finances to be finalised.
	1636.500978.	RS Leighton Rd/Halls Head Pde		33,176	84,347	83,504	9,831	74,516	Construction complete. Finances to be finalised.
	1636.500979.	RS Lord Hobart Dve/Addingham Blvd		16,869	297,477	294,503	16,093	281,384	Scope of works has significantly increased. Finances to be updated at budget review.
	1636.500980.	RS Mississippi Drive		134,954	112,462	111,337	13,216	99,246	Construction 50% complete. Budget will be reduced at budget review.
	1636.500981.	RS Peel St/Ormsby Tce Roundabout		39,361	84,347	83,504	11,987	72,360	Construction to commence Q3.
	1636.500982.	RS Peelwood Parade		35,706	50,609	50,101	10,379	40,230	Project to be rescoped. Finances to be adjusted at budget review.
	1636.500983.	RS Peelwood Pde/Mahogany Dr		25,303	28,115	27,835	27,904	211	Completed.
	1636.500984.	RS Watersun Drive		84,347	61,854	61,236	51,809	10,045	Completed.
	1636.500985.	RS Yalgor Heights		67,477	28,116	27,834	23,288	4,828	Completed.
	1636.500986.	RS Yarri Way		24,180	24,180	23,938	17,187	6,993	Completed.
	1636.500987.	SP Albermarle Close		28,349	14,442	2,455	0	14,442	Project not going ahead. Funds to be reallocated at Budget Review.
	1636.500988.	SP Blakeley Street		57,242	46,885	7,971	6,960	39,925	Construction to commence Q3.
	1636.500989.	SP Boileau Place		19,626	22,897	3,891	19,664	3,233	Completed.
	1636.500990.	SP Cox Bay		21,807	21,807	3,707	0	21,807	Construction to commence Q3.
	1636.500991.	SP Dichondra Pass		58,333	49,064	8,340	47,000	2,064	Construction complete. Finances to be finalised.
	1636.500992.	SP Duverney Park PAW		70,872	70,872	12,049	17,131	53,741	Construction to commence Q3.
	1636.500993.	SP Gillark Street		32,165	41,165	6,997	42,680	(1,515)	Completed.
	1636.500994.	SP Janice Avenue		119,936	109,033	18,537	98,144	10,889	Completed.
	1636.500995.	SP Jubata Gardens		39,252	61,059	10,381	5,459	55,600	Construction to commence Q3.
	1636.500996.	SP Lefroy Street		52,881	43,612	7,414	0	43,612	Construction to commence Q3.
	1636.500997.	SP Mandurah Road, Erskine		21,807	44,159	7,506	3,659	40,500	Working with PTA for a shared contribution towards the path. City currently producing design.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
	1636.500998. SP Missing Links	87,227	87,227	14,829	18,591	68,636	2019-2020 Ongoing Program.
	1636.500999. SP Oakwood Gate	41,433	32,710	5,561	39,007	(6,297)	Construction complete. Finances to be finalised and budget to be adjusted at Budget Review.
	1636.501000. SP Old Coast Road, Halls Head	43,612	54,516	9,269	36,237	18,279	Scope of works have been extended to increase additional footpath. Construction 50% complete.
	1636.501001. SP Orelia Street	28,349	28,349	4,820	26,901	1,448	Completed.
	1636.501002. SP Pedestrian Crossing Upgrades	54,516	54,516	9,268	0	54,516	2019-2020 Ongoing Program.
	1636.501003. SP Perida Way	26,168	26,168	4,448	22,738	3,430	Completed.
	1636.501004. SP Sandeland Avenue	25,077	25,077	4,263	24,091	986	Completed.
	1636.501005. SP Sunview Rise PAW	27,803	25,077	4,263	9,638	15,439	Completed.
	1636.501006. SP Swinton Place	25,077	22,897	3,891	0	22,897	Construction to commence Q3.
	1636.501007. Bus shelters	63,612	63,612	37,093	21,432	42,180	2019-2020 Ongoing Program.
	1636.501008. SL Gibson Street	109,033	109,033	18,536	36,385	72,648	Design for lighting nearly complete. Construction to commence Q3.
	1636.501009. SL Lakes Road	76,324	76,324	76,324	75,934	390	Installation of poles complete. Western Power to energise (timing unconfirmed).
	1636.501010. SL Minor Improvements	54,516	54,516	9,267	13,216	41,300	2019-2020 Ongoing Program.
	1636.501011. SL Train Station Access Path	54,516	54,516	0	0	54,516	Works to commence Q4.
	1636.501012. Depot Stockpile Upgrades	25,000	25,000	25,000	0	25,000	Scope of works have changed finances will be increased at budget review.
	1636.501015. Light Pole Replacement Program	105,703	105,703	93,737	0	105,703	Project not going ahead.
	1636.501016. MOM Canal Light Poles	98,304	98,304	98,306	5,304	93,000	2019-2020 Ongoing Program.
	1636.501022. Parks and Reserves LED Program	63,422	63,422	36,981	12,610	50,812	2019-2020 Ongoing Program.
	1636.501017. Port Mandurah SL Rectification Project	52,851	52,851	30,814	2,851	50,000	2019-2020 Ongoing Program.
	1636.501018. WMC Out Weighbridge Road Repairs	50,120	50,120	29,225	0	50,120	To commence later in the year.
	1636.501019. WMC Recovery Facility Hardstand	250,602	190,602	111,139	0	190,602	To commence later in the year.
	1636.501021. South Harbour Paving Replacement	78,515	78,515	45,787	45,459	33,056	Completed.
	1636.500798. Dower St - Pinjarra Rd Intersection	381,206	379,369	221,207	378,397	972	Construction complete. Finances to be finalised.
	1636.500887. Dower Street	261,047	349,055	203,532	348,974	81	Completed.
	1636.500889. Lakes Rd	27,312	52,221	30,450	30,850	21,371	Construction 100% complete. Finances to be finalised and any overspend to be offset at Budget Review.
	1636.500892. Smokebush Retreat	132,000	131,033	76,405	10,596	120,437	Construction to commence Q3.
	1636.500894. Coodanup Drive	90,000	206,290	120,288	92,210	114,080	Construction to commence Q3.
	1636.500904. Yeedong Road	5,000	24,288	14,168	28,124	(3,836)	Completed. Budget to be adjusted at Budget Review.
	1636.500909. Pinjarra Road Carpark	200,000	183,109	106,771	183,097	12	Completed.
	1636.500914. Coolibah Avenue Resurfacing	205,000	207,006	120,701	200,222	6,784	Completed.
	1636.500932. Pedestrian Lighting to PAW	37,472	37,472	21,847	0	37,472	Works to commence Q4.
	1636.500942. PTA Bus Embayment - 27636	248,122	245,616	143,220	235,399	10,217	Completed. Funds to be returned to PTA.
	1636.500943. PTA Bus Embayment - 27635	192,502	194,285	113,295	189,746	4,539	Completed. Funds to be returned to PTA.
	1636.500944. WMC Top Shed Roadworks	30,000	30,000	17,500	34,165	(4,165)	Construction complete. Overspend adjusted at Budget Review.
	1636.501023. Dudley Park PS Carpark		86,467	14,413	29,763	56,704	Construction complete. Finances to be finalised.
Drainage							
	1637.600155. DR Discretionary Improvements	112,462	112,462	100,092	21,376	91,086	2019-2020 Ongoing Program.
	1637.600156. DR Donnelly Gardens	11,246	11,246	11,133	5,336	5,910	Construction 50% complete.
	1637.600157. DR Estuary Heights Place	44,984	44,984	44,534	7,902	37,082	Construction to commence Q3.
	1637.600158. DR Estuary View Road	22,493	22,493	22,267	8,232	14,261	Budget to be adjusted at Budget Review.
	1637.600159. DR Harvey View Drive	16,869	16,869	16,701	9,772	7,097	Construction complete. Finances to be finalised.
	1637.600160. DR Henson St/Mandurah Tce	33,739	33,739	33,402	4,861	28,878	Construction to commence Q3.
	1637.600161. DR Leura Street	84,347	84,347	83,503	9,422	74,925	Construction to commence Q4 due to necessary program reshuffle.
	1637.600162. DR Lord Hobart Drive	67,477	67,477	66,802	2,475	65,002	Project to be rescoped in conjunction with road project RS Lord Hobart Dve/Addingham Blvd adjusted at Budget Review.
	1637.600163. DR Mulberry Close	22,493	22,493	22,267	3,797	18,696	Construction to commence Q3.
	1637.600164. DR Orion Rd Park Stage 2	112,462	112,462	111,338	62,761	49,701	Drainage works complete but landscaping to be completed to finalise project.
	1637.600165. DR Rialto & Bermuda Plcs Accessway	22,493	22,493	22,267	7,393	15,100	Completed.
	1637.600166. DR Riverina Avenue	16,869	16,869	16,701	9,342	7,527	Completed.
	1637.600167. DR Spinaway Parade	56,230	56,230	55,667	0	56,230	Scope of works has been increased and finances will be updated at budget review. Construction to commence Q4.
	1637.600168. DR Sunview Rise	56,230	56,230	55,667	11,706	44,524	Construction to commence Q3.
	1637.600169. DR Water Sensitive Urban Design	224,924	224,924	222,674	0	224,924	Budget to be reallocated at Budget Review.
	1637.600170. DR Yalgorup Drive	11,246	11,246	11,133	0	11,246	Construction to commence Q4 due to necessary program reshuffle.
	1637.600152. William/Bertram Road	150,000	50,000	29,155	37,360	12,640	Completed.
	1637.600148. City Centre Drainage Upgrade Stage 2	50,000	45,403	26,474	55,292	(9,889)	Construction complete. Financially over budget due to being combined with Pinjarra Road Carpark.
Coastal & Estuary							
	1639.910095. Avalon Foreshore (Westview Parade)	56,963	56,963	50,697	0	56,963	Additional funding will be required to meet scoping requirements. Budget will be adjusted at Budget Review.
	1639.910096. San Remo Beach Universal Access	17,089	17,089	16,918	0	17,089	Construction to commence Q4.
	1639.910097. Breakwater Parade Fishing Platform	73,280	73,280	42,728	6,037	67,243	Construction 85% complete.
	1639.910098. Jetties - ABCDEFGH Main Marina	12,562	12,562	7,329	7,312	5,250	Completed.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
	1639.910099. Jetties - J and K	52,342	52,342	30,520	36,121	16,221	Completed.
	1639.910100. Marina Commercial Jetty	52,342	52,342	30,520	33,971	18,371	Construction 50% complete. Expected completion January 2020.
	1639.910101. Marina Sth Harbour MATV Pits	10,468	10,468	6,104	0	10,468	Construction to commence Qtr. 4. Planning and consultation still in progress.
	1639.910102. South Harbour Upgrade	240,777	240,777	140,399	210,519	30,258	Construction 50% complete.
	1639.910103. Dawesville Channel Fishing Platform	52,342	52,342	30,520	0	52,342	Currently in design phase. Collecting quotes.
	1639.910104. Mariners Cove Café	31,405	31,405	18,312	0	31,405	Project currently on hold due to further consultation with café owner.
	1639.910105. Parkridge Boat Ramp	73,280	73,280	42,728	0	73,280	Construction to commence Q3. Subject to funding.
	1639.910084. Cambria Island Abutment wall repairs	92,128	92,128	92,128	20,807	71,321	Geotechnical investigations to commence Q3.
	1639.910094. Dredging Port Mandurah Entrance	245,895	245,895	143,381	151,425	94,471	Completed.
	1639.910089. Shark Mitigation Project	600,000	0	0	0	0	Carryover project not going ahead.
<b>Equipment</b>							
	1640.820171. MARC Basketball Backboards	55,000	55,000	32,074	0	55,000	Works to commence Q3.
	1640.820172. Christmas Decorations 2019	190,266	190,266	190,266	182,916	7,350	Works complete. Finances to be finalised.
	1640.820173. Council Chambers Furniture	190,266	170,266	170,266	142,190	28,076	Works 90% complete. Waiting for further direction regarding honour boards.
<b>Plant &amp; Machinery</b>							
	1641.770001. Light Passenger Vehicles - Replacement	321,510	321,510	187,474	192,824	128,686	
	1641.770002. Light Commercial Vehicles - Replacement	642,161	642,161	374,444	180,782	461,379	
	1641.770005. Light Passenger Vehicles - New	22,000	22,000	12,831	23,792	(1,792)	
	1641.770018. Light Commercial Vehicles - New	78,500	78,500	45,773	40,283	38,217	
	1641.770006. Trucks & Buses Replacements	2,020,384	2,020,384	1,178,086	508,077	1,512,307	
	1641.770007. Trailers	135,035	135,035	78,736	19,990	115,045	
	1641.770009. Parks & Mowers	363,150	363,150	211,750	110,255	252,895	
	1641.770011. Miscellaneous Equipment >\$1500	345,526	454,348	260,268	44,090	410,258	
	1641.770008. Construction Vehicles	136,500	136,500	79,590	0	136,500	Delivery expected 23 Dec 2019.
<b>Other Infrastructure</b>							
	1643.930032. Road Sweeper Spoil	35,000	35,000	34,650	0	35,000	Additional funding required which will be updated at budget review.
	1643.930030. Waterfront Design Project	260,000	379,270	221,151	225,126	154,144	Project progressing. 70% complete.
	1643.930027. Tims Thicket Septage Ponds Upgrade	368,451	368,111	214,648	0	368,111	Project on hold due to pending department approval. Funds in reserve until ready to commence.
	1644.000000. Eastern Foreshore	55,129	53,529	53,529	47,271	6,258	Project near completion. Lighting has been installed. Additional lights have been ordered and will be held until future works programmed.
	1646.750496. Lakelands DOS Clubroom Facility	2,325,470	2,325,470	371,147	253,710	2,071,760	Construction 5% complete. Concrete pad complete with structural steel currently being erected.
	1646.000000. Lakelands DOS	2,682,890	2,581,439	2,581,436	347,787	2,233,652	Cricket practice wickets completed. Reviewing tender documentation for sports ground lighting. Cricket mat shed waiting on quote from contractor.
	1647.920027. Eastern Foreshore South Precinct	2,255,420	2,255,420	1,315,139	0	2,255,420	Design for Estuary Pool and jetties progressing. Detail design for land based infrastructure progressing.
	1647.920028. Western Foreshore Recreation Precinct	4,029,683	4,029,683	2,349,711	0	4,029,683	Tender awarded. Construction of skatepark to commence May 2020. Playspace design continuing with procurement to commence February 2020.
	<b>Grand Total</b>	<b>39,716,652</b>	<b>39,667,391</b>	<b>26,134,563</b>	<b>11,924,099</b>	<b>27,743,292</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**FINANCING ACTIVITIES**

**NOTE 6**

**BORROWINGS**

**Repayments - Borrowings**

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2019	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>									
Port Bouvard Surf Life Saving Club [316(v)]	15,279			8,273	13,999	7,006 0	1,280 0	185	257
<b>Community amenities</b>									
Compactor Waste Trailers and Dolly	295,119			26,535	52,571	268,584	242,548	4,821	10,141
Waste Water Reuse	190,214			31,646	40,548	158,568	149,666	3,076	6,332
Halls Head Ablution Block	126,809			21,098	27,032	105,712	99,777	2,051	4,221
Halls Head Recycled Water		0	200,000	0	1,372	0	198,628	0	635
Ablutions 19/20		0	150,000	0	1,030	0	148,970	0	476
<b>Recreation and culture</b>									
Allnutt Reserve Bowling Facility [316(iii)]	71,504			35,159	65,515	36,345	5,989	786	1,200
Town Beach Ablutions [316(vii)]	30,557			14,477	27,999	16,080	2,558	324	513
Rushton Park Redevelopment [318(ii)]	528,987			137,862	168,523	391,125	360,464	3,313	16,142
Meadow Springs Pavillion [318(iii)]	396,741			103,558	126,393	293,183	270,348	2,488	12,107
Mandurah Rugby Club	82,842			19,939	40,025	62,903	42,817	1,217	2,287
Mandurah Cricket Club	27,611			6,651	13,350	20,960	14,261	405	762
Mandurah Football & Sporting	242,296			37,976	75,925	204,320	166,371	3,814	7,655
Mandurah Rugby Club	18,637			2,923	5,843	15,714	12,794	293	589
Allnutt Reserve Bowling Facility	1,641,209			269,825	517,401	1,371,384	1,123,808	14,959	52,167
Ablutions - Netball Centre [329(i)]	130,469			20,537	40,882	109,932	89,587	1,650	4,122
Parks Construction [329(v)]	128,976			20,537	40,415	108,439	88,561	1,650	4,075
Halls Head Bowling Club Upgrade	344,004			15,979	31,024	328,025	312,980	5,753	12,440
Parks - Falcon Bay Reserve	97,095			12,337	22,253	84,758	74,842	202	3,240
Aquatic & recreation Centre	922,603			78,077	138,889	844,526	783,714	7,573	32,411
Aquatic & recreation Centre Stage 1	582,882			37,832	70,073	545,050	512,809	7,564	20,719
Aquatic & recreation Centre Stage 2	1,494,078			107,528	180,818	1,386,550	1,313,260	9,616	53,470
Eastern Foreshore Wall	973,173			67,418	117,082	905,755	856,091	8,434	34,622
MARC Stage 2	1,648,544			292,084	351,420	1,356,460	1,297,124	8,810	54,878
Falcon Bay Seawall	317,481			52,186	67,677	265,295	249,804	5,138	10,568
MARC Solar Plan	191,804			8,810	17,096	182,994	174,708	3,208	6,940
Novara Foreshore Stage 2	383,609			17,619	34,192	365,990	349,417	6,417	13,880
Falcon Bay Foreshore Development	383,609			17,619	34,192	365,990	349,417	6,417	13,880
Mandjar Square Development	479,513			22,122	42,734	457,391	436,779	7,920	17,350
Lakelands DOS	2,665,001			151,173	239,294	2,513,828	2,425,707	17,055	97,162
Falcon Seawall	500,167			19,986	42,021	480,181	458,146	7,434	18,195
Manjar Square Stage 3 and 4	1,000,332			43,740	84,029	956,592	916,303	11,100	36,391
Novara Foreshore Stage 3	200,067			7,956	16,806	192,111	183,261	3,012	7,278
Western Foreshore Recreation Precinct		0	1,270,000	0	8,712	0	1,261,288	0	4,033
Smart Street Mall Upgrade		0	1,500,000	0	10,288	0	1,489,712	0	4,764
Westbury Way North side POS Stage 3		0	200,000	0	1,372	0	198,628	0	635
Falcon Bay Foreshore Stage 3 of 4		0	300,000	0	2,058	0	297,942	0	953
Mandjar Square Final Stage		0	300,000	0	2,058	0	297,942	0	953
Falcon Skate Park Upgrade		0	200,000	0	1,372	0	198,628	0	635
<b>Transport</b>									
Road Construction [316(ii)]	228,874			111,680	209,707	117,194	19,167	2,498	3,843
Car Parking [316(iv)]	16,807			8,273	15,400	8,534	1,407	185	282
Road Construction [318(v)]	1,322,469			344,331	421,309	978,138	901,160	8,273	40,356
Drainage [318(iv)]	132,248			34,304	42,131	97,944	90,117	824	4,036
Road Construction [329(ii)]	279,574			44,699	87,605	234,875	191,969	3,591	8,833
Drainage Construction [329(iii)]	93,191			14,497	29,201	78,694	63,990	1,165	2,944
Peelwood Oval - Parking [329(iv)]	37,277			6,040	11,681	31,237	25,596	485	1,178
Path Construction [329(vi)]	21,247			3,624	6,658	17,623	14,589	291	671
Street Lighting [329(viii)]	27,958			4,832	8,760	23,126	19,198	388	883
Road Construction	433,530			56,202	99,358	377,328	334,172	919	14,469
New Pedestrian Bridge Construction	596,197			55,715	106,210	540,482	489,987	7,633	20,486
New Road Construction	661,855			57,723	99,077	604,132	562,778	3,285	23,155
New Road Construction	752,108			48,301	90,409	703,807	661,699	10,271	26,735
WMC Tims Thicket	112,813			6,918	13,570	105,895	99,243	1,872	4,010
Road Construction	500,902			83,429	106,777	417,473	394,125	7,999	16,674
MARC Carpark	380,432			63,286	81,097	317,146	299,335	6,152	12,664
MPAC Forecourt	158,514			26,369	33,790	132,145	124,724	2,563	5,277
Mandurah Marina	191,804			8,810	17,096	182,994	174,708	3,208	6,940
MARC Carpark	287,709			13,211	25,638	274,498	262,071	4,813	10,410
Mandurah Foreshore Boardwalk Renewal	431,563			19,918	38,457	411,645	393,106	7,118	15,615
Smoke Bush Retreat Footpath	95,900			4,408	8,554	91,492	87,346	1,604	3,470
New Road Construction	1,346,886			77,710	120,927	1,269,176	1,225,959	7,304	49,101
New Boardwalks 18/19	500,167			19,986	42,021	480,181	458,146	7,434	18,195
Coodanup Drive - Road Rehabilitation	100,034			3,979	8,409	96,055	91,625	1,505	3,639
Pinjarra Road Carpark	200,067			7,956	16,806	192,111	183,261	3,012	7,278
New Road Construction 18/19	1,650,547			73,454	138,675	1,577,093	1,511,872	17,026	60,044
South Harbour Upgrade	0	0	230,000	0	1,578	0	228,422	0	730
New Road Construction 19/20	0	0	1,200,000	0	8,231	0	1,191,769	0	3,811
<b>Other property and services</b>									
Office Building	460,823			121,473	243,983	339,350	216,840	6,615	12,193
Information Systems [316(i)]	15,278			8,273	13,999	7,005	1,279	185	257
IT Server Room Upgrade [316(vi)]	41,252			20,681	37,797	20,571	3,455	463	693
IT Communications Equipment [318(i)]	105,796			27,184	33,704	78,612	72,092	653	3,228
IT Equipment [329(vii)]	38,021			6,040	11,914	31,981	26,107	485	1,201
Land Purchase	1,848,929			311,722	584,038	1,537,207	1,264,891	9,740	58,886
Civic Building - Tuckey Room Extension	500,167			19,986	42,021	480,181	458,146	7,434	18,195
	29,682,151	0	5,550,000	3,424,477	5,630,871	26,257,674	29,601,280	293,675	1,029,460
<b>Total</b>	29,682,151	0	5,550,000	3,424,477	5,630,871	26,257,674	29,601,280	293,675	1,029,460

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**FINANCING ACTIVITIES  
NOTE 6  
BORROWINGS**

**Repayments - Borrowings**

Information on Borrowings Particulars	1 July 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Current borrowings	5,630,871		5,550,000	3,424,477	5,630,871	961,789	5,630,871	293,675	1,029,460
Non-current borrowings	24,051,280					25,295,885	23,970,409		
	29,682,151					26,257,674	29,601,280		

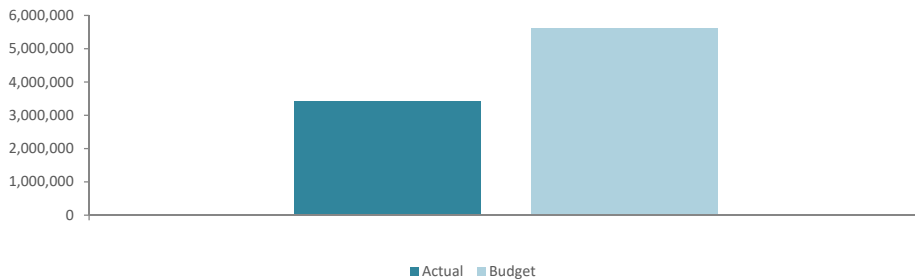
All debenture repayments were financed by general purpose revenue.

The City has no unspent debenture funds as at 30th June 2019, nor is it expected to have unspent funds as at 30th June 2020.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**2019/20 Principal Repayments**



**Principal Repayments**

**\$3,424,477**

**Interest Expense**

**\$293,675**

**Loans Due**

**\$26.26 M**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 7**

**OPERATING GRANTS AND CONTRIBUTIONS**

**Operating Grants, Subsidies and Contributions Revenue**

Provider	Adopted Budget	Budget Variations	Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>				
<b>General purpose funding</b>				
Financial Assistance Grant - General Purpose	845,000		845,000	446,222
Financial Assistance Grant - Local Roads	670,000		670,000	306,870
<b>Law, order, public safety</b>				
ADF Grant - Alcohol and Drug Foundation	40,000		40,000	28,040
Healthways Grant	0		0	9,750
Operating Grant SES	38,816		38,816	25,878
Operating Grant Southern Districts Fire Brigade	24,624		24,624	16,016
DFES Bushfire Mitigation Funding	0	292,850	292,850	146,425
Lifeguard Service Funding	100,000		100,000	0
<b>Education and welfare</b>				
Waterwise Verge Grant	10,000		10,000	10,000
NAIDOC	3,000		3,000	0
International Disability Day Grant	1,000		1,000	0
Lighthouse Project (Local Governments Professionals)	0		0	10,000
Mental Health Initiatives (WA Primary Health Alliance)	0	75,000	75,000	52,500
Digital Springboard Grant	0		0	2,941
BeConnected Grant - Mandurah Library	0		0	2,000
Get Online Week - Mandurah Library	0		0	1,500
BeConnected Grant - Falcon Library	0		0	2,000
Get Online Week - Falcon Library	0		0	1,500
BeConnected Grant - Lakelands Library	0		0	2,000
Get Online Week - Lakelands Library	0		0	1,500
<b>Recreation and culture</b>				
Stretch Festival Grant WA Health Promotion Grant	15,000		15,000	0
Wearable Art Grant WA Healthy Promotions	58,226		58,226	0
Gnoonie Youth Football Cup 2019	1,000		1,000	2,000
CHRMAP	37,500		37,500	0
Lotterywest (Childrens Festival Grant)	8,750		8,750	10,000
Lotterywest (Christmas Pageant)	10,000		10,000	10,000
Tourism WA (Crabfest Sponsorship)	139,992		139,992	100,000
Every Club Funding	20,000		20,000	20,000
	<b>2,022,908</b>	<b>367,850</b>	<b>2,390,758</b>	<b>1,207,142</b>
<b>TOTALS</b>	<b>2,022,908</b>	<b>367,850</b>	<b>2,390,758</b>	<b>1,207,142</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 8**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

**Non Operating Grants, Subsidies and Contributions Revenue**

Provider	Adopted Budget Revenue	Budget Variations	Annual Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>				
<b>Law, order, public safety</b>				
Shark Mitigation Project	200,000	(200,000)	0	0
<b>Recreation and culture</b>				
Eastern Foreshore South Precinct	2,250,000	0	2,250,000	2,250,000
Western Foreshore Recreation Precinct	2,750,000	0	2,750,000	2,750,000
Tuart Av Community Kitchen Retrofit	99,000	0	99,000	0
Marina Floating Public Jetty	128,339	0	128,339	128,340
Parkridge Boat Ramp	56,000	0	56,000	0
Falcon Skate Park Upgrade	200,000	0	200,000	0
Lakelands DOS Clubroom Facility	150,000	0	150,000	100,000
Lakelands DOS Clubroom Facility	60,000	0	60,000	0
Lakelands DOS	975,000	0	975,000	650,000
Change Rooms Upgrade Program	0	50,000	50,000	0
<b>Transport</b>				
RC Dower Street	500,000	0	500,000	500,000
RC Peel Street	500,000	0	500,000	200,000
RC Pinjarra Road	500,000	0	500,000	400,000
RR Merrivale Street	360,000	0	360,000	360,000
RR Beacham Street	325,000	0	325,000	325,000
RR Thera Street	155,708	0	155,708	0
TM Wilderness Dr/Old Coast Rd	65,500	0	65,500	26,600
RS Esprit Parkway	125,000	0	125,000	125,000
RS Mississippi Drive	120,000	0	120,000	120,000
RS Watersun Drive	74,935	0	74,935	74,935
Dower Street	200,000	0	200,000	200,000
Lakes Rd	20,000	0	20,000	20,000
<b>Other property and services</b>				
Bush Fire Brigade	381,177	84,000	465,177	232,588
	<b>10,195,659</b>	<b>(66,000)</b>	<b>10,129,659</b>	<b>8,462,463</b>
<b>Non-Operating Contributions</b>				
<b>Recreation and culture</b>				
Port Bouvard Surf Life Saving Club	300,000	0	300,000	300,000
Fowler Reserve - Cricket Nets	1,000	0	1,000	0
Fowler Reserve - Cricket Nets	900	0	900	390
MARC Backboards	0	0	0	40,000
Mandurah Bridge Club	0	0	0	2,000
<b>Transport</b>				
PTA Bus Embayment - 27636	151,394	0	151,394	151,394
PTA Bus Embayment - 27635	109,370	0	109,370	109,370
Dudley Park PS Carpark	0	86,467	86,467	0
<b>Other property and services</b>				
Lakelands Community Infrastructure Contribution	0	1,065,909	1,065,909	1,065,909
	<b>562,664</b>	<b>1,152,376</b>	<b>1,715,040</b>	<b>1,669,063</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>10,758,323</b>	<b>1,086,376</b>	<b>11,844,699</b>	<b>10,131,526</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 9  
BUDGET AMENDMENTS APPROVED**

Amendments to original budget since budget adoption. Surplus/(Deficit)

A positive number in the amended budget running balance represents an estimated closing surplus.

