



## Minutes of Council Meeting

held on

**Tuesday, 27 October 2020 5.30PM**

in the Council Chamber, 83 Mandurah Terrace Mandurah and via eMeeting

### PRESENT:

MAYOR	R WILLIAMS	
COUNCILLOR	C KNIGHT	NORTH WARD
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	A ZILANI	NORTH WARD
COUNCILLOR	L RODGERS	EAST WARD
COUNCILLOR	D PEMBER	EAST WARD
COUNCILLOR	M DARCY	COASTAL WARD
COUNCILLOR	J GREEN	COASTAL WARD
COUNCILLOR	C DI PRINZIO [5.36pm]	COASTAL WARD
COUNCILLOR	D SCHUMACHER [6.04pm]	TOWN WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	M ROGERS	TOWN WARD

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MRS	C MIHOVILOVICH	DIRECTOR BUSINESS SERVICES
MS	J THOMAS	DIRECTOR PLACE AND COMMUNITY
MR	M HALL	ACTING DIRECTOR BUILT AND NATURAL ENVIRONMENT
MR	C JOHNSON	ACTING DIRECTOR STRATEGY AND ECONOMIC DEVELOPMENT
MRS	L SLAYFORD	MINUTE OFFICER

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

Prior to commencement of this electronic meeting, Elected Members and other attendee connections by electronic means were tested and confirmed.

The Mayor declared the meeting open at 5.33pm.

## 2. ACKNOWLEDGEMENT OF COUNTRY

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.

## 3. APOLOGIES

### Apologies

Councillor D Lee

## 4. DISCLAIMER

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 the *City of Mandurah Standing Orders 2016* (Section 13.1(1)) 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.

## 5. ANSWERS TO QUESTIONS TAKEN ON NOTICE

Nil.

## 6. PUBLIC QUESTION TIME

Nil.

## 7. ANNOUNCEMENTS

### **G.1/10/20      STANDING ORDERS LOCAL LAW 2016**

The Mayor advised the meeting that the *City of Mandurah Standing Orders Local Law 2016* will be modified to ensure Council Members and the public can participate in and follow the meeting as it progresses.

### **MOTION**

**Moved:** Mayor R Williams  
**Seconded:** Councillor D Pember

**That Council:**

1. Suspend the operation of the following provisions of the *City of Mandurah Standing Orders Local Law 2016* for the duration of this electronic meeting to ensure Council Members and the public can follow and participate in the meeting as it progresses:
  - 1.1. Standing Orders 3.3 Public Question Time and 3.4 Public Statement Time pertaining to public participation in meetings continues via electronic means only with public submissions received to be read aloud by the Presiding Member at the relevant agenda item.
  - 1.2. Standing Order 7.2 Members to occupy own seats whilst present in meeting room. Relevant only for Elected Members attending the Council Chambers.
  - 1.3. Agree under Standing Orders 8.1(1) and 12.2, that instead of requiring a show of hands, a vote will be conducted by exception with the Presiding Member calling for those Members against each motion. If no response is received the motion will be declared carried and minuted accordingly.
  - 1.4. Reiterate the requirement as per Standing Order 7.3 for Members to advise the Presiding Member when leaving or entering the meeting at any time.

CARRIED: 10/0

**8. PUBLIC STATEMENT TIME**

Nil.

*Councillor C Di Prinzio joined the meeting electronically at 5.36pm.*

**9. LEAVE OF ABSENCE REQUESTS**

**G.2/10/20 LEAVE OF ABSENCE: COUNCILLOR LYNN RODGERS – 1 NOVEMBER 2020 TO 30 NOVEMBER 2020, INCLUSIVE**

**MOTION**

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

**That leave of absence be granted to Councillor from 1 November 2020 to 30 November 2020, inclusive.**

CARRIED: 11/0

## 10. PETITIONS

### G.3/10/20 COUNCILLOR LYNN RODGERS: COODANUP FORESHORE STRUCTURES

Councillor Lynn Rodgers presented a petition containing the signatures of 40 residents objecting to the construction of fixtures, structures and fences beyond and below the high water mark adjacent to the existing Wanjeep Street carpark and the Ramsar designated wetlands.

#### MOTION

Moved: Councillor L Rodgers

Seconded: Councillor D Pember

**That the petition be received and referred to the Built and Natural Environment directorate for consideration when preparing the Coodanup Foreshore Masterplan report for Council in the coming months.**

CARRIED: 11/0

### G.4/10/20 COUNCILLOR PEMBER: USE OF GLYPHOSATE AT COODANUP FORESHORE

Councillor Pember presented a petition that contained the signatures of 52 persons objecting to the application of glyphosate along the whole foreshore fronting Peel Parade and including the Ramsar wetlands.

#### MOTION

Moved: Councillor D Pember

Seconded: Councillor J Green

**That the petition be received and referred to the Built and Natural Environment directorate for consideration when preparing the Coodanup Foreshore Masterplan report for Council in the coming months.**

CARRIED: 11/0

## 11. PRESENTATIONS

### 11.1 SENIOR MOSQUITO OPERATIONS OFFICER: MOSQUITO MANAGEMENT ANNUAL REPORT 2019/2020

The annual report provides an overview of mosquito management activities undertaken during the 2019/20 season by the City, in cooperation with the Peel Mosquito Management Group and Department of Health.

## 12. DEPUTATIONS

### 12.1 MR J ELLERY: FALCON MEN'S SHED

Mr Ellery, representing Falcon Men's Shed, spoke in support of the officer recommendation for Report 1 Proposed Lease: Falcon Men's Shed Incorporated, whilst suggesting slight modification.

**12.2 MR S SPICE: ENCLOSED DOG PARK**

Mr Spice spoke in support of the officer recommendation for Report 2 Enclosed Dog Park.

*6.04pm Councillor D Schumacher joined the meeting electronically. At this juncture of the meeting Mayor Williams conducted an attendance check confirming all Elected Members remained connected at the electronic meeting.*

**12.3 MR R HICKS: SUPPLY, INSTALLATION AND MAINTENANCE OF BENCH ADVERTISING**

Mr Hicks, representing Streetside Advertising, spoke in opposition of the officer recommendation for Report 8 Supply, Installation and Maintenance of Bench Advertising.

**13. CONFIRMATION OF MINUTES****G.5/10/20 CONFIRMATION OF COUNCIL MINUTES: TUESDAY 22 SEPTEMBER 2020****MOTION**

**Moved:** Councillor C Knight  
**Seconded:** Councillor A Zilani

**That the Minutes of the Council Meeting held on Tuesday 22 September 2020 be confirmed.**

**CARRIED:** 12/0

**G.6/10/20 CONFIRMATION OF SPECIAL COUNCIL MINUTES: TUESDAY 6 OCTOBER 2020****MOTION**

**Moved:** Councillor L Rodgers  
**Seconded:** Councillor P Rogers

**That the Minutes of the Special Council Meeting held on Tuesday 6 October 2020 be confirmed.**

**CARRIED:** 12/0

**14. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

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

**14.1 Councillor J Green**

1 October, 2020 - Inaugural Probus Day held on the Eastern Foreshore acknowledging the United Nations Day of Older Persons.

14 October, 2020 - Annual Wellness Wednesday event promoting mental wellbeing held on the Eastern Foreshore.

- 14.2 Councillor C Knight  
10-11 October, 2020 - Peel Harvey Catchment Council Wetlands Weekender mini festival celebrating the 30th anniversary of the Peel-Yalgorup Wetland Ramsar listing.

- 14.3 Mayor R Williams  
8 October, 2020 - hosted the WA Governor the Honourable Kim Beazley.  
10 October, 2020 – hosted the Indian Consul General, Dantu Charandasi.  
21 October, 2020 – hosted the WA Premier, Mark McGowan.  
23 October, 2020 – attended the 2020 Mandurah Local Business Breakfast Forum conducted by the City and WA Police at Rushton Park.  
Recognition of the City's Coordinator Landscape Services, John Harris, for 25 years of service to the City of Mandurah.

## 15. DECLARATION OF INTERESTS

- 15.1 Chief Executive Officer, Mark Newman, declared a financial interest in Confidential Report 4 Employment Contract as it pertained to his employment with the City of Mandurah. The Chief Executive Officer will be vacating the Chamber and not participating in discussion on the item.
- 15.2 Mayor Rhys Williams declared an impartiality interest in Report 1 Proposed Lease: Falcon Men's Shed Incorporated as he is Patron of the group. Mayor Williams will remain in the Chamber, consider the item on its merits and vote accordingly.

## 16. QUESTIONS FROM ELECTED MEMBERS

### Questions of which due notice has been given

#### 16.1 Councillor P Rogers: Protection and Privacy of Data

1. *According to a new report by the Office of the Australian Information Commissioner, 83 per cent of Australians believe that the Federal Government should do more to protect the privacy of their data. This report comes ahead of a review of the Privacy Act 1988 (Cth).*
2. *The Australian Community Attitudes to Privacy Survey found that Australians are more comfortable with government's use of personal information than they were three years ago, and see government as the second most trusted organisation with personal data behind health service providers.*

*However, trust in Federal Government departments has decreased by 14 per cent since 2007, with now only 48 per cent of respondents believing the government is trustworthy with their data.*

*Given that Western Australia has not yet developed a Privacy Act - what measures has the City of Mandurah taken to protect the private and sensitive data that it holds on residents, and what measures are being proactively developed so as to maintain the public's trust and confidence?*

### Response

The City of Mandurah is not an organisation covered by *Privacy Act 1988* so the City is not bound by the obligations, principles and framework set out in that legislation.

The State Government made an announcement in August 2019 regarding the consultation for the development of Privacy legislation for Western Australia. The *Privacy and Responsible Information Sharing* legislation is currently in development and will bring WA into line with other jurisdictions.

In the absence of State-based legislation the City of Mandurah has implemented the following controls to ensure the privacy and security of data.

Record Management Council Policy, currently includes five key elements, two of which relate to security and protection and access to records:

- Security and Protection of Records – all records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.
- Access to Records - access to the City's records by employees will be in accordance with designated access and security classifications. Access to the City's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the City's records by Elected Members will be through the Chief Executive Officer in accordance with the *Local Government Act 1995*.

The Council Records Management Policy is currently being reviewed and will be replaced with a Council Information Management Policy, which forms part of the City's Information Management Strategy

Further to the development of the Council Information Management Policy, there are a number of internal/operational practices that support the privacy of data in relation to information management at the City. The City's current approach to information management includes the use of policies, governance, processes, procedures, internal audits, security measures and training of all staff in the management of data and information.

The City's approach is to ensure that all live information is accurate and up-to-date, or, in the case of records, is an accurate record of the City's activity at the time it was created. The current practices have been designed to achieve compliance with legislation, maintain security of information and support the effective delivery of services. The Information Management Strategy sets out how the City will manage its information assets effectively and securely, derive maximum value from those assets, contribute to the strategic aims of the City as a whole and support the delivery of improved services to its customers.

The City's Information Management Strategy incorporates a number of requirements that support information management practises at the City, including:

- Recordkeeping Plan that also identifies how the City will protect data, which is developed in accordance with the *State Records Act 2000* and approved by the State Records Office. In accordance with the advice from the State Records Office, the Recordkeeping Plan provides an accurate reflection of the recordkeeping program within the organisation. The *State Records Act 2000* is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires that every government organisation must have a Recordkeeping Plan that has been approved by the State Records Commission
- Information Management Position(s) Description and Role Clarification
- Information Management Action Plan

- Information Management practices and procedures
- Information Communications Technology (ICT) Strategic Framework
- ICT Security Plan
- Confidential Information storage being subject to the Australian Privacy principles.

It is important to note, that protection and security of data is reviewed frequently. There are a number of City officers responsible for reviewing security threats and data breaches. Threats can be internal (staff via misuse of information etc) and external (Council, contractors and non-staff). Continuous improvement has been embedded into the culture to ensure the City continues to maintain a high level of protection towards the data it obtains. Note, that as the response is available to the public, details of specific actions taken and planned have not been provided.

As part of City's Strategic Internal Audit Plan 2020-2023, the City conducts regular internal audits to evaluate the effectiveness of the City's system controls, security and strategies to determine controls. In the last 12 months the City undertook an assessment of its system security and there are audits undertaken internally to ensure data is only accessible to the relevant officers. Staff are initially trained in relation to the confidentiality of information, accessing data, privacy and their responsibilities as a public officer. City officers are also aware of consequences relating to breaching the City Officers Code of Conduct, policies and applicable legislation.

The Office of the Auditor General will be carrying out a Cyber Security in local governments performance audit over the next two months. This audit will provide the City with specific findings and recommendations in relation to the system and will be presented to Council in due course. It is important to note, that this is part of the continuous improvement culture that will improve how the City protects the private and sensitive data it holds.

In conclusion, although there is no current privacy act in the State, similar to the Commonwealth *Privacy Act 1988*, the City will continue to comply with the State Records Framework, review the Principles of the *Privacy Act 1988* (Cth), and incorporate these into the City's practices, where applicable.

## **16.2 Councillor P Rogers: Graffiti Reporting**

1. *Councils are being reminded to report the costs of removing graffiti by submitting a WA Government form, even if no costs have been incurred.*

*This process is a part of the State's 'Graffiti Vandalism Strategy 2019-2021' which aims to prevent and limit graffiti.*

*Can City Officers confirm if the City of Mandurah is reporting all graffiti in the State Graffiti Taskforce's online portal to help create a broader picture of hotspot areas?*

### Response

All graffiti that is removed by the City's Graffiti Treatment Operators is photographed, its location recorded and this information is sent electronically to the State Graffiti Taskforce.

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

Nil.

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

Nil.

*6.28pm: At this juncture of the meeting Mayor Williams confirmed the electronic attendance of Elected Members.*

**18. REPORTS****G.7/10/20 PROPOSED LEASE: FALCON MEN'S SHED INCORPORATED (REPORT 1)**Summary

The Falcon Men's Shed has occupied a small 225 square metre portion of Reserve 42821 (No 60) Linville Street, Falcon known as the Falcon Family Centre (FFC), for over 15 years.

The Falcon Men's Shed made contact with the City to expand and develop beyond their current footprint. Several alternative locations were investigated, however the group's requirements around locality, building footprint and a need to remain effectively distanced from residential housing reduced options for the group.

In consultation with the Men's Shed, City officers have identified that with some remodelling of the FFC, it would be possible to create an appropriate footprint at their current location, allowing expansion for the Men's Shed, with the main facility being managed by an external Community Service Provider who could continue to deliver family focused programs to the southern sector. The Men's Shed are requesting a long-term lease and a reduced rate of the standard community rental fee.

A maximum lease area has been designed within Reserve 42821 totalling 610 square metres, which ensures the group have the appropriate amenities and future expansion opportunities. The proposal includes the City undertaking works to convert two storage areas on the southern side of the FFC into a kitchenette and toilet ensuring the Men's Shed can operate independently from the main facility.

The estimated cost to undertake the upgrade has been estimated at \$96,000, which is being proposed to be funded by the City. The expenditure includes the costs for the conversion of the two storage areas to the kitchen and toilet as well as fencing, sewerage work and basic clearing of site. The Men's Shed are required to source appropriate external funding to replace their existing shed that would accommodate their desired expansion.

Council is requested to support the unbudgeted expenditure of \$96,000 together with a lease with Falcon Men's Shed Incorporated, for a 20 year term over portion of Reserve 42821 with a maximum lease area of 610 square metres. An annual rent of \$1 is proposed with the group being fully responsible for insurance, utilities, repairs and maintenance of any infrastructure constructed on the site including the existing shed and all structural repairs. The City will be responsible for structural repairs relating to the kitchenette and toilet, which are housed within the main body of the facility. The new lease would also be subject to the approval of the Minister for Lands.

Officer Amended Recommendation

That Council:

1. Approves a lease area over portion of Reserve 42821 to the Falcon Men's Shed Incorporated with the following conditions:
  - 1.1 Lease term 20 years;
  - 1.2 Annual Rent \$1 per annum;
  - 1.3 Commencement date will be after and subject to the Minister for Lands approval;
  - 1.4 Waives the Council approved fees and charges for Document Preparation fee of \$610;
  - 1.5 Lease conditions to be finalised by the Chief Executive Officer;
2. Approves the allocation of \$96,000 for the upgrade of the Falcon Family Centre from the Asset Management Reserve.

#### Council Resolution

#### **MOTION**

**Moved:** Councillor J Green

**Seconded:** Councillor M Darcy

That Council:

1. **Approves a lease area over portion of Reserve 42821 to the Falcon Men's Shed Incorporated with the following conditions:**
  - 1.1 **Lease term 20 years;**
  - 1.2 **Annual Rent \$1 per annum;**
  - 1.3 **Commencement date will be after and subject to the Minister for Lands approval;**
  - 1.4 **Waives the Council approved fees and charges for Document Preparation fee of \$610;**
  - 1.5 **Lease conditions to be finalised by the Chief Executive Officer;**
2. **Approves the allocation of \$96,000 for the upgrade of the Falcon Family Centre from the Asset Management Reserve.**

CARRIED WITH ABSOLUTE MAJORITY: 12/0

Reason for change: The proposed lease area may be required to be varied. The recommendation has removed the maximum lease area, and if after the assessment of the leased area, the building has to be reduced, the recommendation allows both parties to agree to increase the leased area to accommodate their future building design.

#### **G.8/10/20 CHANGE ORDER OF AGENDA ITEMS**

At this stage of the meeting, in view of interested parties in the public gallery, the Mayor suggested that with the consensus of Elected Members, the order of the agenda be changed and Report 8 be considered next relating to the supply, installation and maintenance of bench advertising.

#### **MOTION**

**Moved:** Councillor L Rodgers

**Seconded:** Councillor A Zilani

**That the order of the agenda be changed and Report 8 relating to the supply, installation and maintenance of bench advertising be now considered.**

CARRIED: 12/0

**G.9/10/20          SUPPLY, INSTALLATION AND MAINTENANCE OF BENCH  
ADVERTISING (REPORT 8)**

Summary

The City of Mandurah (the City) currently provides signage infrastructure at various locations for the purposes of commercial and community advertising. The City, through a number of contracts for the supply of signage infrastructure including Illuminated Street Signs and Bench Seats, receives revenue from signage companies (suppliers) who are responsible for the installation and advertising.

The City currently has a contract for the Supply, Installation and Maintenance of Bench Seat Advertising. This contract, which has been in place since August 2010, is due to expire on 28 November 2020. Previous contracts for the supply of bench seats have dated back to 1984.

In the absence of a strategic approach to the management of signage infrastructure across the City, it is recommended that the Supply, Installation and Maintenance of Bench Advertising Contract not be renewed.

Council is now requested to support the recommendation to not renew the Supply, Installation and Maintenance of Bench Advertising contract.

Officer Recommendation

That Council supports the non-renewal of the Supply, Installation and Maintenance of Bench Advertising contract.