A negative number in the amended budget running balance represents an estimated closing deficit

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				(350,000)
1632.750523.	Bush Fire Brigade	Adopted	Capital Expenses			(84,000)	(434,000)
315915.0070.	Fire prevention Capital Grant	Adopted	Capital Revenue		84,000		(350,000)
	Carryover Capital Expenditure Adjustment September	Adopted	Capital Expenses		388,552		38,552
	Financial Report						
	Carryover Capital Grant Funding Adjustment September	Adopted	Capital Revenue			(200,000)	(161,448)
	Financial Report						
	Carryover Capital Reserve Funding Adjustment September	Adopted	Capital Revenue		441,767		280,319
	Financial Report						
	Carryover Capital Loan Funding Adjustment September	Adopted	Capital Revenue			(685,695)	(405,376)
	Financial Report						
	Carryover CoM General Revenue Funding Adjustment	Adopted	Capital Revenue		55,376		(350,000)
	September Financial Report						
1632.750612.	WMC Tipping Shed Security Doors	Adopted	Capital Expenses			(60,000)	(410,000)
1636.501019.	WMC Recovery Facility Hardstand: decreased	Adopted	Capital Expenses		60,000		(350,000)
318910.0050.	Bushfire Mitigation Operating Grant	Adopted	Operating Revenue		292,850		(57,150)
9655.163032.	Bushfire Mitigation Activity	Adopted	Operating Expenses			(292,850)	(350,000)
1636.500968.	RS Aberdeen Close	Adopted	Capital Expenses		24,178		(325,822)
1636.500969.	RS Aberdeen Cl/Balmoral Pde Intersection	Adopted	Capital Expenses			(10,122)	(335,944)
1636.500970.	RS Achilles Place	Adopted	Capital Expenses			(16,869)	(352,813)
1636.500971.	RS Aldgate St/Parkview St Intersection	Adopted	Capital Expenses		3,093		(349,720)
1636.500972.	RS Beam Road	Adopted	Capital Expenses			(11,246)	(360,966)
1636.500973.	RS Esprit Parkway	Adopted	Capital Expenses			(84,347)	(445,313)
1636.500976.	RS Frankland Place	Adopted	Capital Expenses		15,180		(430,133)
1636.500978.	RS Leighton Rd/Halls Head Pde	Adopted	Capital Expenses		51,171		(378,962)
1636.500979.	RS Lord Hobart Dve/Addingham Blvd	Adopted	Capital Expenses		50,608		(328,354)
1636.500980.	RS Mississippi Drive	Adopted	Capital Expenses			(22,492)	(350,846)
1636.500981.	RS Peel St/Ormsby Tce Roundabout	Adopted	Capital Expenses		44,986		(305,860)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 9  
BUDGET AMENDMENTS APPROVED**

Amendments to original budget since budget adoption. Surplus/(Deficit)

A positive number in the amended budget running balance represents an estimated closing surplus.

A negative number in the amended budget running balance represents an estimated closing deficit

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
1636.500982.	RS Peelwood Parade	Adopted	Capital Expenses		14,902		(290,958)
1636.500983.	RS Peelwood Pde/Mahogany Dr	Adopted	Capital Expenses		2,812		(288,146)
1636.500984.	RS Watersun Drive	Adopted	Capital Expenses			(22,493)	(310,639)
1636.500985.	RS Yalgor Heights	Adopted	Capital Expenses			(39,361)	(350,000)
1636.500987.	SP Albermarle Close	Adopted	Capital Expenses			(13,907)	(363,907)
1636.500988.	SP Blakeley Street	Adopted	Capital Expenses			(10,357)	(374,264)
1636.500989.	SP Boileau Place	Adopted	Capital Expenses		3,271		(370,993)
1636.500991.	SP Dichondra Pass	Adopted	Capital Expenses			(9,269)	(380,262)
1636.500993.	SP Gillark Street	Adopted	Capital Expenses		9,000		(371,262)
1636.500994.	SP Janice Avenue	Adopted	Capital Expenses			(10,903)	(382,165)
1636.500995.	SP Jubata Gardens	Adopted	Capital Expenses		21,807		(360,358)
1636.500996.	SP Lefroy Street	Adopted	Capital Expenses			(9,269)	(369,627)
1636.500997.	SP Mandurah Road, Erskine	Adopted	Capital Expenses		22,352		(347,275)
1636.500999.	SP Oakwood Gate	Adopted	Capital Expenses			(8,723)	(355,998)
1636.501000.	SP Old Coast Road, Halls Head	Adopted	Capital Expenses		10,904		(345,094)
1636.501005.	SP Sunview Rise PAW	Adopted	Capital Expenses			(2,726)	(347,820)
1636.501006.	SP Swinton Place	Adopted	Capital Expenses			(2,180)	(350,000)
	Loan repayments - refinance	R0002540689	Capital Expenses			(670,166)	(1,020,166)
	Interest repayments - refinance	R0002540689	Operating Revenue		18,904		(1,001,262)
	Loan refinance opening surplus	R0002540689	Opening Surplus(Deficit)		654,006		(347,256)
0555.101024.31012.55	Community Development Operating Grants		Operating Revenue		75,000		(272,256)
9555.101031.	Suicide Prevention Project		Operating Expenses			(75,000)	(347,256)
347810.9083.10	Contribution to MPAC		Operating Expenses			(80,000)	(427,256)
427810.9052.10	Financial Services subscriptions		Operating Expenses		20,000		(407,256)
428800.9000.05	Financial Accounting Salaries		Operating Expenses		60,000		(347,256)
347810.9083.10	Mandurah Performing Arts Centre RVIF works Stage 3		Operating Expenses			(250,000)	(597,256)
347970.0804.98	Transfer from Cultural Reserve		Capital Revenue		225,000		(372,256)
347970.0800.98	Transfer from Building Reserve		Capital Revenue		25,000		(347,256)
1632.750573.	MARC squash court roof drainage		Capital Expenses		15,268		(331,988)
1632.750416.	SL Peelwood Parade Reserve		Capital Expenses			(15,268)	(347,256)
1641.770011.	Replacement crane on T022 Patching Truck		Capital Expenses			(9,680)	(356,936)
1641.770011.	ERS Turbo Wash Parts Washer will not be replaced this		Capital Expenses		20,858		(336,078)
455965.0756.97	Cityfleet Proceeds of Sale		Capital Revenue			(1,710)	(337,788)
1632.750532.	Civic Building – Tuckey Room		Capital Expenses			(120,000)	(457,788)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 9  
BUDGET AMENDMENTS APPROVED**

Amendments to original budget since budget adoption. Surplus/(Deficit)

A positive number in the amended budget running balance represents an estimated closing surplus.

A negative number in the amended budget running balance represents an estimated closing deficit

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
1635.700432.	Geogrup Boardwalk		Capital Expenses		60,000		(397,788)
1640.820173.	Council Chamber Furniture		Capital Expenses		20,000		(377,788)
1632.750501.	MARC Systems Integration		Capital Expenses		40,000		(337,788)
1632.750578.	CSRFF program		Capital Expenses		85,000		(252,788)
359915.0070.60	CSRFF Funding - Non Operating Grant		Capital Revenue		50,000		(202,788)
9645.140512.10058.10	Community facility Planning - Design		Operating Expenses		10,000		(192,788)
1632.750516.	Change Rooms Upgrade Program		Capital Expenses			(145,000)	(337,788)
456925.0100.	Non-Operating Revenue		Capital Revenue		1,065,909		728,121
	Lakelands Community Infrastructure reserve		Capital Revenue			(1,065,909)	(337,788)
	Georup Boardwalk unspent loans		Operating Revenue			(43,926)	(381,714)
	Transfer from Sustainability reserve		Operating Revenue			(58,044)	(439,758)
1636.501023.	Dudley Park Primary School		Capital Expenses			(86,467)	(443,403)
381925.0100.72	Dudley Park Primary School - contribution DOE		Capital Revenue		86,467		(356,936)
1632.750567.	South Mandurah FC Changerooms		Capital Expenses			(4,850)	(361,786)
1632.750578.	CSRFF		Capital Expenses		3,000		(358,786)
1632.750606.	South Mandurah Football Club Pavilion		Capital Expenses		1,850		(356,936)
435800.9001.05	Casual Labour - Records		Operating Expenses		10,000		(346,936)
435810.9917.10	Archive Operating - Records		Operating Expenses			(10,000)	(356,936)
435810.9917.10	Archive Operating - Records		Operating Expenses			(27,000)	(279,788)
305810.9051.10	Election expenses		Operating Expenses		27,000		(252,788)
355810.9058.10	Swim School - General Advertising		Operating Expenses		1,500		(251,288)
362810.9058.10	Health and Fitness – General Advertising		Operating Expenses		3,000		(248,288)
363810.9058.10	Café – General Advertising		Operating Expenses		500		(247,788)
467810.9058.10	OSHC – General Advertising		Operating Expenses		1,000		(246,788)
379810.9059.10	Festival & Events - other operating costs		Operating Expenses			(6,000)	(252,788)
1641.770011.	Generator MARC		Capital Expenses			(120,000)	(559,758)
9578.105000.10752.10	MARC Maintenance - Lease Costs		Operating Expenses		40,000		(519,758)
455965.0756.97	Proceeds from Disposal of assets		Capital Revenue		80,000		(439,758)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 9  
BUDGET AMENDMENTS APPROVED**

Amendments to original budget since budget adoption. Surplus/(Deficit)

A positive number in the amended budget running balance represents an estimated closing surplus.

A negative number in the amended budget running balance represents an estimated closing deficit

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
1636.500979.	RS Lord Hobart Drive/ Addingham Blvd		Capital Expenses			(230,000)	(669,758)
1636.500956.	RR Beacham Street		Capital Expenses		90,000		(579,758)
1636.500959.	RR Fernwood Rd/ Old Coast Road		Capital Expenses		90,000		(489,758)
1636.500961.	RR Merrivale Street		Capital Expenses		50,000		(439,758)
				<b>0</b>	<b>4,526,071</b>	<b>(4,615,829)</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 10  
PROPOSED BUDGET VARIATIONS FOR COUNCIL APPROVAL**

The following are for consideration for Council to approve as budget variations

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				(439,758)
1636.501024.	Mandurah Terrace Modifications		Capital Expenses			(19,000)	(458,758)
381925.0100.72	Capital Contribution - Mandurah Terrace business owners		Capital Revenue		10,000		(448,758)
9667.101902.10058.10	City Centre Activation - Linger Longer Day		Operating Expenses		9,000		(439,758)
				0	19,000	(19,000)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 11  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2019-20 year is 10.00%

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	122,010	11.24%	▲ Timing	Emergency Management Grant received earlier
Interest earnings	(246,912)	(18.86%)	▼ Permanent	Reduced interest revenue due to lower interest rates on term deposits, later budget adoption and excess funds normally invested have been allocation to loans offset.
Other revenue	1,222,073	240.64%	▲ Permanent	Reimbursement of MV claim, lease costs & timing for sports ground contributions
<b>Expenditure from operating activities</b>				
Materials and contracts	4,759,980	17.50%	▲ Timing	Seasonal expenditure for cityparks and cityworks. Delay in budget adoption has resulted in projects not starting when expected
Depreciation on non-current assets	(2,154,322)	(12.29%)	▼ Timing	Reflects 2018/19 actuals. Budget adjusted at budget review.
Interest expenses	273,096	44.62%	▲ Permanent	Savings due to allocation of excess funds to loan offset.
Insurance expenses	105,792	17.93%	▲ Timing	Timing of insurance payments
Other expenditure	(74,175)	(63.60%)	▼ Timing	Timing of loss on sale of assets
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	2,489,034	32.57%	▲ Timing	Projects not progressed to point where funds can yet be claimed.
Capital Acquisitions	14,210,464	54.37%	▲ Timing	refer to note 4
<b>Financing Activities</b>				
Repayment of debentures	(714,241)	(21.74%)	▼ Timing	Timing due to YTD budget spread evenly over the year.

**2**      **SUBJECT:**                      Budget Review 2019-20  
**CONTACT OFFICER:**       Jarred King  
**AUTHOR:**                         Brooke Halleen

## Summary

In accordance with the *Local Government (Financial Management) Regulations 1996*, local governments must carry out a review of its annual budget for that financial year. An annual budget review is an opportunity to evaluate the first six months of the financial year and make any changes to the annual budget that are required.

The City of Mandurah 2019/20 Annual Budget estimated that at 30 June 2020 it was expecting a closing deficit of \$350,000. Council has resolved budget variations through the Monthly Financial Statements resolutions and the current closing deficit is estimated to be \$440,000. After carrying out the annual budget review, it is estimated that there will be a closing surplus at 30 June 2020 of \$182,857.

The annual budget review has resulted in a savings in business unit operating expenditure and capital works which has improved the end of year financial position. The major decrease in cashflow and impacting on the end of year financial position negatively has been operating revenue. The report details the areas that require adjustments as the operating revenue that was originally forecast is expected to be lower than the adopted budget, this however is not reflected in the overall total variance for operating revenue as total operating revenue includes an adjustment for the Working Smarter lease reimbursement.

It is recommended that Council adopt the Budget Review for 2019/20 and adopt the Workers Compensation Reserve and Plant and Equipment Reserve.

## Disclosure of Interest

Nil

## Previous Relevant Documentation

Nil

## Background

The 2019/20 Annual Budget has been reviewed and the proposed changes are outlined below:

	Annual Budget 000s	Budget Review 000s	Variance 000s
Operating Revenue	114,205	114,641	436
Operating Expenditure	(130,913)	(133,688)	(2,775)
Non Cash Operating adjustment	30,387	34,031	3,645
<b>Operating Surplus/ Deficit</b>	<b>13,679</b>	<b>14,985</b>	<b>1,306</b>
Capital Revenue	13,533	13,394	(138)
Capital Expenditure	(39,667)	(37,945)	1,722
Financing Activities	8,385	5,097	(3,289)
Opening Surplus	3,630	4,652	1,022
<b>Closing Surplus</b>	<b>(440)</b>	<b>183</b>	<b>623</b>

The 2019/20 Annual Budget was adopted with a 2.5% increase and a \$350,000 deficit position. The Budget allowed for several key infrastructure and economic development projects. The budget review has delivered savings in capital and operating expenditure. These savings are a result of delivering projects and programs for a reduced cost whilst delivering the same level of service.

## **Comment**

The 2019/20 Annual Budget Review has been undertaken with the following key results:

- The closing deficit is now expected to be a closing surplus of \$182,857
- Creation of a new Workers Compensation Reserve, with the balance of the Local Government Insurance Services (LGIS) surplus once amounts have been paid for prior years additional workers compensation premium contributions have been included as expenditure
- Reduction of operating revenue including interest, building application fees and interim rates
- Adjustments to operating expenditure
- Adjustments to capital expenditure and associated capital revenue
- Adjustment to the 2018/19 surplus carry forward at 1 July 2019 based on the actuals from the audited financial statements.

## Operating Revenue

The total operating revenue has increased by \$435,840. The increase is a result of a number of adjustments across multiple business units, with the major adjustments being explained below:

1. Increase in leasing revenue of \$900,000 relating to the lease of the Working Smarter project. The increase in operating revenue is offset by the increase in operating expenditure and therefore has no net impact on the budget bottom line.
2. Decrease in interest revenue by \$445,000. This is a result of three interest rate cuts by the Reserve Bank since June 2019. The decreased interest rates are significantly decreasing the return on term deposits which is the only source of investment revenue. The City has been able to offset this by utilising the current loan offset account that is in place. This will allow the City to take advantage of the lower interest rates and reduce the loan interest operating expenditure.
3. Decrease in building application revenue by \$85,000. This continues a downward trend over the last few years with the decline in activity in the building industry.
4. Decrease in interim rates by \$150,000. Historically, the interim rates budget has been set at \$800,000 per year. In the 2019/20 financial year, the interim rates raised is showing a decrease in activity in the residential property market.
5. New operating contribution by LGIS of \$224,473. The additional operating revenue is as a result of the previous financial year's performance and LGIS having a surplus in which it distributes to its members.

## Operating Expenditure

The total operating expenditure has increased by \$2,774,912, however included in this increase is depreciation on non-current assets operating expenditure which has increased by \$3,644,577. Depreciation on non-current assets is a non-cash item and the expenditure is removed from the calculation of the amount required from rates when determining how much rates revenue is required to be raised to balance the budget and deliver all the programs and services the local government provides. Therefore, the total operating expenditure, when excluding the non-cash depreciation on non-current assets, has decreased from the current budget by \$869,665. The decrease is a result of a number of adjustments across multiple business units, with the major adjustments being explained below:



1. A new public art trail project, requiring \$150,000 which will assist in attracting visitors to Mandurah and driving economic growth in the region. This project will utilise \$100,000 that is currently allocated for public art projects bringing the total budget for the project to \$250,000.
2. Decrease in the cost of undertaking debt recovery by \$75,000. The City is proposing to utilise the current staffing with targeted external support.
3. Decrease in dredging costs by \$230,170. The savings has been a result of reducing the mobilisation costs. The savings has been transferred to the Waterways Reserve to assist in funding future dredging activities.
4. Decrease in the 2019 Local Government Election by \$55,000.
5. Increase in prior year workers compensation claims by \$115,000. It is proposed that the premium contribution required is to be funded by the LGIS surplus distribution received (refer to point 5 in the Operating Revenue section, above). The balance of \$105,000 has been transferred to a new reserve called Workers Compensation Reserve to fund previous year workers compensation claims that are open and still have costs required to be paid by the City of Mandurah.
6. Decrease of \$1,500,000 from lease costs. The change in accounting standards for this financial year requires that operating leases are allocated as financing activities rather than an operating cost. This expenditure is now included as a financing cost in the same way as loan/debt principal repayments.

## Capital Projects

A review of the capital projects has been undertaken with any adjustments and comments shown in Attachment 2. The capital budget is recommended to decrease to \$37.9 million. This is a decrease of \$1.7 million against the current capital budget.

Asset type	Current Budget	Budget Review	Capital Expenditure Variance	Funding Current Budget		Funding Budget Review		CoM Variance
				External Grants & Contributions	COM Funding (incl Loans & Reserves)	External Grants & Contributions	COM Funding (incl Loans & Reserves)	
Buildings	3,841,830	3,562,400	279,430	914,177	2,927,653	815,177	2,747,223	125,233
Bridges	749,024	753,306	(4,282)	-	749,024	-	753,306	3,763
Parks	4,193,970	4,089,201	104,769	201,900	3,992,070	201,390	3,887,811	59,048
Roads	12,242,685	11,992,457	250,228	3,293,374	8,949,311	3,278,618	8,713,839	164,038
Drainage	1,011,967	954,192	57,775	-	1,011,967	-	954,192	45,135
Coastal & Estuary	1,010,873	825,563	185,310	56,000	954,873	56,000	769,563	(25,585)
Furniture & Equipment	415,532	415,532	-	-	415,532	40,000	375,532	40,000
Plant & Machinery	4,173,588	3,469,910	703,678	-	4,173,588	-	3,469,910	504,709
Other	782,381	444,270	338,111	-	782,381	-	444,270	(30,000)
Eastern Foreshore Wall	53,529	53,529	-	-	53,529	-	53,529	-
Lakelands DOS	4,906,909	4,906,909	-	1,185,000	3,721,909	1,185,000	3,721,909	-
Waterfront Redevelopment	6,285,103	6,285,103	-	5,000,000	1,285,103	5,000,000	1,285,103	-
New	-	192,760	(192,760)	-	-	-	192,760	(174,760)
Other Non Operating Revenue	-	-	-	1,194,248	-	1,194,248	-	-
<b>GRAND TOTAL</b>	<b>39,667,391</b>	<b>37,945,132</b>	<b>1,722,259</b>	<b>11,844,699</b>	<b>29,016,940</b>	<b>11,770,433</b>	<b>27,368,947</b>	<b>711,581</b>

The major changes to the capital budget are:

- The orchestra lift at the Mandurah Performing Arts Centre (ManPAC) requires repair. The lift needs to be repaired to allow ManPAC to operate at full capacity. The cost of repairing the lift is \$125,000. This increase is partially funded by a decrease in the light pole replacement program based on the timing of completion for the project.

- The Tuart Avenue building relocation budget has been reduced by \$230,000 and will be budgeted in the 2020/21 Budget due to delays in external funding approval and project design. These funds have been transferred into the Building Reserve in order for the project to commence in 2020/21.
- There are a number of road projects that require a reallocation of funds in order to deliver the road and drainage annual plan. The allocation of funds for road projects can be shown in Attachment 2.
- A review of the Plant and Equipment Replacement budget has identified five of the major plant items do not need replacing. The funds are proposed to be transferred to a new Plant and Equipment Reserve for the purpose of funding the future plant and equipment identified in the plant and equipment replacement plan.

## **Statutory Environment**

*Local Government (Financial Management) Regulations 1996 s33A – Review of budget*

## **Policy Implications**

Nil

## **Economic Implications**

The economic implications are identified in the report. It is proposed that the City have an estimated closing surplus at 30 June 2020 of \$182,857 and any savings identified, over the remaining months of the financial year, go towards an opening surplus for the next budget year.

## **Risk Analysis**

1. Council not adopting the Annual Budget Review and the City not complying with regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

Mitigation Actions: City officers have presented the proposed changes at an Elected Member briefing and have circulated the attachments prior to the agenda being released.

2. The revenue that is expected by 30 June 2020 is not received and the City cannot fund its programs and services.

Mitigation Actions: City officers will continue to analyse year to date actuals compared to budget to identify any issues that can be identified initially and address these at an earlier stage when some intervention will lessen the impact.

## **Strategic Implications**

The following strategies from the *City of Mandurah Strategic Community Plan 2017 – 2037* is relevant to this report:

### Organisational Excellence:

- Ensure the City has the capacity and capability to deliver appropriate services and facilities.
- Deliver excellent governance and financial management.

## **Conclusion**

The 2019/20 Annual Budget has been reviewed to ensure that the City has projected realistic estimates up to 30 June 2020. The ability to have a closing surplus of \$182,857 will ensue that there is a strong financial base going forward.

**NOTE:**

- Refer ***Attachment 1*** ***Statement of Financial Activity – Budget Review***  
***Attachment 2*** ***Budget Review – Capital***  
***Attachment 3*** ***Budget Review - Operating***

**RECOMMENDATION**

**That Council:**

1. **Adopts the 2019/20 Budget review as outlined in Attachments 1, 2 and 3\* of the report.**
2. **Adopts the Workers Compensation Reserve for the purpose of funding previous years workers compensation claims that are open and still have costs required to be paid by the City of Mandurah.**
3. **Adopts the Plant and Equipment Reserve for the purpose of funding the future plant and equipment identified in the plant and equipment replacement plan.**

***\*ABSOLUTE MAJORITY REQUIRED\****

**STATEMENT OF FINANCIAL ACTIVITY - BUDGET REVIEW  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**BY NATURE OR TYPE**

	Annual Budget	YTD Budget (a)	YTD Actual (b)	Budget Review	Var. \$ Budget Review	Var. % Budget review
	\$	\$	\$		\$	%
<b>Opening Funding Surplus / (Deficit)</b>	3,630,450	3,630,450	7,743,621	4,651,964	1,021,514	28.14%
<b>Revenue from operating activities</b>						
Rates	81,095,588	80,935,588	80,416,422	80,945,588	(150,000)	(0.19%)
Operating grants, subsidies and contributions	2,390,758	1,085,132	1,207,142	2,390,758	0	0.00%
Fees and charges	26,746,571	20,450,641	21,087,179	26,357,005	(389,566)	(1.90%)
Interest earnings	2,245,000	1,309,063	1,014,960	1,865,000	(380,000)	(29.03%)
Other revenue	1,723,906	507,848	1,729,942	3,079,312	1,355,406	266.89%
Profit on disposal of assets	3,000	0	20,201	3,000	0	0.00%
	<b>114,204,823</b>	<b>104,288,272</b>	<b>105,475,846</b>	<b>114,640,663</b>	435,840	0.38%
<b>Expenditure from operating activities</b>						
Employee costs	(47,288,598)	(27,145,088)	(26,656,226)	(47,180,152)	(108,446)	(0.23%)
Materials and contracts	(47,103,428)	(27,205,385)	(22,433,378)	(46,352,335)	(751,093)	(1.62%)
Utility charges	(3,887,962)	(2,070,204)	(2,069,154)	(3,876,462)	(11,500)	(0.30%)
Depreciation on non-current assets	(30,062,886)	(17,529,666)	(19,683,988)	(33,707,463)	3,644,577	10.81%
Interest expenses	(1,030,728)	(612,024)	(338,928)	(1,030,728)	0	0.00%
Insurance expenses	(1,011,993)	(590,107)	(484,315)	(1,013,367)	1,374	0.14%
Other expenditure	(200,000)	(116,620)	(190,795)	(200,000)	0	0.00%
Loss on disposal of assets	(327,000)	0	(181,615)	(327,000)	0	0.00%
	<b>(130,912,595)</b>	<b>(75,269,094)</b>	<b>(72,038,399)</b>	<b>(133,687,507)</b>	2,774,912	2.08%
Non-cash amounts excluded from operating activities	30,386,886	17,529,666	20,214,617	34,031,463	3,644,577	11.99%
<b>Amount attributable to operating activities</b>	<b>13,679,114</b>	<b>46,548,844</b>	<b>53,652,064</b>	<b>14,984,619</b>	1,305,505	8.71%
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	11,844,699	7,642,492	10,131,526	11,770,433	(74,266)	(0.63%)
Proceeds from disposal of assets	1,687,880	572,338	572,338	1,624,021	(63,859)	(3.78%)
Payments for property, plant and equipment	(39,667,391)	(26,134,563)	(11,924,099)	(37,945,132)	(1,722,259)	(4.34%)
<b>Amount attributable to investing activities</b>	<b>(26,134,812)</b>	<b>(17,919,733)</b>	<b>(1,220,235)</b>	<b>(24,550,678)</b>	(1,584,134)	-6.45%
<b>Financing Activities</b>						
Proceeds from new debentures	5,550,000	0	0	5,450,000	(100,000)	(1.80%)
Unspent Loans	1,814,776			1,751,101	(63,675)	(3.51%)
Payment of lease liability				(1,503,000)	1,503,000	0.00%
Proceeds from self-supporting loans	100,000	0	0	100,000	0	0.00%
Transfer from reserves	9,239,489	0	0	8,571,382	(668,107)	(7.23%)
Repayment of debentures	(5,630,871)	(2,815,436)	(3,998,916)	(5,630,871)	0	0.00%
Transfer to reserves	(2,687,904)	0	0	(3,641,660)	953,756	26.19%
<b>Amount attributable to financing activities</b>	<b>8,385,490</b>	<b>(2,815,436)</b>	<b>(3,998,916)</b>	<b>5,096,952</b>	(3,288,538)	-42.04%
<b>Closing Funding Surplus / (Deficit)</b>	<b>(439,758)</b>	<b>29,444,125</b>	<b>56,176,534</b>	<b>182,857</b>	622,615	90.79%

Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review	Capital Expenditure Variance	Funding Current Budget		Funding Budget Review		CoM Variance
							External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	
Buildings	CSRFF (Community Sport and Recreation Facility Fund)	-	62,000	0%	62,000	-	-	62,000	-	62,000	-
Buildings	Mh Mustangs FC - Facility Development	-	174,410	0%	174,410	-	-	174,410	-	174,410	-
Buildings	Peelwood Res - Changeroom Upgrade	-	21,140	0%	21,140	-	-	21,140	-	21,140	-
Buildings	BDYC Security Upgrade	-	32,768	0%	32,768	-	-	32,768	-	32,768	-
Buildings	Mandurah Library Ablutions Refurbishment	-	21,140	0%	21,140	-	-	21,140	-	21,140	-
Buildings	Museum Garage Area Flooring	627	11,627	98%	11,627	-	-	11,627	-	11,627	-
Buildings	Tuart Av Community Kitchen Retrofit	17,058	264,258	7%	30,000	234,258	99,000	165,258	-	30,000	35,258
Buildings	CASM Ablution Upgrade	4,691	31,711	15%	31,711	-	-	31,711	-	31,711	-
Buildings	CASM Sliding Door	17,457	21,140	85%	21,140	-	-	21,140	-	21,140	-
Buildings	MARC LED & Lighting Control	2,851	52,851	16%	52,851	-	-	52,851	-	52,851	-
Buildings	Owen Avenue Ablution	11,664	158,554	7%	158,554	-	-	158,554	-	158,554	-
Buildings	Coodanup Community Centre Ablution	3,993	73,993	94%	73,993	-	-	73,993	-	73,993	-
Buildings	Admin Building First Floor Carpet	-	52,851	0%	52,851	-	-	52,851	-	52,851	-
Buildings	Civic Chamber Meeting Rooms	9,563	84,563	11%	84,563	-	-	84,563	-	84,563	-
Buildings	Civic Building HVAC Replacement	12,370	10,570	117%	12,370	(1,800)	-	10,570	-	12,370	(1,800)
Buildings	MARC Aquatic Window Control Gear	-	40,168	0%	40,168	-	-	40,168	-	40,168	-
Buildings	MARC Roof Access Walkways	3,422	63,422	27%	43,422	20,000	-	63,422	-	43,422	-
Buildings	Museum House Asbestos Removal	7,363	79,278	84%	79,278	-	-	79,278	-	79,278	-
Buildings	Museum Rear Roller Door Replacement	855	15,855	99%	15,855	-	-	15,855	-	15,855	-
Buildings	Museum Window Frames Replacement	1,861	26,426	98%	26,426	-	-	26,426	-	26,426	-
Buildings	Facility Glazing Compliance Upgrade	-	60,251	0%	54,902	5,349	-	60,251	-	54,902	5,349
Buildings	East Mandurah Playgroup Roller Door	5,632	10,584	53%	10,584	-	-	10,584	-	10,584	-
Buildings	Mechanical Workshop Shade Project	17,366	13,741	126%	17,290	(3,549)	-	13,741	-	17,290	(3,549)
Buildings	Southern Ops Transportable Meeting Room	-	84,563	0%	84,563	-	-	84,563	-	84,563	-
Buildings	Falcon Pavilion Roof	1,426	26,426	38%	26,426	-	-	26,426	-	26,426	-
Buildings	Port Bouvard SLSC Gear Shed Re-Roof	-	95,133	0%	102,133	(7,000)	-	95,133	-	102,133	-
Buildings	South Mh Football Club Pavilion	52,520	77,428	99%	79,278	(1,850)	-	77,428	-	79,278	(1,850)
Buildings	Site Main Switchboards	-	95,133	0%	95,133	-	-	95,133	-	95,133	-
Buildings	Dolphin Drive MATV Compound	2,004	10,468	84%	10,468	-	-	10,468	-	10,468	-
Buildings	Marina Ablution Facility Shed	636	10,468	69%	13,000	(2,532)	-	10,468	-	13,000	(2,532)
Buildings	RS - MARC Redevelopment Stage 2	7,663	7,458	103%	7,663	(205)	-	7,458	-	7,663	(205)
Buildings	SL Peelwood Parade Reserve	47,800	47,800	100%	47,800	-	-	47,800	-	47,800	-
Buildings	Port Bouvard Surf Life Saving Club	50,476	42,615	118%	50,476	(7,861)	300,000	(257,385)	300,000	(249,524)	(7,861)
Roads	Bortolo Reserve Sports Lighting	57,095	81,711	70%	57,095	24,616	-	81,711	-	57,095	24,616
Buildings	MARC/Waste Transfer Station - Solar Plan Phase 5	1,586	300,994	1%	311,000	(10,006)	-	300,994	-	311,000	(6)
Buildings	MARC Systems Integration	5,167	91,995	13%	91,995	-	-	91,995	-	91,995	-
Buildings	Change Rooms Upgrade Program	-	220,000	0%	220,000	-	50,000	170,000	50,000	170,000	-
Buildings	Northport Reserve, Baloo Crescent Facility	90,790	97,449	93%	90,790	6,659	-	97,449	-	90,790	6,659
Buildings	Bush Fire Brigade	402,852	531,449	94%	531,449	-	465,177	66,272	465,177	66,272	-
Buildings	SCC & SIPS Buildings energy upgrades	47,690	49,762	96%	47,690	2,072	-	49,762	-	47,690	1,875
Buildings	Civic Building - Tuckey Room	138,613	294,936	47%	294,936	-	-	294,936	-	294,936	-
Buildings	South Mandurah FC Changerooms (CSRFF)	30,000	34,832	100%	34,850	(18)	-	34,832	-	34,850	(18)
Buildings	MMFC Upgrade Rushton North Pav (CSRFF)	38,177	38,177	100%	38,177	-	-	38,177	-	38,177	-
Buildings	MARC squash court roof drainage	3,043	4,732	64%	3,043	1,689	-	4,732	-	3,043	1,689

Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review	Capital Expenditure Variance	Funding Current Budget		Funding Budget Review		CoM Variance
							External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	
Parks	Central Boardwalk	88,426	100,000	88%	100,000	-	-	100,000	-	100,000	-
Buildings	New 60 Peel St Demolition	23,831	30,000	79%	23,831	6,169	-	30,000	-	23,831	6,169
Buildings	Museum Courtroom Interpretation Project	11,561	13,000	89%	11,561	1,439	-	13,000	-	11,561	1,439
Buildings	Indoor Sports Facility	-	12,000	0%	-	12,000	-	12,000	-	-	-
Buildings	WMC Tipping Shed Security Doors	-	60,000	82%	60,000	-	-	60,000	-	60,000	60,000
Buildings	Mandurah Library Staff Workroom	(129)	-	0%	-	-	-	-	-	-	-
<b>Total Buildings</b>		<b>1,218,001</b>	<b>3,841,830</b>		<b>3,562,400</b>	<b>279,430</b>	<b>914,177</b>	<b>2,927,653</b>	<b>815,177</b>	<b>2,747,223</b>	<b>125,233</b>
Bridges	Mandurah Traffic Bridge Feature Lighting	10,072	10,570	95%	10,072	498	-	10,570	-	10,072	498
Bridges	Old Mandurah Bridge	100,000	495,220	101%	500,000	(4,780)	-	495,220	-	500,000	(4,780)
Bridges	New Bridge boardwalk extension stairway	219,219	243,234	90%	243,234	-	-	243,234	-	243,234	8,045
<b>Total Bridges</b>		<b>329,291</b>	<b>749,024</b>		<b>753,306</b>	<b>(4,282)</b>	<b>-</b>	<b>749,024</b>	<b>-</b>	<b>753,306</b>	<b>3,763</b>
Parks	Falcon Reserve Activation Plan	-	250,639	0%	250,639	-	-	250,639	-	250,639	-
Parks	Falcon Skate Park Upgrade	1,873	400,000	87%	400,000	-	200,000	200,000	200,000	200,000	-
Parks	Fowler Reserve - Cricket Nets	16,980	18,000	94%	18,000	-	1,900	16,100	1,390	16,610	(510)
Parks	Rushton Park Development Works	40,000	40,000	100%	40,000	-	-	40,000	-	40,000	-
Parks	Lakelands Community Garden	-	30,000	0%	30,000	-	-	30,000	-	30,000	-
Parks	Upgrade Billy Dowers Outdoor Space	58	32,000	14%	32,000	-	-	32,000	-	32,000	-
Parks	Westbury Way Offset Fencing	13,745	16,000	86%	13,745	2,255	-	16,000	-	13,745	-
Parks	Kerosene Tank Bunding	-	15,000	0%	15,000	-	-	15,000	-	15,000	-
Parks	Birchley Reserve Upgrade Stage 2	131,133	136,712	96%	136,712	-	-	136,712	-	136,712	-
Parks	Falcon Bay Foreshore Stage 3 of 4	331,297	341,780	100%	341,780	-	-	341,780	-	341,780	-
Parks	Grahame Heal Reserve	-	96,839	0%	96,839	-	-	96,839	-	96,839	-
Parks	Halls Head Recycled Water	28,754	227,854	17%	227,854	-	-	227,854	-	227,854	-
Parks	Mandjar Square Final Stage	249,189	341,780	81%	336,780	5,000	-	341,780	-	336,780	5,000
Parks	Pebble Beach Boulevard Res 46649	-	182,282	0%	182,282	-	-	182,282	-	182,282	-
Parks	Pinjarra Road East Stage 2	200,597	284,817	77%	284,817	-	-	284,817	-	284,817	-
Parks	Riverview Foreshore Stage 2	-	22,785	44%	17,785	5,000	-	22,785	-	17,785	5,000
Parks	San Marco Quays Playground Final Stage	24,053	22,785	106%	24,053	(1,268)	-	22,785	-	24,053	(1,268)
Parks	Westbury Way North side POS Stage 3	28,149	227,854	35%	227,854	-	-	227,854	-	227,854	-
Parks	Convert Sporting Ovals to SDS	4,885	50,000	10%	50,000	-	-	50,000	-	50,000	-
Parks	Dawesville Reserve Firebreaks	-	14,810	0%	14,810	-	-	14,810	-	14,810	-
Parks	Duverney Park Picnic Facilities	7,475	22,785	56%	22,785	-	-	22,785	-	22,785	-
Parks	Melaleuca Reserve Shade Sail	3,760	30,760	93%	30,760	-	-	30,760	-	30,760	-
Parks	Moorhen Green Upgrade	12,170	34,178	37%	34,178	-	-	34,178	-	34,178	-
Parks	Old Yacht Club Superficial Bore	10,203	41,074	38%	41,074	-	-	41,074	-	41,074	-
Parks	Jerramungup Gdn/Wittenoom Turn	22,288	28,481	84%	28,481	-	-	28,481	-	28,481	-
Parks	Shade Sales Various Sites	17,616	113,927	65%	113,927	-	-	113,927	-	113,927	-
Parks	Basketball Hoops Renewal	13,950	20,000	91%	20,000	-	-	20,000	-	20,000	-
Parks	Eastern Foreshore Softfall Renewal	-	12,134	0%	12,134	-	-	12,134	-	12,134	-
Parks	Louis Dawe Park Renewal	-	68,356	0%	68,356	-	-	68,356	-	68,356	-
Parks	Mogum Reserve Softfall Renewal	-	30,000	0%	30,000	-	-	30,000	-	30,000	-
Parks	Olive Road Foreshore Renewal	-	28,481	41%	17,000	11,481	-	28,481	-	17,000	11,481
Parks	Quandong Reserve Renewal	14,152	60,000	24%	60,000	-	-	60,000	-	60,000	-
Parks	Rushton Park Fencing Renewal	-	20,000	85%	20,000	-	-	20,000	-	20,000	-

Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review	Capital Expenditure Variance	Funding Current Budget		Funding Budget Review		CoM Variance
							External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	
Parks	Signage	13,351	56,963	24%	16,963	40,000	-	56,963	-	16,963	40,000
Parks	Electric BBQ Replacement	57,144	68,708	83%	68,708	-	-	68,708	-	68,708	-
Parks	Goegrup Lake Boardwalk	-	3,470	0%	3,470	-	-	3,470	-	3,470	-
Parks	Estuary Road Boardwalk	13,281	21,237	63%	13,281	7,956	-	21,237	-	13,281	-
Parks	Bethyl Corner Renewal	15,905	158,554	65%	123,554	35,000	-	158,554	-	123,554	-
Parks	Power Meter Enclosures	39,708	95,133	42%	95,133	-	-	95,133	-	95,133	-
Parks	Town Beach Shower	19,032	20,937	91%	19,032	1,905	-	20,937	-	19,032	1,905
Parks	Mandjar Square Water Feature	196,736	196,802	100%	196,736	66	-	196,802	-	196,736	66
Roads	Coote Reserve BMX Track	65,079	60,000	108%	65,000	(5,000)	-	60,000	-	65,000	(5,000)
Parks	Mandjar Square Stage 3 & 4	62,150	62,287	100%	62,150	137	-	62,287	-	62,150	137
Parks	Novara Foreshore Stage 3	73,435	106,354	80%	106,354	-	-	106,354	-	106,354	-
Parks	MARC improvement to car park area	3,750	5,000	91%	4,570	430	-	5,000	-	4,570	430
Parks	Lakes Lawn Cemetery - Signage	6,388	8,316	77%	8,316	-	-	8,316	-	8,316	-
Parks	Mandurah Rd median - Gordon to Meadow Sp	48,491	45,873	106%	48,491	(2,618)	-	45,873	-	48,491	(2,618)
Parks	Falcon Bay Foreshore Stage 2	7,304	17,798	88%	17,798	-	-	17,798	-	17,798	-
Parks	Parks & Reserves Power Meter Replacement	-	4,425	0%	-	4,425	-	4,425	-	-	4,425
<b>Total Parks</b>		<b>1,794,079</b>	<b>4,193,970</b>		<b>4,089,201</b>	<b>104,769</b>	<b>201,900</b>	<b>3,992,070</b>	<b>201,390</b>	<b>3,887,811</b>	<b>59,048</b>
Roads	Flagpole Lighting ADC Buildings	5,711	15,855	36%	5,711	10,144	-	15,855	-	5,711	10,144
Roads	Reserve Lighting Device Upgrade	-	7,000	0%	7,000	-	-	7,000	-	7,000	-
Roads	Sthn Districts Fire Brigade (Carpark)	-	54,516	18%	54,516	-	-	54,516	-	54,516	-
Roads	City Centre Parking and Signage	-	160,385	0%	160,385	-	-	160,385	-	160,385	-
Roads	Smart Street Mall Upgrade	29,154	1,503,613	2%	1,503,613	-	-	1,503,613	-	1,503,613	-
Roads	RC Dower Street	812,949	817,747	100%	817,747	-	500,000	317,747	500,000	317,747	-
Roads	RC Mississippi Drive	151,903	436,132	46%	386,132	50,000	-	436,132	-	386,132	-
Roads	RC Peel Street	-	817,747	0%	817,747	-	500,000	317,747	500,000	317,747	-
Roads	RC Pinjarra Road	681,463	760,839	92%	760,839	-	500,000	260,839	500,000	260,839	-
Roads	RR Bailey Boulevard	-	281,154	0%	281,154	-	-	281,154	-	281,154	-
Roads	RR Beacham Street	229,963	275,501	90%	275,501	-	325,000	(49,499)	235,000	40,501	(90,000)
Roads	RR Clarice Street	31,213	275,531	36%	325,531	(50,000)	-	275,531	-	325,531	-
Roads	RR Creery Street	80,056	84,347	95%	80,056	4,291	-	84,347	-	80,056	4,291
Roads	RR Fernwood Rd/Old Coast Rd	62,163	118,054	53%	68,054	50,000	-	118,054	-	68,054	50,000
Roads	RR Gordon Road	133,341	281,154	53%	281,154	-	-	281,154	155,708	125,446	-
Roads	RR Merrivale Street	328,176	354,862	92%	354,862	-	360,000	(5,138)	310,000	44,862	(50,000)
Roads	RR Thera Street	1,456	337,385	0%	337,385	-	155,708	181,677	-	337,385	(155,708)
Roads	TM Discretionary Traffic Mgmt	43,517	109,033	47%	109,033	-	-	109,033	-	109,033	-
Roads	TM Old Coast Rd/Rutland Dr Roundabout	14,217	109,033	74%	109,033	-	-	109,033	-	109,033	-
Roads	TM Wilderness Dr/Old Coast Rd	13,306	109,033	26%	109,033	-	65,500	43,533	66,500	42,533	1,000
Roads	CP Aldgate St Realignment Stage 2	7,161	81,775	48%	81,775	-	-	81,775	-	81,775	-
Roads	CP Pinjarra Rd/Sutton St	5,645	32,710	121%	62,710	(30,000)	-	32,710	-	62,710	(30,000)
Roads	RS Aberdeen Close	43,245	39,361	110%	43,245	(3,884)	-	39,361	-	43,245	(3,884)
Roads	RS Achilles Place	40,510	50,608	80%	40,510	10,098	-	50,608	-	40,510	10,098
Roads	RS Aldgate St/Parkview St Intersection	-	19,120	0%	19,120	-	-	19,120	-	19,120	-
Roads	RS Beam Road	44,683	44,984	99%	44,984	-	-	44,984	-	44,984	-
Roads	RS Esprit Parkway	56,685	56,230	101%	56,685	(455)	125,000	(68,770)	125,000	(68,315)	(455)
Roads	RS Ferguson St/Ivanhoe Crs	43,422	56,230	77%	43,422	12,808	-	56,230	-	43,422	12,808

Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review	Capital Expenditure Variance	Funding Current Budget		Funding Budget Review		CoM Variance
							External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	
Roads	RS Fernwood Rd/Timbers Edge Intersection	49,143	56,230	87%	56,230	-	-	56,230	-	56,230	-
Roads	RS Frankland Place	26,517	56,230	47%	56,230	-	-	56,230	-	56,230	-
Roads	RS Hillway Street	30,492	38,518	79%	30,492	8,026	-	38,518	-	30,492	8,026
Roads	RS Leighton Rd/Halls Head Pde	9,831	84,347	34%	84,347	-	-	84,347	-	84,347	-
Roads	RS Lord Hobart Dve/Addingham Blvd	16,093	297,477	5%	297,477	-	-	297,477	139,000	158,477	139,000
Roads	RS Mississippi Drive	13,216	112,462	15%	112,462	-	120,000	(7,538)	120,000	(7,538)	-
Roads	RS Peel St/Ormsby Tce Roundabout	11,987	84,347	15%	84,347	-	-	84,347	-	84,347	-
Roads	RS Peelwood Parade	10,379	50,609	21%	85,000	(34,391)	-	50,609	-	85,000	(34,391)
Roads	RS Peelwood Pde/Mahogany Dr	27,904	28,115	99%	27,904	211	-	28,115	-	27,904	211
Roads	RS Watersun Drive	51,809	61,854	84%	51,809	10,045	74,935	(13,081)	74,935	(23,126)	10,045
Roads	RS Yalgor Heights	23,288	28,116	83%	23,288	4,828	-	28,116	-	23,288	4,828
Roads	RS Yarri Way	17,187	24,180	71%	17,187	6,993	-	24,180	-	17,187	6,993
Roads	SP Albermarle Close	-	14,442	0%	-	14,442	-	14,442	-	-	14,442
Roads	SP Blakeley Street	6,960	46,885	15%	46,885	-	-	46,885	-	46,885	-
Roads	SP Boileau Place	19,664	22,897	86%	19,664	3,233	-	22,897	-	19,664	3,233
Roads	SP Cox Bay	-	21,807	0%	21,807	-	-	21,807	-	21,807	-
Roads	SP Dichondra Pass	47,000	49,064	101%	54,064	(5,000)	-	49,064	-	54,064	(5,000)
Roads	SP Duverney Park PAW	17,131	70,872	90%	70,872	-	-	70,872	-	70,872	-
Roads	SP Gillark Street	42,680	41,165	104%	42,680	(1,515)	-	41,165	-	42,680	(1,515)
Roads	SP Janice Avenue	98,144	109,033	90%	98,144	10,889	-	109,033	-	98,144	10,889
Roads	SP Jubata Gardens	5,459	61,059	50%	61,059	-	-	61,059	-	61,059	-
Roads	SP Lefroy Street	-	43,612	0%	43,612	-	-	43,612	-	43,612	-
Roads	SP Mandurah Road, Erskine	3,659	44,159	15%	10,000	34,159	-	44,159	-	10,000	34,159
Roads	SP Missing Links	18,591	87,227	28%	87,227	-	-	87,227	-	87,227	-
Roads	SP Oakwood Gate	39,007	32,710	119%	39,007	(6,297)	-	32,710	-	39,007	(6,297)
Roads	SP Old Coast Road, Halls Head	36,237	54,516	66%	54,516	-	-	54,516	-	54,516	-
Roads	SP Orelia Street	26,901	28,349	95%	26,901	1,448	-	28,349	-	26,901	1,448
Roads	SP Pedestrian Crossing Upgrades	-	54,516	0%	54,516	-	-	54,516	-	54,516	-
Roads	SP Perida Way	22,738	26,168	87%	22,738	3,430	-	26,168	-	22,738	3,430
Roads	SP Sandeland Avenue	24,091	25,077	96%	24,091	986	-	25,077	-	24,091	986
Roads	SP Sunview Rise PAW	9,638	25,077	38%	9,638	15,439	-	25,077	-	9,638	15,439
Roads	SP Swinton Place	-	22,897	0%	22,897	-	-	22,897	-	22,897	-
Roads	Bus shelters	21,432	63,612	34%	63,612	-	-	63,612	-	63,612	-
Roads	SL Gibson Street	36,385	109,033	33%	109,033	-	-	109,033	-	109,033	-
Roads	SL Lakes Road	75,934	76,324	99%	76,324	-	-	76,324	-	76,324	-
Roads	SL Minor Improvements	13,216	54,516	116%	63,182	(8,666)	-	54,516	-	63,182	(8,666)
Roads	SL Train Station Access Path	-	54,516	0%	54,516	-	-	54,516	-	54,516	-
Roads	Depot Stockpile Upgrades	-	25,000	0%	35,000	(10,000)	-	25,000	-	35,000	(10,000)
Roads	Light Pole Replacement Program	-	105,703	0%	-	105,703	-	105,703	-	-	105,703
Roads	MOM Canal Light Poles	5,304	98,304	68%	98,304	-	-	98,304	-	98,304	-
Roads	Parks and Reserves LED Program	12,610	63,422	67%	63,422	-	-	63,422	-	63,422	-
Roads	Port Mandurah SL Rectification Project	2,851	52,851	82%	52,851	-	-	52,851	-	52,851	-
Roads	WMC Out Weighbridge Road Repairs	-	50,120	0%	50,120	-	-	50,120	-	50,120	50,120
Roads	WMC Recovery Facility Hardstand	-	190,602	0%	190,602	-	-	190,602	-	190,602	-
Roads	South Harbour Paving Replacement	45,459	78,515	58%	45,459	33,056	-	78,515	-	45,459	33,056
Roads	Dower St - Pinjarra Rd Intersection	378,397	379,369	100%	379,369	-	-	379,369	-	379,369	-



Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review	Capital Expenditure Variance	Funding Current Budget		Funding Budget Review		CoM Variance
							External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	
Roads	Dower Street	348,974	349,055	100%	348,861	194	200,000	149,055	200,000	148,861	194
Roads	Lakes Rd	30,850	52,221	107%	55,759	(3,538)	20,000	32,221	20,000	35,759	(3,538)
Roads	Smokebush Retreat	10,596	131,033	31%	131,033	-	-	131,033	-	131,033	-
Roads	Coodanup Drive	92,210	206,290	46%	206,290	-	-	206,290	-	206,290	-
Roads	Yeedong Road	28,124	24,288	116%	28,124	(3,836)	-	24,288	-	28,124	(3,836)
Roads	Pinjarra Road Carpark	183,097	183,109	100%	183,097	12	-	183,109	-	183,097	1
Roads	Coolibah Avenue Resurfacing	200,222	207,006	97%	200,222	6,784	-	207,006	-	200,222	6,784
Roads	Pedestrian Lighting to PAW	-	37,472	50%	37,472	-	-	37,472	-	37,472	-
Roads	PTA Bus Embayment - 27636	235,399	245,616	96%	235,399	10,217	151,394	94,222	141,177	94,222	-
Roads	PTA Bus Embayment - 27635	189,746	194,285	98%	189,746	4,539	109,370	84,915	104,831	84,915	-
Roads	WMC Top Shed Roadworks	34,165	30,000	114%	34,165	(4,165)	-	30,000	-	34,165	30,000
Roads	Dudley Park PS Carpark	29,763	86,467	36%	86,467	-	86,467	-	86,467	-	-
<b>Total Roads</b>		<b>5,540,417</b>	<b>12,242,685</b>		<b>11,992,457</b>	<b>250,228</b>	<b>3,293,374</b>	<b>8,949,311</b>	<b>3,278,618</b>	<b>8,713,839</b>	<b>164,038</b>
Drainage	DR Discretionary Improvements	21,376	112,462	21%	112,462	-	-	112,462	-	112,462	-
Drainage	DR Donnelly Gardens	5,336	11,246	51%	11,246	-	-	11,246	-	11,246	-
Drainage	DR Estuary Heights Place	7,902	44,984	18%	44,984	-	-	44,984	-	44,984	-
Drainage	DR Estuary View Road	8,232	22,493	85%	37,493	(15,000)	-	22,493	-	37,493	(15,000)
Drainage	DR Harvey View Drive	9,772	16,869	58%	16,869	-	-	16,869	-	16,869	-
Drainage	DR Henson St/Mandurah Tce	4,861	33,739	14%	33,739	-	-	33,739	-	33,739	-
Drainage	DR Leura Street	9,422	84,347	11%	84,347	-	-	84,347	-	84,347	-
Drainage	DR Lord Hobart Drive	2,475	67,477	4%	67,477	-	-	67,477	-	67,477	-
Drainage	DR Mulberry Close	3,797	22,493	17%	22,493	-	-	22,493	-	22,493	-
Drainage	DR Orion Rd Park Stage 2	62,761	112,462	56%	112,462	-	-	112,462	-	112,462	-
Drainage	DR Rialto & Bermuda Plcs Accessway	7,393	22,493	33%	7,393	15,100	-	22,493	-	7,393	15,100
Drainage	DR Riverina Avenue	9,342	16,869	55%	16,869	-	-	16,869	-	16,869	-
Drainage	DR Spinaway Parade	-	56,230	0%	226,230	(170,000)	-	56,230	-	226,230	(170,000)
Drainage	DR Sunview Rise	11,706	56,230	24%	56,230	-	-	56,230	-	56,230	-
Drainage	DR Water Sensitive Urban Design	-	224,924	0%	-	224,924	-	224,924	-	-	224,924
Drainage	DR Yalgorup Drive	-	11,246	0%	11,246	-	-	11,246	-	11,246	-
Drainage	William/Bertram Road	37,360	50,000	75%	37,360	12,640	-	50,000	-	37,360	-
Drainage	City Centre Drainage Upgrade Stage 2	55,292	45,403	122%	55,292	(9,889)	-	45,403	-	55,292	(9,889)
<b>Total Drainage</b>		<b>257,027</b>	<b>1,011,967</b>		<b>954,192</b>	<b>57,775</b>	<b>-</b>	<b>1,011,967</b>	<b>-</b>	<b>954,192</b>	<b>45,135</b>
Coastal & Estuary	Avalon Foreshore (Westview Parade)	-	56,963	0%	70,963	(14,000)	-	56,963	-	70,963	(14,000)
Coastal & Estuary	San Remo Beach Universal Access	-	17,089	0%	17,089	-	-	17,089	-	17,089	-
Coastal & Estuary	Breakwater Parade Fishing Platform	6,037	73,280	70%	73,280	-	-	73,280	-	73,280	-
Coastal & Estuary	Jetties - ABCDEFGH Main Marina	7,312	12,562	58%	7,312	5,250	-	12,562	-	7,312	5,250
Coastal & Estuary	Jetties - J and K	36,121	52,342	69%	36,121	16,221	-	52,342	-	36,121	16,221
Coastal & Estuary	Marina Commercial Jetty	33,971	52,342	65%	52,342	-	-	52,342	-	52,342	-
Coastal & Estuary	Marina Sth Harbour MATV Pits	-	10,468	0%	10,468	-	-	10,468	-	10,468	-
Coastal & Estuary	South Harbour Upgrade	210,519	240,777	91%	273,833	(33,056)	-	240,777	-	273,833	(33,056)
Coastal & Estuary	Dawesville Channel Fishing Platform	-	52,342	0%	52,342	-	-	52,342	-	52,342	-
Coastal & Estuary	Mariners Cove Café	-	31,405	0%	31,405	-	-	31,405	-	31,405	-
Coastal & Estuary	Parkridge Boat Ramp	-	73,280	0%	73,280	-	56,000	17,280	56,000	17,280	-
Coastal & Estuary	Cambria Island Abutment wall repairs	20,807	92,128	27%	127,128	(35,000)	-	92,128	-	127,128	-

Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review	Capital Expenditure Variance	Funding Current Budget External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	Funding Budget Review External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)	CoM Variance
Coastal & Estuary	Dredging Port Mandurah Entrance	151,425	245,895	62%	-	245,895	-	245,895	-	-	-
<b>Total Coastal &amp; Estuary</b>		<b>466,191</b>	<b>1,010,873</b>		<b>825,563</b>	<b>185,310</b>	<b>56,000</b>	<b>954,873</b>	<b>56,000</b>	<b>769,563</b>	<b>(25,585)</b>
Furniture & Equipment	MARC Basketball Backboards	-	55,000	94%	55,000	-	-	55,000	40,000	15,000	40,000
Furniture & Equipment	Christmas Decorations 2019	182,916	190,266	96%	190,266	-	-	190,266	-	190,266	-
Furniture & Equipment	Council Chambers Furniture	142,190	170,266	84%	170,266	-	-	170,266	-	170,266	-
<b>Total Furniture &amp; Equipment</b>		<b>325,106</b>	<b>415,532</b>		<b>415,532</b>	<b>-</b>	<b>-</b>	<b>415,532</b>	<b>40,000</b>	<b>375,532</b>	<b>40,000</b>
Plant & Machinery	Light Passenger Vehicles - Replacement	192,824	321,510	92%	321,510	-	-	321,510	-	321,510	-
Plant & Machinery	Light Commercial Vehicles - Replacement	180,782	642,161	44%	642,161	-	-	642,161	-	642,161	-
Plant & Machinery	Light Passenger Vehicles - New	23,792	22,000	215%	22,000	-	-	22,000	-	22,000	-
Plant & Machinery	Light Commercial Vehicles - New	40,283	78,500	51%	78,500	-	-	78,500	-	78,500	-
Plant & Machinery	Trucks & Buses Replacements	1,186	1,217,743	28%	514,065	703,678	-	1,217,743	-	514,065	504,709
Plant & Machinery	Trucks & Buses Replacements - Carryover	506,891	802,641	102%	802,641	-	-	802,641	-	802,641	-
Plant & Machinery	Trailers	19,990	135,035	67%	135,035	-	-	135,035	-	135,035	-
Plant & Machinery	Parks & Mowers	110,255	363,150	36%	363,150	-	-	363,150	-	363,150	-
Plant & Machinery	Miscellaneous Equipment >\$1500	14,665	404,348	13%	404,348	-	-	404,348	-	404,348	-
Plant & Machinery	Miscellaneous Equipment >\$1500 - Carryover	29,425	50,000	59%	50,000	-	-	50,000	-	50,000	-
Plant & Machinery	Construction Vehicles - Carryover	-	136,500	100%	136,500	-	-	136,500	-	136,500	-
<b>Total Plant &amp; Machinery</b>		<b>1,120,092</b>	<b>4,173,588</b>		<b>3,469,910</b>	<b>703,678</b>	<b>-</b>	<b>4,173,588</b>	<b>-</b>	<b>3,469,910</b>	<b>504,709</b>
Other	Road Sweeper Spoil	-	35,000	0%	65,000	(30,000)	-	35,000	-	65,000	(30,000)
Other	Waterfront Design Project	225,126	379,270	71%	379,270	-	-	379,270	-	379,270	-
Other	Tims Thicket Septage Ponds Upgrade	-	368,111	0%	-	368,111	-	368,111	-	-	-
<b>Total Other</b>		<b>225,126</b>	<b>782,381</b>		<b>444,270</b>	<b>338,111</b>	<b>-</b>	<b>782,381</b>	<b>-</b>	<b>444,270</b>	<b>(30,000)</b>
Roads	Eastern Foreshore	44,911	53,529	86%	53,529	-	-	53,529	-	53,529	-
Roads	Eastern Foreshore - Landscaping	2,360	-	0%	-	-	-	-	-	-	-
<b>Total Eastern Foreshore</b>		<b>47,271</b>	<b>53,529</b>		<b>53,529</b>	<b>-</b>	<b>-</b>	<b>53,529</b>	<b>-</b>	<b>53,529</b>	<b>-</b>
Buildings	Lakelands DOS Clubroom Facility	253,710	2,325,470	53%	2,325,470	-	210,000	2,115,470	210,000	2,115,470	-
Parks	Lakelands DOS	101,057	2,581,439	4%	2,581,439	-	975,000	1,606,439	975,000	1,606,439	-
Parks	Lakelands DOS	66,495	-	0%	-	-	-	-	-	-	-
Parks	Lakelands DOS	5,370	-	0%	-	-	-	-	-	-	-
Parks	Lakelands DOS	8,669	-	0%	-	-	-	-	-	-	-
Parks	Lakelands DOS	2,228	-	0%	-	-	-	-	-	-	-
Parks	Lakelands DOS	163,968	-	0%	-	-	-	-	-	-	-
Parks	Lakelands DOS	-	-	0%	-	-	-	-	-	-	-
<b>Total Lakelands DOS</b>		<b>601,498</b>	<b>4,906,909</b>		<b>4,906,909</b>	<b>-</b>	<b>1,185,000</b>	<b>3,721,909</b>	<b>1,185,000</b>	<b>3,721,909</b>	<b>-</b>
Other	Eastern Foreshore South Precinct	-	2,255,420	0%	2,255,420	-	2,250,000	5,420	2,250,000	5,420	-
Other	Western Foreshore Recreation Precinct	-	4,029,683	53%	4,029,683	-	2,750,000	1,279,683	2,750,000	1,279,683	-
<b>Total Waterfront Redevelopment</b>		<b>-</b>	<b>6,285,103</b>		<b>6,285,103</b>	<b>-</b>	<b>5,000,000</b>	<b>1,285,103</b>	<b>5,000,000</b>	<b>1,285,103</b>	<b>-</b>
Buildings	MARC Aquatic Condensation	-	-	-	<b>44,616</b>	(44,616)	-	-	-	44,616	(44,616)
Other	MPAC Orchestra Lift	-	-	-	<b>120,000</b>	(120,000)	-	-	-	120,000	(120,000)

Asset type	Description	Actuals 31/1/2020	Current Budget	% Completed Inc. CMT	Budget Review
Parks	Mandurah Croquet Club Shade Structures		-		7,000
Buildings	Museum Office Ceiling Refurbishment		-		10,144
Buildings	MSLSC Carpet Replacement		-		6,000
Buildings	Park Rd SES Building Workshop Upgrade		-		5,000
<b>Total New</b>		-	-		192,760
	Grant Received in Arrears - Marina Floating Public Jetty 2018/19 Project				
	Non Operating Contribution Received - Peet Mandurah Syndicate				
<b>GRAND TOTAL</b>		11,924,099	39,667,391		37,945,132

Capital Expenditure Variance
(7,000)
(10,144)
(6,000)
(5,000)
(192,760)
-
-
1,722,259

Funding Current Budget	
External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)
-	-
-	-
-	-
-	-
-	-
-	-
128,339	-
1,065,909	-
11,844,699	29,016,940

Funding Budget Review	
External Grants & Contributions	COM Funding (incl Sales, Loans & Reserves)
-	7,000
-	10,144
-	6,000
-	5,000
-	192,760
128,339	-
1,065,909	-
11,770,433	27,368,947

CoM Variance
-
(10,144)
-
-
-
(174,760)
-
-
711,581

## Budget Review 2019-20 Operating - Changes Detailed by Business Unit

Business Unit	Account Description	Budget Review 2019-20	Budget 2019-20	BR Variance	Comment
<b>Corporate Services Directorate</b>					
<b>Bus Systems Services</b>					
	Business Systems : Materials	168,119	858,725	690,606	Lease movement
	Software Licensing & Support : Materials	1,042,890	1,013,090	(29,800)	Mandurah Matters software
<b>Elections</b>					
	Consultants : Materials	195,000	240,000	45,000	Election costs - Election commission
<b>Financial Accounting</b>	Ordinary Labour : Labour	480,991	525,362	44,371	Consolidation of Financial & Management Accountant
<b>General Purpose Funding</b>	Other Expenses : Other Expenses	190,000	60,000	(130,000)	Workers Comp Liability 2016-17
	Contributions & Donations : Contributions & Donations	(228,000)	(4,000)	224,000	LGIS surplus contribution
	Bank Account 11 Interest Earned : Interest Earnings	(40,000)	(80,000)	(40,000)	Three rate cuts since budget adoption and use of loan offset
	Municipal Investments : Interest Earnings	(300,000)	(555,000)	(255,000)	Three rate cuts since budget adoption and use of loan offset
	Reserve Investments : Interest Earnings	(600,000)	(750,000)	(150,000)	Three rate cuts since budget adoption and use of loan offset
<b>ICTS</b>					
	Telecommunications : Materials	80,000	100,000	20,000	Decrease phone costs, internet cabling costs project decrease
<b>ISV Administration</b>					
	Corporate Projects : Materials	30,000	50,000	20,000	Decrease in innovation fund project
<b>Legal Services</b>	Ordinary Labour : Labour	724,648	645,132	(79,516)	Savings as a result of restructure of Legal & Governance
<b>Risk Management &amp; Audit</b>	Ordinary Labour : Labour	-	96,204	96,204	Savings as a result of restructure of Legal & Governance
	Legal Services : Materials	234,000	279,000	45,000	Decrease of internal audit costs due to timing of audit function
<b>Rating Services</b>					
	Legal Fees : Materials	250,000	300,000	50,000	In house debt recovery savings
	Valuation Costs : Materials	100,000	150,000	50,000	Decrease inline with decrease in interims
	Concessions : Materials	100,000	180,000	80,000	Decrease concessions - properties now exemption
	Interims : Rates	(650,000)	(800,000)	(150,000)	Decrease in residential interims
	Rates Penalty Interest : Interest Earnings	(330,000)	(280,000)	50,000	Increase inline with forecast as at end of December
<b>Working Smarter</b>	ERP Project: Labour	150,000	-	(150,000)	Costs incurred to be reimbursed by leasing company
	ERP Project : Materials	750,000	498,000	(252,000)	Costs incurred to be reimbursed, lease cost moved to Financing (498k)
	Reimbursements	(900,000)	-	900,000	Reimbursement of leased costs
<b>Sustainable Development</b>					
<b>Animal Control</b>					
	Fines & Penalties : Fees & Charges	(160,000)	(140,000)	20,000	Increased enforcement activities
	Dog Registration : Fees & Charges	(300,000)	(330,000)	(30,000)	Decrease in dog rego - seasonal movement
<b>Building Services</b>					
	Building Services Revenue : Fees & Charges	(676,000)	(761,000)	(85,000)	Decrease in building application revenue
<b>Community Plan &amp; Develop</b>					
	Community Services : Labour	91,761	113,761	22,000	Realignment of labour and contract costs
	Community Services : Materials	509,923	485,923	(24,000)	Realignment of labour and contract costs
<b>Cultural Develop</b>	Cultural Development : Materials	967,762	816,586	(151,176)	Public trail art project 150k
<b>Emergency Management</b>	Corporate Projects : Materials	40,000	80,000	40,000	Decrease bushfire mitigation costs due to external grant
<b>Parking Management</b>	Fines & Penalties : Fees & Charges	(160,000)	(180,000)	(20,000)	Higher than last year (140k) but less than expected
<b>Rangers</b>	Casual Labour : Labour	75,000	50,000	(25,000)	Offset with lower ordinary labour
<b>Youth Development</b>	Contributions & Donations : Contributions & Donations	(25,000)	(5,000)	20,000	Increased donations Youth Services

## Budget Review 2019-20 Operating - Changes Detailed by Business Unit

Business Unit	Account Description	Budget Review 2019-20	Budget 2019-20	BR Variance	Comment
<b>Works &amp; Services</b>					
<b>Asset Management</b>	Casual Labour : Labour	50,000	20,000	(30,000)	Work experience
<b>Canal</b>	Canal Maintenance : Materials	340,485	189,059	(151,426)	Dredging costs reallocated from capital funded by SAR
<b>Cemetery Services</b>	Cemeteries : Labour	171,000	141,000	(30,000)	Increasing burial plot requests
	Grant of Right of Burials : Fees & Charges	(172,500)	(145,000)	27,500	Increasing burial plot requests
<b>Cityparks</b>	Employee Benefits	22,461	-	(22,461)	MARC memberships
<b>Design Services</b>	Superannuation Statutory : Labour	-	38,530	38,530	Restructure technical services
<b>Engineering Services</b>	Engineering projects : Materials	269,535	290,535	21,000	Savings in crossover subsidies and traffic counts
<b>Marina</b>	Fees & Charges : Fees & Charges	(1,210,000)	(1,310,000)	(100,000)	Decrease in pen fees based on YTD actuals
<b>Refuse Collection</b>	Fees & Charges : Fees & Charges	(12,026,147)	(11,901,213)	124,934	Increase in refuse charge linked to interim properties
<b>Road Planned Maintenance</b>	Contributions Non Operating : Contributions Non-operating	(347,231)	(260,764)	86,467	Roads to Recovery funding
<b>Survey Services</b>	Projects : Materials	-	103,000	103,000	Lease reallocation
<b>Technical Services Admin</b>	Supervision Fees : Fees & Charges	(50,000)	(95,000)	(45,000)	Decreased supervision fees
<b>Tims Thicket Inert</b>	Fees & Charges : Fees & Charges	(210,000)	(180,000)	30,000	Increased commercial charges for Tims Thicket
<b>Tims Thicket Septage</b>	Fees & Charges : Fees & Charges	-	(100,000)	(100,000)	Septage capital project not completed
<b>Waste Transfer Station</b>	Waste Transfer Station : Materials	215,000	175,000	(40,000)	Works on repair of column at WTS - offset by reimbursement
	Waste Transfer Station : Contributions & Reimbursements	(32,050)	-	32,050	Works on repair of column at WTS - offset by reimbursement
	Commercial Accounts : Fees & Charges	(600,000)	(800,000)	(200,000)	Decrease commercial fees - recycling
	Other Income : Other Income	(220,000)	(100,000)	120,000	
<b>Waterways</b>	Waterways : Materials	1,381,330	1,611,500	230,170	Dredging savings moved to reserve
<b>CEO</b>					
<b>Chief Executives Office</b>	Corporate Projects : Materials	380,000	450,000	70,000	Decreased CEO projects
<b>Economic Development</b>	Ordinary Labour : Labour	478,992	577,707	98,715	Vacancy economic development officer
	Economic Development Projects : Materials	670,500	720,500	50,000	Decreased new projects budget
<b>Mandurah Visitors Centre</b>	Ordinary Labour : Labour	271,816	605,816	334,000	Decreased in line with Visitor Centre arrangements
<b>Tourism</b>	Tourism : Materials	793,000	470,000	(323,000)	Increased in line with Visitor Centre arrangements
<b>Strategy &amp; BP</b>					
<b>Corporate Communications</b>	Consultants : Materials	175,000	125,000	(50,000)	Rebranding carryover from 2018-19
<b>Festivals &amp; Events</b>	Ordinary Labour : Labour	383,123	345,523	(37,600)	City Events Coordinator - offset with savings
	Other Projects : Materials	25,621	51,614	25,993	Savings to fund coordinator position
	External Event Management : Materials	212,800	192,800	(20,000)	Increased costs for external events
<b>Human Resource</b>	Employee Benefits : Labour	50,000	210,000	160,000	MARC memberships allocated across business units
<b>MARC Administration</b>	Employee Benefits	75,452	-	(75,452)	MARC memberships
<b>MARC Dry Operations</b>	MARC Dry Operations : Fees & Charges	(45,000)	(70,000)	(25,000)	Decrease in fees in line with proposed activities
<b>MARC Health &amp; Fitness</b>	Fitness : Materials	34,239	246,046	211,807	Leases costs reallocated to Financing costs
<b>Occ Health &amp; Safety</b>	Corporate Projects : Materials	143,000	110,000	(33,000)	Disability access project
	Contributions & Donations : Contributions & Donations	(68,000)	(35,000)	33,000	Disability access project reimbursement

<b>3</b>	<b>SUBJECT:</b>	Collection of Overdue Debts Policy
	<b>CONTACT OFFICER/S:</b>	Jarred King/Casey Mihovilovich
	<b>AUTHOR:</b>	Jarred King

### **Summary**

Council is requested to adopt a Collection of Overdue Debts Council Policy (Policy) that provides a consistent and transparent approach to recovery and collection of debts including outstanding rates whilst recognising the need to ensure that all payments due are collected in order to deliver essential City of Mandurah services.

### **Disclosure of Interest**

N/A

### **Previous Relevant Documentation**

- G.17/6/19                      11/06/2019                      Rates Hardship Assistance Program

### **Background**

The City has previously utilised a debt collection agency however, it is recommended that the City officer conduct the service in-house to provide a more personalised service and enable the City to gain more control over its debts. As a result, the need for a Council endorsed debt collection policy was identified along with a documented process behind the policy for operational purposes.

### **Comment**

The purpose of this policy is to outline the process for collection of outstanding debtor amounts. This Policy is applicable to all City debtors and depending on the type of debt, the collection process will vary. Council are required to provide the City officers with their direction and support in relation to the collection process for pursuing outstanding debts.

Debt, is money owing to the City of Mandurah. A debtor is an individual, organisation or other party that owes the City money and has a financial obligation to pay the amount for goods or services being provided to them. This could be for rates and charges, bookings, fee for services, fines and application fees.

It is important to note, that City officers spend a considerable amount of work encouraging debtors to enter into payment arrangements. Legal action is the last option and it is not the preferred outcome. However, there are a small number of ratepayers who avoid making arrangements, refuse to seek financial counselling and default on more than three occasions from their payment arrangement.

The City's rates revenue totalled \$79.97 million for the 2019 financial year with rate debtors being \$4.12 million (excluding deferred pensioner rates) at year end meaning that the City's debt recovery ratio was 5.28%. This ratio has been steadily growing over the last five years. As the rates outstanding grows, so does the pressure on the City's cash flow. The Policy provides a framework for debt collection and provide guidance for debt collection procedures in the future.

Together with the Policy, it is proposed that Council amend the Prosecutions / Legal Proceedings Delegation of Authority and the Defer, Grant, Concessions, Waive or Write Off Debts Delegation of Authority. Council are recommended to adopt a new Payment Arrangements for Unpaid Rates and Service Charges Delegation of Authority. The updated and new delegations will enable the debt collection of outstanding payments to be effective and efficient and the changes are detailed in Attachments 2,3 and 4 of this report.

## **Consultation**

N/A

## **Statutory Environment**

Section 6.56 of the *Local Government Act 1995* states:

*(1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

*(2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.*

Section 6.64 of the *Local Government Act 1995* states:

*(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —*

*(a) from time to time lease the land; or*

*(b) sell the land; or*

*(c) cause the land to be transferred to the Crown; or*

*(d) cause the land to be transferred to itself.*

*(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*

*(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

## **Policy Implications**

N/A

## **Economic Implications**

The non-collection of payments owing to the City results in:

1. Reduced cash available to carry out and deliver projects, works and services;
2. Precedence for others to not pay their debts; and
3. Adjustments to the budget to reduce the revenue actually received in one year as a result of non-payment.

## **Risk Analysis**

The risk to the City is that there is insufficient cashflow to pay for its services and program. Rates represents just under 70% of the City's total operating revenue. The City expects that the amount outstanding in any one year is the same as the next. The City's outstanding rates has only increased by a minimal amount at 30 June 2019 and the increase was absorbed by the savings across the organisation. If the City does not actively pursue its outstanding payments due, future budgets will need to factor the increase of the rates amounts not collected and then this amount will need to be raised as an additional rate increase.

## **Strategic Implications**

The following strategy from the City of Mandurah Strategic Community Plan 2017 – 2037 is relevant to this report:

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver appropriate services and facilities.
- Deliver excellent governance and financial management.

**Conclusion**

The objective of the Collection of Overdue Debts Council Policy is to maintain a high-quality customer service experience by having a consistent and transparent approach to recovery and collection of debts including outstanding rates whilst recognising the need to ensure that all payments due are collected in order to deliver essential City of Mandurah services.

NOTE:

- Refer **Attachment 1** Collection of Overdue Debts Policy
- Attachment 2** Prosecutions / Legal Proceedings Delegation of Authority
- Attachment 3** Defer, Grant, Concessions, Waive or Write Off Debts Delegation of Authority
- Attachment 4** Prosecutions / Legal Proceedings Delegation of Authority Payment Arrangements for Unpaid Rates and Service Charges Delegation of Authority

**RECOMMENDATION**

**That Council adopts:**

1. The Collection of Overdue Debts Council Policy as detailed in Attachment 1 of the report.
2. The amended Prosecutions / Legal Proceedings Delegation of Authority as detailed in Attachment 2 of the report.\*
3. The amended Defer, Grant, Concessions, Waive or Write Off Debts Delegation of Authority as detailed in Attachment 3 of the report.\*
4. The Payment Arrangements for Unpaid Rates and Service Charges Delegation of Authority as detailed in Attachment 4 of the report.\*

**\*ABSOLUTE MAJORITY REQUIRED\***



# Collection of Overdue Debts

## POLICY

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### Objective:

To maintain a high-quality customer service experience by having a consistent and transparent approach to recovery and collection of debts including outstanding rates whilst recognising the need to ensure that all payments due are collected in order to deliver essential City of Mandurah services.

### Statement:

#### Definitions

**Minor Case Claim** means a claim lodged with the Magistrates Court where the value of the debt or damages claimed does not exceed \$10,000.

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

**Means Enquiry** is an inquiry conducted in the Magistrates Court to determine the judgement debtor's means to pay the judgement debt.

**Skip Trace** is the process of locating a person's whereabouts.

**Special Payment Arrangement** means an arrangement for the debtor to pay amounts over a period, agreed to by the City, in order to pay the total amount outstanding. This arrangement is outside of the formal instalment options stated on the annual rates notice or invoice sent by the City. All debts are to be paid in full by 30 June in the financial year the debt is raised. Any Special Payment Arrangements that will extend past the end of the financial year that the debt is raised can be agreed to by the Chief Executive Officer or their delegate. These arrangements are for exceptional circumstances and include when a debtor is experiencing financial hardship in line with this Policy.

#### Policy Statement

1. Any debtor payments due to the City of Mandurah that has not been received by the due date shall be recovered in accordance with this Policy and any relevant legislation.
2. The actions taken against outstanding amounts due to the City will be as follows:
  - a) Amounts outstanding after the due date for payment will be followed up within 30 days with a reminder letter requesting full payment within fourteen (14) days unless an agreed Special Payment Arrangement has been entered into with the City. If contact details are not provided City Officers will contact utilities and potential other leads (such as settlement agents, financial institutions, State Government departments).

- b) The City will commence a contact call campaign – which includes multiple attempts to contact the debtor by telephone, SMS or email in order to seek payment or enter into a Special Payment Arrangement. Contact may be extended to the financial institution, who is the mortgagee, to advise of the outstanding amount.
  - c) If payment has not been made the City will issue a Notice of Intended Legal Action letter to the debtor, demanding immediate payment.
  - d) For payment of rates outstanding between \$3,000 to \$10,000, the City may lodge a Minor Case Claim, in accordance with section 6.56 of the *Local Government Act 1995*.
  - e) For payment of rates, at the same time as commencing legal proceedings, the City may lodge a caveat on the title of the land.
  - f) If the Minor Case Claim is not served and the debtor cannot be located, the City may instruct an agent to undertake a Skip Trace.
  - g) Should a Minor Case Claim be lodged but there is no response within fourteen (14) days of issuing the claim, default judgment can be requested.
  - h) For debts outstanding over \$10,000 the City may lodge a GPC and commence legal proceedings, in accordance with section 6.56 of the *Local Government Act 1995*.
  - i) Costs incurred as a result of proceedings on rating debts are to be charged to the property's rates account as per section 6.56 of the *Local Government Act 1995*.
3. Other debt recovery actions that the City can undertake if it is in the City's interest to do so includes:
- a) **Means Inquiry**  
Where a judgement has been obtained for a Minor Case Claim or GPC and no payment has been received or the payment amount is insufficient to pay the outstanding amount within a reasonable time, the City may lodge a Means Inquiry with the Magistrates Court.
  - b) **Lodging a Caveat on the Title of land**  
In accordance with section 6.64(3) of the *Local Government Act 1995*, where payment of rates or service charges is in arrears, the City can lodge a caveat, and this will be registered on the title for the land that has unpaid rates and service charges. The cost of lodging a caveat cannot be charged to the property. This option will be at the discretion of the authorised officer in accordance with the Authority to Execute Documents Council Policy.
  - c) **Sale of Land**  
In accordance with section 6.64 of the *Local Government Act 1995*, if any rates or service charges which is due to the City in respect of any rateable land, has been unpaid for at least three years and the City has attempted to commence legal proceedings at least once within the period of three years prior to the exercise of the power of sale, the Council if it resolves, may take possession of the land and sell the land to recover the outstanding payment amounts.

#### 4. Discontinuance of Legal Action

- a) A Notice of Discontinuance or Memorandum of Consent, whichever is appropriate, may be lodged by the City for whole or part of the claim, if the payment has been made in full or no further legal action will be undertaken due to other circumstances.
  - b) An administration fee will apply, in accordance with the Fees and Charges schedule, which is to be paid by the debtor before the City lodges the Notice of Discontinuance or Memorandum of Consent.
5. The City will not proceed with further legal action if the debt has been paid in full or an approved Special Payment Arrangement is being adhered to.
6. Where the debtor has defaulted three times or more from a Special Payment Arrangement, the City may proceed with further legal action and not agree to enter into another Special Payment Arrangement.

#### **Financial Hardship**

The general principle of rates collection is that, in all circumstances, rates must be paid. This ensures fairness in the community that all property owners accept and carry out their obligations to contribute to the cost of the provision of essential community infrastructure and services.

However, the ability to pay overdue rates by individual ratepayers varies and, in some instances, ratepayers can be experiencing financial stress caused by a wide range of factors such as unemployment, marital difficulties, and illness.

- a) The City's overall approach in these circumstances is that the City will act in a sympathetic manner and work with each individual to tailor a payment plan considering their individual circumstances.
- b) The City regards proceedings such as legal action and sale of the property as a last resort and tries to avoid this avenue as much as possible.
- c) The City aims to achieve the payment of outstanding rates and in some circumstances where necessary, payment plans will not recoup outstanding rates in one financial year.
- d) The maximum length of time that is considered reasonable is three years and the payment plan does not include future rates, which are expected to be paid through the payment options made available to ratepayers for the respective rate year.
- e) The objective is to help those in genuine difficulties work through their issues, even if it takes time.

There are many circumstances that cause difficulties for people to pay their rates, ranging from temporary cash flow issues to genuine financial hardship which requires the implementation of plans and possible decisions about such actions as the charging of interest and the commencement of legal proceedings.

While payment difficulties tend to be short term, financial hardship tends to be more entrenched. It is difficult to be precise but those who are undergoing financial hardship are generally unable to provide for the costs of one or more of the following items:

- Accommodation costs – arrears of rent, mortgage and/or utility costs.
- Food
- Clothing
- Medical treatment
- Education
- Other basic necessities

In these circumstances, sometimes a ratepayer's actions include poor decision-making, withdrawing and avoiding the issue by not responding to attempts to contact, or they become aggressive. The City's attempts to contact ratepayers occurs throughout the debt recovery process.

Regardless of when the first contact is made with the person, the City needs to assess financial hardship in accordance with this Policy and that the ratepayer is willing to follow the requirements of the Policy.

### ***Evidence of hardship***

Evidence of hardship is required, and the information provided to the City will be treated with strict confidentiality. The ratepayer can provide evidence by attending the City's Administration Building or via electronic means.

*Evidence required is:*

- a) Financial Counsellor report detailing all debts due, income and proposed payment arrangement.
- b) The ratepayer should ensure that the following documents are supplied to the Financial Counsellor to ensure a full assessment can be undertaken:
  - Bank notice, for example, for mortgage arrears
  - Disconnection notice for utilities
  - Notice of impending legal action
  - Repossession notice of essential items such as a car or motorcycle
  - Evidence of loss of employment/registration for Newstart allowance
  - Final notice from school regarding payment of mandatory fees
  - Medical certificate confirming inability to work

### **Authorisations**

#### ***a) Writing off debts***

A fundamental rule is that the City never writes off rates. However, in some cases the City may write off court fees incurred or outstanding interest. Write-off of debt is authorised under delegated authority.