Council Alternate Resolution

**MOTION**

**Moved:            Mayor R Williams**

**Seconded:       Councillor C Knight**

- 1.    That Council supports the non-renewal of the Supply, Installation and Maintenance of Bench Advertising contract.**
- 2.    That Council request Officers to incorporate bench advertising as part of the Signage in Road Reserves Policy.**
- 3.    That consultation be undertaken with the Peel Chamber of Commerce and Industry regarding the review of advertising infrastructure on City of Mandurah managed land.**

CARRIED: 10/2

FOR:            Mayor Williams, Councillors Green, Jackson , Knight, Pember, L Rodgers, P Rogers, A Zilani, Di Prinzio, M Rogers

AGAINST: Councillors Darcy and Schumacher

Reason for Change: Additional points two and three included to ensure that Council consider bench seat advertising as part of the Signage in Road Reserves Council Policy and ensure consultation is undertaken with the Peel Chamber of Commerce and Industry.

## **G.10/10/20      ENCLOSED DOG PARK (REPORT 2)**

### Summary

Fully fenced dog parks are becoming an increasingly popular public facility provided by local governments. These parks provide a secure environment for dog socialisation, exercise and training and also provide owners with an opportunity for social interaction, particularly those with reduced mobility.

In December 2017, Council received a petition containing over 562 signatures, requesting the City investigate the viability of a fully fenced dog park. Feedback from the community has been consistent that a facility of this type would be very popular.

In April 2019, the City undertook an extensive community consultation, seeking direction from the community about seven potential locations. The campaign was strongly supported with an estimated 4901 visitors to the Mandurah Matters Enclosed Dog Park page. Participants identified preferred locations and/ or providing feedback on why locations would not be appropriate.

On 17 December 2019, Council endorsed progression to detailed design of Leslie Street Reserve (40075), Dudley Park and supported the establishment of a working group consisting of City Officers, Elected Members and interested community members, including professional dog handlers.

This report seeks endorsement to advertise for public comment, a detailed design for a period of 21 days. A report will then come back to Council for final adoption after considering any submissions made. The enclosed dog park project is budgeted in the 2020/21 financial year and is proposed to be completed by 30 June 2021.

### Officer Recommendation

That Council:

1. Approve the commencement of a public comment period of 21 days seeking submissions on the proposed dog park design through the following:
  - 1.1. Mail out to properties within 500m of the proposed enclosed dog park;
  - 1.2. Mail out to all properties that require access via Waterside Drive;
  - 1.3. Email to those who registered and participated as part of the initial consultation with a link to the City's Mandurah Matters website;
  - 1.4. Email to City of Mandurah registered dog owners;
  - 1.5. Inclusion in the City of Mandurah community e-news;
  - 1.6. Social media posts via the City's Facebook page providing direction to the Mandurah Matters website;
  - 1.7. Advertisement in local newspapers.
2. Receive a final plan for the Enclosed Dog Park for approval following the consideration of submissions received.

Council Alternate Resolution**MOTION****Moved:** Councillor D Pember**Seconded:** Councillor C Knight**That Council:**

1. **Approve the commencement of a public comment period of 21 days seeking submissions on the proposed dog park design through the following:**
  - 1.1. **Mail out to properties within 500m of the proposed enclosed dog park;**
  - 1.2. **Mail out to all properties that require access via Waterside Drive;**
  - 1.3. **Email to those who registered and participated as part of the initial consultation with a link to the City's Mandurah Matters website;**
  - 1.4. **Email to City of Mandurah registered dog owners;**
  - 1.5. **Inclusion in the City of Mandurah community e-news;**
  - 1.6. **Social media posts via the City's Facebook page providing direction to the Mandurah Matters website;**
  - 1.7. **Advertisement in local newspapers.**
2. **Approve the Chief Executive Officer to commence construction of the Dog Park unless there are submissions that identify major design issues with the proposed enclosed dog park.**

**CARRIED:** 12/0

Reason for Change: Council has already decided on the location. Unless there are submissions that do not support the proposed dog park design, the Chief Executive Officer has the approval to commence construction of the Enclosed Dog Park. The officer recommendation for Council to receive a final plan for the Enclosed Dog Park for approval following the consideration of submissions received has been removed as it is not necessary for Council to receive a report if there are no submissions received that identifies major design issues with the proposal.

**G.11/10/20 ORSMBY TERRACE TRAFFIC ASSESSMENT (REPORT 3)**Summary

Council, at its meeting on 30 June 2020, considered a Notice of Motion in relation to traffic in Ormsby Terrace and resolved that City officers schedule a traffic assessment of Ormsby Terrace between Marco Polo Drive and Peel Street roundabouts and report the results back to Council on completion.

In accordance with Council's resolution, and the reasons given for the Notice of Motion, City officers have undertaken an assessment of traffic conditions within the section of Ormsby Terrace between Peel Street and Marco Polo Drive and have proposed minor changes to improve the operation of the road.

Officer Recommendation

That Council notes the information contained in this report, including the minor changes that will be made to improve the operation of Ormsby Terrace.

Council Resolution**MOTION****Moved:** Councillor P Rogers**Seconded:** Councillor A Zilani

**That Council notes the information contained in this report, including the minor changes that will be made to improve the operation of Ormsby Terrace.**

CARRIED: 12/0

**G.12/10/20 FINANCIAL REPORT SEPTEMBER 2020 (REPORT 4)**Summary

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

Officer Amended Recommendation

That Council:

- 1 Receives the Financial Report for September 2020 as detailed in Attachment 4.1 of the report.
- 2 Receives the Schedule of Accounts for the following amounts as detailed in Attachment 4.2 of the report:
 

Total Municipal Fund	\$ 7,597,632.11
Total Trust Fund	\$ 92,503.84
	\$ 7,690,135.95
- 3 Approves the amendment of the POL-CPM 02 Procurement Council Policy in accordance with Attachment 4.3.
- 4 Approves the following budget variations for 2020/21 annual budget:
  - 4.1 Increase in operating expenditure of \$1,700\* for fridge repairs at Port Bouvard Surf Life Saving Club.
    - To be funded from the Sports Club Maintenance Levy Reserve \$1,700\*
  - 4.2 Increase in capital expenditure of \$27,890\* for cool room compressor repairs at Mandurah Bowling Club.
    - To be funded from capital project Installation of Air Conditioning at Halls Head Parade Community and Sports Facility \$27,890\*
  - 4.3 Increase in capital expenditure of \$30,000\* for South Mandurah Football Club Changeroom capital project.
    - To be funded from the Restart Mandurah - Other \$30,000\*
  - 4.4 Increase in capital expenditure of \$1,598\* for MARC Improvement to Car Park Area.
    - To be funded from capital project Calypso Reserve - Drinking Fountain \$1,598\*
  - 4.5 Increase in capital expenditure of \$4,776\* for TM Discretionary Traffic Mgmt.
    - To be funded from capital project TM Discretionary Traffic Management Program \$4,776\*
  - 4.6 Increase in capital expenditure of \$2,901\* for DR Orion Rd Park Stage 2.

- To be funded from capital project Pinjarra Road East - Median Stage 3 \$2,901\*
- 4.7 Reallocate \$350,000\* to be transferred into the Unspent Grants & Contributions Reserve for the 2021/22 business grants incentive scheme.
  - To be funded from a decrease in capital expenditure project Restart Mandurah – Other. Which is the balance of the funds available for the Restart Mandurah Program.
- 5 Approve the contribution of \$1,000 to the Lions Cancer Institute for partial sponsorship of the 43 Mandurah children to attend the Special Children's Christmas Big Day Out

#### Council Resolution

#### **MOTION**

**Moved:** Councillor C Knight

**Seconded:** Councillor P Rogers

#### **That Council:**

- 1 Receives the Financial Report for September 2020 as detailed in Attachment 4.1 of the report.
- 2 Receives the Schedule of Accounts for the following amounts as detailed in Attachment 4.2 of the report:
 

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  - 4.5 Increase in capital expenditure of \$4,776\* for TM Discretionary Traffic Mgmt.
    - To be funded from capital project TM Discretionary Traffic Management Program \$4,776\*
  - 4.6 Increase in capital expenditure of \$2,901\* for DR Orion Rd Park Stage 2.
    - To be funded from capital project Pinjarra Road East - Median Stage 3 \$2,901\*

**4.7 Reallocate \$350,000\* to be transferred into the Unspent Grants & Contributions Reserve for the 2021/22 business grants incentive scheme.**

- **To be funded from a decrease in capital expenditure project Restart Mandurah – Other. Which is the balance of the funds available for the Restart Mandurah Program.**

**5 Approve the contribution of \$1,000 to the Lions Cancer Institute for partial sponsorship of the 43 Mandurah children to attend the Special Children's Christmas Big Day Out**

CARRIED WITH ABSOLUTE MAJORITY: 12/0

Reason for change: The City was requested to provide a contribution towards the 43 local children to attend the Lions Cancer Institute's Special Children's Christmas Big Day Out.

*Councillor L Rodgers left the Chamber at 7.27pm, returning at 7.30pm.*

**G.13/10/20 MOSQUITO MANAGEMENT ANNUAL REPORT 2019/2020 (REPORT 5)**

Summary

This annual report provides an overview of mosquito management activities undertaken during the 2019/20 season by the City, in cooperation with the Peel Mosquito Management Group (PMMG) and Department of Health (DoH).

The 2019/20 season was significantly more intense than recent seasons, particularly so during early 2020. The intensity of aerial larviciding required from February until late April 2020 was more alike to those experienced during past La Niña events however the entire season was dominated by ENSO neutral conditions. An explanation for this shift in environmental conditions is likely to have been driven by regional climate drivers.

Twenty-one aerial larviciding treatments covering a total of 2,933 hectares were undertaken between 1 July 2019 and 30 June 2020. Season 2018/19 recorded 13 treatments over 1,438 hectares.

Mosquito populations peaked in early spring 2019, however, once aerial treatments commenced in August mosquito populations were effectively reduced and restricted throughout the remainder of the season. The lower adult mosquito numbers decreased public health risk from mosquito borne diseases and maintained public amenity for residents and visitors.

Season 2019/20 recorded slightly lower numbers of reported cases of Ross River virus and Barmah Forest virus in Mandurah (29) compared to season 2018/19 (52). This reduction in cases was consistent across the Peel region and WA.

Officer Recommendation

That Council:

1. Receives the City of Mandurah Mosquito Management Program: 2019/20 Annual Report.
2. Approves the release of these reports to the following key stakeholders:

- Residents of the City of Mandurah via access at Administration Centre and Library, website and media releases;
  - Department of Health;
  - The Minister for Health and local Parliamentary Representatives;
  - Peel Mosquito Management Group member local governments
  - Peel Development Commission;
  - Department of Water Environment and Regulation;
  - Residents and Progress Associations;
  - Mandurah Environmental Advisory Group.
3. Notes the City's support for the Department of Health Fight the Bite Campaign.
  4. Acknowledges the ongoing support provided by the Department of Health in the implementation of improvements in the Peel Mosquito Management Program.
  5. Supports ongoing efforts to improve the aerial larviciding capacity of the mosquito management program including the ongoing provision of winter treatments.
  6. Acknowledges the importance of the State Government's ongoing commitment to the annual programs, and in accordance with the Dawesville Channel Environmental Review and Management Program.

#### Council Resolution

#### **MOTION**

**Moved:** Councillor J Green

**Seconded:** Councillor A Zilani

That Council:

1. Receives the City of Mandurah Mosquito Management Program: 2019/20 Annual Report.
2. Approves the release of these reports to the following key stakeholders:
  - Residents of the City of Mandurah via access at Administration Centre and Library, website and media releases;
  - Department of Health;
  - The Minister for Health and local Parliamentary Representatives;
  - Peel Mosquito Management Group member local governments
  - Peel Development Commission;
  - Department of Water Environment and Regulation;
  - Residents and Progress Associations;
  - Mandurah Environmental Advisory Group.
3. Notes the City's support for the Department of Health Fight the Bite Campaign.
4. Acknowledges the ongoing support provided by the Department of Health in the implementation of improvements in the Peel Mosquito Management Program.
5. Supports ongoing efforts to improve the aerial larviciding capacity of the mosquito management program including the ongoing provision of winter treatments.
6. Acknowledges the importance of the State Government's ongoing commitment to the annual programs, and in accordance with the Dawesville Channel Environmental Review and Management Program.

*Councillor Pember left the Chamber at 7.36pm, returning at 7.39pm.*

Amendment

MOTION

Moved: Mayor R Williams

Seconded: Councillor C Knight

7. Noting the significant human and economic risks associated with a reduction to this program effectiveness Council request the CEO to engage with the Department of Health representatives seeking a commitment to the Peel Mosquito Management program including maintaining current funding levels.

CARRIED: 12/0

Substantive Resolution

**That Council:**

1. **Receives the City of Mandurah Mosquito Management Program: 2019/20 Annual Report.**
2. **Approves the release of these reports to the following key stakeholders:**
  - Residents of the City of Mandurah via access at Administration Centre and Library, website and media releases;
  - Department of Health;
  - The Minister for Health and local Parliamentary Representatives;
  - Peel Mosquito Management Group member local governments
  - Peel Development Commission;
  - Department of Water Environment and Regulation;
  - Residents and Progress Associations;
  - Mandurah Environmental Advisory Group.
3. **Notes the City's support for the Department of Health Fight the Bite Campaign.**
4. **Acknowledges the ongoing support provided by the Department of Health in the implementation of improvements in the Peel Mosquito Management Program.**
5. **Supports ongoing efforts to improve the aerial larviciding capacity of the mosquito management program including the ongoing provision of winter treatments.**
6. **Acknowledges the importance of the State Government's ongoing commitment to the annual programs, and in accordance with the Dawesville Channel Environmental Review and Management Program.**
7. **Noting the significant human and economic risks associated with a reduction to this program effectiveness Council request the CEO to engage with the Department of Health representatives seeking a commitment to the Peel Mosquito Management program including maintaining current funding levels.**

CARRIED: 12/0

Reason for Change: Additional resolution point seven was included which noted the risks associated with a reduction to the funding of the program and requested that CEO seek a commitment from the Department of Health to ensure that the funding levels are maintained.

#### **G.14/10/20      POINT GREY AMENDMENT 314 TO SHIRE OF MURRAY TOWN PLANNING SCHEME 4 (REPORT 6)**

##### Summary

The Shire of Murray has prepared a Scheme Amendment to Town Planning Scheme No. 4 ('Scheme 4'), proposing to modify the special provisions for the Point Grey Special Development Zone, as set out in Schedule 7 of the Scheme to:

- Remove discretion for planning approval of a marina
- Amend or remove other provisions relating to a marina
- Make other consequential changes to reflect this.

Under the existing provisions of the Shire's Scheme No 4, an approved structure plan for the site allows for a marina and marine village precinct as a focal point for the overall urban development of the subject land. A 2.5km long, 50m wide navigation channel across the Peel Harvey Estuary to connect the marina to the Dawesville channel is also proposed.

The amendment proposed by the Shire of Murray, if granted approval by the Minister for Planning, would result in a Marina being classified as a prohibited use. This would result in negating the need for a navigation channel to be constructed across the estuary. Council has previously expressed concerns with regards to the construction and management of the navigation channel and resolved to advise the relevant Ministers that the City will not be maintaining the proposed channel.

For this reason, it is recommended that Council authorise officers to prepare a submission in support of proposed Amendment 314 to Shire of Murray Town Planning Scheme 4.

##### Officer Recommendation

That Council authorise officers to prepare a submission supporting proposed Amendment 314 to Shire of Murray Town Planning Scheme 4.

##### Council Resolution

##### **MOTION**

**Moved:**                **Councillor L Rodgers**

**Seconded:**        **Councillor C Knight**

**That Council authorise officers to prepare a submission supporting proposed Amendment 314 to Shire of Murray Town Planning Scheme 4.**

CARRIED:            11/1

FOR:                   Mayor Williams, Councillors Darcy, L Rodgers, Pember, Zilani, Knight, Green, Jackson, P Rogers, M Rogers, C Di Prinzio

AGAINST:            Councillor Schumacher

**G.15/10/20      2020/21 FESTIVALS AND EVENTS PROGRAM CONSIDERATIONS  
(REPORT 7)**Summary

On Monday 17 August, the State Government announced that the transition to phase 5 COVID-19 restrictions will be delayed until 24 October. Following this delay, the State Government released updated guidelines for event organisers on Friday 18 September in an effort to allow events to occur safely under phase 4 restrictions, and ensure patrons are confident to attend events. The requirements under these guidelines include:

- Develop a COVID Event Plan that will be adhered to at all times for the duration of the event.
- Maintain a minimum of two square metres per person.
- Carefully manage shared spaces to ensure physical distancing is maintained.
- Maintain hygiene standards and disinfection regimes.
- Ensure staff are informed and trained to implement public health measures.
- Maintain attendance records of patrons and staff for the purposes of contact tracing, where possible.
- Appoint COVID Safety Marshals whose sole responsibility is to maintain adherence to COVID Event Plan (including the management of two square metres per person).
- Event organiser to register the event on the WA Government Department of Health website.

The State Government Guidelines for events also outline an amended approval process, which categorises events into low, medium or high-risk, dependent on the size and nature of the event. With consideration to the City's program of events including the Mandurah Street Party, Mandurah Christmas Pageant, New Year's Eve fireworks and the Mandurah Crab Fest, all of the City's events will fall in the high-risk category due to the number of patrons, and limited ability to contact trace patrons attending the event due to the open air and accessible nature of City events. In accordance with the new guidelines, the COVID Event Plan for all high-risk events are subject to approval from the WA Chief Health Officer. Based on a recent risk assessment conducted by City officers, the transition to phase 5 is extremely important for the safe delivery of City of Mandurah events. The risk assessment that was conducted based on phase 4 restrictions determined that the City's events program is considered a high risk in the attributes of reputation, governance and safety even with possible treatment measures in place. Officers are also extremely mindful that the possible treatment options identified to mitigate the risk have not been tested in the current pandemic situation for an open-air large-scale event.

Council is requested to note the current impact that Phase 4 and Phase 5 restrictions will have on City events and to determine a course of action based on the level of COVID-19 restrictions in place post the State Government decision on those restrictions to be announced on 24 October.

Officer Recommendation

That Council:

Option 1

Noting that Phase 4 COVID-19 Restrictions have been extended beyond 24 October;

1. Endorse the postponement of the Mandurah Street Party scheduled for 7 November 2020 to a future date in 2021, with the exact date to be confirmed once the State Government has announced the transition to Phase 5 COVID-19 Restrictions.

2. Cancel the Mandurah Christmas Pageant scheduled for 4 December, with the current budget allocation to be reallocated to smaller activations that complement the month of Christmas and work towards current economic objectives.
3. Cancel the New Year's Eve fireworks celebrations scheduled for 31 December, with the current budget allocation to be reallocated into a new 'Event Reserve Fund' to be used for the future attraction of new events to Mandurah or for the enhancement or growth of an existing City event.
4. Note that any decision regarding the possible cancellation of the 2021 Mandurah Crab Fest will be postponed until December, subject to the transition to Phase 5 COVID-19 Restrictions being announced during or before December.

Or

Option 2

Noting that Phase 5 COVID-19 Restrictions have been announced and adopted by the State Government;

1. Proceeds with the delivery of the Mandurah Street Party scheduled for 7 November 2020, noting the reduced timeframes available to market and promote the event.
2. Proceeds with the delivery of the Mandurah Christmas Pageant scheduled for 4 December 2020.
3. Proceeds with the delivery of the New Year's Eve fireworks celebrations scheduled for 31 December, 2020.
4. Proceeds with the delivery of the Mandurah Crab Fest scheduled for 20 and 21 March 2021.
5. Notes the need to reconsider the cancellation of the above events should the restrictions relating to physical distancing be re-introduced by the State Government based on advice from the WA Chief Health Officer.

Alternate Officer Recommendation

That Council:

1. Endorse the postponement of the Mandurah Street Party scheduled for 7 November 2020 to a future date in 2021, with the exact date to be confirmed once the State Government has announced the transition to Phase 5 COVID-19 Restrictions.
2. Cancel the Mandurah Christmas Pageant scheduled for 4 December, with the current budget allocation to be reallocated to smaller activations that complement the month of Christmas and work towards current economic objectives.
3. Approve the New Year's Eve fireworks to be delivered with clear messaging and compliance against the WA State Government phase 4 restrictions.
4. Note that any decision regarding the possible cancellation of the 2021 Mandurah Crab Fest will be postponed until December, subject to the transition to Phase 5 COVID-19 Restrictions being announced during or before December.

Council Resolution**MOTION****Moved:** Councillor D Pember**Seconded:** Councillor A Zilani**That Council:**

1. **Endorse the postponement of the Mandurah Street Party scheduled for 7 November 2020 to a future date in 2021, with the exact date to be confirmed once the State Government has announced the transition to Phase 5 COVID-19 Restrictions.**
2. **Cancel the Mandurah Christmas Pageant scheduled for 4 December, with the current budget allocation to be reallocated to smaller activations that complement the month of Christmas and work towards current economic objectives.**
3. **Approve the New Year's Eve fireworks to be delivered with clear messaging and compliance against the WA State Government phase 4 restrictions.**
4. **Note that any decision regarding the possible cancellation of the 2021 Mandurah Crab Fest will be postponed until December, subject to the transition to Phase 5 COVID-19 Restrictions being announced during or before December.**

**CARRIED:** 12/0

Reason for change: The State Government made the announcement on Monday 19 October 2020 that phase 4 restrictions have been extended. Therefore Option 2 of the previous officer recommendation is no longer valid. Point 3 of the officer recommendation has been amended following the application of the Department of Health's risk assessment. The City's New Year's Eve fireworks can be run within phase 4 guidelines if it is focussed on fireworks only, with minimal logistical and infrastructure requirements allowing adequate resources to be applied to COVID safe practices for the event.

**G.16/10/20 COVID-19 PRELIMINARY REVIEW AND PLANNING (REPORT 9)**Summary

The impact of the COVID-19 pandemic has been profound globally and locally. Western Australia is one of the few jurisdictions that have been able to stop community transmission. This has enabled a phased reduction in public health restrictions, and for many, a return to normality.

While the virus is currently controlled, the risk of outbreaks and community transmission returning to WA and Mandurah remains. It is important for the City to take the opportunity to revise its pandemic planning and ensure it is prepared to play its role in supporting the community and minimising the impact of any potential COVID-19 resurgence.

This report is provided to summarise actions to this point and update Council on planning that is being undertaken to support our community. Formal endorsement of the City's Pandemic Plan is sought which will form a sub-plan of the City's Local Emergency Management Arrangements.

Officer Recommendation

That Council:

1. Note actions to date and preparation for any resurgence in the COVID-19 virus in Western Australia and the City of Mandurah.
2. Endorse the City of Mandurah Pandemic Plan, as per Attachment 9.1, to form a sub-plan of the Local Emergency Management Arrangements.

Council Resolution**MOTION**

**Moved:** Councillor P Rogers

**Seconded:** Councillor D Pember

That Council:

1. **Note actions to date and preparation for any resurgence in the COVID-19 virus in Western Australia and the City of Mandurah.**
2. **Endorse the City of Mandurah Pandemic Plan, as per Attachment 9.1, to form a sub-plan of the Local Emergency Management Arrangements.**

CARRIED: 12/0

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

Nil.

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

Nil.

**21. LATE AND URGENT BUSINESS ITEMS**

Mayor Williams advised that the following urgent items of general business had been received:

- Councillor D Schumacher: Notice of Motion
- Confidential Report 04: Employment Contract

**G.17/10/20 ACCEPTANCE OF LATE AND URGENT ITEMS OF BUSINESS****MOTION**

**Moved:** Councillor C Knight

**Seconded:** Councillor L Rodgers

**That Council accepts the items of urgent business.**

CARRIED: 12/0

**G.18/10/20 NOTICE OF MOTION: PINJARRA / ANSTRUTHER ROADS INTERSECTION SAFETY**

The reason for this Motion is to assess if the Pinjarra Road / Anstruther Road intersection can be made safer following two crashes last week and a history of previous crashes at the same intersection over a number of years.

A traffic assessment of the road should be considered to inform any possible steps or actions that might be required to manage traffic activities and safety at this intersection.

*Councillor L Rodgers left the Chamber at 7.56pm, returning at 7.59pm.*

**MOTION**

**Moved: Councillor D Schumacher**

**Seconded: Councillor D Pember**

**That City of Mandurah officers complete a traffic assessment including previous vehicle crashes at the Pinjarra Road / Anstruther Road signalised intersection and report the results back to Council upon completion.**

**CARRIED: 12/0**

**G.19/10/20 PROCEDURAL MOTION: VOTE TO BE CONDUCTED**

During discussion of Minute G.18/10/20 Notice of Motion: Pinjarra / Anstruther Roads Intersection Safety, Councillor J Green proposed a procedural motion, that the motion be now put.

**MOTION**

**Moved: Councillor J Green**

**Seconded: Councillor P Jackson**

**That the Notice of Motion be put to the vote without further discussion.**

**CARRIED: 11/1**

**FOR:** Mayor Williams, Councillors Darcy, L Rodgers, Pember, Zilani, Knight, Green, Jackson, P Rogers, M Rogers, C Di Prinzio

**AGAINST:** Councillor Schumacher

**22. CONFIDENTIAL ITEMS****G.20/10/20****MOTION**

**Moved: Councillor C Knight**

**Seconded: Councillor P Jackson**

**That the meeting proceeds with closed doors at 8:04pm in accordance with Section 5.23(2) of the *Local Government Act 1995*, to allow for the confidential discussion of an item.**

CARRIED: 12/0

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

THE MEETING PROCEEDED WITH CLOSED DOORS AT 8.05PM

**G.21/10/20 COMMERCIAL LOCATIONS (CONFIDENTIAL REPORT 1)**

Council Resolution

**MOTION**

**Moved: Councillor D Pember**

**Seconded: Councillor C Knight**

**That Council:**

1. Authorise the Chief Executive Officer to notify Adventure Golf Australia Pty Ltd, that their holding over period term has been approved up until 30 November 2021, at which time they must remove all buildings, improvements and fixtures on the leased area and restore the leased area to the same condition as it was immediately prior to the construction of the buildings, improvements and fixtures.
2. Authorise the Chief Executive Officer to notify Wynyard Nominees Pty Ltd, that their holding over period term has been approved up until 30 November 2021, at which time they must remove any improvements and fixtures constructed or added by the lessee on the leased area and restore the leased area to the same condition as it was immediately prior to the construction of any improvements and fixtures.
3. Include the demolition of the Westside Diner building in the Long Term Financial Plan deliberations for the 2021/2022 financial year.
4. Approve modifications to the Trading Permit Guidelines so that:
  - 4.1 Location WF2 shown on Figure 1 is modified to be exclusive to Wynyard Nominees Pty Ltd (Kayaks 4 U) up until 30 June 2023;
  - 4.2 To remove location WF3 from the approved locations up until 30 June 2023.
5. Approve Wynyard Nominees Pty Ltd (trading as Kayaks 4 U) to exclusively hold a trading permit for locations WF2 outlined in the Trading Permit Guidelines, up until 30 June 2023 (non-transferable).
6. Authorise the Chief Executive Officer to commence the Western Foreshore commercial site project and present the proposed Expression of Interest proposal for Council endorsement.

CARRIED: 12/0

**G.22/10/20 STATE GOVERNMENT SUPPORT (CONFIDENTIAL REPORT 2)**Council Resolution**MOTION**

**Moved:** Councillor C Knight  
**Seconded:** Councillor D Pember

That Council supports the owner of Lot 21 Southern Estuary Road, Herron in advocating to the State Government to include the property within the Regional Open Space reservation under the Peel Region Scheme and identify future purchase by the State Government.

CARRIED: 12/0

**G.23/10/20 BUSHLAND ACQUISITION (CONFIDENTIAL REPORT 3)**Council Resolution**MOTION**

**Moved:** Councillor L Rodgers  
**Seconded:** Councillor D Pember

That Council endorse Option A.

CARRIED: 12/0

*8.14pm The Chief Executive Officer, Senior employees and the Minute Officer left the meeting at this point. The Director Business Services remained in the Chamber with Elected Members.*

**G.24/10/20 EMPLOYMENT CONTRACT (CONFIDENTIAL REPORT 4)**Council Resolution**MOTION**

**Moved:** Mayor R Williams  
**Seconded:** Councillor C Knight

1. Approve the variation outlined in the comment section of the report.
2. Authorise the Mayor to finalise the renewal of the Chief Executive Officer's Employment Contract for the Extension Term.

CARRIED: 12/0

**G.25/10/20****MOTION**

**Moved:** Councillor L Rodgers  
**Seconded:** Councillor P Rogers

That the meeting proceeds with open doors.

CARRIED: 12/0

THE MEETING PROCEEDED WITH OPEN DOORS AT 8.16PM

**G.26/10/20**

**MOTION**

**Moved:** Councillor C Knight

**Seconded:** Councillor P Jackson

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

CARRIED: 12/0

**23. CLOSE OF MEETING**

There being no further business, the Mayor declared the meeting closed at 8.16pm.

CONFIRMED ..... (MAYOR)

**Attachments to Council Minutes:**

**Council Report Attachments**

Minute	Item	Page
G.12/10/20	Financial Report September 2020 Attachment 4.1	28 - 51
G.12/10/20	Financial Report September 2020 Attachment 4.2	Electronic Only
G.12/10/20	Financial Report September 2020 Attachment 4.3	52 - 62
G.16/10/20	COVID-19 Preliminary Review and Planning Attachment 9.1	63 - 78

# Monthly Financial Report

## September 2020



# City of Mandurah

## September 2020

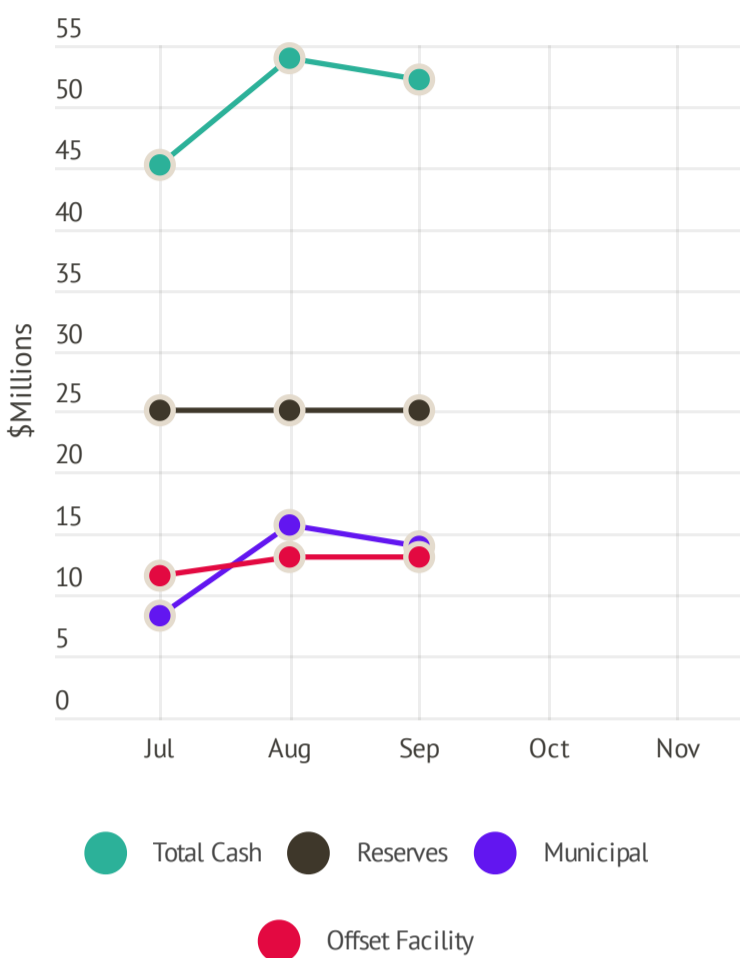
# \$735,915

Estimated Deficit at 30 June 2021 with  
proposed budget amendments

# \$77.4 million

Year to Date Actual Surplus

## Investments



## Loans

- Actual Principal Outstanding \$24.91M
- Actual Principal Repayments Made \$1.32M
- Actual Interest Paid \$102K
- Actual New Loans Drawdown \$0M
- Amount of Interest Saved from Loan Offset Facility \$49.5K

## Rates Outstanding

**28** Properties with >\$10K outstanding

**230** Properties \$3K to \$10K outstanding

**4** Properties commenced legal action in 20/21

**\$1.99M** Rates Exemptions

## Sundry Debtors Outstanding

**119** current accounts due (\$989k)

**246** accounts overdue i.e >30 days (\$555K)

## Budget Proposed Amendments

- Fridge repairs at Port Bouvard Surf Life Saving Club from Sports Club Maintenance Levy Reserve (\$1.7k)
- Cool room repairs at Mandurah Bowling Club from Halls Head Parade Community and Sports Facility (\$27.9K)
- SMFC Changeroom project from Restart Mandurah (\$30k)
- MARC Improvement to Car Park Area from Calypso Reserve (\$1.6k)
- TM Discretionary Traffic Management from TM Discretionary Traffic Management Program (\$4.8k)
- DR Orion Rd Park Stage 2 from Pinjarra Road East - Median Stage 3 (\$2.9k)

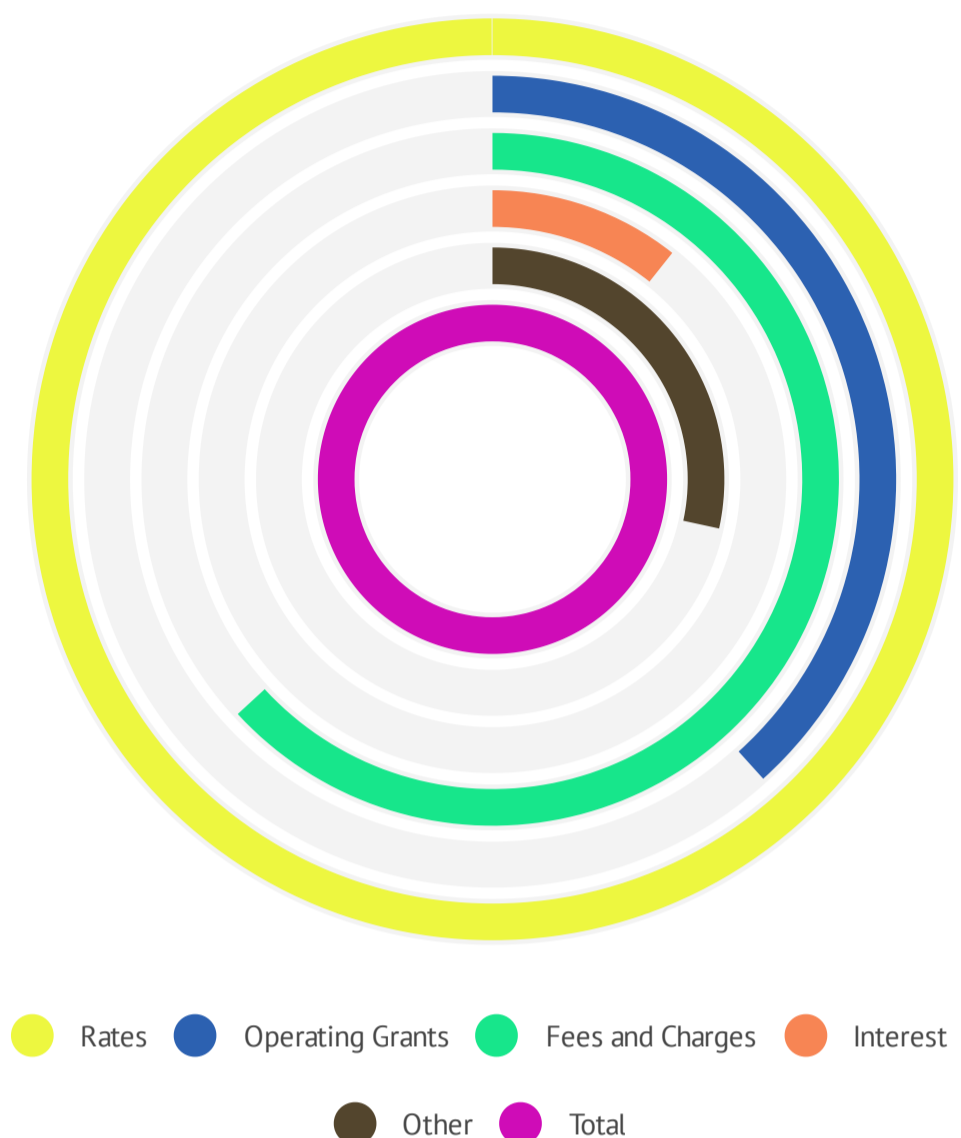
**5** Tenders awarded during the month through CEO delegation