#### ***b) Suspending charging of interest***

This is a useful way of providing immediate help. Authorisation of interest suspension authorised under the write-off of debt delegated authority.

### ***Deferring interest and write off of charges***

- a) A suspension of interest for three months will occur immediately from the date of receiving the completed application form and confirmation of the appointment made with a Financial Counsellor. The City recognises that there may be a waiting period to see a Financial Counsellor, and so long as there has been a booking made and the City receives confirmation of this, the interest will be suspended. Once the Financial Counsellor has sent the City the report and recommended payment amount, the maximum length of time interest can be suspended is 12 months.
- b) Any action such as writing off debts or interest suspension is in accordance with the delegated authority of Council and the sub delegated authority by the CEO.

### ***Debt recovery action and legal proceedings***

While the City is awaiting the ratepayer to meet with a Financial Counsellor to commence a payment plan, all legal proceedings are put on hold.

### ***Financial counselling***

It is a requirement for the ratepayer to meet with a Financial Counsellor, who will provide advice to the ratepayer in relation to managing their debts. There are not-for-profit organisations in Mandurah who provide these services free of charge.

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Responsible Directorate:

Corporate Services

Reviewer: Manager Financial  
Services

Creation date:

Amendments:

Related Documentation:



DA-LWE 01

## DELEGATION OF AUTHORITY

### PROSECUTIONS / LEGAL PROCEEDINGS

<b>Function to be performed:</b>	<p>Serve a notice and/or undertake legal proceedings and/or prosecutions for any breach, <del>or offence or claim</del> for which it is the duty of the local government to enforce under any of the following legislation:</p> <ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i> and associated Regulations,</li> <li>• <i>Local Government (Miscellaneous Provisions) Act 1960</i>,</li> <li>• <i>Building Act 2011</i></li> <li>• Council's Local Laws.</li> <li>• <i>Public Health Act 2016</i> (refer to conditions)</li> </ul> <p>Officers will use best endeavours to resolve specific issues through mediation <del>and other means and</del> <u>and</u> legal proceedings will only be initiated where necessary to resolve each specific matter dependant on the nature of the breach, <del>offence or claim</del>.</p>
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	<u>Director Corporate Services</u>
<b>Legislative Powers:</b>	<ul style="list-style-type: none"> <li>• Sections 9.24(1)(c), (2)(b) and 5.42 of the <i>Local Government Act 1995</i></li> <li>• Sections 127(6A) and 133 of the <i>Building Act 2011</i></li> <li>• Sections 21 and 280 of the <i>Public Health Act 2016</i></li> <li>• <u>Sections 6.56 and 6.64 of the <i>Local Government Act 1995</i></u></li> </ul>
<b>Conditions / Exceptions:</b>	<ol style="list-style-type: none"> <li>1) Proceedings under the <i>Public Health Act 2016</i> cannot be sub-delegated and must be undertaken by the Chief Executive Officer;</li> <li>2) If in the opinion of the CEO or delegated officer, the situation warrants it, the initiation of the prosecution will be referred to Council for approval.</li> <li>3) <u>For legal proceedings relating to recovery of rates or service charges unpaid, the conditions are in accordance with the Council Policy.</u></li> </ol>

<b>Duration of delegation:</b>	Until the next annual review
<b>Origin of Delegation:</b>	Minute G.26/03/09, 17 March 2009
<b>Delegation last reviewed:</b>	Minute G.18/5/18, 22 May 2018
<b>Sub-delegation last amended:</b>	6 March 2018





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## DELEGATION OF AUTHORITY

# DEFER, GRANT CONCESSIONS, WAIVE OR WRITE OFF DEBTS

<b>Function to be performed:</b>	Refer Table A
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	Refer Table A
<b>Express Power to Delegate/Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers and duties to CEO s.5.44 CEO may delegate powers and duties to employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Conditions and Exceptions:</b>	<u>For the suspension of interest on rates, for a term of a maximum of 12 months and in accordance with Council policies and work procedures.</u>  <u>Refer to Table A for sub-delegation conditions and exceptions.</u>
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	Minute G.18/6/19, 25 June 2019
<b>Delegation last reviewed:</b>	12 August 2019



**TABLE A**

Function to be performed:	Sub-delegation to:	<b><u>Sub-delegation</u> Conditions and Exceptions:</b>
<b>Abandoned Vehicles</b> Waive fee relating to the towing and/or seizing and/or daily poundage.	<ul style="list-style-type: none"> <li>- Executive Manager Development &amp; Compliance</li> <li>- Coordinator Ranger Services</li> </ul>	In circumstances of proven financial hardship Extenuating circumstances
<b>Food Premises</b> Waive, reduce or refund Annual Assessment Fee	<ul style="list-style-type: none"> <li>- Executive Manager Development &amp; Compliance</li> <li>- Principal EHO</li> </ul>	Non-profit or Charitable Organisations
<b>Impounded Animals</b> Waive or reduce impound/surrender/daily fee/charge	<ul style="list-style-type: none"> <li>- Executive Manager Development &amp; Compliance</li> <li>- Coordinator Ranger Services</li> <li>- Senior Ranger</li> </ul>	In circumstances of proven financial hardship Welfare of the animal Police / Emergency Service/ Bailiff / Property Owner request as a result of inquiry /accident / serious incident
<b>Impounded/Seized Trolleys and Signs</b> Includes Wheeled Recreational Devices. Waive or reduce Impound or Daily fee/charge		In circumstances of proven financial hardship
<b>Sports Flood Lighting</b> Reduce Hire Fee		To clubs/groups who provide financial contributions to costs of construction Subject to the Terms and Conditions of the Operating Agreement.
<b>Community Halls, Pavilions and Public Open Space.</b> Waive or reduce hire fee.	<ul style="list-style-type: none"> <li>- Executive Manager Strategy Recreation and Events</li> <li>- Manager Sports, Recreation and Events</li> <li>- Manager Community Development</li> <li>- Manager Arts, Culture and Environment</li> </ul>	Community Benefit In-kind support or contribution Extraordinary circumstances
<b>Planning and Building Service and Application Fees</b> Waive, increase, reduce or refund application fee	<ul style="list-style-type: none"> <li>- Director Sustainable Communities</li> <li>- Executive Manager Development &amp; Compliance</li> <li>- Manager Planning and Land Service</li> <li>- Coordinator Building and Development Compliance</li> </ul>	Non-profit or Charitable Organisations For any requests seeking building or planning assessment or advice Based on cost recovery for the service that is to be provided Based on the proposal not intended to be a money making venture for the benefit of the organisation
<b>Various</b> Write-off of Debts <u>including suspension of interest on rates</u>	<ul style="list-style-type: none"> <li>- Director Corporate Services</li> <li>- Manager Financial Services</li> </ul>	Sub-delegate discretion up to: <u>\$10,000 for Director Corporate Services</u> <u>\$5,000 for Manager Financial Services</u>



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## DELEGATION OF AUTHORITY

### PAYMENT ARRANGEMENTS FOR UNPAID RATES AND SERVICE CHARGES

<b>Function to be performed:</b>	Accept an alternative payment of a rate or service charge due and payable by a person, in accordance with an agreement made with the person.
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	Director Corporate Services Manager Financial Services Rates Supervisor
<b>Legislative Powers:</b>	Section 6.49 of the <i>Local Government Act 1995</i>
<b>Conditions / Exceptions:</b>	<ol style="list-style-type: none"> <li>1) The conditions are in accordance with Council policies and work procedures.</li> <li>2) The Rates Supervisor can accept an alternative payment arrangement where the unpaid rate or service charges are expected to be paid within the current financial year.</li> </ol>
<b>Duration of delegation:</b>	Until the next annual review
<b>Origin of Delegation:</b>	
<b>Delegation last reviewed:</b>	
<b>Sub-delegation last amended:</b>	

<b>4</b>	<b>SUBJECT:</b>	New Shared Parking and Training Facility Bortolo Reserve
	<b>CONTACT OFFICER:</b>	Ben Dreckow
	<b>AUTHOR:</b>	Joanne Dunn / Ben Dreckow

## Summary

Bortolo Reserve in Greenfields is a district level sports facility comprising of two multi-purpose ovals and a Clubroom / Pavilion with change room facilities. In 2018, the City of Mandurah installed new sports lighting to the northern oval through a \$200,000 grant as part of the State Government's Local Jobs Local Projects initiative. As a result, there has been increased usage of the northern oval leading to demand for additional parking to support the 45 existing bays that are situated at the southern end adjacent to the Clubroom / Pavilion.

In December 2019, Council noted that the fire track training facility will be unable to remain on the Western Foreshore following the commencement of the Waterfront redevelopment in May 2020 and to approve the commencement of community engagement for the proposed development of a new shared parking and training facility at Bortolo Reserve.

The community engagement is now complete with community feedback received both in support and against the proposed facility development. As an outcome of the engagement, it is recommended that Council approve Bortolo Reserve as a suitable location for a new shared use parking and training facility.

## Disclosure of Interest

Nil

## Location





## Previous Relevant Documentation

- G.22/12/19      17 December 2019      Council noted that the fire track training facility and associated activities cannot remain on the Western Foreshore and resolved to commence community engagement for the proposed shared use parking and training facility at Bortolo Reserve and receive the outcomes by February 2020.
- G. 20/6/19      25 June 2019      Council deferred the consideration of options for the fire track to remain temporarily on the Western Foreshore during construction works for the Recreation Precinct
- G.10/8/16      9 August 2016      Council resolved that Coote Reserve is not an option for the relocation of the Mandurah Volunteer Fire & Rescue Service training and competition track and that Officers will investigate other potential sites for the relocation of the fire track from the Western Foreshore.
- G.9/3/16      8 March 2016      Council noted the concept plan for the relocation of the Mandurah Volunteer Fire and Rescue Service training and competition track to Coote Reserve, Madora Bay and requested officers to undertake a process of consulting the residents adjacent to Coote Reserve and the current user groups of the project and how it is to be implemented.

## Background

### Bortolo Reserve

Bortolo Reserve is a district level sports facility designed primarily for the purpose of active sports participation. The reserve contains two multi-purpose ovals (Bortolo North and Bortolo South) and a Clubroom / Pavilion with change room facilities. The reserve and its facilities currently accommodate a wide range of community groups including the following sport and recreation clubs:

- Mandurah Bridge Club (lease agreement over part of the Pavilion)
- Peel District Little Athletics Club
- Peel United Soccer Club
- Peel Junior Soccer Association

In 2018, the City of Mandurah installed new sports lighting to the northern oval at Bortolo Reserve through a \$200,000 grant provided via the State Government's Local Jobs Local Projects initiative. As a result, there has been a significant increase in the activation of the Reserve, in particular the northern oval. This increased usage has now increased the demand for parking at Bortolo Reserve which is currently limited to approximately 45 bays directly adjacent to the Clubroom / Pavilion on Bortolo Drive.

### Mandurah Volunteer Fire & Rescue Service

The Mandurah Volunteer Fire and Rescue Service have two (2) primary purposes:

1. Volunteer community safety and support service;
2. Sports competition (two senior and two junior teams currently).

The Mandurah Volunteer Fire & Rescue's Fire Station is situated on the corner of Panton Road and Cumberland Drive in Greenfields, with the Fire Training and Competition Track located on the Western Foreshore. Currently, the 'Fire Track' is used for a combination of both sports' competition training (twice a week between August and April) and safety service drills and exercises (up to three times a month).

For a number of years now, the City has understood the need to relocate the Mandurah Volunteer Fire & Rescue Service's Training and Competition Track from its current location on the Western Foreshore. As part of the City Centre Waterfront Project, the Western Foreshore will undergo a significant redevelopment and as a result, a decision on where to relocate the current Fire Track facility is becoming urgent.

Bortolo Reserve has been identified as the most suitable option as it presented the opportunity to develop additional parking facilities to serve the recently floodlit and activated northern oval, but also for the parking to be designed to accommodate the training and competition needs of the Mandurah Volunteer Fire and Rescue Service. This option would be considered to greatly improve the parking infrastructure to service Bortolo Reserve now and into the future, as well as provide a suitable relocation alternative for the Fire Training and Competition Track from the Western Foreshore.

In December 2019, Council acknowledged that the Western Foreshore would no longer be a viable option. Council endorsed the commencement of community engagement for the proposed Bortolo shared use parking and training facility and noted that officers would report back to Council in February 2020 with the outcomes of the engagement and a more detailed cost estimate.

### **Comment**

In order to assist with the community engagement, a concept plan was prepared as outlined in **Attachment 1** with supporting infrastructure such as a ladder training tower, a shipping container for storage and an indicative toilet facility. Based on the concept plan, indicative cost estimates based on unit rates and prior project knowledge, the estimated project value is approximately \$385,000 (inclusive of contingency).

In reviewing the concept plan and indicative costs, and as an outcome of the community engagement, a number of revisions to the concept plan are required as follows:

- Note that the additional toilet block shown on the concept plan are not included in the existing costs and given the proximity and access to the facilities within Bortolo Pavilion being available, are not likely to be required, however this need can be monitored should the demand arrive;
- The detailed design of the fire track facilities is to ensure security and safety around the ladder tower to limit unauthorised access; and
- Should storage of equipment be required, that the solution explore an alternative to a shipping container for the site as shown on the existing plan.

As required by the December 2019 resolution, officers have further explored other potential funding opportunities for the MVFRS to help support the development of new training facilities in Mandurah. The following options were explored and the outcomes noted as follows:

- Department of Fire and Emergency Services (DFES)  
DFES currently fund the MVFRS annual operational needs and there are no capital funds available for a development of this nature.
- Community Sport and Recreation Facility Fund (CSRFF)  
The MVFRS are eligible for funding however they are considered a low priority and would unlikely receive funding through this grants program.
- Mandurah Volunteer Fire and Rescue Service (MVFRS)  
Currently have no funds available to make a capital contribution.

With further investigation into the operational and social needs of the MVFRS, the City acknowledge that, although the group are based at the Fire Station, the majority of its training takes place at the existing fire track facility on the Western Foreshore.

With regard to the competition side of the group's activities, it is acknowledged that it is a non-essential element of operations. However, the formation of teams and participation in regular events is not only an invaluable training opportunity for the group but additionally creates a social component of activities through which the group can connect and engage with other volunteer fire fighters. This results in a more cohesive, committed and skilled team of volunteer fire fighters available within the region.

In a typical 'club' setting, the MVFRS would be encouraged to grow its membership base to warrant a capital spend on new or replacement infrastructure, however it is acknowledged that the Department of Fire and Rescue Service (DFES) fund the Personal Protective Equipment (PPE) that each volunteer fire fighter requires, and as such numbers are capped for funding purposes.

State Government has committed to the Bushfire Centre of Excellence located in Nambeelup. The Centre is expected to include outdoor training spaces, secure storage areas, training rooms and office space and proposed to help improve bushfire management outcomes through leadership, collaboration and innovation across the sector. This facility is not anticipated to negate the need for local level firefighting provisions as it is focused on enhance services at a State level and within Mandurah, reinforces the importance of training facilities for volunteer fire fighters at a local and regional level.

## Consultation

Following Council's resolution in December 2019, officers commenced community engagement on 13 January 2020, which closed on 7 February 2020. 128 landowners located around the northern section of Bortolo Reserve received correspondence and seven submissions were received. The feedback received was varied with both support, partial support and total opposition for the proposed facility. Details of submissions are outlined below.

Owner / Address	Submission (Summarised comments)	Comment
1. Cathy Puzey Waldron Blvd Greenfields	a. Values work of volunteer fire fighters and supports proposal.  b. Could use additional parking around the reserve.  c. Concerns for aesthetics of shipping container and toilets.	a. Noted  b. Noted  c. Noted. The proposed toilet block can be revisited with regard to design and location should it be required into the future. It is not part of the initial project. An alternative storage solution can be considered.
2. Alan and Urai Pumfrey Waldron Blvd. Greenfields  Note that feedback, received via customer services, was signed by an additional 9 residents. No names and addresses were provided.	a. Concerns for local trees and wildlife.  b. Concern infrastructure will create an industrial feel to the park.  c. Concerns for antisocial behaviours.	a. The current plan will affect 1 tree within the facility footprint  b. The proposed toilet block can be revisited with regard to design and location should it be required into the future. It is not part of the initial project. An alternative storage solution can be considered.  c. The facility will be locked with a boom gate at all times when not in use.
3. Anthony and Denise Jeffers Submission received via email	a. Supportive of the intent of the track.  b. Concern for location of toilets and children' safety.	a. Noted  b. The proposed toilet block can be revisited with regard to design and location should it be required

	<ul style="list-style-type: none"> <li>c. Concern for track being used for drag racing.</li> <li>d. Concern for lack of parking when track is being utilised.</li> </ul>	<p>into the future. It is not part of the initial project.</p> <ul style="list-style-type: none"> <li>c. The facility will be locked with a boom gate when not in use.</li> <li>d. A parking management strategy may need to be considered however major events between the MVFRS and Bortolo user groups are unlikely to clash due to seasonal and term time commitments.</li> </ul>
4. Denise Mc Kenna Submission received via email	<ul style="list-style-type: none"> <li>a. Stated no objections to the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>a. Noted</li> </ul>
5. Anotoly Sokolov Waldron Blvd, Greenfields	<ul style="list-style-type: none"> <li>a. Concern that track is too close to residents, compared to current track.</li> <li>b. Concern that shipping container and toilets will be unsightly.</li> <li>c. That training will be noisy and disturb daily lives.</li> <li>d. Concern that Park is over utilised and Greenfields residents are getting 'shafted'.</li> </ul>	<ul style="list-style-type: none"> <li>a. It is acknowledged that the current track is 150m away from residents and the proposed will be approximately 50 metres away from nearest dwelling.</li> <li>b. A more aesthetic storage solution may be considered as an alternative to a shipping container</li> <li>c. The Track is proposed to be used in alignment with normal activities at a sports reserve. Whilst it is acknowledged this will increase activities, noise generated will be consistent with applicable noise regulations.</li> <li>d. The City has explored numerous options in recent years and Bortolo Reserve is considered the most appropriate site for the fire track training facilities due to location, topography, co-location opportunities and the ability to address additional parking inadequacies at the reserve.</li> </ul>
6. Anna Dickson Waldron Blvd, Greenfields	<ul style="list-style-type: none"> <li>a. Concerns for noise as a shift worker</li> <li>b. Concern for increased road traffic, safety of children around the ladder tower and the location of the toilets.</li> <li>c. Over activating the Park.</li> </ul>	<ul style="list-style-type: none"> <li>a. The Track is proposed to be used in alignment with normal activities at a sports reserve.</li> <li>b. Only annual/bi-annual events will attract significant numbers of participants and traffic. At all other times, vehicle access to the site will be very limited.</li> <li>c. The local sporting clubs stated that they will not require additional parking when fire track is in use and vice versa as training and competition periods are unlikely to overlap. However</li> </ul>

		there could be unforeseen circumstances.
7. Narelle Spozetta Submission received via email	a. Communicated no concerns over the proposed facility.  b. Communicated unrelated concerns over road markings and path links on Bortolo Drive.	a. Noted  b. Noted and communicated to the relevant team for consideration where appropriate.

Prior to engaging with local residents, the City has previously reached out to the regular user groups of Bortolo Reserve to seek feedback on the proposed facility and the need for additional parking. Only one user group responded. Peel Little Athletics Association communicated that the additional parking facilities would likely be utilised during large events however weekly events may not require it.

In contrast, local residents are not satisfied with current verge parking practices so the creation of additional parking may positively reduce the current verge parking around the reserve. As outlined above, the detailed planning will need to account for some of the feedback received including access to the ladder structure, design of storage and deferral of any additional toilet facilities given the project budget and accessibility to existing facilities at Bortolo Pavilion.

## Statutory Environment

N/A

## Policy Implications

### Policy CNP-07 Community and Recreation Facilities

To guide the City in the design, development and management of City owned community and recreational facilities. This policy applies to both existing and future facilities including refurbishments, in particular, where there is some form of tenure arrangement with a group or club, such as a lease, licence or preferred hire.

## Economic Implications

It is important to note that the initial cost estimate for the construction of the Shared Parking & Fire Training Facility at Bortolo Reserve would be approximately \$385,000. It is noted that \$385,000 has been identified in the current draft for Capital Projects in the 2020/21 Budget for the detailed design and construction following the decommissioning of the Western Foreshore fire training facilities.

## Risk Analysis

Nil

## Strategic Implications

The following strategies from the *City of Mandurah Strategic Community Plan 2017 – 2037* are relevant to this report:

### Social:

- Provide a range of social, recreational, entertainment and learning experiences for our residents and visitors.

### Infrastructure:

- Advocate for and facilitate the provision of infrastructure that matches the demands of a growing population.



Identity:

- Encourage active community participation and engagement.

**Conclusion**

Following the feedback received through the community engagement process, it is clear that there is a level of support for the development of a shared use parking and training facility at Bortolo Reserve, both in relation to the fire track training facilities and to alleviate verge parking in the area.

With the exception of noise and traffic concerns, the majority of unsupportive feedback is largely focused on the location of the proposed toilet block within the plan, safety for children in and around the infrastructure, the potential for increased anti-social behaviour and the poor aesthetics of the supporting infrastructure.

It has been confirmed that there is limited opportunity for external funding to support the delivery of the shared parking and training facility at Bortolo Reserve.

With the proposed project budget in mind, Council is requested to acknowledge that a facility of this nature is both an integral part of recruiting, training and retaining volunteer fire fighters and a means to alleviate verge parking in and around Bortolo Reserve.

NOTE:

*Refer to:*

- ***Attachment 1 Bortolo Reserve Shared Parking & Fire Training Facility Draft Plan***

**RECOMMENDATION**

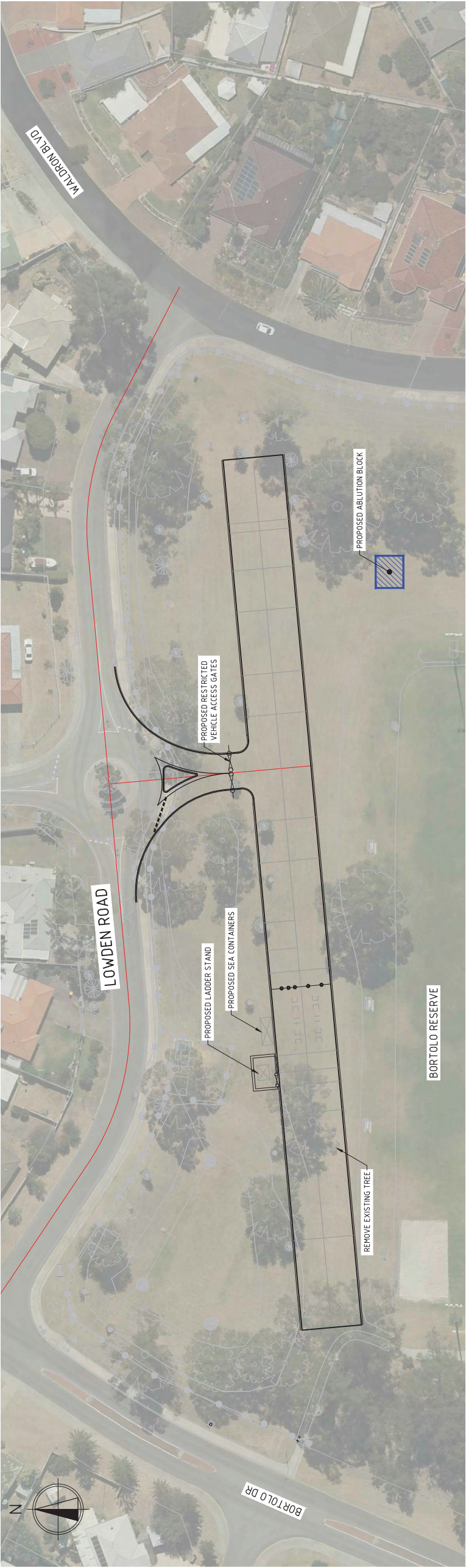
**That Council:**

1. **Note the outcomes of the community engagement process undertaken.**
2. **Approve Bortolo Reserve as a suitable location for the proposed Shared Use Parking and Training Facility with detailed design to progress which will include a review of the onsite storage solutions and noting that the toilet block shown on the concept plan is beyond the scope of the current costs of the project.**

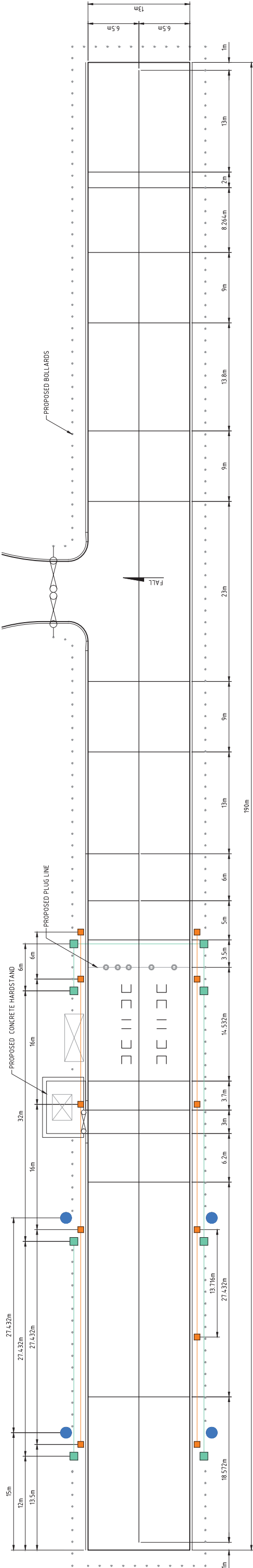




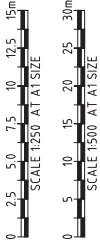




PLAN  
SCALE 1:500



DETAIL  
SCALE 1:250  
A



SKETCH ONLY

PROJECT		DATE	18/02/2019	PROJECT NO.		TBC	SKETCH NO.		SK-C-0001	REV		A
TITLE		SCALE	AS SHOWN	PROJECT NO.		SKETCH NO.	SKETCH NO.		SK-C-0001	REV		A
LAYOUT PLAN		GRID	PCG94	PROJECT NO.		SKETCH NO.	SKETCH NO.		SK-C-0001	REV		A
DESIGN OPTION 1		DESIGNED	MB	PROJECT NO.		SKETCH NO.	SKETCH NO.		SK-C-0001	REV		A
CONCEPT PLAN		SKETCH	SHEET 1	PROJECT NO.		SKETCH NO.	SKETCH NO.		SK-C-0001	REV		A



<b>SUBJECT:</b>	Public Spaces: Use of Glyphosate Chemical Herbicide
<b>CONTACT OFFICER:</b>	Matthew Hall
<b>AUTHOR:</b>	Matthew Hall

## Summary

Council, at its meeting on 25 June 2019, requested City officers to submit a report on minimising or reducing the use of glyphosate in highly trafficked and popular public spaces.

Accordingly, a review of the use of glyphosate chemical herbicide and other potential alternative treatments that could be used to eradicate weeds in popular public spaces, has been completed.

Based on information presently available, the review found that appropriate glyphosate chemical herbicide products are considered to be the most suitable broad spectrum weed treatment for the City's purposes, and are safe to use in accordance with the registered label instructions for use.

There are, however, a number of operational changes and alternative treatment options that are presented within this report in order to minimise the use of glyphosate in popular public spaces. These operational changes include further restriction on the times and the methods of applying chemical herbicide, including glyphosate, and also more extensive trials and ongoing monitoring of alternative options as these develop or become available to the market.

Council is requested to consider the report and endorse the City's current practice of integrated weed management and proposed operational changes.

## Disclosure of Interest

Nil

## Location

Highly trafficked and popular public spaces including the Eastern and Western Foreshores and, in and around, commercial shopping and school precincts.