**28%** Grants received for the 20/21 year

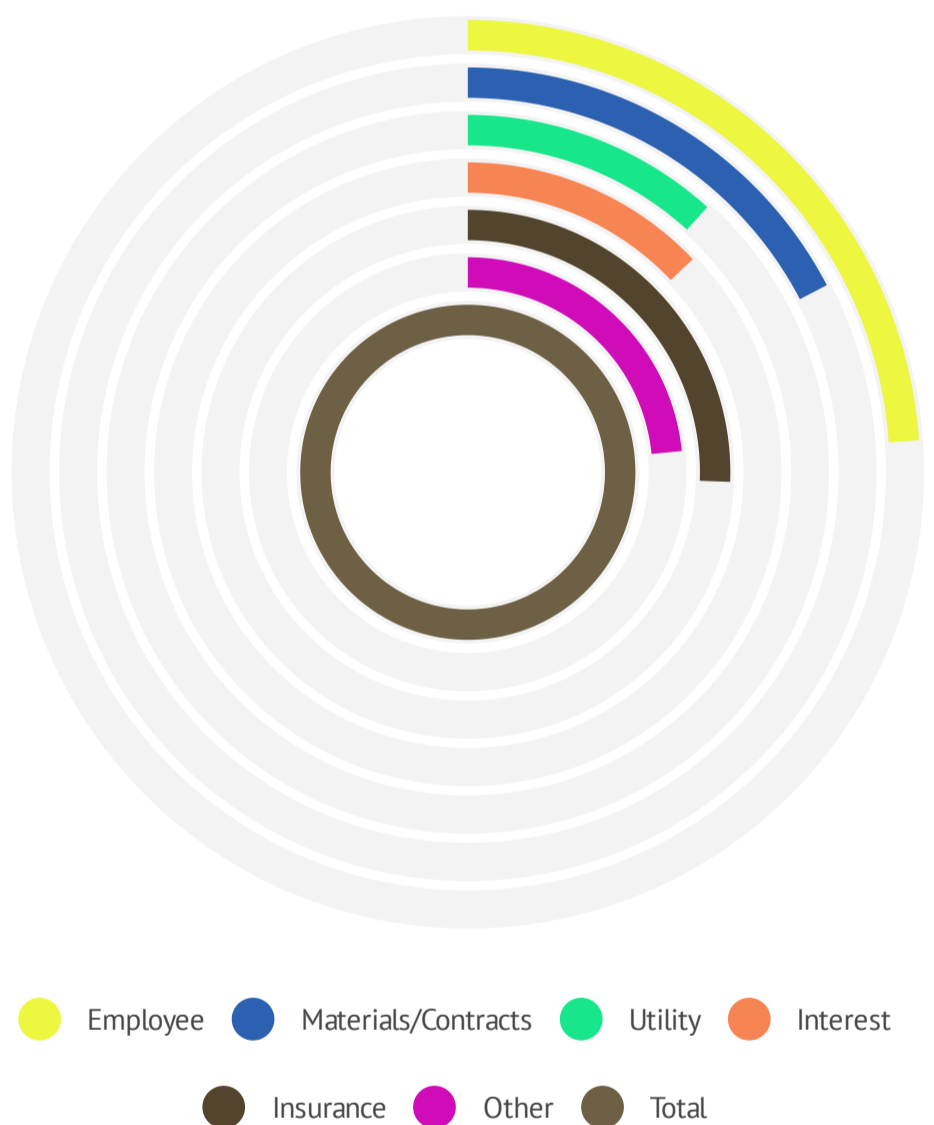
## Summary

- Actual Rates Raised \$80.17M
- Actual Rates Received \$24.74M (29.7% collected)
- Actual Operating Revenue \$97.75M
- Actual Capital Revenue \$3.41M
- Actual Operating Expenditure \$26.16M
- Actual Capital Expenditure \$4.05M
- Actual Proceeds from Sale of Assets \$1.08M

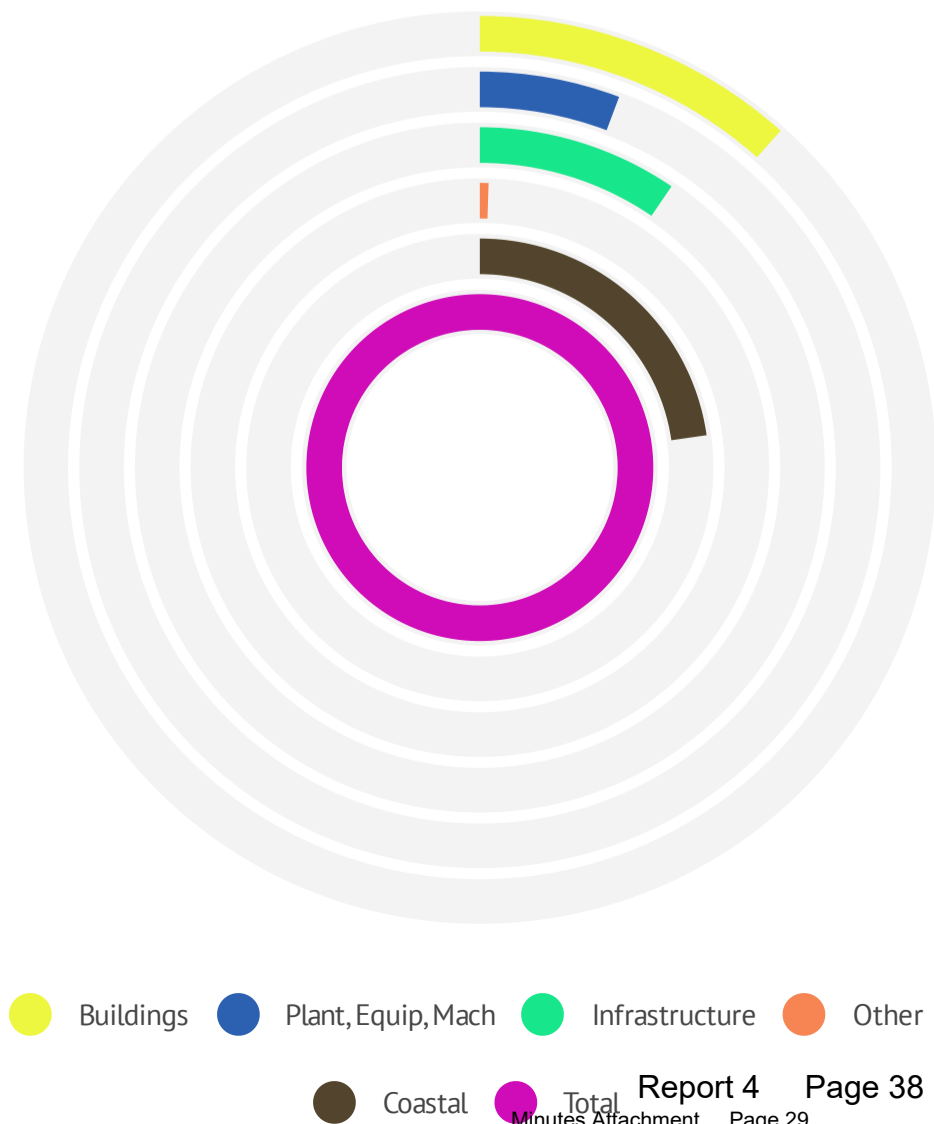
### Year to Date Revenue Actuals Compared to Current Budget



### Year to Date Expenditure Actuals Compared to Current Budget



### Year to Date Capital Actuals Compared to Current Budget



**CITY OF MANDURAH**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30 September 2020**

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**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 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)	2,197,002	2,197,002	<b>1,199,877</b>			
<b>Revenue from operating activities</b>							
Governance		2,025	138	<b>(36)</b>	(174)	(126.09%)	▼
General Purpose Funding - Rates		80,192,181	79,792,181	<b>80,161,082</b>	368,901	0.46%	
General Purpose Funding - Other		3,320,549	489,021	<b>283,453</b>	(205,568)	(42.04%)	▼
Law, Order and Public Safety		1,033,710	175,704	<b>244,823</b>	69,119	39.34%	▲
Health		319,825	50,988	<b>174,959</b>	123,971	243.14%	▲
Education and Welfare		406,544	70,236	<b>125,531</b>	55,295	78.73%	▲
Community Amenities		14,585,709	12,147,722	<b>12,788,553</b>	640,831	5.28%	
Recreation and Culture		6,752,589	1,405,006	<b>1,631,234</b>	226,228	16.10%	▲
Transport		2,394,436	1,541,748	<b>1,633,448</b>	91,700	5.95%	
Economic Services		1,550,854	387,009	<b>555,658</b>	168,649	43.58%	▲
Other Property and Services		334,933	80,238	<b>155,881</b>	75,643	94.27%	▲
		<b>110,893,355</b>	<b>96,139,991</b>	<b>97,754,586</b>	1,614,595	1.68%	
<b>Expenditure from operating activities</b>							
Governance		(6,772,496)	(1,746,413)	<b>(1,780,282)</b>	(33,869)	(1.94%)	
General Purpose Funding		(2,151,554)	(558,509)	<b>(584,449)</b>	(25,940)	(4.64%)	
Law, Order and Public Safety		(4,382,640)	(1,126,231)	<b>(1,013,088)</b>	113,143	10.05%	▲
Health		(2,092,102)	(544,203)	<b>(600,414)</b>	(56,211)	(10.33%)	▼
Education and Welfare		(4,853,633)	(1,227,984)	<b>(1,020,159)</b>	207,825	16.92%	▲
Community Amenities		(18,850,409)	(4,773,901)	<b>(3,307,859)</b>	1,466,042	30.71%	▲
Recreation and Culture		(47,221,009)	(11,622,859)	<b>(8,260,826)</b>	3,362,033	28.93%	▲
Transport		(30,476,529)	(7,654,161)	<b>(5,182,619)</b>	2,471,542	32.29%	▲
Economic Services		(7,395,251)	(1,821,631)	<b>(1,414,261)</b>	407,370	22.36%	▲
Other Property and Services		(10,880,405)	(3,718,653)	<b>(3,000,751)</b>	717,902	19.31%	▲
		<b>(135,076,028)</b>	<b>(34,794,545)</b>	<b>(26,164,708)</b>	8,629,837	24.80%	
Non-cash amounts excluded from operating activities	1(a)	35,775,661	8,884,571	<b>5,780,223</b>	(3,104,348)	(34.94%)	▼
<b>Amount attributable to operating activities</b>		<b>11,592,988</b>	<b>70,230,017</b>	<b>77,370,101</b>	7,140,084	(10.17%)	
<b>Investing Activities</b>							
Non-operating grants, subsidies and contributions	9	12,162,222	1,916,610	<b>3,406,583</b>	1,489,973	77.74%	▲
Proceeds from disposal of assets	4	1,020,562	255,140	<b>1,077,564</b>	822,424	322.34%	▲
Purchase of property, plant and equipment	6	(45,321,948)	(11,989,546)	<b>(4,051,539)</b>	7,938,007	66.21%	▲
<b>Amount attributable to investing activities</b>		<b>(32,139,164)</b>	<b>(9,817,796)</b>	<b>432,608</b>	10,250,404	104.41%	
<b>Financing Activities</b>							
Proceeds from New Debentures	7	27,500,000	-	-	0	0.00%	
Unspent Loans		1,200,612	-	-	0	0.00%	
Payment of lease liability		(807,905)	(201,976)	<b>(266,817)</b>	(64,841)	32.10%	▼
Proceeds from community loans		100,000	25,000	<b>23,246</b>	(1,754)	(7.02%)	
Transfer from Reserves		18,963,804	-	-	0	0.00%	
Repayment of Debentures	7	(25,410,640)	(1,352,660)	<b>(1,320,771)</b>	31,889	2.36%	
Transfer to Reserves		(3,932,611)	-	-	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>17,613,260</b>	<b>(1,529,636)</b>	<b>(1,564,342)</b>	(34,706)	(2.27%)	
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(735,915)</b>	<b>61,079,588</b>	<b>77,438,244</b>	16,358,656	26.78%	

**KEY INFORMATION**

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

Refer to Note 12 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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 30 SEPTEMBER 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)	2,197,002	2,197,002	<b>1,199,877</b>			
<b>Revenue from operating activities</b>							
Rates		80,192,181	79,792,181	<b>80,161,082</b>	368,901	0.46%	
Operating grants, subsidies and contributions		3,778,982	709,782	<b>1,447,204</b>	737,422	103.89%	▲
Fees and charges		25,208,293	15,195,921	<b>15,918,285</b>	722,364	4.75%	
Interest earnings		1,460,000	364,854	<b>155,898</b>	(208,956)	(57.27%)	▼
Other revenue		235,500	58,854	<b>72,117</b>	13,263	22.54%	▲
Profit on disposal of assets		18,399	18,399	-	(18,399)	(100.00%)	▼
		<b>110,893,355</b>	<b>96,139,991</b>	<b>97,754,586</b>	1,614,595	1.68%	
<b>Expenditure from operating activities</b>							
Employee costs		(48,398,390)	(13,023,724)	<b>(11,552,673)</b>	1,471,051	11.30%	▲
Materials and contracts		(44,455,687)	(10,993,652)	<b>(7,711,093)</b>	3,282,559	29.86%	▲
Utility charges		(4,120,720)	(990,749)	<b>(481,780)</b>	508,969	51.37%	▲
Depreciation on non-current assets		(35,440,869)	(8,856,672)	<b>(5,906,812)</b>	2,949,860	33.31%	▲
Interest expenses		(1,234,093)	(308,397)	<b>(159,515)</b>	148,882	48.28%	▲
Insurance expenses		(870,578)	(217,542)	<b>(222,665)</b>	(5,123)	(2.35%)	
Other expenditure		(202,500)	(50,618)	<b>(130,170)</b>	(79,552)	(157.16%)	▼
Loss on disposal of assets		(353,191)	(353,191)	-	353,191	100.00%	▲
		<b>(135,076,028)</b>	<b>(34,794,545)</b>	<b>(26,164,708)</b>	8,629,837	24.80%	
Non-cash amounts excluded from operating activities	1(a)	35,775,661	8,884,571	<b>5,780,223</b>	(3,104,348)	(34.94%)	▼
<b>Amount attributable to operating activities</b>		<b>11,592,988</b>	<b>70,230,017</b>	<b>77,370,101</b>	7,140,084	(10.17%)	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	9	12,162,222	1,916,610	<b>3,406,583</b>	1,489,973	77.74%	▲
Proceeds from disposal of assets	4	1,020,562	255,140	<b>1,077,564</b>	822,424	322.34%	▲
Payments for property, plant and equipment	6	(45,321,948)	(11,989,546)	<b>(4,051,539)</b>	7,938,007	66.21%	▲
<b>Amount attributable to investing activities</b>		<b>(32,139,164)</b>	<b>(9,817,796)</b>	<b>432,608</b>	10,250,404	104.41%	
<b>Financing Activities</b>							
Proceeds from new debentures	7	27,500,000	-	-	0	0.00%	
Unspent Loans Utilised		1,200,612	-	-	0	0.00%	
Payment of lease liability		(807,905)	(201,976)	<b>(266,817)</b>	(64,841)	(32.10%)	▼
Proceeds from community loans		100,000	25,000	<b>23,246</b>	(1,754)	(7.02%)	
Transfer from reserves		18,963,804	-	-	0	0.00%	
Repayment of debentures	7	(25,410,640)	(1,352,660)	<b>(1,320,771)</b>	31,889	2.36%	
Transfer to reserves		(3,932,611)	-	-	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>17,613,260</b>	<b>(1,529,636)</b>	<b>(1,564,342)</b>	(34,706)	(2.27%)	
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(735,915)</b>	<b>61,079,588</b>	<b>77,438,244</b>	16,358,656	26.78%	

**KEY INFORMATION**

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

Refer to Note 12 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 30 SEPTEMBER 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		(18,399)	(1,533)	-
Movement in pensioner deferred rates (non-current)		-	-	(148,310)
Movement in employee benefit provisions (non-current)		-	-	21,721
Add: Loss on asset disposals		353,191	29,433	-
Add: Depreciation on assets		35,440,869	8,856,672	5,906,812
<b>Total non-cash items excluded from operating activities</b>		<b>35,775,661</b>	<b>8,884,571</b>	<b>5,780,223</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 2020	Budget Closing 30 Jun 2021	Year to Date 30 Sep 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash		(34,557,228)	(20,116,870)	(39,194,077)
Less: Unspent loans		-	(431,591)	(1,531,765)
Less: Other receivables				(96,670)
Less: ESL debtors		185,905	-	(5,760,064)
Less: Prepaid Rates		(2,455,879)	(2,455,879)	-
Less: Clearing accounts				839,263
Add: Borrowings	7	5,410,639	7,499,999	3,508,486
Add: Other liabilities		7,437,433	3,081,188	-
Add: Lease liability		1,416,287	608,382	748,690
Add: Provisions - employee		4,944,527	5,041,426	5,103,667
Add: Loan Facility offset		-	-	13,000,000
<b>Total adjustments to net current assets</b>		<b>(17,618,316)</b>	<b>(6,773,345)</b>	<b>(23,382,470)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	39,407,751	23,099,413	39,140,756
Rates receivables	3	4,019,116	3,519,116	58,622,200
Receivables	3	4,444,928	3,644,928	19,640,442
Other current assets		428,974	524,062	604,739
<b>Less: Current liabilities</b>				
Payables		(7,761,299)	(4,555,419)	(3,326,827)
Borrowings	7	(5,410,639)	(7,499,999)	(3,508,486)
Other current liabilities		(5,275,266)	(3,464,329)	(85,840)
Lease liabilities		(1,416,287)	(608,382)	(748,690)
Provisions		(8,621,960)	(8,621,960)	(9,517,580)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(17,618,316)</b>	<b>(6,773,345)</b>	<b>(23,382,470)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>2,197,002</b>	<b>(735,915)</b>	<b>77,438,244</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 30 SEPTEMBER 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	7,458,017	Variable		Westpac	AA-	NA	NA	
	7,458,017							
<b>Municipal Investments</b>								
Muni 10 - 9652-46197	29,695	1.05%	309	ANZ	AA-	1/10/2019	1/10/2020	366
MNS 31 - 582058	6,102,703	0.75%	4,219	Westpac	AA-	31/08/2020	30/09/2020	30
MNS 60 - 582007	338,646	0.80%	248	Westpac	AA-	31/08/2020	30/09/2020	30
	6,471,045							
<b>Reserve Investments</b>								
Reserve 30 - 78-911-3263	3,043,982	0.70%	5,303	NAB	AA-	7/09/2020	7/12/2020	91
Reserve 31 - 78-920-6945	3,044,432	0.62%	4,647	NAB	AA-	24/09/2020	24/12/2020	91
Reserve 32 - 33713404	3,017,573	0.48%	3,607	Commonwealth	AA-	24/08/2020	23/11/2020	91
Reserve 33 - 93-656-8445	3,036,962	0.85%	6,422	NAB	AA-	2/07/2020	1/10/2020	91
Reserve 34 - 72-684-2987	3,040,367	0.65%	4,919	NAB	AA-	22/09/2020	22/12/2020	91
RNS 31 - 581565	6,822,692	0.75%	4,717	Westpac	AA-	31/08/2020	30/09/2020	30
RNS 60 - 581573	3,205,684	0.80%	2,348	Westpac	AA-	31/08/2020	30/09/2020	30
	25,211,694							
<b>Total</b>	<b>39,140,756</b>		<b>36,739</b>					

**Interest revenue**

Investment Interest Accrued	36,739
Investment Interest Matured	45,629
Rates Interest	73,530
	<b>155,898</b>

**Interest Earned**

**\$155,898**

**Total Municipal and Reserve Funds** **39,140,756**

	Amount	Interest rate on loans	Interest Saved	YTD Interest Saved
<b>Loan Offset Facility</b>				
Westpac	13,000,000	1.97%	20,875	49,549

**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 Municipal Cash	Unrestricted
<b>\$52.14 M</b>	<b>\$26.93 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

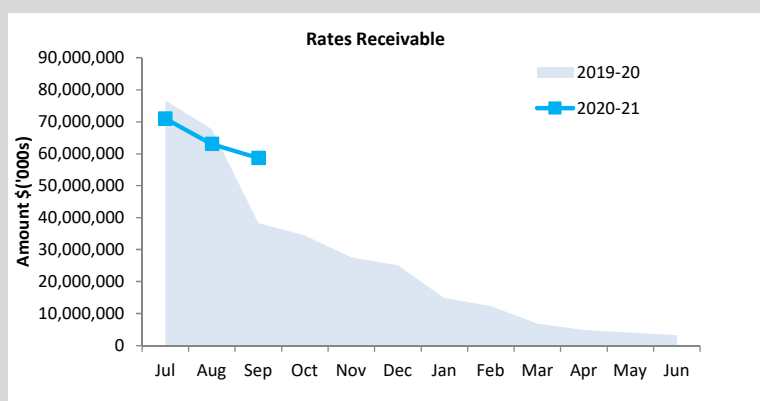
**OPERATING ACTIVITIES**  
**NOTE 3**  
**RECEIVABLES**

Rates Receivable	30-Jun-20	30-Sep-19	30 Sep 20
	\$		\$
Opening Arrears Previous Years	2,873,789	2,873,789	3,317,555
Rates levied	80,212,522	78,487,059	80,045,904
Less - Collections to date	(79,768,756)	(43,057,424)	(24,741,259)
Equals Current Outstanding	<b>3,317,555</b>	<b>38,303,424</b>	<b>58,622,200</b>
<b>Net Rates Collectable</b>	<b>3,317,555</b>	<b>38,303,424</b>	<b>58,622,200</b>
% Collected	96%	52.9%	29.7%
No. of Legal Proceedings Commenced for the 2020/21 year			4
No. of properties > \$10,000 outstanding			28
No. of properties between \$3,000 and \$10,000 outstanding			230
Value of Rates Concession			73,427
Value of Rates Exemptions			1,988,179

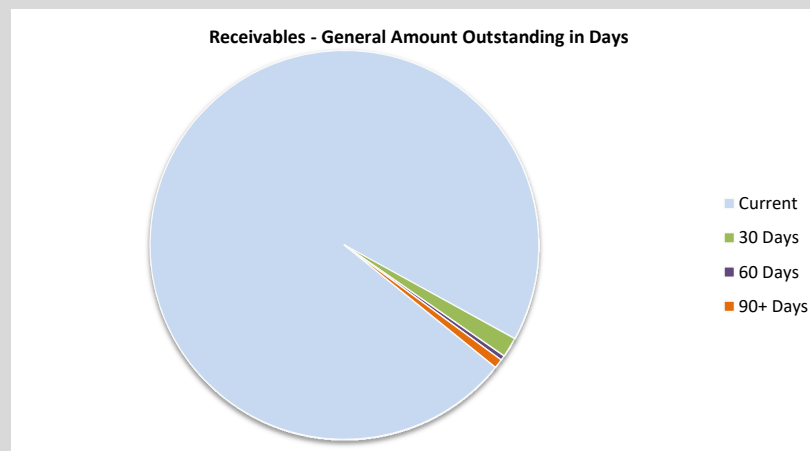
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
<b>Balance per Trial Balance</b>						
Sundry receivable		688,624	294,208	78,935	149,630	1,211,397
Recreation Centres		125,254				125,254
Mandurah Ocean Marina		142,529	31,915			174,444
GST receivable		171,387				171,387
Allowance for impairment of receivables		(139,014)				(139,014)
Infringements		1,006,201				1,006,201
Pensioners rates and ESL deferred		5,194,039				5,194,039
Other Receivables		11,896,735				11,896,735
<b>Total Receivables General Outstanding</b>		<b>19,085,754</b>	<b>326,123</b>	<b>78,935</b>	<b>149,630</b>	<b>19,640,442</b>
Percentage		97.2%	1.7%	0.4%	0.8%	

**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>29.7%</b>	<b>\$58,622,200</b>



<b>Debtors Due</b>
<b>\$19,640,442</b>
<b>Over 30 Days</b>
<b>3%</b>
<b>Over 90 Days</b>
<b>1%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES  
NOTE 4  
DISPOSAL OF ASSETS**

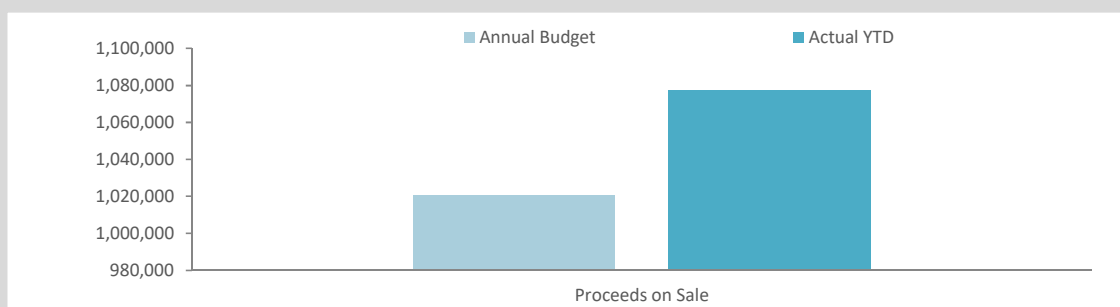
Asset	Asset Description	Budget	YTD Actual
		Proceeds	Proceeds
		\$	\$
	Sale of Land - Shearwater L102, L105, L109	0	725,253
<b><u>Light Passenger Vehicles - Replacement</u></b>			
MAZDA CX-5 - C00316	SUSTAINABLE DEVELOPMENT	15,502	
MITSUBISHI OUTLANDER - C00816	WORKS AND SERVICES	13,669	
MITSUBISHI OUTLANDER - C01016	SUSTAINABLE DEVELOPMENT	11,419	
TOYOTA PRADO - C01117	MAYORS OFFICE	24,367	
MITSUBISHI OUTLANDER - C02217	WORKS AND SERVICES	11,574	
MAZDA CX-5 - C02817	SUSTAINABLE DEVELOPMENT	13,467	
VOLKSWAGEN GOLF - C03717	WORKS AND SERVICES	11,924	13,464
MAZDA CX-5 - C03917	WORKS AND SERVICES	15,975	
MAZDA CX-5 - C04016	WORKS AND SERVICES	16,150	
MITSUBISHI OUTLANDER - C04217	PEOPLE AND COMMUNITIES	11,815	
FORD MONDEO - C04516	SUSTAINABLE DEVELOPMENT	15,917	14,600
MAZDA CX-5 - C04617	SUSTAINABLE DEVELOPMENT	16,460	
TOYOTA RAV4 - C04916	SUSTAINABLE DEVELOPMENT	14,438	
TOYOTA RAV4 - C05117	SUSTAINABLE DEVELOPMENT	14,002	
MAZDA CX-5 - C05216	PEOPLE AND COMMUNITIES	15,502	
MAZDA CX-5 - C05317	SUSTAINABLE DEVELOPMENT	16,460	
MAZDA CX-5 - C05517	STRATEGY AND BUSINESS PERFORMANCE	16,460	
HOLDEN TRAILBLAZER - C06716	WORKS AND SERVICES	19,159	28,009
VW Golf - C072	WORKS AND SERVICES	9,939	
MAZDA CX-5 - C07317	WORKS AND SERVICES	16,460	
HYUNDAI I30 - C07718	WORKS AND SERVICES	8,662	14,145
<b><u>Light Commercial Vehicles - Replacement</u></b>			
FORD RANGER - U00116	PARKS-SOUTHERN	18,762	
MITSUBISHI TRITON - U00517	PARKS PROJECTS	13,650	
ISUZU D'MAX - U00916	PARKS ASSETS	15,169	
FORD RANGER - U01116	WASTE MANAGEMENT	19,283	
FORD RANGER - U01417	PARKS CENTRAL	18,915	
FORD RANGER - U01517	PARKS MAINTENANCE - RETIC	13,839	
FORD RANGER - U01617	PARKS MAINTENANCE - RETIC	18,450	
TOYOTA HIACE - U01716	PARKS MAINTENANCE - RETIC	16,157	
FORD RANGER - U01816	PARKS PROJECTS	19,630	
FORD RANGER - U02617	PARKS NORTHERN	16,100	
FORD RANGER - U03017	PARKS MAINTENANCE - RETIC	13,839	
HOLDEN COLORADO - U03317	RANGERS	16,822	
FORD RANGER - U03716	MARINA AND DEPOT	18,607	
FORD RANGER - U04116	HEALTH SERVICES	18,809	
FORD RANGER - U04417	PARKS CENTRAL	14,715	
TOYOTA HIACE - U04617	PARKS MAINTENANCE - RETIC	16,588	
FORD RANGER - U05517	PARKS MAINTENANCE - RETIC	15,760	
FORD RANGER - U05617	LANDSCAPING SERVICES	15,544	
FORD RANGER - U06017	WORKS CONSTRUCTION	19,430	
HOLDEN COLORADO - U06118	SURVEYING SERVICES	17,356	
FORD RANGER - U06217	RECREATION SERVICES COORDINATOR	16,100	
FORD RANGER - U06317	CIVIL MAINTENANCE	19,720	
FORD RANGER - U06417	PARKS-SOUTHERN	16,315	
FORD RANGER - U06517	PARKS ASSETS	18,408	
FORD RANGER - U06617	EMERGENCY MANAGEMENT SDBFB	19,720	
<b><u>Trucks &amp; Buses Replacements</u></b>			
TOYOTA HIACE 12 SEAT BUS - T028	EMERGENCY MANAGEMENT	23,876	
<b><u>Trailers</u></b>			
FLAT TOP 1500KG - P016	WORKS CONSTRUCTION	700	
MOWING 4500KG - V003	PARKS-SOUTHERN	3,040	
MOWING 4500KG - V004	PARKS NORTHERN	3,040	
MOWING 4500KG - V005	PARKS-SOUTHERN	3,040	
BOXTOP 2000KG - V022	WORKS CONSTRUCTION	700	
BOXTOP 2000KG - V025	CIVIL CONSTRUCTION(DRAINAGE)	700	
BOXTOP 1500KG - V026	CITYBUILD	750	
3T TANDEM TIPPER - V033	CIVIL MAINTENANCE	1,660	
2T TANDEM TIPPER - V034	CIVIL CONSTRUCTION (DRAINAGE)	1,330	
LUGGAGE TRAILER SINGLE AXLE 2000KG - V040	PARKS ASSETS	1,090	
WASTECH SEMI TRAILER - V050		35,327	
WASTECH SEMI TRAILER - V051		35,327	
WASTECH CONVERTED DOLLY TRAILER - V052		4,466	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES  
NOTE 4  
DISPOSAL OF ASSETS**

		Budget	YTD Actual
Asset	Asset Description	Proceeds	Proceeds
<b><u>Parks &amp; Mowers</u></b>			
TORO REELMASTER 7000D - M02517	PARKS ASSETS	18,252	
KUBOTA OFD 72 INCH - CAB+TRAILER - M01516	PARKS ASSETS	7,500	
KUBOTA ZERO TURN 72 INCH - M01916	PARKS SOUTH	6,000	
KUBOTA OFD 72 INCH - M03416	PARKS NORTH	7,500	
TURF CUTTER - P302	PARKS SOUTH	1,000	
<b><u>Miscellaneous Equipment &gt;\$1500</u></b>			
ROBIN TRASH PUMP - S107	CIVIL CONSTRUCTION (DRAINAGE)	890	
EARLEX ELECTRIC SPRAY UNIT - P021	CITYBUILD	640	
VERTI MOWER - M008	PARKS ASSETS	400	
<b><u>Construction Vehicles - Replacement</u></b>			
KOMATSU WA250PZ-6 WHEEL LOADER - G006	WORKS CONSTRUCTION	79,405	
BOMAG BW24R MULTI TYRE ROLLER - R002	WORKS CONSTRUCTION	45,900	
<b><u>Plant Disposed from 2019/20 budget</u></b>			
FORD RANGER - U043	WORKS CONSTRUCTION	0	15,509
FORD RANGER - U05216	PARKS ASSETS	0	24,600
FORD RANGER - U0516	PARKS CENTRAL	0	23,918
DEUTSCHER H660-11 ROTARY MOWER - AM100	PARKS ASSETS	0	667
HYUNDAI I30 HATCH - C00116	MARINA AND DEPOT	0	12,782
MITSUBISHI OUTLANDER - C02316	ASSET MANAGEMENT	0	17,782
HOLDEN COLORADO - U03216	RANGERS	0	21,418
ROADSWEEPER - T051	CIVIL MAINTENANCE	0	65,613
TRALIER SINGLE AXLE - V01716	PARKS CENTRAL	0	2,312
FORD RANGER - U05916	PARKS ASSETS	0	20,282
FORD RANGER - U00316	HEALTH SERVICES	0	29,145
FORD RANGER - U05316	PARKS ASSETS	0	25,509
HOLDEN COLORADO - U069	SUSTAINABLE DEVELOPMENT	0	22,555
		1,020,562	1,077,564

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

NOTE 5

**TENDERS AWARDED FOR THE MONTH**

CEO delegation – accepted tenders during the month

Delegation over \$250,000

Tender code	Tender Description	Company Awarded to	Contract Term	Contract Amount
				\$
T16-2020	Waterfront Project — Estuary Pool Seawall	D.B. Cunningham Pty Ltd t/as Advanteering Civil Engineers	34 weeks	1,269,609
T12-2020	Supply, Installation and Commission of Sports Ground Lighting at Lakelands	Stiles Electrical & Communication Services Pty Ltd	18 weeks	1,393,640
T17-2020	Waterfront Project - Western Foreshore Public Toilet Construction	Hoskins Investments Pty Ltd ATF M R Hoskins Family Trust TA AE Hoskins Building Services	19 weeks	244,382
T18-2020	Waterfront Project - Precast Walls for Smart Street Mall	Neo Civil Pty Ltd	16 weeks	254,230
T22-2020	Supply and Delivery of Irrigation Pipes, Subsidiary Fittings and Sprinklers.	Total Eden Pty Ltd	2 years with an option to extend for a further 2 years	674,890

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

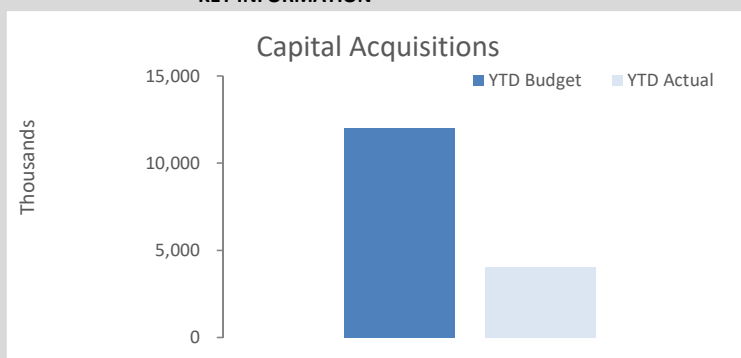
**INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Annual Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	3,271,990	3,066,454	770,917	355,652	(415,265)
Equipment	336,820	336,820	56,431	44,704	(11,727)
Machinery	3,506,697	3,506,697	794,332	175,384	(618,948)
Infrastructure - Roads	10,964,511	12,193,059	4,080,724	1,524,972	(2,555,752)
Bridges	400,000	750,000	87,465	0	(87,465)
Parks	19,901,580	21,110,352	5,418,967	1,710,408	(3,708,559)
Drainage	1,118,523	1,104,700	358,292	113,338	(244,954)
Coastal & Estuary	422,601	499,600	203,152	113,589	(89,563)
Other Infrastructure	3,143,492	2,754,266	219,266	13,492	(205,774)
<b>Capital Expenditure Totals</b>	<b>43,066,214</b>	<b>45,321,948</b>	<b>11,989,546</b>	<b>4,051,539</b>	<b>(7,938,007)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
City of Mandurah Contribution	8,553,048	8,829,336	10,009,151	292,645	(9,716,506)
Capital grants and contributions	11,279,174	12,162,222	1,916,610	3,406,583	1,489,973
Borrowings	7,931,591	8,700,611		0	0
Other (Disposals & C/Fwd)	1,020,562	1,020,562	63,785	352,311	288,525
Cash Backed Reserves					
Building Reserve	2,161,990	2,069,292		0	0
Asset Management Reserve	1,404,778	1,348,816		0	0
Property Acquisition Reserve	1,830,000	1,480,000		0	0
Sustainability Reserve	229,180	229,180		0	0
Sanitation Reserve	756,471	756,471		0	0
Traffic Bridge Reserve	400,000	400,000		0	0
Waterways Reserve	40,990	40,990		0	0
Unspent Grants & Contributions Reserve	5,258,590	6,084,628		0	0
City Centre Land Acquisition Reserve	2,000,000	2,000,000		0	0
Plant Reserve	199,841	199,841		0	0
<b>Capital Funding Total</b>	<b>43,066,214</b>	<b>45,321,948</b>	<b>11,989,546</b>	<b>4,051,539</b>	<b>(7,938,007)</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>\$45.32 M</b>	<b>\$4.05 M</b>	<b>9%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$12.16 M</b>	<b>\$3.41 M</b>	<b>28%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020Capital Expenditure Total  
Level of Completion Indicators