## Previous Relevant Documentation

- G.24/10/16      25 October 2016      Council endorsed the City's current practice of integrated weed management techniques including the statutory approved herbicides. Officers were requested to continue to monitor alternative methods of weed control as they come available to the market place in an effort to maintain environmentally sustainable outcomes.
- G.24/5/16      10 May 2016      Requests that a report be presented to Council providing more information regarding the chemicals authorised for the purpose of weed control in the City, particularly Round Up Biactive.
- G.48/2/12      21 February 2012      Response to Petition – Weed Spraying Techniques. Council endorses the City of Mandurah's current practice for management and maintenance of weed-spraying throughout the City utilising statutory approved herbicides.
- G.4/5/11      24 May 2011      Petition presented requesting changes to weed management operations and plan.

## Background

The management of weeds is important for statutory, functional and amenity reasons. This includes the City's responsibilities for the management of plant pests (weeds) under the *Biosecurity and Agriculture Management Act (BAM) 2007* and *BAM Regulations 2013*, and the provision of public spaces that are

safe, environmentally sustainable, fit for purpose and attractive. This fosters, among other things, a positive perception of our City, the activation of public spaces and the protection of natural areas.

### The City's Integrated Weed Management Program

To achieve safe, effective and cost efficient weed management, the City uses an integrated approach. In summary, this includes:

- monitoring and recording locations of problem weeds;
- establishing cover wherever possible through mulching, grassing and planting;
- sound operational practices to ensure that weed seeds are not introduced through contaminated products or other sources;
- scheduled manual weed removal where safe and practicable (garden beds and natural bushland areas); and
- the appropriate application of chemical herbicide including the use of glyphosate.

Council has previously considered the use of chemical herbicide, including glyphosate. Most recently, Council at its meeting in October 2016, endorsed the City's above referred operational practices for integrated weed management, including the use of registered chemical herbicide products.

### Selection of Chemical Herbicides

The City's selection of chemical herbicides are based on a fitness for purpose approach for the respective application. Particularly, different chemicals are more effective on particular weed species. Also, broad spectrum chemical herbicides are important as these are effective and cost efficient to use on a wide range of weed species. Glyphosate products have proven to be well suited to such applications as they meet the above criteria and are considered safe to use when applied in accordance with the guidance provided by the national regulator (further information is provided below). In the past, the City has considered and trialled a range of alternative chemical herbicides. Overall, glyphosate products have proven to be the most appropriate broad spectrum treatment option.

A broad overview of the City's use of chemical herbicide is outlined below.

- **Road Verges and Medians** - Broad spectrum chemical herbicides (including glyphosate) are used throughout the year to reduce the likelihood of roadside weeds setting seed and spreading. In the period between September and April, invasive weeds are located, recorded and treated chemically or removed manually. Any resident may register their residence (verge area) as a 'No Spray' area and commit to their own weed management on and in front of their property. These properties are placed on the City's 'No Spray Register' and the subject verges omitted from the chemical herbicide application program. These residents are also notified in advance of any upcoming spraying activities.
- **Parks and Sports Ovals** - Broad spectrum chemical herbicides (including glyphosate) are used throughout the year to 'spot spray' garden and turf areas to maintain a satisfactory condition and reduce the likelihood of weeds setting seed and spreading. In the period between May and August, selective broadleaf weed and bindii chemical herbicides (not including glyphosate) are applied to turf areas, primarily to control clover and bindii. Mulch is also applied to selected garden beds between March and April and August and September to reduce weed growth.
- **Natural Areas (Bushland)** - Broad spectrum chemical herbicides (including glyphosate) are used throughout the year to 'spot spray' to reduce the spread of invasive weeds in bushland reserves. In the period between June and August, grass weeds within bushland areas are sprayed with selective chemical herbicides (not including glyphosate), primarily to control invasive grass species including veltgrass which represents a major threat to conservation of the City's banksia woodlands. Between December and January, woody weeds are targeted for manual removal and stumps are treated with chemical herbicides (including glyphosate).

### Australian Pesticides and Veterinary Medicines Authority (APVMA)

With respect to the safe use of chemical herbicides, the City follows the advice provided by the Australian Pesticides and Veterinary Medicines Authority (APVMA). The APVMA is the Australian Government regulator of agricultural and veterinary chemical products.

Based on information supplied by the APVMA, glyphosate is the most widely used herbicide worldwide and is used in agriculture, the home garden and for commercial purposes, **and registered glyphosate products are safe provided they are used in accordance with the label instructions.**

The APVMA have reaffirmed the above stated position following recent issues raised in relation to the use of glyphosate. Further information is available from the APVMA website at <https://apvma.gov.au> on the registration and recent reviews of the use of glyphosate and other agricultural chemicals.

The City has, and will continue to, monitor the advice provided by APVMA with respect to glyphosate and other relevant chemical products.

In July 2018, the then Minister for Health; Mental Health wrote to the Chair of the Standing Committee on Environment and Public Affairs (**Attachment 2**) in relation to *Petition 64 and 64; Impact of pesticides on public health/Pesticides in public places* outlining his reasons why a Royal Commission or Inquiry into the use of pesticides in WA is not required.

### **Comment**

Following Council's recent notice of motion, City officers have undertaken a review of the use of glyphosate with a particular focus on minimising its use in popular public spaces. To ensure a balanced approach a range of chemical herbicide, including glyphosate, and alternative treatment options have been evaluated using a consistent methodology.

### Evaluation of the Use of Glyphosate and Alternative Treatments

Representatives from the Operations Services (Cityparks), Environmental Services and Human Resources & Organisational Development (Occupational Safety and Health) sections evaluated the range of chemical herbicide and alternative weed treatment options using non-financial (ie. safety, environmental and effectiveness) and financial (ie. application cost) performance criteria.

It is noted that both hydrothermal (ie. steam) and manual weed techniques were considered alongside the chemical herbicide options.

The review reaffirmed that the glyphosate based product assessed was the most suitable broad spectrum weed treatment option, being ranked the highest on the non-financial assessment and also being the most cost efficient. Particularly, the product has a high level of effectiveness and represents a low safety risk when used in accordance with the registered label. Also, the environmental risk is manageable through appropriate controls including the avoidance of application in unfavourable weather conditions ie. rain or wind.

The most suitable potential alternative was found to be an acetic and hydrochloric acid based chemical herbicide product, being ranked second in the non-financial criteria. It is noted that the application cost of this product was estimated to be between 2 and 2.5 times more expensive than the glyphosate product due to the higher up-front purchase price and the need for multiple applications to achieve a reasonable level of effectiveness.

Accordingly, a trial was undertaken on the use of the acid based chemical herbicide product within the City Centre. The trial confirmed the outcomes of the initial assessment and found that the product, while initially causing damage to the weed including visible browning-off, required regular reapplication to prevent regrowth. There are also Occupational and Health Safety risks in relation to the mixing preparation, where despite Personal Protective Equipment (PPE) being worn, the product can make contact with the workers



skin which can result in skin irritation. As with many corrosive chemicals, there are external and internal (respiratory system) burn injury risks that need to be carefully managed and a further review of the PPE and other safety requirements is presently being carried out for future use of this product.

#### Non-Chemical Herbicide Treatment Alternatives

Of the non-chemical alternatives it is noted that hydrothermal weed control ranked highest, however, due to its relatively low effectiveness, the risk of burn injuries and its high cost (estimated to be a minimum of 1.5 and 2 times, more expensive than the glyphosate product), hydrothermal weed control is not presently recommended as an appropriate alternative for the City. However, it is noted that the City of Subiaco has recently made the decision to move to hydrothermal technology as an alternative to chemical herbicide and City officers will closely monitor the outcomes of this program.

Manual weeding is considered to remain an important part of the City's weed control approach for selected garden beds and natural areas, however, the high risk of manual handling injury and the significant labour and related cost efficiency impacts do not make this option a viable alternative to replace chemical herbicide application.

#### Review Outcomes

It is recommended that, for the time-being, the City continues to use appropriate glyphosate chemical herbicide products, incorporating modified operational changes within popular public spaces. Similarly, these changes would be adopted for all chemical herbicide applications in the subject locations. Additionally a more extensive trial of the acetic and hydrochloric acid based product is to be undertaken alongside the use of glyphosate product. In addition, the above chemical herbicide application will continue to be supported by manual weeding, where practicable, and other aspects of the City's integrated weed management program.

The modified operational controls for chemical herbicide application at the Eastern and Western Foreshores and, in and around, commercial shopping and school precincts, are:

1. all chemical herbicide application to be performed before 7:30am; and
2. chemical herbicide to be applied via the use of 'hand' rope wick wand applicators or similar, where available, to minimise chemical use and avoid overspray in, and around, paved alfresco café and restaurant areas. This is a targeted application for weed treatment which results in a controlled treatment.



It is proposed that all chemical herbicides and alternative treatments will be evaluated using a similar process to that outlined within this report prior to the adoption and use. Officers will continue to monitor alternative options as these develop or become available to the market.

The evaluation tool used for chemical herbicides (including glyphosate) and alternative treatment options is shown in **Attachment 1**.

### **MEAG/MCCAG Comment**

This item was considered by the Mandurah Environmental Advisory Group at its meeting on 14 February 2020 with the following feedback received:

- MEAG appreciated the thoroughness of the research and information provided in the presentation to the Group.
- MEAG welcomed the openness to explore other methodologies as the technologies / efficiencies improve.
- MEAG applaud the City's change in work practices to reduce the impact of herbicide sprayings in highly pedestrianised areas.

### **Consultation**

- Published advice from the Western Australian Local Government Association (WALGA).
- Published advice from the Australian Pesticides and Veterinary Medicines Authority (APVMA).

### **Statutory Environment**

Nil

### **Policy Implications**

N/A

### **Economic Implications**

The City spends approximately \$400,000 per annum on its weed management program. The expenditure related to the proposed operational changes within this report are expected to be accommodated within the existing Cityparks operating budget. Subject to the outcome of further trials on proposed alternative treatment options, any expected budget increases will be presented as part of Council's consideration of future annual budgets.

### **Risk Analysis**

Glyphosate is registered for use in Australia and APVMA approved products containing glyphosate can continue to be used safely according to label directions. Australian law requires appropriate warnings on product labels, which include relevant poisons scheduling, first aid, and safety directions detailing personal protective equipment when handling and using products containing glyphosate.

### **Strategic Implications**

The following strategies from the *City of Mandurah Strategic Community Plan 2017 – 2037* are relevant to this report:

#### Environment:

- Protect and ensure the health of our natural environment and waterways.

#### Social:

- Help build our community's confidence in Mandurah as a safe and secure city.

### **Conclusion**

City officers have reviewed the use of glyphosate chemical herbicide and the potential alternative treatments presently available.



Appropriate glyphosate chemical herbicide products remain the most suitable broad spectrum weed treatment, for the City's purposes, and are considered safe to use in accordance with the registered label instructions for use as advised by the Federal Government regulator.

A number of operational changes will be implemented to minimise the use of glyphosate in popular public spaces. These operational changes include further restriction on the times and the methods of applying chemical herbicide treatments, including glyphosate, and further trials and ongoing review and consideration of alternative treatment options.

NOTE:

- Refer ***Attachment 1 Evaluation of Chemical Herbicides (including Glyphosate) and Alternative Treatment Options***  
***Attachment 2 Letter from Minister for Health; Mental Health – Response to Petition 63 and 64: Impact of pesticides on public health/Pesticides in public spaces.***

## **RECOMMENDATION**

**That Council endorses the City's current practice of integrated weed management and the proposed operational changes, as outlined within the report.**

## EVALUATION OF CHEMICAL HERBICIDES (INCLUDING GLYPHOSATE) AND ALTERNATIVE TREATMENT OPTIONS

General Broad Spectrum Herbicides / Alternatives									
			Proprietary Product 1	Proprietary Product 2	Proprietary Product 3	Proprietary Product 4	Proprietary Product 5	Proprietary Product 6	Proprietary Product 7
Active Ingredient(s)			Glufosinate Ammonium	Acetic Acid / Hydrochloric Acid	Nonanoic Acid	Pine Oil	Glyphosate	Not applicable	Not applicable
Comment			Suitable for all areas other than turf and natural areas (except for spot spraying)	Suitable for all areas other than turf and natural areas (except for spot spraying and chemical fire breaks)	Suitable for all areas other than turf and natural areas (except for spot spraying).	Suitable for all areas other than turf and natural areas (except for spot spraying)	Suitable for all areas other than turf and natural areas (except for spot spraying and chemical fire breaks)	Primarily suitable for paved areas	Suitable for selected small to medium garden beds / natural areas
Non Financial Assessment	Environment	Risk	Medium	Low	High	Medium	Medium	Low	Low
		Performance	Medium	High	Low	Medium	Medium	High	High
		Score	3	5	1	3	3	5	5
	Safety	Risk	High	Low	Medium	Low	Low	Medium	High
		Performance	Low	High	Medium	High	High	Medium	Low
		Score	1	5	3	5	5	3	1
	Effectiveness	Performance	Medium-High	Medium-Low	Medium-Low	Medium-Low	High	Medium-Low	Medium
		Score	4	2	2	2	5	2	3
	Non Financial Score		8	12	6	10	13	10	9
Non Financial Ranking		6	2	7	3-4	1	3-4	5	

Financial Assessment	Estimated Application Cost	\$284/Ha	\$572/Ha	\$271/Ha	\$284/Ha	\$200/Ha	\$/Ha estimated at a minimum of 1.5 to 2 times the cost of chemical herbicide treatments	Highly expensive treatment estimated to be a significantly higher cost than any other treatment option
	Financial Score	4	2	4	4	5	3	0
	Financial Ranking	2-3-4	5-6	2-3-4	2-3-4	1	5-6	7

Combined Score	12	14	10	14	18	13	9
Combined Ranking	4-5	2-3	6-7	2-3	1	4-5	6-7

Note: Environment and Safety were evaluated under a risk assessment framework and converted to a performance score, i.e. low risk resulting in a high performance score (5) and high risk resulting in a low performance score (1). Effectiveness was evaluated directly on its performance for eradicating weeds, i.e. high effectiveness resulting in a high performance score (5) and low effectiveness resulting in a low performance score (1).



**The Hon Roger Cook MLA  
Deputy Premier  
Minister for Health; Mental Health**



Our Ref: 60-09965  
Your Ref: Petition Nos 63 & 64

Hon Matthew Swinbourn MLC  
Chair  
Standing Committee on Environment and Public Affairs  
Parliament House  
4 Harvest Terrace  
WEST PERTH WA 6005

Dear Mr Swinbourn

*Math,*

Thank you for your letter of 28 June 2018 regarding Petition No 63 and 64: Impact of pesticides on public health / Pesticides in public places.

I welcome the opportunity to address the issues raised in the petitions. Safe, responsible and effective use of pesticides is extremely important to both public health and the economy in Western Australia (WA). Therefore, I have referred the petitions to the Environmental Health Directorate (EHD) of the Department of Health (DOH) for comment on the issues raised. Detailed comments are attached for your consideration.

In brief, I am strongly of the opinion that there is no requirement for a Royal Commission or Inquiry into the use of pesticides in WA, for the following reasons:

- WA has the most robust system of pest technician accreditation and pest management business registration of any Australian State or Territory.
- The DOH operates on the basis of evidence based policy and relies on evidence that has been peer reviewed and has professional consensus by qualified and respected scientists in pesticide research and risk assessment.
- The Australian Pesticide and Veterinary Medicines Authority undertake a rigorous process that assesses each pesticide before it is approved to enter the Australian market.
- The petitioners represent the opinions of two small activist groups with a long history of lobbying successive Governments to ban pesticide use in public spaces.
- The issues raised by the petitioners are not based on evidence or scientific consensus, but rather reflect a series of distorted facts through selective omission or drawing incorrect conclusions from current evidence.

I hope the information provided assures you that the DOH takes the matter of pesticide safety very seriously, and that the health of the Western Australian community is being well protected through robust National and State regulatory and licensing systems and training requirements.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roger Cook', written over the words 'Yours sincerely'.

**HON ROGER COOK MLA**  
DEPUTY PREMIER  
MINISTER FOR HEALTH; MENTAL HEALTH

Att:

20 JUL 2018

<b>6</b>	<b>SUBJECT:</b>	Amendments to Procurement Policy, Regional Price Preference Policy and delegation for award of tenders
	<b>CONTACT OFFICER:</b>	Casey Mihovilovich
	<b>AUTHOR:</b>	Tahlia Jones

## Summary

The City of Mandurah (the City) strives to achieve best value for money in its procurement of goods and services, ensures that its purchasing activities align with the principles of transparency, probity and good governance and are consistent with all regulatory requirements.

As part of the City's Procurement Improvement Program, Governance Services has recently undertaken a review of procurement related Council Policies. This included a review of the POL-CPM 02 Procurement of Goods and Services and the POL-CPM 01 Buy 'Local' Policy to ensure consistency with the *Local Government Act 1995* (the Act) and *Local Government (Functions and General) Regulations 1996* (Regulations).

Following extensive consultation, Elected Members are now requested to adopt the amendments to the POL-CPM 02 Procurement Policy (refer **Attachment 1**) and the POL-CPM 01 Regional Price Preference (refer **Attachment 2**).

In an effort to create efficiencies within the process of accepting tenders and reduce the time taken to award lower value and lower risk tenders, Elected Members are also requested to consider a new delegation to the Chief Executive Officer to accept or decline to accept tenders under the value of \$500,000 exclusive of GST. This delegation will be underpinned by strong governance processes and will assist to streamline decision making, leading to greater efficiencies in the City's procurement activities.

Elected Members are requested to consider the amendments to Tender Delegation to be titled Inviting, Rejecting and Accepting Expressions of Interest and Tenders Delegation DA-CPM 02 (**Attachment 5**).

## Disclosure of Interest

N/A.

## Previous Relevant Documentation

G.12/7/19	23 July 2019	Review of Procurement Policy
G.19/6/19	25 June 2019	Review of Council Policy Manual
G.9/3/19	26 March 2019	Review of Procurement Activity
G.35/2/15	24 February 2015	Review of Council Policy Manual

## Background

At the Ordinary Council Meeting of the 23 July 2019, Council endorsed minor amendments to the Procurement of Goods and Services Policy based on the following:

- City internal interview process, Aug-Oct 2018;
- Auditor General Report - Local Government Procurement, October 2018;
- Deloitte Risk Advisory Pty Ltd - City purchasing systems audit, January 2019; and
- Desktop analysis of 18 local government procurement policies and the West Australian Local Government Association Model Policy.

Council also resolved to rescind the policy for selection criteria for major procurements above \$2,000,000.

## Comment

To support the development of the proposed Council Policies, two Council workshops were held in December 2019 and February 2020 to seek input and direction from Elected Members on the proposed

improvements to the Policies. Elected Members were also consulted on the amendments to the Tenders Delegation, to establish Elected Members views in relation to delegating to the CEO the power to accept, or decline to accept any tender, where the contract value is \$500,000 or less.

Governance Services also undertook a review of the current POL-CPM 02 Procurement of Goods and Services (refer **Attachment 3**) and POL-CPM 01 Buy 'Local' Policy (refer **Attachment 4**) and identified areas for improvement.

An overview of the amendments to the Council Policies are below:

#### Procurement Policy

Procurement activities in local governments are primarily governed by the *Local Government (Functions and General) Regulations 1996*. Regulation 11A requires the City to have a written purchasing policy for the supply of goods and services worth \$150,000 or less.

The Council's Procurement Policy incorporates the requirements under the Regulations including the form of the procurement (verbal or written) and the minimum number of quotes that must be obtained, and how procurement information will be recorded and retained. For purchases over \$150,000, the Regulations set specific requirements for tenders and the City's Procurement Procedures are developed in accordance with the Regulations.

The amendments to the Procurement Policy (refer **Attachment 1**) mainly reflect practice improvements that strengthen the City's procurement functions to ensure greater transparency and accountability in the City's approach to procurement activities. An overview of the amendments are below:

#### Minor variations

In accordance with regulation 20 of the Regulations, a minor variation may be made to the contract by the City, if a successful tenderer has been chosen but before the City and tenderer have entered into a Contract.

A minor variation means a variation that the local government is satisfied it is minor having regard to the total goods or services that tenderers were invited to supply.

To provide clarity to City officers in the application of regulation 20 of the Regulations, the Procurement Policy now incorporates three key requirements to satisfy the application of a minor variation, as set out below:

- Does not alter the nature of the goods and/or services procured;
- Does not materially alter the scope provided for by the initial tender;
- An amount to less than 10% of the original contract price or up to a maximum of \$100,000.00 whichever is the lesser; and
- Does not alter the decision to award the tender to the preferred tenderer.

Council should note that if the variation does not meet the above minor variation requirements, the variation must be presented to Council for consideration/adoption.

#### Variation after the contract commencement

The conditions of contract will generally prescribe the circumstances in which a variation might arise (for example an instruction by the superintendent for the contractor to undertake additional work). The method of calculating the value of variations is contained within the conditions of contract.

Under regulation 21A of the Regulations, if the City has entered into a contract for the supply of goods and/or services with a successful tenderer, the contract must not be varied unless:

- i. the variation is necessary in order for the goods and/or services to be supplied; and does not change the scope of the contract; or
- ii. the variation is a renewal or extension of the term of the contract.

The Procurement Policy also requires the variation to be within the budget allocated for the project. It is proposed that these conditions also apply to procurement less than \$150,000. This approach in the Policy will strengthen the City's management of contracts and ensure improved financial accountability.

#### Value for money

The value for money statement in the Policy has also been amended to provide further guidance to City officers on the consideration for value for money in the assessment phase. The principle of value for money does not mean that the City will automatically select goods and services with the lowest price. In determining best value for money, the City will balance all relevant factors including initial cost, whole of life costs, quality, reliability and timeliness.

#### Other

Other minor amendments include:

- Section 8 Authorisations: addition of an Authorisations table which states the positions that have authorisation to approve purchase orders and requisitions
- Section 8.1 Purchasing Card: Council's approval of the CEO's purchasing card and direction to the CEO to develop a policy
- Section 8.2 Petty Cash: provides a statement regarding the management of petty cash transactions
- Section 2 Principles of Procurement: the addition of the principles of procurement stating that all City officers shall observe the highest standards of ethics and integrity in undertaking procurement activity and will act in an honest and professional manner;
- Section 5 Policy Requirements: the procurement thresholds clearly separate the monetary range, process required, reference to procedures and the sources for quotes
- Section 5.11 Education and Training: includes the requirement for the CEO to develop a procurement education and training program.

#### Regional Price Preference Policy

Part 4A of the Regulations enables a local government located outside of the metropolitan area to give a Regional Price Preference when assessing a tender. Any price preference must comply with the Regulations, including that a Policy must be adopted, following a period of public advertising.

The purpose of the proposed Regional Price Preference Policy (refer **Attachment 2**) is to promote, under the Regulations, local economic development through the provision of a price preference allowance to local suppliers when evaluating and awarding contracts under a tender process.

The amended Regional Price Preference Policy enables local suppliers that operate permanently within the district of the City of Mandurah local government municipal area to claim a Regional Price Preference for tenders. To encourage suppliers from outside of the Mandurah area to utilise local content, a price preference is also available where such businesses can demonstrate a commitment that some or all of the goods or services are to be supplied from local suppliers in Mandurah.

Whilst local businesses are able to claim the full discount under the Regional Price Preference, businesses outside of Mandurah claiming the Local Content Preference are required to detail their commitment. Where local content is not 100%, the discount will be proportioned based on the percentage of local content that is committed to the project.

Reporting on the Local Content Preference will be required and monitored to ensure the commitments from the businesses who have claimed the preference are fulfilled. The reporting obligations will reflect the value of the contract awarded, with contracts of a higher economic value requiring more detailed reporting. It is proposed that a report on the local content achieved from the City's awarded tenders be provided to Council on an annual basis. This information can also be used to evaluate the effectiveness of Council's Policy.

As directed by Council, the Procurement Policy also incorporates a focus on supporting local businesses, by utilising the City's procurement function to enable greater opportunities for local suppliers. The Policy incorporates the following:

- wherever practical, invite local suppliers to quote;
- ensures procurement planning explores local business capability and opportunities for local content; and
- considers buying practices, procedures and specifications that do not unfairly disadvantage local businesses.

Following final adoption of the policies an education program will be rolled-out across the City of Mandurah, to ensure City officers are aware of their obligations under the Council Policies.

### Delegations

The Act allows for a Council to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. One of these powers that cannot be delegated relates to the accepting of a tender. Section 5.43(b) states 'accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph'.

Council may delegate to its CEO to invite tenders under section 3.57 of the Act and Part 4 of the Regulations, without the necessity of setting a maximum limit on the tenders which the CEO may invite. However, the effect of section 5.43(b) is that if Council wishes to delegate to its CEO to accept tenders under section 3.57 of the Act and Part 4 of the Regulations, it may attach a condition to the delegation that specifies the maximum limit of the tenders which the CEO may accept.

At present, no such condition or delegation exists, however Council is requested to consider an amendment to the current Tenders Delegation DA-CPM 02 (refer **Attachment 6**), to provide the CEO with a delegation to accept or decline to accept tenders to a limit of \$500,000 (exclusive of GST).

This limit would include tenders being awarded for both one-off procurement activities and for multiple year supply contracts i.e. the estimated expenditure over the total contract term (multiple years) of the supply contract is to be less than \$500,000 (exclusive of GST).

An overview of the tenders awarded by Council over the past three years across award values (note this includes one-off purchases and multiple year supply contracts whereby the total value is captured in the relevant value categories) is shown in the table below:

Tender Award values (exclusive of GST)	\$150,000 - \$250,000	\$250,000 - \$500,000	\$500,000 - \$750,000	\$750,000 - \$1million	\$1million - \$2million	\$2million and over
2017	17	10	2	1	4	-
2018	3	7	4	1	6	2
2019	4	5	2	-	3	2
<b>Total</b>	<b>24</b>	<b>22</b>	<b>8</b>	<b>2</b>	<b>13</b>	<b>4</b>

The delegation of these powers is common practice in the local government sector. The table below shows a selection of local governments operating with a delegation to the CEO to accept tenders within a tender award limit threshold:



<b>Tender Award Limit \$</b>	<b>\$150,000 - \$250,000</b>	<b>\$250,000 - \$500,000</b>	<b>\$500,000 - \$750,000</b>	<b>\$750,000 - \$1million</b>	<b>\$1million - \$2million</b>
Belmont	✓				
Cockburn			✓		
Joondalup		✓			
Melville			✓		
Perth	✓	✓ WALGA or State CUA			
Rockingham		✓			
Stirling	✓		✓ Period supply contracts		
Swan		✓			
Wanneroo				✓	✓ Plant and equipment

At present, the average time taken to undertake a procurement process, from initial procurement planning through to tender award by Council is approximately 15 weeks. The current Council meeting structure enables tenders to be accepted or rejected once per month at the Ordinary Council Meeting. This can result in a delay of up to four weeks for the tender to be considered.

The time taken to award can be a factor that can affect the overall project delivery time, particularly for many short-term one-off projects. For the remainder of the financial year, the City has scheduled 39 tenders to be carried out, of which 19 have an estimated valued to be less than \$500,000. The revised delegation will provide a more timely consideration of lower value and lower risk tenders and subsequently a faster project delivery, benefiting the community with earlier access to the goods or service.

#### Amended Delegation

Council's current Tenders Delegation DA-CPM 02 (refer **Attachment 6**) performs the following functions:

- 1) Publicly invite tenders for purchase of goods and services in accordance with Part 4 of the Regulations; and
- 2) Determine, in writing, the selection criteria for deciding which tender should be accepted in accordance with regulation 14(2A), excluding tenders for all major purchases in excess of \$2million.

At the Ordinary Council meeting on 23 July 2019, Council resolved to rescind the Selection Criteria for Major Purchases Council Policy, which required Council to determine the selection criteria for major purchases in excess of \$2 million. Given that the Policy has been rescinded the second part of the above delegation is no longer required and has been removed from the amended delegation.

Should Council adopt the amended delegation (refer **Attachment 5**), this will result in two existing delegations being recommended for revocation. The Approval of Purchases Delegation DA –CPM 04 (refer **Attachment 7**) provides the CEO with the ability to make purchases through the tender exempt provision of regulation 11(2) of the Regulations for commitments more than \$150,000.

The current delegation states that purchases under the tender exempt provisions are unlimited to the CEO. It is recommended that the amended delegation will limit the CEO's ability to award tenders under tender exemption provisions under \$500,000, resulting in a consistent approach to the values in the delegation. Council should note that over the next six months there is approximately three tender exemptions under 11(2) likely to be over \$500,000. If Council adopt the amended delegation these tenders will go to Council for decision to accept or decline to accept a tender.