0%  
20%  
40%  
60%  
80%  
100%  
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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>							
1632.750588.	Owen Avenue Ablution	298,889	298,889	18,888	168	298,721	Construction to commence Q3.
1632.750619.	Community Sport and Recreation Facility Fund Program - Small Grants	160,119	54,556	0	0	54,556	Funding allocated to Peel Hockey Assoc Floodlighting \$95,443 and Sth Mh Tennis Club Resurfacing \$10,120.
1632.750620.	Solar Plan	64,048	64,048	0	0	64,048	Construction to commence Q4.
1632.750621.	Milgar St Reserve Water Service Replacement	21,350	21,350	21,351	0	21,350	Construction to commence Q2.
1632.750622.	Installation of Air Conditioning at Halls Head Parade Community and Sports Facility	48,035	48,035	0	0	48,035	Construction to commence Q2.
1632.750623.	Administration Building - Foyer Security	80,059	80,059	0	0	80,059	Working with architect on design.
1632.750624.	Seniors Centre Heating Cooling System Upgrade	48,035	48,035	48,036	0	48,035	Construction to commence Q2.
1632.750625.	Mandurah Community Museum Roof Replacement.	160,119	160,119	0	0	160,119	Construction to commence Q3.
1632.750626.	Site Main Switchboard Program	53,373	18,373	0	0	18,373	Construction to commence Q4.
1632.750627.	Administration Centre External Painting Project	84,329	84,329	0	0	84,329	Construction to commence Q3.
1632.750628.	Civic Building-Mayors Office Reconfiguration	53,373	53,373	0	3,873	49,500	Construction to commence Q2.
1632.750629.	Health & Safety Improvements at Pottery Place	16,011	16,011	0	0	16,011	Construction to commence Q2.
1632.750630.	Mandurah Ocean Marina Chalets - External Refurbishment	160,119	160,119	0	0	160,119	Construction to commence Q3.
1632.750631.	Mandurah Bowling & Recreation Club - Bar Repairs	21,350	21,350	0	0	21,350	Structural assessment being undertaken.
1632.750632.	Falcon Pavilion Re Roofing Project	77,924	77,924	0	0	77,924	Construction to commence Q3.
1632.750633.	Stage 2 of Upgrades to Peelwood Reserve Changerooms	106,746	106,746	0	0	106,746	Construction to commence Q4.
1632.750634.	MARC - Hardstands for Pool Blankets	10,674	10,674	0	0	10,674	Construction to commence Q2.
1632.750635.	MARC - Aquatic Plant Rooms Automatic Pool Acid Feed System	5,337	5,337	0	0	5,337	Construction to commence Q2.
1632.750636.	WMC - Upgrade Alarm System	30,000	30,000	30,000	0	30,000	Construction to commence Q2.
1632.750567.	South Mandurah Football Club Changeroom Project	106,746	106,746	0	0	106,746	Construction to commence Q2.
1632.750638.	Ablution Bortolo Reserve	213,492	213,492	0	0	213,492	Construction to commence Q3.
1632.750579.	Mh Mustangs FC - Facility Development	176,131	176,131	0	0	176,131	Construction to commence Q3.
1632.750580.	Peelwood Res - Changeroom Upgrade	21,350	21,350	0	0	21,350	Construction to commence Q4.
1632.750510.	CASM Ablution Upgrade	47,020	47,020	47,021	77	46,943	Completed.
1632.750589.	Admin Building First Floor Carpet	38,535	38,535	0	0	38,535	Out to quote.
1632.750516.	Change Rooms Upgrade Program	213,487	213,487	213,488	38,555	174,932	Construction 65% complete for Falcon Pavilion changeroom upgrade.
1632.750454.	MARC/Waste Transfer Station - Solar Plan Phase 5	309,414	159,411	159,412	168,658	(9,247)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course, as savings are identified in completed CityBuild projects.
1632.750609.	Site Main Switchboards	89,133	95,133	0	0	95,133	Construction to commence Q4.
1632.750603.	Southern Ops Transportable Meeting Room	79,832	79,832	39,117	14,875	64,957	Construction to commence Q2.
1632.750591.	Civic Chamber Meeting Rooms	64,403	16,510	16,509	12,076	4,434	Completed.
1632.750532.	Civic Building - Tuckey Room	121,177	91,705	91,704	114,551	(22,846)	Construction complete. Scope increased as per request for further works and inclusion of landscaping. Budget Variation for overspend to be processed in due course, as savings are identified in completed CityBuild projects.
1632.750584.	Peel Community Kitchen	247,200	248,200	0	2,818	245,382	Construction to commence Q2.
1632.750586.	MARC LED & Lighting Control	44,180	59,012	59,012	0	59,012	Construction to commence Q2.
1632.750639.	Peel Hockey Association - Floodlighting	0	95,443	23,850	0	95,443	Construction to commence Q3.
1632.750640.	South Mnd Tennis Club - Resurfacing	0	10,120	2,529	0	10,120	Construction to commence Q2.
1632.750641.	Reading Cinema Complex FIP	0	35,000	0	0	35,000	Construction to commence Q2.
<b>Bridges</b>							
1634.880001.	Old Mandurah Bridge	400,000	400,000	0	0	400,000	Construction to commence Q2.
1634.880012.	Lakelands-Madora Bay Pedestrian Bridge	0	350,000	87,465	0	350,000	Construction to commence Q2.
<b>Parks</b>							
1635.700439.	Enclosed Dog Park	213,492	213,492	0	19,862	193,630	Construction to commence Q3.
1635.700440.	Major Public Artworks	125,000	125,000	31,239	0	125,000	Ongoing Program 2020/21.
1635.700441.	Bortolo Reserve - Shade Sail	33,926	33,926	0	0	33,926	Construction to commence Q3.
1635.700471.	Hermitage Park - Shade Sail	45,234	45,234	0	0	45,234	Construction to commence Q3.
1635.700472.	Country Club Drive - Shade Sail	33,926	33,926	0	0	33,926	Construction to commence Q3.
1635.700442.	Shade Sail Renewal Program	56,544	56,544	0	6,544	50,000	Ongoing Program 2020/21 to commence in Q2.
1635.700443.	Falcon Bay Upgrade - Stage 4 of 5	339,261	339,261	0	67,395	271,866	Construction to commence Q2.































































## Attachment to Council Minutes - 27 October 2020

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
1635.700444. Novara Foreshore Stage 4	452,348	452,348	0	1,186	451,162	Construction to commence Q3.
1635.700445. Wittenoom Reserve - Drinking Fountain	9,047	0	0	0	0	Construction to commence Q2.
1635.700466. Calypso Reserve - Drinking Fountain	9,047	19,790	0	0	19,790	Construction to commence Q2. Budget Variation for \$1,598 to be allocated to MARC Improvement to Car Park Area overspend.
1635.700467. Halls Head Foreshore - Drinking Fountain	9,047	17,529	0	0	17,529	Construction to commence Q2.
1635.700468. Lord Hobart Reserve - Drinking Fountain	16,963	19,225	0	0	19,225	Construction to commence Q2.
1635.700469. Mogum Reserve - Drinking Fountain	12,440	0	0	0	0	Construction to commence Q2.
1635.700446. BBQ Caterpillar Park	26,687	26,687	0	0	26,687	Construction to commence Q2.
1635.700470. BBQ Templetonia Reserve, Coodanup	26,687	26,687	0	0	26,687	Construction to commence Q2.
1635.700447. Rakoa Reserve and Bridgewater South Replace Fencing	33,926	33,926	0	0	33,926	Construction to commence Q4.
1635.700448. Melaleuca Tce - Replace broken pine fencing	67,852	67,852	0	0	67,852	Construction to commence Q4.
1635.700449. Pump Station Replacement of Pumps	46,599	46,599	11,646	0	46,599	Ongoing Program 2020/21 to commence in Q2.
1635.700450. San Remo deck modifications	11,308	11,308	0	1,808	9,500	Construction to commence Q2.
1635.700451. Halls Cottage Fencing	53,373	53,373	0	0	53,373	Construction to commence Q4.
1635.700452. Seascape Village Precinct - Shade Structure Refurbishment	32,024	32,024	0	940	31,084	Construction to commence Q2.
1635.700453. Falcon Reserve Activation Plan - Stage 2	226,173	226,173	0	33,712	192,461	Construction to commence Q2.
1635.700454. Cemetery - Upgrade of lakes	96,125	96,125	0	0	96,125	Construction to commence Q4.
1635.700455. Lakes Cemetery Fencing - renewal	35,058	35,058	35,060	0	35,058	Construction to commence Q2.
1635.700456. Old Coast Road/Wilderness Drive - Playground Renewal	31,665	63,330	0	0	63,330	Construction to commence Q3.
1635.700457. BMX Track Renewal Program	56,544	56,544	0	0	56,544	Construction to commence Q3.
1635.700458. Yalgor Heights Reserve - Playground Renewal	31,665	0	0	0	0	Project has been deferred and budget reallocated to Old Coast Road/Wilderness Drive - Playground Renewal.
1635.700459. War Memorial - Redesign and replace reticulation	22,618	22,618	0	0	22,618	Construction to commence Q2.
1635.700438. Riverside Gardens Boardwalk	22,416	22,416	0	0	22,416	Construction to commence Q3.
1635.700460. Westbury Way Reserve Revegetation Plan (Offset) Capital	21,486	21,486	0	0	21,486	Construction to commence Q4.
1635.700461. Hexham Wetland Fencing	20,340	20,340	20,340	20,852	(512)	Completed.
1635.700462. Madora Bay Beach	113,087	113,087	0	0	113,087	Construction to commence Q4.
1635.700463. Madora Bay Shade Shelters	67,852	67,852	0	162	67,690	Construction to commence Q3.
1635.700464. Shade Sails Over Playgrounds	226,173	226,173	0	6,097	220,076	Construction to commence Q3.
1635.700465. Dawesville Channel SE Foreshore Upgrade	226,173	226,173	0	0	226,173	Construction to commence Q3.
1635.700395. Falcon Reserve Activation Plan	209,035	203,365	99,650	139,601	63,764	Construction 75% complete.
1635.700399. Lakelands Community Garden	30,000	30,000	0	0	30,000	Construction to commence Q3.
1635.700406. Pebble Beach Boulevard Res 46649	156,945	156,945	76,904	18,949	137,996	Construction 25% complete.
1635.700403. Grahame Heal Reserve	67,177	36,882	0	28,972	7,910	Construction 50% complete.
1635.700422. Louis Dawe Park	46,212	51,218	51,217	51,280	(62)	Construction complete. Finances to be finalised.
1635.700377. MARC improvement to car park area	10,000	10,820	10,821	12,418	(1,598)	Construction 95% complete. Budget Variation for overspend of \$1,598 to be funded from Calypso Reserve - Drinking Fountain.
1635.700396. Falcon Skate Park Upgrade	160,000	161,791	161,791	133,226	28,565	Construction complete. Finances to be finalised.
1635.700421. Eastern Foreshore Softfall Renewal	0	9,091	9,091	9,091	0	Completed.
1635.700423. Mogum Reserve Softfall Renewal	0	23,400	23,400	23,400	0	Completed.
1635.700430. Kerosene Tank Bunding	0	6,071	6,071	6,451	(380)	Completed.
1635.700413. Duverney Park Picnic Facilities	0	40,000	40,000	13,120	26,880	Construction complete. Finances to be finalised.
1635.700473. Templetonia Reserve	0	5,000	5,000	0	5,000	Construction complete. Finances to be finalised.
<b>Roads</b>						
1636.501036. RS Aldgate Street	97,535	97,535	97,535	0	97,535	Project being deferred until 2021/22 due to Black Spot Funding application. Budget to be reallocated to other resurfacing projects within the Roads Renewal - Reseal Program in due course.
1636.501066. RS Castlewood Place	17,340	17,340	0	0	17,340	Construction to commence Q3.
1636.501067. RS Mississippi Drive Stage 2	232,999	232,999	0	0	232,999	Construction to commence Q3.
1636.501068. RS Oakmont Avenue Cool Seal	97,535	97,535	0	0	97,535	Construction to commence Q4.
1636.501069. RS Oakmont Avenue	86,697	86,697	86,697	0	86,697	Construction has been rescheduled to Q3 to align with extensive school holiday break.
1636.501070. RS Perie Banou Close	92,116	92,116	0	0	92,116	Construction to commence Q2.
1636.501071. RS Sedgemere Terrace	24,925	24,925	0	0	24,925	Construction to commence Q3.
1636.501072. RS Valley Road	27,093	27,093	0	0	27,093	Construction to commence Q2.
1636.501073. RS Valley Road	70,442	70,442	0	0	70,442	Construction to commence Q2.
1636.501074. Donnelly Gardens	205,906	205,906	0	0	205,906	Construction to commence Q2.
1636.501075. Westbourn Pass	28,177	28,177	0	0	28,177	Construction to commence Q3.
1636.501026. Bortolo Reserve - Shared Use Parking and Fire Track Facility	417,233	417,233	417,233	770	416,463	Construction commenced ahead of schedule in Q1.
1636.501027. RR Pinjarra Road Stage 1	812,789	1,625,578	0	125,810	1,499,768	Construction to commence Q3.
1636.501028. RR Peel Street	812,789	812,789	812,788	70,556	742,233	Construction 5% complete.
1636.501029. RR Pinjarra Road Stage 2	812,789	0	0	0	0	Budget reallocated to RR Pinjarra Road Stage 1.
1636.501030. RR Leslie Street	812,789	812,789	398,266	0	812,789	Construction to commence Q2.
1636.501031. RR Catalina Dr/Badgerup Ave Roundabout	596,045	596,045	0	0	596,045	Construction to commence Q3.
1636.501032. RR Thera St Stage 2	184,233	184,233	184,233	146,904	37,329	Construction 80% complete.
1636.501033. RR Old Coast Road/Albany Drive	140,883	140,883	0	0	140,883	Construction to commence Q2.
1636.501034. RR Old Coast Rd - Cossack Way to Shoshone View	270,930	270,930	0	0	270,930	Construction to commence Q4.
1636.501035. CP Halls Head Parade - Roberts Point	88,865	88,865	88,864	30,478	58,387	Construction 75% complete.
1636.501025. SP Halls Head Parade PSP	21,674	21,674	0	0	21,674	Design to commence Q4.
1636.501055. SP Casuarina Drive	16,256	16,256	0	0	16,256	Construction to commence Q3.
1636.501056. SP Eldora Crescent	54,186	54,186	54,187	29,408	24,778	Construction 95% complete.

## Attachment to Council Minutes - 27 October 2020

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
	1636.501057.	SP First Avenue	34,679	34,679	0	0	34,679	To be combined with SP Lanyon Street to improve project efficiencies within the Shared Paths Program.
	1636.501058.	SP Lanyon Street	70,442	70,442	0	7,545	62,897	Construction to commence Q2.
	1636.501059.	SP Melita Street	45,516	45,516	45,518	34,780	10,736	Construction 95% complete.
	1636.501060.	SP Murdoch Drive	91,032	91,032	0	0	91,032	Construction to commence Q2.
	1636.501061.	SP Pinjarra Road	81,279	81,279	0	0	81,279	Construction to commence Q4.
	1636.501062.	SP Pinjarra Road Park	72,609	72,609	0	5,609	67,000	Construction has been rescheduled to Q2 due to design and public interface resolution.
	1636.501063.	SP Wanjeep Street	102,953	102,953	0	0	102,953	Construction to commence Q4.
	1636.501064.	Mulberry Close PAW	26,009	26,009	0	2,185	23,825	Construction to commence Q3.
	1636.501065.	Missing Links	33,595	33,595	0	348	33,247	Ongoing program 2020/21 to commence in Q2.
	1636.501037.	SP Cox Bay Footpath Renewal	117,041	117,041	117,042	99,482	17,559	Construction is 95% complete.
	1636.501038.	SP Stingray Point Footpath Replacement	146,302	146,302	0	0	146,302	Construction to commence Q4.
	1636.501039.	SL Street Lighting New Program	162,558	162,558	40,623	18,615	143,943	Ongoing Program 2020/21.
	1636.501040.	SL Upgrade of the older lighting Poles on Peelwood Reserve Oval 2	53,373	53,373	0	0	53,373	Construction to commence Q3.
	1636.501041.	SL Rushton Sports Flood Lighting - Replacement	106,746	106,746	0	0	106,746	Determining most efficient and cost effective options for maximum project delivery. Additional funds may be required.
	1636.501042.	SL Light pole replacement	53,373	38,541	0	0	38,541	Construction to commence Q3.
	1636.501043.	SL Mandurah Marina canal light pole rectification	53,373	53,373	0	0	53,373	Construction to commence Q3.
	1636.501044.	SL Carpark Lighting Replacement Program	58,711	58,711	0	0	58,711	Construction to commence Q3.
	1636.501045.	SL Mandurah Scoop Lighting Replacement	18,147	18,147	0	0	18,147	Construction to commence Q2.
	1636.501046.	SL Parks and Reserves LED Program	80,059	80,059	0	0	80,059	Ongoing Program 2020/21.
	1636.501047.	Pinjarra Road East - Median Stage 3	33,926	27,426	27,428	16,860	10,566	Construction complete. Finances to be finalised. Budget Variation for \$2,901 to be allocated to DR Orion Rd Park Stage 2 overspend.
	1636.501048.	TM Discretionary Traffic Management Program	162,558	162,558	40,626	17,451	145,107	Ongoing Program 2020/21. Budget Variation for \$4,776 to be allocated to TM Discretionary Traffic Mgmt overspend.
	1636.501049.	TM Merlin St/Mistral St Roundabout	243,837	273,837	134,178	0	273,837	Construction to commence Q2.
	1636.501050.	Mandurah Road Median	169,631	169,631	0	0	169,631	Construction to commence Q3.
	1636.501051.	SF Street Furniture New Program	65,024	65,024	16,248	0	65,024	Ongoing Program 2020/21.
	1636.500950.	Smart Street Mall	2,000,000	2,351,939	587,751	243,612	2,108,327	Underground works due for completion end of October, followed directly by commencement of above ground works.
	1636.501052.	WMC Loading Area - Column Protection	35,000	35,000	0	0	35,000	Construction to commence Q2.
	1636.501053.	SL MARC Carpark Additional Lights	21,675	21,675	0	0	21,675	Construction to commence Q2.
	1636.501054.	Waste Transfer Station Road Construction	108,371	108,371	0	0	108,371	Construction to commence Q3.
	1636.500953.	Peel Street	250,000	495,287	495,286	421,877	73,410	Construction 95% complete.
	1636.500894.	Coodanup Drive	111,930	111,930	111,930	119,086	(7,156)	Construction complete. Finances to be finalised. Overspend is due to costs associated with TM Discretionary Traffic Mgmt being coded to this project. Relevant expenses totalling \$15,615 to be reallocated.
	1636.500963.	TM Discretionary Traffic Mgmt	46,628	40,881	40,879	45,657	(4,776)	Construction complete. Finances to be finalised. Budget Variation for overspend of \$4,776 to be funded from TM Discretionary Traffic Management Program.
	1636.500962.	RR Thera Street	80,000	158,206	158,203	71,117	87,089	Construction complete. Finances to be finalised.
	1636.501019.	WMC Recovery Facility Hardstand	205,907	205,907	0	0	205,907	Construction to commence Q2.
	1636.500990.	SP Cox Bay	0	22,672	22,672	16,824	5,848	Construction complete and financially complete.
	1636.501076.	Guava Way	0	351,000	87,714	0	351,000	Construction to commence Q4.
	1636.501077.	SP Harbord Avenue	0	59,331	14,823	0	59,331	Construction to commence Q3.
	1636.501078.	SP Sandforth Crescent	0	66,131	0	0	66,131	Construction to commence Q3.
	1636.501079.	Pallas Way - Troy Place PAW	0	13,531	0	0	13,531	Construction to commence Q3.
	1636.501080.	Boundary Road PAW	0	37,531	0	0	37,531	Construction to commence Q3.
<b>Drainage</b>								
	1637.600171.	DR Leighton Road/Halls Head Parade	27,093	60,093	60,096	2,753	57,340	Construction commenced 29/09/2020.
	1637.600172.	DR Rainbow Way Swale Reinstatement	81,278	48,278	48,279	0	48,278	Construction to commence Q2.
	1637.600173.	DR Koolinda Street	162,558	162,558	0	0	162,558	Construction to commence Q2.
	1637.600174.	DR Yeedong Road	108,371	108,371	0	0	108,371	Construction to commence Q2.
	1637.600175.	DR 294 Estuary Road	81,278	81,278	81,281	0	81,278	Construction to commence Q2.
	1637.600176.	DR Northport Boulevard	81,278	81,278	0	0	81,278	Construction to commence Q3.
	1637.600177.	DR Discretionary Drainage	92,116	92,116	23,022	10,130	81,986	Ongoing Program 2020/21.
	1637.600178.	DR Halls Head Parade - Roberts Point	73,693	73,693	73,695	40,004	33,689	Construction 95% complete.
	1637.600179.	DR Estuary View Road Flooding Stage 2	65,024	65,024	65,025	50,656	14,368	Construction 75% complete.
	1637.600180.	Bortolo Sump - Water Sensitive Urban Design	325,116	325,116	0	0	325,116	Construction to commence Q3.
	1637.600164.	DR Orion Rd Park Stage 2	20,719	6,895	6,894	9,796	(2,901)	Construction 75% complete. Budget Variation for overspend of \$2,901 to be funded from Pinjarra Road East - Median Stage 3.
<b>Coastal &amp; Estuary</b>								
	1639.910106.	Keith Holmes Reserve POS Upgrade	97,307	97,307	97,308	27,818	69,489	Construction 35% complete.
	1639.910107.	Marina Pens WIFI	20,000	20,000	0	0	20,000	Construction to commence Q2.
	1639.910108.	South Harbour Paving Upgrade Stage 2	183,801	183,801	0	15,346	168,455	Construction 20% complete.
	1639.910109.	Cambria Island abutment walls repair	32,435	32,435	32,436	0	32,435	Waiting on Consultants Report.
	1639.910105.	Parkridge Boat Ramp	62,060	62,060	0	0	62,060	Grant application for RBFS Round 25 submitted. Notification of outcome in April 2021.
	1639.910095.	Avalon Foreshore	27,000	63,211	63,217	38,432	24,779	Construction 95% complete.
	1639.910102.	South Harbour Paving Replacement	0	40,786	10,191	31,992	8,794	Construction 90% complete.
<b>Equipment</b>								
	1640.820175.	MARC Pool Covers Program Pool	37,361	37,361	0	0	37,361	Construction to commence Q2.
	1640.820176.	Sign / sticker printer	37,930	37,930	37,930	33,481	4,449	Construction complete. Finances to be finalised.
	1640.820177.	MARC CCTV Aquatic Facilities	32,024	32,024	0	0	32,024	Construction to commence Q2.
	1640.820178.	CCTV Upgrade at Meadow Springs Sports Facility	21,350	21,350	0	0	21,350	Construction to commence Q2.
	1640.820179.	MARC Pool Covers Leisure Exercise Pool	24,552	24,552	0	0	24,552	Construction to commence Q2.

# Attachment to Council Minutes - 27 October 2020

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
1640.820180. Furniture & Equipment Renewal Program	55,508	55,508	18,501	0	55,508	Construction to commence Q1.
1640.820174. MPAC Orchestra Lift	128,095	128,095	0	11,223	116,872	Procurement meeting early October. Construction to commence Q3.
<u>Plant &amp; Machinery</u>						
1641.770001. Light Passenger Vehicles - Replacement	672,651	672,651	168,096	61,798	610,853	
1641.770002. Light Commercial Vehicles - Replacement	981,185	981,185	245,199	(0)	981,185	
1641.770005. Light Passenger Vehicles - New	0	0	0	0	0	
1641.770018. Light Commercial Vehicles - New	36,000	36,000	8,997	0	36,000	
1641.770006. Trucks & Buses Replacements	72,893	72,893	9,104	0	72,893	
1641.770007. Trailers	743,550	743,550	185,814	0	743,550	
1641.770009. Parks & Mowers	285,438	285,438	71,331	83,880	201,558	
1641.770011. Miscellaneous Equipment >\$1500	131,919	131,919	32,967	29,706	102,213	
1641.770008. Construction Vehicles	583,061	583,061	72,824	0	583,061	
<u>Other Infrastructure</u>						
1643.930033. Christmas Decorations 2020	213,492	213,492	213,491	13,492	200,000	Project delivery Q2.
1643.930034. Waste Transfer Station increase hardstand area with concrete	100,000	100,000	0	0	100,000	Construction to commence Q3.
1643.930035. Restart Mandurah - Other	2,785,000	2,435,000	0	0	2,435,000	Remaining Restart Mandurah funding available. Please note, this balance excludes the \$350,000 approved in both FY2020-21 and FY2021-22 for the Industry Business Incentive Scheme at the Special Council Meeting (06/10/2020).
1643.930032. Road Sweeper Spoil	45,000	5,774	5,775	0	5,774	Construction complete. Finances to be finalised.
1646.750496. Lakelands DOS Clubroom Facility	200,000	762,524	373,637	430,121	332,403	Clubroom Facility complete. Landscaping around building to commence late October.
1646.700352. Lakelands DOS	1,000,000	1,143,257	560,196	168	1,143,089	Refer to Financial Report, Key Capital Projects table.
1646.500885. Lakelands DOS Parking	0	3,594	897	900	2,694	Refer to Financial Report, Key Capital Projects table.
1646.700350. Lakelands DOS - Irrigation	0	26,125	6,528	0	26,125	Refer to Financial Report, Key Capital Projects table.
1646.700353. Lakelands DOS - Sports Specific Infr	0	23,763	5,937	0	23,763	Refer to Financial Report, Key Capital Projects table.
1646.750495. Lakelands DOS - Water Provision Infr	0	311,941	77,955	0	311,941	Refer to Financial Report, Key Capital Projects table.
1647.920027. Eastern Foreshore South Precinct	6,870,103	6,936,603	1,733,454	40,471	6,896,132	Refer to Financial Report, Key Capital Projects table.
1647.920028. Western Foreshore Recreation Precinct	8,300,000	8,315,856	2,078,133	643,682	7,672,174	Refer to Financial Report, Key Capital Projects table.
<b>Grand Total</b>	<b>43,066,214</b>	<b>45,321,948</b>	<b>11,989,546</b>	<b>4,051,539</b>	<b>41,270,409</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES**

**NOTE 7**

**BORROWINGS**

**Repayments - Borrowings**

Information on Borrowings Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>									
Port Bouvard Surf Life Saving Club [WTC 316(v)]	0		0		110		(110)		0
<b>Health</b>									
<b>Community amenities</b>									
Compactor Waste Trailers and Dolly [336]	240,815		0	14,260	54,610	226,555	186,205	1,418	8,102
Waste Water Reuse [349]	146,255		0	5,569	20,376	140,686	125,879	836	5,244
Halls Head Ablution Block [350]	97,505		0	3,712	13,580	93,794	83,925	558	3,496
Halls Head Recycled Water 2019/20	200,051		0	4,453	17,389	195,598	182,662	1,175	5,891
Ablutions 2020/21	0		200,000	-	17,344	0	182,656	0	5,935
<b>Recreation and culture</b>									
Allnutt Reserve Community Facility [316(iii)]	0		0	-	513	0	(513)	0	0
Town Beach Ablutions [316(vii)]	0		0	-	220	0	(220)	0	0
Rushton Park Redevelopment [318(ii)]	334,327		0	23,437	83,095	310,890	251,232	402	10,917
Meadow Springs Recreation Facility [318(iii)]	250,493		0	17,605	63,310	232,888	187,183	302	8,317
Mandurah Rugby Club [320]	42,468		0	10,362	39,316	32,106	3,152	216	763
Mandurah Cricket Club [321]	14,145		0	3,456	13,094	10,689	1,051	72	254
Mandurah Football & Sporting Club [324]	165,129		0	19,958	78,869	145,171	86,260	937	4,711
Mandurah Rugby Club [325]	12,698		0	1,536	6,070	11,162	6,628	72	362
Bowling Club Relocation [326]	1,092,880		0	139,434	537,467	953,446	555,413	2,958	32,101
Ablutions - Netball Centre [329(ii)]	88,582		0	10,602	41,873	77,980	46,709	492	2,501
Parks Construction [329(v)]	87,089		0	10,602	41,873	76,487	45,216	492	2,501
Halls Head Bowling Club upgrade [331]	310,795		0	9,003	32,228	301,792	278,567	1,863	11,236
Parks - Falcon Bay Reserve [333(i)]	72,390		0	5,858	22,739	66,532	49,651	411	2,339
MARC Redevelopment [338]	763,964		0	40,048	144,275	723,916	619,689	2,777	27,025
MARC Redevelopment Stage 1 [340]	503,911		0	20,227	72,790	483,684	431,121	2,471	18,002
MARC Redevelopment Stage 2 [341]	1,277,816		0	54,452	187,831	1,223,364	1,089,985	4,120	46,457
Eastern Foreshore Wall [344]	835,933		0	35,389	121,623	800,543	714,310	2,537	30,081
MARC Stage 2 [345]	1,228,894		0	50,855	174,502	1,178,039	1,054,392	3,706	43,742
Falcon Bay Seawall [351]	244,836		0	9,307	34,049	235,529	210,787	1,400	8,779
MARC Solar Plan [353]	173,490		0	4,969	17,759	168,521	155,731	1,040	6,277
Novara Foreshore Development [355]	346,980		0	9,937	35,518	337,043	311,462	2,081	12,554
Falcon Bay Foreshore Upgrades [356]	346,980		0	9,937	35,518	337,043	311,462	2,081	12,554
Mandjar Square Development [358]	433,630		0	12,421	44,391	421,209	389,239	2,600	15,693
Lakelands DOS [360]	2,365,997		0	80,038	248,575	2,285,959	2,117,422	4,076	87,881
Mandjar Square Stage 3 and 4	458,859		0	11,203	82,410	447,656	376,449	2,507	27,270
Falcon Seawall	908,175		0	24,341	41,205	883,834	866,970	3,079	13,635
Novara Foreshore Stage 3	183,582		0	4,481	16,482	179,101	167,100	1,003	5,454
Smart Street Mall Upgrade 2019/20	500,127		0	12,250	43,460	487,877	456,667	2,936	14,728
Falcon Bay Foreshore Stage 3 of 4	300,076		0	6,679	26,083	293,397	273,993	1,763	8,837
Mandjar Square Final Stage	300,076		0	6,679	26,083	293,397	273,993	1,763	8,837
Falcon Skate Park Upgrade	120,030		0	2,940	10,433	117,090	109,597	705	3,535
Westbury Way North side POS Stage 3	200,051		0	4,447	17,389	195,603	182,662	1,181	5,891
Eastern/ Western Foreshore 2020/21	0		2,770,000	-	240,145	0	2,529,855	0	82,211
Smart Street Mall 2020/21	0		2,000,000	-	173,382	0	1,826,618	0	59,358
Novara Foreshore Stage 4	0		400,000	-	34,676	0	365,324	0	11,872
Bortolo Reserve - Shared Use Parking and Fire Track Facility	0		350,000	-	30,352	0	319,648	0	10,387
Falcon Bay Upgrade - Stage 4 of 5	0		300,000	-	26,016	0	273,984	0	8,904
Enclosed Dog Park	0		200,000	-	17,344	0	182,656	0	5,936
South Harbour Paving Upgrade Stage 2	0		50,000	-	4,336	0	45,664	0	1,484
Falcon Skate Park Upgrade 2020/21	0		80,000	-	7,521	0	72,479	0	1,816
<b>Transport</b>									
Road Construction [316(ii)]	0		0	-	1,642	0	(1,642)	0	0
Car Parking [316(iv)]	0		0	-	121	0	(121)	0	0
Drainage [318(iv)]	83,835		0	58,537	19,784	25,298	64,051	1,003	2,599
Road Construction [318(v)]	836,324		0	5,832	213,672	830,492	622,652	100	28,071
Road Construction [329(ii)]	188,410		0	23,075	91,136	165,335	97,274	1,070	5,443
Drainage Construction [329(iii)]	63,624		0	7,484	29,557	56,140	34,067	347	1,765
Peelwood Oval - Parking [329(iv)]	24,957		0	3,118	12,316	21,839	12,641	145	736
Path Construction [329(vi)]	13,856		0	1,871	7,389	11,985	6,467	87	441
Street Lighting [329(viii)]	18,102		0	2,495	9,852	15,607	8,250	116	588
Road Construction [333(ii)]	320,984		0	26,688	103,588	294,296	217,396	1,873	10,654
New Pedestrian Bridge Construction [335]	481,195		0	28,841	110,329	452,354	370,866	2,833	16,367
New Road Construction [339]	544,949		0	27,277	102,919	517,672	442,030	3,227	19,313
New Road Construction [342]	651,651		0	27,148	93,915	624,503	557,736	2,138	23,229
WMC Tims Thicket [343]	98,545		0	3,808	14,096	94,738	84,449	587	3,484
Road Construction [346]	385,053		0	14,661	53,646	370,392	331,407	2,202	13,806
MARC Carpark [347]	292,521		0	11,137	40,752	281,384	251,769	1,673	10,488
MPAC Forecourt [348]	121,886		0	4,640	16,978	117,246	104,908	697	4,370
Mandurah Marina [352]	173,490		0	4,969	17,759	168,521	155,731	1,040	6,277
MARC Carpark [354]	260,243		0	7,451	26,632	252,792	233,611	1,561	9,416
Mandurah Foreshore Boardwalk Renewal [357]	390,262		0	11,178	39,948	379,084	350,314	2,340	14,124
New Road Construction [359]	1,191,883		0	39,636	125,617	1,152,247	1,066,266	2,871	44,411
Smoke Bush Retreat Footpath [361]	86,736		0	2,486	8,886	84,250	77,850	520	3,138
New Boardwalks 18/19	458,859		0	11,203	41,205	447,656	417,654	2,507	13,635
Coodanup Drive - Road Rehabilitation	91,791		0	2,240	8,241	89,551	83,550	502	2,727
Pinjarra Road Carpark	183,582		0	4,481	16,482	179,101	167,100	1,003	5,454
New Road Construction 2018/19	1,497,356		0	41,766	135,963	1,455,590	1,361,393	3,474	44,997
New Road Construction 2019/20	900,229		0	23,941	78,226	876,287	822,003	3,395	26,510
South Harbour Upgrade 2019/20	230,058		0	5,119	19,997	224,939	210,061	1,352	6,774
New Roads 2020/21	0		1,150,000	-	99,693	0	1,050,307	0	34,131

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

## FINANCING ACTIVITIES

## NOTE 7

## BORROWINGS

## Repayments - Borrowings

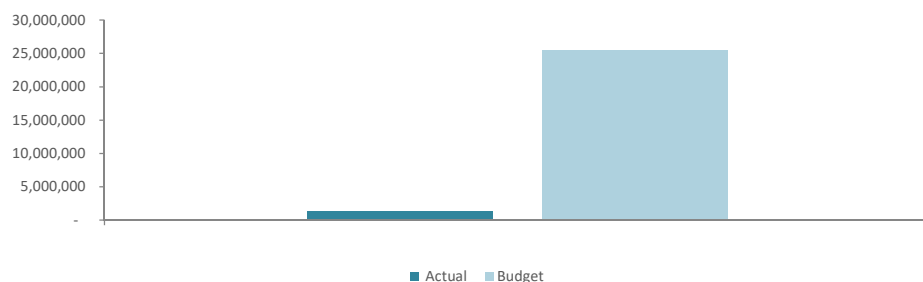
Information on Borrowings Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Other property and services</b>					-				
Office Building [272]	215,016		0	62,999	195,631	152,016	19,385	1,045	3,140
Information Systems [316(i)]	0		0	-	110	1	(110)	0	0
IT Server Room Upgrade [316(vi)]	0		0	-	296	0	(296)	0	0
IT Communications Equipment [318(i)]	67,470		0	4,621	15,828	62,849	51,642	79	2,079
IT Equipment [329(vii)]	25,700		0	3,118	12,316	22,582	13,384	145	736
Land Purchase [330]	1,223,995		0	157,302	606,689	1,066,694	617,306	3,429	36,235
Civic Building - Tuckey Room Extension	458,859		0	11,203	41,205	447,656	417,654	2,507	13,634
Short term loan COVID-19	0		20,000,000	-	20,000,000	0	0	0	35,000
	26,230,451	0	27,500,000	1,320,771	25,410,640	24,909,681	28,319,811	101,895	1,127,642
<b>Total</b>	26,230,451	0	27,500,000	1,320,771	25,410,640	24,909,681	28,319,811	101,895	1,127,642
Current borrowings	25,410,640		27,500,000	1,320,771	25,410,640	3,508,486	25,410,640	101,895	1,127,642
Non-current borrowings	819,811					21,401,195	2,909,171		
	26,230,451					24,909,681	28,319,811		

All debenture repayments were financed by general purpose revenue.