The second delegation recommended for revocation is the Expression of Interest DA-CPM 01 (Refer **Attachment 8**). The functions under this delegation includes:

1. Seek Expressions of Interest for the supply of goods and service;
2. Considers expressions of interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services.

Both of these functions have now been incorporated into the proposed delegation however it is recommended that the sub-delegations be amended for function two. In the current delegation both functions have a sub-delegation in place, however it is recommended that the sub-delegation for function two remain with the CEO.

This will provide the CEO with the delegation to decide, which (if any) of those expressions of interest are from persons who the CEO thinks would be capable of satisfactorily supplying the goods or services. Following this process, a tender is undertaken and the delegation for accepting or declining to accept would take effect.

It should be noted that Council's role in tenders is limited to accepting or declining to accept the recommendation from the evaluation process. Council, however are responsible for adopting the annual budget and long-term financial plan, and the procurement activities stem from these directives.

To strengthen Council's authority in the amended delegation an additional condition has been proposed, whereby a determination to call a tender must only occur where the procurement is included in Council's adopted annual budget and/or in the case where the procurement commits to future years, the expenditure must be included in the Long Term Financial Plan or separately approved by Council.

An overview of the functions to be performed, express powers/duty delegated, conditions and sub-delegations in the amended Inviting, Rejecting and Accepting Expressions of Interest and Tenders Delegation DA-CPM 02 (refer **Attachment 5**) is outlined in the table below:

Function to be performed	Express Power/Duty Delegated	Conditions	Sub-delegation
Publicly invite tenders and seek Expressions of Interest for purchase for purchase of goods and services	Regulation 11(1), 11(2), 21	A determination to call a tender must only occur where the procurement is included in Council's annual budget and/or in the case where the procurement commits to future years, the expenditure must be included in the Long Term Financial Plan or separately approved by Council.	Director Corporate Services  Manager Governance Services
Consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services.	Regulation 23(3)	No separate condition applies.	Nil. Remains with the CEO
Determine the requirement to invite a tender though not required to do so	Regulation 13	No separate condition applies.	Director Corporate Services Manager Governance Services

Determine in writing, the selection criteria for deciding which tender should be accepted	Regulation 14 (2a)	No separate condition applies.	Deputy CEO Director Sustainable Communities Director Works and Services Director Corporate Services
Accept, or decline to accept any tender	Regulation 18(4) , 18 (5)	The CEO is delegated to accept or decline to accept any tenders where the consideration under the contract is, or is expected to be \$500,000 (GST exclusive) or less.	Nil. Remains with the CEO
Determine a minor variations before entering into a contract.	Regulation 20(1)	Minor variations before entering into a contract be carried out in accordance with Council's Procurement Policy.	Director Corporate Services  Manager Governance Services

The below requirements apply to all the functions to be performed under this Delegation:

- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations 1996; and*
- *City of Mandurah's Procurement Policy and relevant Procedures.*

#### Governance

An internal tendering committee will be formed consisting of the three senior officers which will include two Directors. The tendering committee will meet on an as needed basis and make a recommendation to the CEO to:

- accept or decline tenders where the total value is less than \$500,000. This will include publicly invited tenders and tenders under tender exempt regulation 11(2) of the regulations;
- consider expressions of interests under regulation 23(3).

Similar to Council, the tendering committee will receive a formal report and confidential attachment and will have the ability to scrutinise the process and ask questions of the procurement team. The increased level of oversight on the City's procurement functions will assist to not only improve procurement practise but also increase efficiencies to the awarding of lower value tenders.

It is proposed that reporting on the delegation will be provided to Council via the Monthly Financial Report. In addition, reporting on local content outcomes will be provided to Elected Members annually.

#### **Consultation**

Two Council workshops were held in December 2019 and February 2020 to seek input from Elected Members relating to the development of the proposed policies and options for delegations of award of Tenders to the CEO.

The Regional Price Preference Policy will be advertised for public comment.

#### **Statutory Environment**

Section 2.7(2)(b) of the *Local Government Act 1995* prescribes that Council determine the local governments policies.

*Local Government Act 1995*

Part 4 of the *Local Government (Functions and General) Regulations 1996*

5(1)(e) of the *Local Government (Financial Management) Regulations 1996*

*Local Government (Functions & General) Regulations 1996 - Regulation 24E*

## **Policy Implications**

These Policies form part of the Council Policy suite and will be published on the City's website. Similarly the Delegation will also be made publicly available via the website.

## **Economic Implications**

The City is focused on ensuring best value for money in procurement activities.

## **Risk Analysis**

It is essential that procurement policies and procedures are regularly reviewed to ensure compliance with current legislation, reflect industry best practice and are maintaining relevance within the local government sector.

All procurement activity carries some risk and whilst documentation alone does not prevent fraudulent events occurring, it plays an important role in raising officer awareness, improving accountability, ensuring procurement practices are conducted in an efficient and consistent manner and underpins officer training.

## **Strategic Implications**

Organisational Excellence:

- Deliver excellent governance and financial management.

## **Conclusion**

Council is requested to adopt the Procurement Policy and the Regional Price Preference Policy and amend the delegation to the Chief Executive Officer for the award of Tenders.

Note

<i>Refer</i>	<b>Attachment 1</b>	<b>POL-CPM 02 Procurement Policy (amended)</b>
	<b>Attachment 2</b>	<b>POL-CPM 01 Regional Price Preference Policy (amended)</b>
	<b>Attachment 3</b>	<b>Procurement of Goods and Services Policy (existing)</b>
	<b>Attachment 4</b>	<b>Buy 'Local' Policy (existing)</b>
	<b>Attachment 5</b>	<b>Inviting, Rejecting and Accepting Expressions of Interest and Tenders Delegation DA-CPM 02 (amended)</b>
	<b>Attachment 6</b>	<b>Tenders Delegation DA-CPM 02 (existing)</b>
	<b>Attachment 7</b>	<b>Approval of Purchases DA-CPM 04 (to be rescinded)</b>
	<b>Attachment 8</b>	<b>Expression of Interest DA-CPM 01 (to be rescinded)</b>

## **RECOMMENDATION**

**That Council:**

1. Adopt the proposed amendments to POL-CPM 02 Procurement Policy as per Attachment 1.
2. Adopt the proposed amendments to the POL-CPM 01 Regional Price Preference Policy as per Attachment 2 for public advertising
3. Adopt the amended Inviting, Rejecting and Accepting Expressions of Interest and Tenders Delegation DA-CPM 02 as per Attachment 5.
4. Rescind the Approval of Purchases Delegation DA-CPM 04 as per Attachment 7.
5. Rescind the Expression of Interest DA-CPM 01 as per Attachment 8.

**\*\*ABSOLUTE MAJORITY REQUIRED\*\***

# PROCUREMENT

## COUNCIL POLICY

POL-CPM 02

### Objective:

The Procurement Policy (Policy) is developed in accordance with the statutory obligations of the *Local Government Act 1995* (Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (Regulations) in relation to procurement activities undertaken by the City of Mandurah (the City).

The Policy is directed at meeting the following objectives:

- Achieving 'value for money' with respect to all procurement activities;
- Ensuring that the City complies with all obligations under the Act and Regulations;
- Strengthening integrity and confidence in procurement systems and processes;
- Ensuring that sustainable benefits, such as environmental, social and local economic factors are considered in the overall 'value for money' assessment;
- Mitigating probity risk by establishing consistent and demonstrated processes and training that promote transparency and fairness; and
- Ensuring that procurement activities are conducted in a consistent and efficient manner in accordance with applicable policies and procedures.

### Statement:

#### 1. APPLICABILITY

The policy applies to all procurement activities undertaken by City officers, appointed representatives and where applicable, contractors. For the purposes of the Policy, such persons will be referred to as employees.

#### 2. PRINCIPLES OF PROCUREMENT

All employees of the City shall observe the highest standards of ethics and integrity in undertaking procurement activity and act in an honest and professional manner. The following principles underpin the City's procurement activities:

- a. All processes, evaluations and decisions shall be transparent, free from bias, merit based and fully documented in accordance with the Act and Regulations, applicable Policies and Procedures, and audit requirements.
- b. Accountability shall be taken for all procurement decisions, to ensure the efficient, effective and proper expenditure of public monies based on achieving value for money, in accordance with the City's adopted budget.
- c. Procurement is to be carried out on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.

- d. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

## 3. VALUE FOR MONEY

- a. Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the City achieving its strategic and operational objectives.
- b. The City will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

### 3.1 Assessing Value for Money

- a. The assessment of value for money is the result of open, competitive sourcing practices and critical assessment of factors such as:
  - i. All relevant whole-of-life costs and benefits. This should include transaction costs associated with acquisition, delivery, distribution, as well as other costs such as holding costs, consumables, maintenance and disposal;
  - ii. The technical merits of the goods and/or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
  - iii. Financial viability and capacity to supply without risk of default;
  - iv. Ensuring a sufficient number of offers have been obtained to enable robust price comparison wherever practicable;
  - v. The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and/or services from suppliers; and
  - vi. A supplier's ability to demonstrate the sustainable benefits and positive local impact of the goods and services offered.
- b. The level of assessment undertaken is commensurate with the value, complexity, risk and sensitivity of the goods or services being procured.

## 4. SUSTAINABLE PROCUREMENT

Sustainable procurement is defined as the purchasing of goods and services that have less environmental and/or negative social impacts than competing products or services over the entire life cycle of a product.

The City is committed, where possible, to procuring goods and services:

- a. that are economical to own and operate;
- b. reduce waste and are energy efficient;
- c. cause the least damage to the environment;
- d. have been created or obtained using legally compliant practices (Corporate Social Responsibility);
- e. provide local businesses with commercial opportunity;
- f. improve employment opportunities for local people; and

- g. that encourage social advancement and benefits relating to special needs.

#### 4.1 Local Content

- a. The City will:
- wherever practical, invite local suppliers to quote, in accordance with this Policy;
  - ensure procurement planning explores local business capability and opportunities for local content; and
  - consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- b. Local suppliers are defined as those businesses that operate permanently within the district of the City of Mandurah local government municipal area.

#### 4.2 Engaging with Australian Disability Enterprises or Aboriginal Businesses up to \$150,000

- a. The City encourages the use of Australian Disability Enterprises and Aboriginal owned businesses for the supply of goods and/or services where value for money assessments demonstrate benefits for the City achieving its objectives.
- a. Where the required number of quotes from \$5,000 up to \$150,000 cannot be obtained from similar disability enterprises or Aboriginal owned businesses, alternate means of verifying that the offer truly represents value for money should form part of the evaluation documentation and applicable Procedure.

### 5. PROCUREMENT REQUIREMENTS

- a. The requirements that must be complied with by the City, including procurement thresholds and processes, are prescribed within the Regulations, this Policy and associated Procurement Procedures.
- b. In determining the purchase value, the following considerations are to be taken into account:
- All values are exclusive of GST; and
  - The amount is the actual or expected value of a contract over the full contract period, including all options.
- c. The following procurement value thresholds apply:

Monetary Threshold of the contract value, including extensions and options (exclusive of GST)	Process Required	Source
Up to \$4,999	Direct purchase from a supplier after obtaining at least one (1) oral or written quotation in accordance with the <b>Procurement Procedure – Goods and Services</b> .	Local supplier where practical.  If no local supplier, seek one (1) quote through: <ul style="list-style-type: none"> <li>Western Australian Local Government Association (WALGA) Preferred Supplier Program (PSP); or</li> <li>State Common User Arrangement (CUA); or</li> </ul>

		<ul style="list-style-type: none"> <li>• Australian Disability Enterprise; or</li> <li>• Aboriginal owned business; or</li> <li>• Open market.</li> </ul>
<b>\$5,000 to \$49,999</b>	Seek three (3) or more verbal or written quotations (method dependent on risk and complexity) in accordance with the <b>Procurement Procedure – Goods and Services</b> . Obtain a minimum of two (2) written responses	<p>Where practical a minimum of two (2) local suppliers to be invited along with open market suppliers.</p> <p>If no local suppliers, seek three (3) or more quotes through:</p> <ul style="list-style-type: none"> <li>• WALGA PSP; or</li> <li>• State CUA; or</li> <li>• Australian Disability Enterprise; or</li> <li>• Aboriginal owned business; or</li> <li>• Open market.</li> </ul>
<b>\$50,000 to \$149,999</b>	Formal Request for Quote in accordance with <b>Procurement Procedure Goods and Services</b> . Seek three (3) or more written formal quotations and obtain a minimum of two (2) responses.	<p>Where practical a minimum of two (2) local suppliers to be invited along with open market suppliers.</p> <p>If no local suppliers, seek three (3) or more quotes through:</p> <ul style="list-style-type: none"> <li>• WALGA PSP; or</li> <li>• State CUA; or</li> <li>• Australian Disability Enterprise; or</li> <li>• Aboriginal owned business; or</li> <li>• Open market.</li> </ul>
<b>\$150,000 and above</b>	<p>Public Tender, to be issued by Governance Services in accordance with the Act and Regulations</p> <p>Refer to <b>Procurement Procedure – Goods and Services</b>.</p> <p>Where circumstances warrant, Governance Services may conduct a tender process for projects which are below the \$150,000 threshold (refer to section 5.3).</p>	Public Open Tender
<b>\$150,000 and above (Tender exempt)</b>	Seek three (3) or more written formal Request for Quote, to be issued by Governance Services, in accordance with reg 11(2). Obtain a minimum of two (2) written responses, unless sole supply or supplier availability is limited i.e. only one supplier is represented under a panel arrangement.	<ul style="list-style-type: none"> <li>• WALGA PSP</li> <li>• State CUA</li> <li>• Australian Disability Enterprise</li> <li>• Aboriginal owned business</li> </ul>



## 5.1 Conditions

- a. Existing contracts held with the City must be considered first before sourcing from other suppliers. Goods and/or services must be within scope of the existing contract and must not exceed the tender threshold unless specifically permissible or procured through a City held Panel of Pre-qualified Suppliers (section 6).
- b. Supply of goods or services must not commence until a purchase order has been issued, unless exempt from this requirement. A purchase order is unnecessary in the case of the following:
  - i. Insurances;
  - ii. Payments made through payroll;
  - iii. Utilities;
  - iv. Goods or services purchased through a purchasing card;
  - v. Fees and payments that are statutory, this includes bank fees;
  - vi. Other statutory damages, infringements and penalties;
  - vii. Loan repayments;
  - viii. Freight, postal charges and fuel cards;
  - ix. Goods purchased from petty cash;
  - x. Purchasing card payment requests.
- c. All procurement activity must be carried out in accordance with the relevant Procurement Procedure as defined in section 5.
- d. Restrictions exist on procuring IT hardware, software and licenses, office furniture and fittings – refer to the City's IT and Procurement Procedures.
- e. Where the stated number of minimum quotations to be obtained cannot be achieved due to:
  - i. limited responses (all thresholds); or
  - ii. lack of availability (tender exempt panel supply arrangements only i.e. WALGA or State CUA);
 the decision to continue with the evaluation and selection must be documented and clearly demonstrate the achievement of value for money.

## 5.2 Record Keeping

Communications, responses and documentation relating to procurement activity and approvals, regardless of value, must be recorded and retained in accordance with the *State Records Act 2000*, the Regulations (reg. 11A(3)(b) and 24AC(2)(e)), the City's Record Keeping Plan and applicable Procurement Procedures.

## 5.3 Requesting Tenders where value is less than Tender threshold

The City may elect to invite tenders in lieu of undertaking quotations for procurements under the tender threshold where it is considered appropriate and beneficial. This decision should be made after considering the commercial and probity benefits of this approach in comparison to cost and efficiency. Where a tender is called, the Regulations relating to tender requirements must be followed.

## 5.4 Anti-avoidance

Multiple procurement activities must not be entered into with the intent (inadvertent or otherwise) of "splitting" the purchase value to avoid a public tender being called (regulation 12 of the Regulations) or to avoid threshold quoting requirements under \$150,000.

### 5.5 Minor Variations

- a. In accordance with regulation 20 of the Regulations, a minor variation may be made to a contract following a tender process, by the City, prior to the City and the preferred tenderer formalising the contract. A minor variation is required to meet the following conditions:
  - i. Does not alter the nature of the goods and/or services procured;
  - ii. Does not materially alter the scope provided in the initial tender;
  - iii. Amount to less than 10% of the original contract price or up to a maximum of \$100,000.00 whichever is the lesser; and
  - iv. Does not alter the decision to award the tender to the preferred tenderer.
- b. If the variation does not meet the conditions, then the variation must be presented to Council for consideration.
- c. The above conditions also apply to procurements under \$150,000.

### 5.6 Variation after Contract Commencement

- a. If the City has entered into a contract for the supply of goods and/or services with a successful tenderer, in accordance with regulation 21A of the Regulations, the contract must not be varied unless:
  - i. the variation is necessary in order for the goods and/or services to be supplied; and does not change the scope of the contract; or
  - ii. the variation is a renewal or extension of the term of the contract; and
  - iii. The variation is within the budget allocated for the project.
- b. The above conditions also apply to procurement under \$150,000.

### 5.7 Procurement Planning

A Procurement Plan is required for all procurement activities above \$50,000. Governance Services will facilitate this process in most instances.

### 5.8 Conflict of Interest

Actual or perceived interests are to be declared using the City's prescribed form. Where there is a perceived or actual conflict of interest in accordance with the Act, the Officer may be removed from any further procurement activity.

For purchases over \$150,000 employees must complete and sign the Conflict of Interest Declaration form.

### 5.9 Terms and Conditions

City of Mandurah Standard Terms and Conditions will apply unless a formal contract has been used. Any terms and conditions that are required to be varied must be approved by Manager Governance Services.

### 5.10 Probity Advisors and Audit

The Chief Executive Officer (CEO) may appoint an organisation to undertake a probity audit of the tender process conducted, or parts thereof, if required. The CEO may appoint a probity advisor to observe or participate in the procurement process that will be conducted.

### 5.11 Education and Training

- a. The CEO is required to implement a procurement education and training program. This will include both induction and refresher training to be delivered on an annual basis.
- b. Employees who undertake procurement activities will be required to attend training.

## 6 EXCEPTIONS TO PROCUREMENT REQUIREMENTS

### 6.1 Tender Exempt Supply Arrangements

- c. Procurements activities above tender threshold, sourced through tender exempt supply arrangements, must be in accordance with the Regulations and the City's Policies and Procedures. These are set out in regulation 11(2) of the Regulations and include:
  - i. pre-qualified suppliers under the WALGA PSP;
  - ii. suppliers under State Government CUA;
  - iii. suppliers on a Panel of Pre-qualified Suppliers established by the City;
  - iv. a Regional Local Government or another Local Government;
  - v. an Australian Disability Enterprise and where the procurement represents value for money;
  - vi. where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
  - vii. procurements covered by any other exclusion under regulation 11 of the Regulations.

### 6.2 Use of Tender Exempt Suppliers under \$150,000

- a. Procurements valued under \$150,000 may be sourced from suppliers through the above tender exempt arrangements. Quotes should only be sourced from a single panel arrangement on each occasion i.e. PSP or a CUA. Written records of the justification and the approval obtained must be recorded in accordance with Procurement Procedures.

### 6.3 Goods and/or Services required in an Emergency

- a. An "emergency" is defined in the *Emergency Management Act 2005* as "the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response". Section 6.8(1)(c) of the Act makes provisions for unbudgeted expenditure in an emergency to be incurred if approved in advance by the Mayor.
- b. The City's Procedures provides further information when expenditure is within budget. The City's own contracts or WALGA's Hazardous and Emergency Event Services PSP should be used wherever possible. The City's Procedures make provision for services that are required urgently or out of hours.

### 6.4 Sole Source of Supply

- a. Goods and/or services of a unique nature that can only be supplied from one supplier may be procured using a formal quotation process. Sufficient market testing and investigation of alternative sources of supply must be demonstrated and evidence documented.
- b. The City's Procurement Procedures detail the requirements for procurements under \$150,000.

- c. The application of the provision of sole source of supply must only occur in limited circumstances with procurement experience indicating that generally more than one supplier is able to be found to provide the requirements of the specification.

## **6.5 Waiver of Quotation Requirements under \$150,000**

A waiver to seek the required number of quotes (for budgeted expenditure), may be granted at the sole discretion of the CEO and/or Directors. Written records of the justification and the approval obtained must be recorded.

## **7 PANELS OF PRE-QUALIFIED SUPPLIERS**

Where there is a continuing need for a particular type of goods and/or services to be supplied, the City may determine it is beneficial to do so by means of a Panel of Pre-Qualified Suppliers (PQS's). The creation and operation of a PQS must be undertaken in accordance with Part 4, Division 3 of the Regulations.

### **7.1 Establishing a Panel**

- a. State-wide public notice of the invitation to apply to join a PQS is required;
- b. PQS may be established for one supply requirement, or a number of similar supply requirements under defined categories;
- c. Each Request for Application (RFA) issued will describe further the supply type, how the PQS will operate and the minimum number of suppliers to be maintained;
- d. Evaluation criteria will be pre-determined;
- e. Suppliers appointed to a panel as members will be subject to the City's panel terms;
- f. The Regional Price Preference Council Policy may be applied when assessing applications to join a PQS.

### **7.2 Procuring from the Panel**

Procuring from PQS will be outlined in detail in the RFA but in general will be undertaken as follows:

- a. Each panel member will be requested to quote for each item of work under the panel unless the panel is operating using a ranking system (see (b)). Quotes received will be assessed using pre-determined evaluation criteria to evaluate each quote.
- b. Where panel members are ranked, prices may be fixed by means of a pricing schedule or through a quotation on each occasion. The City will invite the highest ranked panel member, who will accept or decline the request. If declined, the next ranked panel member will be invited and so forth until a panel member accepts a Contract.
- c. The City may award any quantity of work to any member on the basis of their quote or any other pre-determined criteria stated in the RFA.
- d. Award of work shall be evidenced by an official Purchase Order, which will represent the "contract", governed by the panel terms.
- e. Contracts issued must not be formed for the supply of goods and/or services for a term exceeding 12 months nor contain an option to renew or extend its term.

### **7.3 Distributing work amongst panel members**

Unless otherwise specified in the RFA, when considering the distribution of work amongst panel members the City will generally take into account such factors as:

- a. accepted pricing schedule or price;
- b. value for money considerations;
- c. ranking (if applicable);
- d. performance during the term of the Panel;
- e. equipment, plant, or capability relative to the particular item of work;
- f. response time and/or availability;
- g. vicinity to the work location;
- h. ability to provide speciality products or services; or
- i. ability to respond to the quote request within the specified timeframe.

#### 7.4 Panel Communication

To ensure clear, consistent, and regular communication between all parties to a panel, the City will allocate to each panel a dedicated contact person for the term of the panel. A communication plan will be developed by the contact person which will include a requirement for scheduled performance review meetings with the City.

#### 7.5 Record Keeping Requirements for Panels

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and award notifications must be captured in the City's electronic records system in a separate file, attached to a nominated electronic quotation system (if available) or to the applicable purchase order in the City's financial software system. Purchase orders raised must reference the PQS reference number for the purposes of monitoring expenditure.

### 8 AUTHORISATION

- a. Authorisation to approve purchase requisitions and orders has been assigned to selected positions and is noted on the relevant position description in accordance with the following indicative levels:

<b>Position</b>	<b>Authorisation Limit (exclusive of GST)</b>
<b>Director</b>	As determined by the CEO
<b>Executive Manager/ Manager</b>	Up to \$50,000
<b>Coordinator/Supervisor</b>	\$15,000 to \$40,000
<b>Other</b>	Up to \$5,000

- b. The conditions of approving purchase requisitions and orders is in accordance with the City's Policies and Procedures and purchases must be within the approved budget adopted by Council. The Authorisation Limit is the value of the contract, inclusive of extensions and options (exclusive of GST).
- c. An employee cannot exceed a financial Authorisation Limit unless specifically authorised in writing by the CEO i.e. under periods of higher duties. The City's Authorisation Limit Listing, and relevant Policy apply.
- d. The Authorisations Limit Listing is subject to annual review by the CEO or as required.

## 8.1 Purchasing Cards

- a. The CEO will develop Procedures for the authorisation and payment of accounts to ensure there is effective security and appropriate authorisations in place for the use of purchasing cards.
- b. Council approves that the CEO has a purchasing card of a monthly limit of \$20,000 and a maximum transaction limit of \$10,000.
- c. The Mayor will approve the CEO purchasing card on a monthly basis.
- d. The CEO will authorise the issue of purchase cards to other City officers following applicable procedures.

## 8.2 Petty Cash

- a. Petty cash transactions under \$50 are to be authorised by Managers in accordance with City's Procedure.

## 9 POLICY NON-COMPLIANCE

- a. Procurement activities are subject to financial and performance audits to review compliance with legislative requirements and the City's Policies and Procedures. Failure to comply with the requirements of this Policy or prescribed processes will be subject to investigation, with findings to be considered in context of the employees training, experience, seniority and reasonable expectations of the performance of their role.
- b. Where a breach is substantiated it may be treated as:
  - i. an opportunity for additional training to be provided;
  - ii. a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
  - iii. misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

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**Responsible Directorate:** Governance Services

**Reviewer:** Manager Governance Services

**Creation date:** Minute G.28/3/07, 20 March 2007

**Amendments:**

- Minute G.37/5/12, 22 May 2012
- Minute G.28/7/12, 24 July 2012
- Minute G.36/9/13, 24 September 2013
- Minute G.35/2/15, 24 February 2015
- Minute G.10/7/19, 23 July 2019

**Related Documentation and or/legislation:** Local *Local Government Act 1995* (Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996*

## POLICY

POL-CPM 01

### Objective:

The purpose of the Regional Price Preference Policy (Policy) is to promote local economic development through the provision of a price preference to suppliers when evaluating and awarding contracts under a tender process.

This Policy is developed in accordance with Part 4A of the *Local Government (Functions and General) Regulations 1996* (Regulations).

### Statement:

#### 1. APPLICABILITY

- a. This Policy is applicable where a tender has been conducted (according to the Regulations) by the City of Mandurah for the supply of Goods and Services and Construction Services.

#### 2. PRICE PREFERENCE

In accordance with regulation 24D of the Regulations, the following price preferences will be applied:

- a. Goods and Services: 10 per cent discount up to a maximum price reduction of \$50,000;
- b. Construction Services: 5 per cent discount up to a maximum price reduction of \$50,000;
- c. Goods and Services and Construction Services, tendered for the first time where Council previously supplied the Goods or Services: 10 per cent discount up to a maximum price reduction of \$500,000.

#### 3. Regional Price Preference

- a. The Regional Price Preference (RPP) enables local suppliers within the district of the City of Mandurah local government municipal area, to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.
- b. To claim a RPP, suppliers are required to have a permanent office in Mandurah for at least six (6) months prior to the tender(s) being sought.
- c. The submitted price for the tender will be reduced (for evaluation purposes only), by the amounts set out in Section 2 of this Policy.

#### 4. Local Content Price Preference

- a. The Local Content Price Preference enables suppliers operating outside of Mandurah to claim a price preference where they can demonstrate a commitment that some or all of the goods or services are to be supplied from local suppliers within the district of the City of Mandurah local government municipal area. Where the local content is not 100 per cent, the discount will be proportioned based on the percentage of local content that is committed.

- b. Local content components of goods and services and construction can include goods, materials, labour, sub-contractors, professional services, and employment of a local workforce.
- c. Written evidence (proof) of the local content components, including how it relates to the price submitted, must be provided.
- d. The value of those goods and services claimed by the supplier may be adjusted during the tender assessment process if the value claimed is considered unreasonable or cannot be justified.
- e. The submitted price for the tender will be reduced (for evaluation purposes only), by the amounts set out in Section 2 of this Policy.
- f. If successful, local content reporting will form part of the contractual obligations.

## 5. Value For Money Principles

Value for money principles will be used to achieve the best possible overall outcome for the City. The City is not required to accept the lowest tender or any tender based on price offered.

## 6. Transparency and Probity

Where local preferences are to be applied during procurement processes, they must be notified within the relevant request for tender or request for quotation documents. All suppliers must be treated fairly and consistently when evaluating procurement outcomes.

## 7. Definitions

**Construction Services:** is the carrying out of any works that include construction of a structure or reconstruction, renovation or alteration to any structure where there is a design element that has been initiated by the City. This includes but is not limited to residential buildings, commercial buildings, shelters and civil construction.

**Local Content Preference:** discount for suppliers outside of Mandurah to purchase goods and services from local suppliers that are located within the municipal area (district) of the City of Mandurah and engage a local workforce.

**Regional Price Preference:** discount for suppliers located within the municipal area (district) of the City of Mandurah.

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**Responsible Directorate:** Corporate Services

**Reviewer:** Manager Governance Services

**Creation date:** Minute G.51/1/02, 22 January 2002

**Amendments:**

- Minute G.13/08/05, 16 August 2005
- Minute G.43/12/09, 15 December 2009
- Minute G.57/2/12, 28 February 2012
- Minute G.37/5/12, 22 May 2012
- Minute G.35/2/15, 24 February 2015
- Minute S. 4/8/18, 21 August 2018



Minute G.19/10/18, 23 October 2018

**Related Documentation and/or  
Legislation:**

*Local Government (Functions & General) Regulations 1996 -  
Regulation 24E*

Proposed Amended Policy

# PROCUREMENT OF GOODS AND SERVICES

## POLICY

POL-CPM 02

### Objective:

1. Ensure compliance with the statutory obligations of the *Local Government Act 1995* (the LG Act) and *Part 4* of the *Local Government (Functions and General) Regulations 1996* (the LG Regulations) in relation to procurement activities under \$150,000 (excl GST), undertaken by the City of Mandurah (the 'City').
2. Achieve the City's strategic and operational objectives, in the short and long term, utilising efficient and robust procurement practices and sound decision making.
3. Ensure procurement activities are conducted with the utmost transparency and consistency and in a manner that would satisfy the broader community's expectations of fair dealing.

### Statement:

This policy applies to all procurements undertaken by City Officers, appointed representatives and where applicable, contractors. Such persons will be referred to as 'employees'.

For the purposes of this policy, procurement thresholds are exclusive of GST.

The following principles are to apply when procuring goods or services:

#### 1. Ethics, Integrity and Compliance

Employees shall:

- observe the highest standards of ethics and integrity;
- act honestly, transparently and professionally and treat all parties fairly, equitably and without bias;
- take full responsibility for all procurement decisions;
- comply with the City's Code of Conduct;
- adhere to applicable City policies and procedures;
- obtain appropriate approvals for each procurement; and
- act in accordance with relevant statutory obligations.

#### 2. Value for Money

The achievement of best value for money is the result of open, competitive sourcing practices and critical assessment of factors such as:

- whole of life cycle costs (goods);
- whole of contract life costs (services);
- safety and risk;
- timeliness;
- specification compliance;

- financial viability and capacity;
- achievement of sustainable outcomes – (environmental, social and economic); and
- qualitative factors (i.e. experience, resources, methods).

The level of assessment undertaken should be commensurate with the value, complexity, risk and sensitivity of the goods or services being procured.

Achieving the most advantageous outcome may not always result in the lowest priced submission being selected. Justification of this selection should be appropriately approved, documented and recorded.

### 3. Sustainable Procurement

Sustainable procurement is defined as the purchasing of goods and services that have less environmental and/or negative social impacts than competing products or services over the entire life cycle of a product.

The City is committed, where possible, to procuring goods and services:

- that are economical to own and operate;
- reduce waste and are energy efficient;
- cause the least damage to the environment;
- have been created or obtained using legally compliant practices (Corporate Social Responsibility);
- provide local businesses with commercial opportunity;
- improve employment opportunities for local people; and
- that encourage social advancement and benefits relating to special needs.

#### 3.1. Local Economic Benefit ('Buy Local')

The City's Buy 'Local' Procurement policy recognises contributions local businesses make in building a stronger City and the commercial and social benefits achieved when suppliers outside the region incorporate local content in their bids.

In addition to applying regional price and local content preference weightings, the City will:

- consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure procurement planning explores local business capability and local content;
- request local suppliers to quote, where opportunity presents;
- avoid bias in the design and specifications to encourage local business interest;
- provide adequate, consistent and supportive information to local suppliers;

#### 3.2. Australian Disability Enterprises or Aboriginal Businesses up to \$150,000

The City encourages the use of Australian Disability Enterprises and Aboriginal owned businesses for the supply of goods and services where values for money assessments demonstrate benefits for the City achieving its objectives. Where the required number of quotes from \$5,000 up to \$150,000 cannot be obtained from similar disability enterprises or Aboriginal owned businesses, alternate means of verifying that the offer truly represents value for money, should form part of the evaluation documentation, and applicable approval process.

## 4. Procurement Requirements

### 4.1 Record Keeping

Communications, responses and documentation relating to procurement activity and approvals, regardless of value, must be evidenced and retained in accordance with the *State Records Act 2000*, the LG Regulations 11A(3)(b), 24AC(2)(e), the City's Record Keeping Plan and internal procurement procedures.

### 4.2 Tenders above \$150,000 and Expressions of Interest

Tenders and Expressions of Interest shall be advertised, evaluated and awarded in compliance with current LG Regulations, prescribed internal processes and current best practice industry guides.

### 4.3 Procurements above \$2,000,000

A comprehensive procurement plan is required for all procurements over \$2,000,000. Selection criteria to be jointly approved by the applicable Director and CEO under delegation. Construction project tenders must include the pre-determined selection criteria for major works, amendments subject to Director and CEO approval.

The CEO will appoint WALGA or another suitable person or organisation to undertake a probity audit of the tender process conducted, or parts thereof, if required.

### 4.4 Anti-avoidance

Multiple procurement activities must not be entered into with the intent (inadvertent or otherwise) of "splitting" the purchase value to avoid a public tender being called (LG Regulation 12) or to avoid threshold quoting requirements under \$150,000.

### 4.5 Tender Exempt Supply Arrangements

Procurements above tender threshold, sourced through tender exempt supply arrangements, do not require compliance with tendering LG Regulations but are undertaken according to the City's own policy and procedures. Tender exemptions include:

- pre-qualified suppliers under the West Australian Local Government Association (WALGA) Preferred Supplier Program (PSP);
- suppliers under State Government Common Use Arrangements (CUA) listed on Whole of Government Contracts WA website;
- suppliers on a Panel of Pre-qualified Suppliers established by the City;
- a Regional Local Government or another Local Government;
- an Australian Disability Enterprise and where the procurement represents value for money;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- procurements covered by any other exclusion under *Regulation 11*.

### 4.6 Use of Tender Exempt Suppliers under \$150,000

Procurements valued \$150,000 may be sourced from suppliers through the above tender exempt arrangements. Quotes should only be sourced from a single panel arrangement on each occasion i.e. PSP or a CUA.

#### 4.7 Goods or Services required in an Emergency

An “emergency” is defined in the *Emergency Management Act 2005* as “the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response”. Section 6.8(1)(c) of the LG Act makes provisions for unbudgeted expenditure in an emergency to be incurred if approved in advance by the Mayor. The City’s Procurement Procedure provides further information when expenditure is within budget. The City’s own contracts or WALGA’s Hazardous & Emergency Event Services PSP should be used wherever possible.

The City’s Procurement procedure makes provisions for services that are required urgently or out of hours.

#### 4.8 Sole Source of Supply above \$150,000 (Tender Exempt Supply Provision)

Goods or services of a unique nature that can only be supplied from one supplier may be procured using a formal quotation process under CEO delegation. Sufficient market testing and investigation of alternative sources of supply must be demonstrated and evidence documented. The City’s Procurement Procedure details the requirements for procurements under \$150,000.

#### 4.9 Purchasing from Existing City Contracts

Existing contracts held with the City must be considered first before sourcing from other suppliers. Goods or services must be within scope of the existing contract and must not exceed the tender threshold unless specifically permissible or procured through a City held Panel of Pre-qualified Suppliers.

#### 4.10 Procurement Values

Procurement values are determined using the following considerations:

- values are exclusive of Goods and Services Tax (GST);
- a regional price or local content preference has not been applied;
- when calculating anticipated total expenditure, a minimum three year period; specific to the category of goods, services or works, should be used;
- expenditure of existing contracts is calculated over the full term of the contract including potential extensions.

#### 4.11 Authorisations

The CEO is authorised to commit expenditure (subject to delegation) and to authorise City employees with individual financial delegations to also do so (subject to conditions). An employee cannot exceed a financial delegation limit unless specifically authorised i.e. under periods of higher duties. The City’s Purchasing Limits Listing, delegations register and Authority to Execute policy apply.

### 5. Procurement Thresholds

The applicable procurement threshold requirements where no City contract or Panel of Pre-qualified Suppliers exists, are contained in the table below.

The following conditions apply:

- Where the stated number of minimum quotations to be obtained cannot be achieved due to:
  - limited responses (all thresholds); or
  - lack of availability (tender exempt panel supply arrangements only i.e. WALGA or State CUA),
 the decision to continue with evaluation and selection must be justified in writing and clearly evidence the achievement of best value for money.



- Restrictions exist on procuring IT hardware, software and licenses and office furniture and fittings – refer to the City's AOP-IMT 01 - Software/Hardware Procurement and the City's Procurement Procedure.
- The City's Buy 'Local' Procurement Policy applies to all thresholds.
- Seeking and obtaining approval applies to all procurement activities, including purchase orders.
- Supply of goods or services must not commence until a purchase order has been issued. (unless exempt from this requirement).
- The City's internal Procurement Procedure and applicable threshold factsheet should be read before commencing a procurement process.

Expenditure (exclusive of GST)	Quotation Requirements
Up to \$4,999	<p>Direct purchase from a local supplier, where possible, using:</p> <ul style="list-style-type: none"> <li>• City Corporate or Purchasing Card (conditions of use apply); or</li> <li>• obtain a minimum of one (1) verbal (create written record) or written quote (catalogue or website printout accepted).</li> </ul> <p>If no local supplier, source from:</p> <ul style="list-style-type: none"> <li>• Western Australian Local Government Association (WALGA) Preferred Supplier Program (PSP) or State Common Use Arrangement (CUA); or</li> <li>• Australian Disability Enterprise; or</li> <li>• Aboriginal owned business; or</li> <li>• the open market.</li> </ul>
\$5,000 to \$49,999	<p>Seek three (3) or more verbal or written quotations (method dependent on risk and complexity) and obtain a minimum of two (2) written responses:</p> <ul style="list-style-type: none"> <li>• request to include basic specifications and selection criteria;</li> <li>• a minimum of two local suppliers to be invited along with open market suppliers.</li> </ul> <p>If no local suppliers seek three written (3) quotes through:</p> <ul style="list-style-type: none"> <li>• WALGA PSP; or</li> <li>• State CUA; or</li> <li>• Australian Disability Enterprise*; or</li> <li>• Aboriginal owned business*; or</li> <li>• the open market.</li> </ul> <p>*Refer to 3.2</p>
\$50,000 to \$150,000	<p>Seek three (3) or more written formal Request for Quotes, issued by Tendering Team, and obtain a minimum of two (2) written responses:</p> <p>Quote process to include:</p> <ul style="list-style-type: none"> <li>• specification, contract, evaluation criteria and formal evaluation;</li> <li>• a minimum of two local suppliers to be invited along with open market suppliers.</li> </ul> <p>If no local suppliers, source from:</p> <ul style="list-style-type: none"> <li>• WALGA PSP or State CUA; or</li> </ul>

	<ul style="list-style-type: none"> <li>• Australian Disability Enterprise*; <b>or</b></li> <li>• Aboriginal owned business*; <b>or</b></li> <li>• the open market</li> </ul> <p>*Refer to 3.2</p>
\$150,000 and above *Tender Exempt Only*	<p>Seek three (3) or more written quotes, issued by Tendering Team, using tender exempt supply arrangements (Refer to 4.5), and obtain a minimum of two (2) written responses, unless sole supply or supplier availability is limited i.e. only one supplier is represented under a panel arrangement.</p> <p>Quote process to include:</p> <ul style="list-style-type: none"> <li>• specification and reference to applicable panel or contract number;</li> <li>• third party contract conditions may apply dependent on supply arrangement;</li> <li>• evaluation criteria and formal evaluation required.</li> </ul> <p>Council approval required for procurements exceeding \$2,000,000.</p>

### 5.1 Requesting Tenders where Value is less than Tender Threshold

The City may elect to publicly advertise a tender in lieu of undertaking quotations for procurements under the tender threshold where it is considered appropriate and beneficial. This decision should be made after considering the commercial and probity benefits of this approach in comparison to cost and efficiency. Where a tender is called, legislative tender requirements must be followed.

### 5.2 Waiver of Quotation Requirements (up to \$150,000)

A waiver to seek the required number of quotes (for budgeted expenditure) when suppliers exist, may be granted at the sole discretion of the Chief Executive Officer and/or Directors. Written records of the justification and the approval obtained must be recorded.

## 6. Panels of Pre-qualified Suppliers

Where there is a continuing need for a particular type of goods or services to be supplied the City may determine it is beneficial to do so by means of a Panel of Pre-qualified Suppliers (PQS's). The creation and operation of a PQS's must be undertaken in accordance with Part 4, Division 3 of the LG Regulations.

### 6.1 Establishing a Panel

- State-wide public notice of the invitation to apply to join a PQS's is required;
- PQS's may be established for one supply requirement, or a number of similar supply requirements under defined categories;
- The PQS's will be either Support (operational) or Professional in nature.
- Each Request for Application (RFA) issued will describe further the supply type, how the PQS's will operate and the minimum number of suppliers to be maintained;
- Evaluation criteria will be pre-determined;
- Suppliers appointed to a panel as members will be subject to the City's panel terms;
- The City's Buy 'Local' Procurement Policy preferences and principles may be applied when assessing applications to join a PQS's.

## 6.2 Procuring from the Panel

Procuring from PQS's will be fully described in the RFA but in general will be undertaken as follows:

- Each member will be requested to quote for each item of work under the panel unless the panel is operating using a ranking system. Quotes received will be assessed using pre-determined evaluation criteria to evaluate each quote.
- Where members are ranked, prices may be fixed by means of a pricing schedule or through a quotation on each occasion. The City will invite the highest ranked panel member, who will accept or decline the request. If declined the next ranked panel member will be invited and so forth until a panel member accepts a Contract;
- The City may award any quantity of work to any member on the basis of their quote or any other pre-determined criteria stated in the RFA;
- Award of work shall be evidenced by an official Purchase Order, which will represent the "contract", governed by the panel terms;
- Contracts issued must not be formed for the supply of goods or services for a term exceeding 12 months nor contain an option to renew or extend its term.

## 6.3 Distributing work amongst Panel Members

Unless otherwise specified in the RFA, when considering the distribution of work amongst panel members the City will generally take into account such factors as:

- accepted pricing schedule or price;
- value for money considerations;
- ranking (if applicable);
- performance during the term of the Panel;
- equipment, plant, or capability relative to the particular item of work;
- response time and/or availability;
- vicinity to the work location;
- ability to provide speciality products or services; or
- ability to respond to the quote request within the specified timeframe.

## 6.4 Panel Communication

To ensure clear, consistent, and regular communication between all parties to a panel, the City will allocate to each panel a dedicated contact person for the term of the panel. A communication plan will be developed by the contact person which will include a requirement for scheduled performance review meetings with the City.

## 6.5 Record Keeping Requirements

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and award notifications must be captured in the City's electronic records system in a separate file, attached to a nominated electronic quotation system (if available) or to the applicable purchase order in the City's financial software system. Purchase orders raised must reference the PQS's reference number for the purposes of monitoring expenditure.



## 7. Policy Non-Compliance

Procurement activities are subject to financial and performance audits to review compliance with legislative requirements and the City's policies and procedures.

A failure to comply with the requirements of this policy or prescribed process will be subject to investigation, with findings to be considered in context of the employees training, experience, seniority and reasonable expectations of performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

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<b>Responsible Directorate:</b>	Governance Services
<b>Reviewer:</b>	Manager Governance Services
<b>Creation date:</b>	Minute G.28/3/07, 20 March 2007
<b>Amendments:</b>	Minute G.37/5/12, 22 May 2012 Minute G.28/7/12, 24 July 2012 Minute G.36/9/13, 24 September 2013 Minute G.35/2/15, 24 February 2015 Minute G.10/7/19, 23 July 2019
<b>Related Documentation:</b>	POL-CPM 01 Buy 'Local' Procurement AOP-IMT 01 Software/Hardware Procurement PRO-CPM 02 Procurement of Goods and Services

# BUY 'LOCAL' PROCUREMENT

## POLICY

POL-CPM 01

### Objective:

- Foster economic development by maximising participation of local businesses in the delivery of goods and services.
- Promote effective competition with the supply of goods and services from local businesses including enhancing their capacity to apply, win and deliver goods and services.
- Encourage the inclusion of local businesses and the employment of local residents.

### Statement:

The City of Mandurah ('the 'City') recognises the contribution that local businesses make in building a stronger City. This policy outlines the process for City Officers to apply preferences in a fair and equitable manner.

#### 1. Regional Price Preference for Procurements \$75,000 and over

A price preference will be given to regional businesses when submitting bids for the supply of goods and services valued \$75,000 and over as follows:

##### City of Mandurah Businesses

- 10% where the contract is for goods or services up to a maximum price reduction of \$50,000; and
- 5% where the contract is for construction (building) services, up to a maximum price reduction of \$50,000.

##### Peel Region Businesses

- 10% where the contract is for goods or services up to a maximum price reduction of \$50,000; and
- 5% where the contract is for construction (building) services, up to a maximum price reduction of \$50,000.

The following requirements apply when affording the Regional Price Preference:

- Peel Regional Businesses are those from the Shires of Murray, Boddington, Serpentine-Jarrahdale and Waroona.
- Businesses must have been located within Mandurah or the Peel Region for at least six (6) months prior to the closing date of the procurement.
- Peel Region businesses price preference can only be applied if it does not affect the overall evaluation outcomes for a business from the City, on the condition that the City business has submitted an equally competitive bid in terms of evaluated quality i.e. overall qualitative scores are in the same range(s).

## 2. Local Content Price Preference for Procurements \$75,000 and over

A price preference will apply to local content components of goods and services sourced from Mandurah or the Peel Region from non-regional (metropolitan) businesses for all procurements \$75,000 and over as follows:

- a) 10% where the contract is for goods or services up to a maximum price reduction of \$50,000; and
  - b) 5% where the contract is for construction (building) services, up to a maximum price reduction of \$50,000.
- Local Content Price preferences can only be applied if it does not affect the overall evaluation outcomes for a business from the City, on the condition that the City business has submitted an equally competitive bid in terms of evaluated quality i.e. overall qualitative scores are in the same range(s).
  - Local content components of goods and services can include goods, materials, labour, sub-contractors, professional services, and employment of residents but cannot include travel and accommodation costs.
  - Written evidence (proof) of the local content components, including how it relates to the price submitted, must be provided. If successful, local content components will be introduced into the contract with associated performance measures. Contract managers will regularly monitor and report on local content achievements.

## 3. Local Impact Analysis for Procurements

A local impact analysis is to occur when evaluating higher threshold procurements to determine whether there are local economic benefits that could be advantageous to the City. If identified, those benefits are to be taken into consideration in addition to initial price and quality evaluation outcome results to arrive at a final decision to recommend a preferred supplier.

## 4. Buy Local Qualitative Selection Criteria and Weightings for Procurements

A weighted qualitative selection criteria of up to 20% for 'Local Development and Value Adding' may be applied for evaluation purposes, for procurements of any value. It can only be applied in addition to price preferences for procurements over \$75,000, where it is clearly substantiated that supplier capacity (sustainability) and value for money principles are unlikely to be adversely impacted.

## 5. Local Business Quotation Requirements for Procurements less than \$75,000

City Officers are encouraged to support local businesses during procurement processes as much as possible. When sourcing quotations under \$75,000 a certain number of those quotations are to be from local businesses, when there is the opportunity to do so, as follows:

Estimated Procurement Cost	Current Quotation Requirements under Purchasing AOP	Number of Local Business Quotations To be Sourced	Feedback and Record Keeping
\$1,000-\$9,999	2 Verbal	1	<ul style="list-style-type: none"> <li>• Verbal feedback is to be provided to local businesses if unsuccessful.</li> </ul>
\$10,000-\$74,999	3 Written	2	<ul style="list-style-type: none"> <li>• Written feedback is to be provided to local businesses whether successful or unsuccessful.</li> <li>• Written quotation and feedback records are to be retained within the record management system.</li> </ul>

- Where local businesses were sourced to provide goods and services and the local business may not have necessarily provided high quality service outcomes, City Officers will endeavor to communicate with local businesses on ways to improve service delivery into the future.
- Sourcing from State and WALGA Panels of pre-qualified suppliers does not preclude purchaser's responsibilities from applying the above requirements.
- City Officers must consider the benefits and impacts on the local economy when deciding to collate or separate purchasing above and below the tender threshold. This should not be misconstrued as an opportunity to avoid tendering. Decisions should clearly demonstrate both regulatory compliance and local benefit.

## 6. Value For Money Principles

Value for money principles still apply and will be used to achieve the best possible overall outcome for the City.

## 7. Transparency and Probity

Where local preferences are to be applied during procurement processes, they must be notified within relevant Request for Tender/Quotation documents. All businesses must be treated fairly and consistently when evaluating procurement outcomes.

## 8. Local Impact Auditing and Reporting

An annual audit, to determine positive and negative implications, if any, of applying this Policy is to occur and be reported to Council as required.

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<b>Responsible Directorate:</b>	Finance and Governance
<b>Reviewer:</b>	Manager Governance and Tenders
<b>Creation date:</b>	Minute G.51/1/02, 22 January 2002
<b>Amendments:</b>	Minute G.13/08/05, 16 August 2005 Minute G.43/12/09, 15 December 2009 Minute G.57/2/12, 28 February 2012 Minute G.37/5/12, 22 May 2012 Minute G.35/2/15, 24 February 2015 Minute S. 4/8/18, 21 August 2018 Minute G.19/10/18, 23 October 2018
<b>Related Documentation:</b>	<i>Local Government (Functions &amp; General) Regulations 1996 - Regulation 24E</i> POL-CPM 02 – Purchasing of Goods & Services. POL-CPM 03 – Selection Criteria for Major Procurements. FS-CPM 01 – Strengthening Local Development through Procurement.



DA-CPM 02

## DELEGATION OF AUTHORITY

# INVITING, REJECTING AND ACCEPTING EXPRESSIONS OF INTERESTS AND TENDERS

<b>Function to be performed:</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Publicly invite tenders or seek Expressions of Interest for purchase of goods and services.</li> <li>2. Consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services.</li> <li>3. Determine the requirement to invite a tender though not required to do so.</li> <li>4. Determine in writing, the selection criteria for deciding which tender should be accepted.</li> <li>5. Accept, or decline to accept any tender.</li> <li>6. Determine minor variations before entering into a contract.</li> </ol>
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	Deputy Chief Executive Officer Director Sustainable Communities Director Works and Services Director Corporate Services Manager Governance Services
<b>Express Power to Delegate/Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers and duties to CEO s.5.44 CEO may delegate powers and duties to employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods and services  <i>Part 4 of the Local Government (Functions and General) Regulations 1996:</i> Regulation 11 When tenders have to be publicly invited Regulation 13 Requirements when local government invites tenders though not required to do so Regulation 14 Publicly inviting tenders, requirements for Regulation 18 Rejecting and accepting tenders Regulation 20 Variation of requirements before entry into contract Regulation 21 Limiting who can tender, procedure for

## ATTACHMENT 5

	Regulation 23 Rejecting and accepting expressions of interest to be an acceptable tenderer
<b>Conditions and Exceptions:</b>	Refer to Table A
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	Minute G.33/1/08, 29 January 2008
<b>Delegation last reviewed:</b>	Minute G.18/6/19, 25 June 2019
<b>Sub-delegation last amended</b>	18 July 2019

Proposed Amended Delegation

Table A

Function to be performed	Express Power/Duty Delegated	Conditions	Sub-delegation
Publicly invite tenders and seek Expressions of Interest for purchase for purchase of goods and services	Regulation 11(1), 11(2), 21	A determination to call a tender must only occur where the procurement is included in Council's annual budget and/or in the case where the procurement commits to future years, the expenditure must be included in the Long Term Financial Plan or separately approved by Council.	Director Corporate Services Manager Governance Services
Consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services.	Regulation 23(3)	No separate condition applies.	Nil. Remains with the CEO
Determine the requirement to invite a tender though not required to do so	Regulation 13	No separate condition applies.	Director Corporate Services Manager Governance Services
Determine in writing, the selection criteria for deciding which tender should be accepted	Regulation 14 (2a)	No separate condition applies.	Deputy CEO Director Sustainable Communities Director Works and Services Director Corporate Services
Accept, or decline to accept any tender	Regulation 18(4) , 18 (5)	The CEO is delegated to accept or decline to accept any tenders where the consideration under the contract is, or is expected to be \$500,000 (GST exclusive) or less.	Nil. Remains with the CEO
Determine minor variations before entering into a contract.	Regulation 20(1)	Minor variations before entering into a contract be carried out in accordance with Council's Procurement Policy.	Director Corporate Services Manager Governance Services
<p>The below requirements apply to all of the functions to be performed under this Delegation:</p> <ul style="list-style-type: none"> <li>- <i>Local Government Act 1995;</i></li> <li>- <i>Local Government (Functions and General) Regulations 1996; and</i></li> <li>- <i>City of Mandurah's Procurement Policy and relevant Procedures.</i></li> </ul>			





DA-CPM 02

## DELEGATION OF AUTHORITY

### TENDERS

<b>Function to be performed:</b>	<p>1) Publicly invite tenders for purchase of goods and services in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>; and</p> <p>2) Determine, in writing, the selection criteria for deciding which tender should be accepted in accordance with Regulation 14(2a) of the <i>Local Government (Functions and General) Regulations 1996</i>, excluding tenders for all major purchases in excess of \$2 million.</p>
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	<p>Director Corporate Services</p> <p>Manager Governance Services</p> <p>Director Sustainable Communities</p> <p>Director Works and Services</p> <p>Deputy Chief Executive Officer</p>
<b>Express Power to Delegate/Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers and duties to CEO</p> <p>s.5.44 CEO may delegate powers and duties to employees</p>
<b>Express Power or Duty Delegated:</b>	<p><i>Local Government Act 1995:</i></p> <p>s.3.57 Tenders for providing goods and services</p>
<b>Conditions and Exceptions:</b>	Sub-delegation to Directors and Deputy Chief Executive Officer is limited to Part 2) above only.
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	Minute G.33/1/08, 29 January 2008
<b>Delegation last reviewed:</b>	Minute G.18/6/19, 25 June 2019



<b>Sub-delegation last amended</b>	18 July 2019
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Current Delegation

 <div style="text-align: right;"><b>DA-CPM 04</b></div> <div style="text-align: center;"> <b>DELEGATION OF AUTHORITY</b>  <b>APPROVAL OF PURCHASES</b> </div>	
<b>Function to be performed:</b>	Agree to make purchases through the tender exempt provision of Regulation 11(2) of the <i>Local Government (Functions and General) Regulations 1996</i> , for commitments greater than \$150,000.
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	N/A
<b>Express Power to Delegate/Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers and duties to CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Functions &amp; General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited
<b>Conditions and Exceptions:</b>	<ol style="list-style-type: none"> <li>1. Review and recommendation of purchases to be obtained by the Director Corporate Services and/or Manager Governance prior to Chief Executive Officer approval.</li> <li>2. Purchases approved under this delegation will be reported to Council via the monthly Financial Report.</li> </ol>
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	Minute G.37/05/12, 22 May 2012
<b>Delegation last reviewed:</b>	Minute G.18/6/19, 25 June 2019 CEO 18 July 2019



DA-CPM 01

## DELEGATION OF AUTHORITY EXPRESSIONS OF INTEREST

<b>Function to be performed:</b>	1) Seek Expressions of Interest for the supply of goods and services;  2) Consider Expressions of Interest which have not been rejected and determine those capable of satisfactorily supplying the goods and services.
<b>Delegator:</b>	Council of the City of Mandurah
<b>Delegate:</b>	Chief Executive Officer
<b>Sub-delegation to:</b>	Director Corporate Services Manager Governance Services
<b>Express Power to Delegate/Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers and duties to CEO s.5.44 CEO may delegate powers and duties to employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services  <i>Local Government (Functions &amp; General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Conditions / Exceptions:</b>	Nil
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	Minute G.53/9/99, 21 September 1999
<b>Delegation last reviewed:</b>	Minute G.18/6/19, 25 June 2019
<b>Sub-delegation last amended:</b>	18 July 2019