## 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.

2020/21 Principal Repayments



**Principal Repayments**

**\$1,320,771**

**Interest Expense**

**\$101,895**

**Loans Due**

**\$24.91 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 8**

**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	219,247
Financial Assistance Grant - Local Roads	670,000		670,000	150,650
<b>Law, order, public safety</b>				
Lifeguard Service Funding	100,000		100,000	95,667
DFES Bushfire Mitigation Funding	0	318,600	318,600	159,300
Operating Grant SES	64,233		64,233	0
<b>Education and welfare</b>				
Waterwise Verge Grant	10,000		10,000	0
NAIDOC	3,038		3,038	0
International Disability Day Grant	1,013	5,000	6,013	5,000
<b>Recreation and culture</b>				
Gnoonie Youth Football Cup 2019	1,013		1,013	0
CHRMAP	37,500		37,500	0
Lotterywest (Childrens Festival Grant)	8,859		8,859	0
Lotterywest (Christmas Pageant)	10,125		10,125	0
Tourism WA (Crabfest Sponsorship)	141,742		141,742	0
Every Club Funding	20,250		20,250	0
Friday Night Skillz - DLGSCI	14,485		14,485	0
<b>Transport</b>				
PTA - Annual Bus Shelter Maintenance Assistance Scheme	15,000		15,000	0
	<b>1,942,258</b>	<b>323,600</b>	<b>2,265,858</b>	<b>629,864</b>
<b>TOTALS</b>	<b>1,942,258</b>	<b>323,600</b>	<b>2,265,858</b>	<b>629,864</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 9  
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>Community amenities</b>				
: Donnelly Gardens	111,716	0	111,716	0
<b>Recreation and culture</b>				
: Eastern Foreshore South Precinct	2,500,000	0	2,500,000	2,000,000
: Eastern Foreshore South Precinct	1,228,250	0	1,228,250	0
: Western Foreshore Recreation Precinct	3,771,750	0	3,771,750	0
: Parkridge Boat Ramp	16,410	0	16,410	0
: Falcon Skate Park Upgrade	80,000	6,338	86,338	86,338
: Lakelands DOS Clubroom Facility	50,000	0	50,000	0
: Lakelands DOS	325,000	0	325,000	0
<b>Transport</b>				
: RR Pinjarra Road Stage 1	500,000	0	500,000	400,000
: Peel Street	100,000	0	100,000	100,000
: RR Peel Street	500,000	0	500,000	100,000
: RR Pinjarra Road Stage 2	500,000	0	500,000	0
: RR Leslie Street	500,000	0	500,000	200,000
: RR Catalina Dr/Badgerup Ave Roundabout	550,000	0	550,000	0
: RR Thera St Stage 2	170,000	0	170,000	170,000
: RR Old Coast Road/Albany Drive	120,708	0	120,708	110,905
: RR Old Coast Road/Albany Drive	215,000	(814)	214,186	215,000
: Lakelands-Madora Bay Pedestrian Bridge	0	350,000	350,000	0
: Guava Way	0	351,000	351,000	0
: SP Harbord Avenue	0	176,524	176,524	0
<b>Economic services</b>				
: SP Halls Head Parade PSP	20,000	0	20,000	4,000
	<b>11,258,834</b>	<b>883,048</b>	<b>12,141,882</b>	<b>3,386,243</b>
<b>Non-Operating Contributions</b>				
<b>Recreation and culture</b>				
: Hexham Wetland Fencing	20,340	0	20,340	20,340
	<b>20,340</b>	<b>0</b>	<b>20,340</b>	<b>20,340</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>11,279,174</b>	<b>883,048</b>	<b>12,162,222</b>	<b>3,406,583</b>

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2020

NOTE 10

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
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus/(Deficit)				(358,718)
1643.930035.20501.13	Restart Mandurah Other	G. 10/7/20 June FR	Capital Expenses		150,000		(208,718)
9624.102249.14000.13	Mandurah CBD Revitalisation Project	G. 10/7/20 June FR	Operating Expenses			(150,000)	(358,718)
1643.930035.20501.13	Restart Mandurah Other	G. 10/7/20 June FR	Capital Expenses		100,000		(258,718)
9555.101010.14000.10	Community Services: Comm Assistant Grants	G. 10/7/20 June FR	Operating Expenses			(100,000)	(358,718)
1643.930035.20501.13	Restart Mandurah Other	G. 10/7/20 June FR	Capital Expenses		100,000		(258,718)
	Transfer to Unspent Grant Reserve	G. 10/7/20 June FR	Other: Transfer Into Reserve			(100,000)	(358,718)
1635.700421.20501.13	Eastern Foreshore Softfall Renewal	G. 10/7/20 June FR	Capital Expenses			(9,091)	(367,809)
1635.700423.20501.13	Mogum Softfall Renewal	G. 10/7/20 June FR	Capital Expenses			(23,400)	(391,209)
1635.700430.20501.10	Kerosene Tank Bunding	G. 10/7/20 June FR	Capital Expenses			(6,071)	(397,280)
1636.500990.20501.13	SP Cox Bay	G. 10/7/20 June FR	Capital Expenses			(22,672)	(419,952)
9676.138750.14000.10	WSUD	G. 10/7/20 June FR	Operating Expenses			(52,859)	(472,811)
308810.9200.10	Corp Comms: Corp Projects	G. 10/7/20 June FR	Operating Expenses			(22,250)	(495,061)
308810.9058.10	Corp Comms: General Advertising	G. 10/7/20 June FR	Operating Expenses			(19,500)	(514,561)
9655.163032.10058.13	Emergency Management: Bushfire Mitigation	G. 10/7/20 June FR	Operating Expenses			(318,600)	(833,161)
318910.0050.55	Emergency Management Grants	G. 10/7/20 June FR	Operating Revenue		318,600		(514,561)
	Capital Works 2019/20 Carryovers Reconciliation	G. 6/8/20 July FR	Capital Expenses			(1,723,043)	(2,237,604)
	Capital Works 2019/20 Carryovers Reconciliation	G. 6/8/20 July FR	Capital Revenue		6,338		(2,231,266)
	Capital Works 2019/20 Carryovers Reconciliation	G. 6/8/20 July FR	Other: Unutilised Loans		825,088		(1,406,178)
	Capital Works 2019/20 Carryovers Reconciliation	G. 6/8/20 July FR	Other: Transfer Out of Reserve		677,377		(728,801)
1634.880012.	Lakelands-Madora Bay Pedestrian Bridge	G. 6/8/20 July FR	Capital Expenses			(350,000)	(1,078,801)
1636.501076.	Guava Way	G. 6/8/20 July FR	Capital Expenses			(351,000)	(1,429,801)
Various	Shared Paths	G. 6/8/20 July FR	Capital Expenses			(176,524)	(1,606,325)
386915.0070.60	Bridge Mtce Grants & Subs Non-op	G. 6/8/20 July FR	Capital Revenue		350,000		(1,256,325)
381915.0070.60	Road Planned Mtce Grants & Subs Non-op	G. 6/8/20 July FR	Capital Revenue		351,000		(905,325)
394915.0070.60	Footpath Mtce Grants & Subs Non-op	G. 6/8/20 July FR	Capital Revenue		176,524		(728,801)
1636.501027.	RR Pinjarra Road Stage 1	G. 6/8/20 July FR	Capital Expenses			(812,789)	(1,541,590)
1636.501029.	RR Pinjarra Road Stage 2	G. 6/8/20 July FR	Capital Expenses		812,789		(728,801)
9564.102701.14000.10	Cultural Development: Arts & Culture Group Grants	G. 6/8/20 July FR	Operating Expenses		30,375		(698,426)
9555.101010.14000.10	Community Services: Comm Assitant Grants	G. 6/8/20 July FR	Operating Expenses			(30,375)	(728,801)
9637.102608.14000.05	Community Safety Projects: ADF Grant Expenditure	G. 6/8/20 July FR	Operating Expenses			(6,300)	(735,101)
9555.101012.10057.10	Community Services: In Day for People with a Disability	G. 6/8/20 July FR	Operating Expenses			(5,000)	(740,101)
0555.101012.31012.55	Community Services Revenue: Operating Grant	G. 6/8/20 July FR	Operating Revenue		5,000		(735,101)
381915.0070.60	Road Planned Mtce Grants & Subs Non-op	G. 6/8/20 July FR	Capital Revenue			(814)	(735,915)
1632.750586.	MARC LED & Lighting Control	G. 6/8/20 July FR	Capital Expenses			(14,832)	(750,747)
1636.501042.	SL Light Pole Replacement Program	G. 6/8/20 July FR	Capital Expenses		14,832		(735,915)
1639.910095.	Avalon Foreshore	G. 6/8/20 July FR	Capital Expenses			(10,000)	(745,915)
1637.600164.	DR Orion Rd Park Stage 2	G. 6/8/20 July FR	Capital Expenses		10,000		(735,915)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**
**NOTE 10****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
1632.750639.	Peel Hockey Association - Floodlighting	G. 6/8/20 July FR	Capital Expenses			(95,443)	(831,358)
1632.750640.	South Mnd Tennis Club - Resurfacing	G. 6/8/20 July FR	Capital Expenses			(10,120)	(841,478)
1632.750619.	CSRFF Program - Small Grants	G. 6/8/20 July FR	Capital Expenses		105,563		(735,915)
1636.500950.	Smart Street Mall	G.11/9/20 Aug FR	Capital Expenses		20,197		(715,718)
1636.500953.	Peel Street	G.11/9/20 Aug FR	Capital Expenses		35,871		(679,847)
		G.11/9/20 Aug FR	Other: Unutilised Loans			(56,068)	(735,915)
1637.600171.	DR Leighton Road/Halls Head Parade	G.11/9/20 Aug FR	Capital Expenses			(33,000)	(768,915)
1637.600172.	DR Rainbow Way Swale Reinstatement	G.11/9/20 Aug FR	Capital Expenses		33,000		(735,915)
1636.501049.	TM Merlin St/Mistral St Roundabout	G.11/9/20 Aug FR	Capital Expenses			(30,000)	(765,915)
1636.500962.	RR Thera Street	G.11/9/20 Aug FR	Capital Expenses		30,000		(735,915)
1635.700456.	Old Coast Road/Wilderness Drive - Playground Renewal	G.11/9/20 Aug FR	Capital Expenses			(31,665)	(767,580)
1635.700458.	Yalgor Heights Reserve - Playground Renewal	G.11/9/20 Aug FR	Capital Expenses		31,665		(735,915)
1635.700422.	Louis Dawe Park	G.11/9/20 Aug FR	Capital Expenses			(6,500)	(742,415)
1636.501047.	Pinjarra Road East - Median Stage 3	G.11/9/20 Aug FR	Capital Expenses		6,500		(735,915)
1635.700413.	Duverney Park Picnic Facilities	G.11/9/20 Aug FR	Capital Expenses			(40,000)	(775,915)
1635.700473.	Templetonia Reserve	G.11/9/20 Aug FR	Capital Expenses			(5,000)	(780,915)
1635.700403.	Grahame Heal Reserve	G.11/9/20 Aug FR	Capital Expenses		45,000		(735,915)
9564.102734.	CASM Education Programs	G.11/9/20 Aug FR	Operating Expenses			(20,000)	(755,915)
9564.102707.	Arts and Culture Projects	G.11/9/20 Aug FR	Operating Expenses		20,000		(735,915)
1632.750641.	Reading Cinema Complex FIP	G.11/9/20 Aug FR	Capital Expenses			(35,000)	(770,915)
1632.750626.	Site Main Switchboard Program	G.11/9/20 Aug FR	Capital Expenses		35,000		(735,915)
New	Ready Now - Business Capability Grants	S. 6/10/20 Restart	Operating Expenses			(100,000)	(835,915)
930035-6500-1045-61129	Restart Mandurah - Other	S. 6/10/20 Restart	Capital Expenses		100,000		(735,915)
New	Grow Now - Investment Attraction Fund	S. 6/10/20 Restart	Operating Expenses			(250,000)	(985,915)
930035-6500-1045-61129	Restart Mandurah - Other	S. 6/10/20 Restart	Capital Expenses		250,000		(735,915)
				<b>0</b>	<b>4,640,719</b>	<b>(5,017,916)</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

NOTE 11

**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
				\$	\$	\$	\$
			Opening Surplus/(Deficit)				(735,915)
100005-3470-1166-61001	Administration Materials and Contracts - Community Facility Management		Operating Expenses			(1,700)	(737,615)
10047-620-104563-1000	Sports Club Maintenance Levy Reserve		Other: Transfer Out of Reserve		1,700		(735,915)
New	Mandurah Bowling Club Compressor		Capital Expenses			(27,890)	(763,805)
	Installation of Air Conditioning at Halls Head Parade						
750622-6100-1045	Community and Sports Facility		Capital Expenses		27,890		(735,915)
400015-6100-1045	South Mandurah Football Club Changeroom Project		Capital Expenses			(30,000)	(765,915)
930035-6500-1045-61129	Restart Mandurah - Other		Capital Expenses		30,000		(735,915)
700006-6600-1045	MARC Improvement to Car Park Area		Capital Expenses			(1,598)	(737,513)
700466-6600-1045	Calypso Reserve - Drinking Fountain		Capital Expenses		1,598		(735,915)
500029-6250-1045	TM Discretionary Traffic Mgmt		Capital Expenses			(4,776)	(740,691)
501048-6250-1045	TM Discretionary Traffic Management Program		Capital Expenses		4,776		(735,915)
600011-6200-1045	DR Orion Rd Park Stage 2		Capital Expenses			(2,901)	(738,816)
501047-6250-1045	Pinjarra Road East - Median Stage 3		Capital Expenses		2,901		(735,915)
10029-610-new-1000	Transfer to Unspent Grant Reserve		Other: Transfer Into Reserve			(350,000)	(1,085,915)
930035-6500-1045-61129	Restart Mandurah Other		Capital Expenses		350,000		(735,915)
				0	418,865	(418,865)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 12**  
**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 2020-21 year is 10.00%

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	737,422	103.89%	▲ Timing	Received Lifeguard Service funding, 50% DFES Bushfire Mitigation funding and the CLAG 2020/21 Mosquito Management contribution earlier than expected.
Interest earnings	(208,956)	(57.27%)	▼ Timing	Interest earnings not yet received.
Other revenue	13,263	22.54%	▲ Timing	Early receipt of other revenue and will be monitored as year progresses.
Profit on disposal of assets	(18,399)	(100.00%)	▼ Timing	Non-cash variance from disposal of assets to be monitored throughout the year.
<b>Expenditure from operating activities</b>				
Employee costs	1,471,051	11.30%	▲ Timing	Expenditure to increase as projects pick up during the year mainly in Cityparks, Cityworks and MARC.
Materials and contracts	3,282,559	29.86%	▲ Timing	Expenditure to increase as projects pick up during the year.
Utility charges	508,969	51.37%	▲ Timing	Invoices have been received later then expected and will be monitored throughout the year.
Depreciation on non-current assets	2,949,860	33.31%	▲ Timing	Will be adjusted at budget review to reflect 2019/20 actuals.
Interest expenses	148,882	48.28%	▲ Permanent	Favourable variance an indication of interest savings from loan off-set facility. This will be reviewed as part of budget review.
Other expenditure	(79,552)	(157.16%)	▼ Timing	Payment made in August for the Peel Mosquito Management program 2020/21 season.
Loss on disposal of assets	353,191	100.00%	▲ Timing	Non-cash variance from disposal of assets to be monitored throughout the year.
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	1,489,973	77.74%	▲ Timing	\$2m received in August from Department of Health for claim 1 of the Mandurah Waterfront Pool - Eastern Foreshore Project.
Proceeds from Disposal of Assets	822,424	322.34%	▲ Permanent	Favourable variance as a result of unbudgeted land sales and unbudgeted proceeds on sale of plant that were not sold in 2019/20. This will be reviewed at budget review.
Capital Acquisitions	7,938,007	66.21%	▲ Timing	Refer to note 4.
<b>Financing Activities</b>				
Payment of lease liability	(64,841)	(32.10%)	▼ Permanent	Additional leases taken up in 2020/21. To be adjusted at Budget Review,

# POLICY

## 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.

# Procurement

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- 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:
  - i. wherever practical, invite local suppliers to quote, in accordance with this Policy;
  - ii. ensure procurement planning explores local business capability and opportunities for local content; and

# Procurement

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- iii. 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

- 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.
- b. Where the required number of quotes from \$5,000 up to \$250,000 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.
- c. When utilising tender exempt provisions for Aboriginal owned businesses the maximum procurement value permissible is \$250,000.

## 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:
  - i. All values are exclusive of GST; and
  - ii. 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> <li>• Australian Disability Enterprise; or</li> <li>• Aboriginal owned business; or</li> <li>• Open market.</li> </ul>
\$5,000 to \$49,999	Seek three (3) or more verbal or written quotations (method dependent on risk and complexity) in accordance with the <b>Procurement Procedure – Goods and</b>	Where practical a minimum of two (2) local suppliers to be invited along with open market suppliers.

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	<p><b>Services.</b> Obtain a minimum of two (2) written responses</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>	<p>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>	<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 to \$249,999</b>	<p>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>	<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 Enterprises; or</li> <li>• Aboriginal owned business; or</li> <li>• Open market</li> </ul>
<b>\$250,000 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 \$250,000 threshold (refer to section 5.3).</p>	<p>Public Open Tender</p>
<b>\$250,000 and above (Tender exempt)</b>	<p>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</p>	<ul style="list-style-type: none"> <li>• WALGA PSP</li> <li>• State CUA</li> <li>• Australian Disability Enterprise</li> </ul>

# Procurement

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CITY OF  
MANDURAH

	one supplier is represented under a panel arrangement.	
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### 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 (service and/or consumption charges/fees only);
  - 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.

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### 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 \$250,000.

### 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 \$250,000 and are required to be undertaken in accordance with the Procurement Procedure Contract Variations and Extensions.
- d. All decisions regarding minor variations must be documented and recorded.

### 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 as described in regulation 11 (2) (j); and
  - iii. The variation is within the budget allocated for the project.
- b. Consideration must also be given to the original procurement process conducted and whether the combined value of the original price, any subsequent variations and proposed variation (which includes term extensions) would have resulted in a different procurement process being undertaken due to the increased expenditure.
- c. All contract variations are to be recorded and supported by adequate documentation describing the nature and reasons for the variations, including the associated cost, time and scope implications.
- d. Contract variations are to be approved in accordance with the authorisation limits as per section 8 of this policy.
- e. These conditions also apply to contracts valued under \$250,000 and are required to be undertaken in accordance with the Procurement Procedure Contract Variations and Extensions.

### 5.7 Contract Extensions

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- a. Contracts are extended only if the original contract includes an extension option as per 5.6 above (unless State of Emergency provisions apply).
- b. For continuity of service provision, the contract extension must be approved before the expiration date of the original contract or previously extended term.
- c. Contract extensions are approved in accordance with the authorisation limits as per section 8 of this policy.
- d. There must be documented evidence that the contractor performance has been assessed before the contract extension is approved.

### 5.8 Contract Expiry

Prior to the expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the City is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

### 5.9 Procurement Planning

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

### 5.10 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 \$5,000 employees must sign the applicable procurement threshold documentation relating to conflict of interests.

### 5.11 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.

### 5.12 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.

### 5.13 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

- a. 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:

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- 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. where the supply of goods or services is to be obtained from expenditure authorised in a local emergency under 6.8 (1)(c) of the Act: or
- viii. the supply of the goods or services associated with a State of Emergency in accordance with 11 (2)(aa), (ja) and (3) of the Regulations; or
- ix. procurements covered by any other exclusion under regulation 11 of the Regulations.

### 6.2 Use of Tender Exempt Suppliers under \$250,000

- a. Procurements valued under \$250,000 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 (Local or State)

- a. An "emergency" is defined in the *Emergency Management Act 2005* is "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 a local emergency to be incurred if approved in advance by the Mayor. Regulations 11 (2)(aa),(j) makes provisions where a State of Emergency is declared.
- b. The City's Procurement Procedures provides further information when expenditure is within budget or where a State of Emergency has been declared.
- c. A State of Emergency applies when it is declared under the *Emergency Management Act 2005*.
- d. 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 \$250,000.
- 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.

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### 6.5 Waiver of Quotation Requirements under \$250,000

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;

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- 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. The following positions are authorised to approve and issue purchase orders or otherwise procure in accordance with this policy, subject to:
  - i) the general authorisation limits set out in the table below; and
  - ii) the individual position financial limits set out in the Authorisation Limit Listing:

POSITION	AUTHORISATION LIMIT (exclusive of GST)
CEO	<u>Unlimited (Excluding the acceptance of Tenders)</u>
<u>Deputy CEO /</u> Director	As determined by the CEO
Executive Manager/ Manager	Up to \$50,000
Coordinator/Supervisor	\$15,000 to \$40,000
Other Staff	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, variations and options (exclusive of GST).
- c. An employee cannot exceed their financial authorisation as set out in the Authorisation Limit Listing 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 review and approval by the CEO, such review to occur annually or as otherwise required.

### 8.1 Purchasing Cards

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- 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*.

**Responsible Directorate:** Corporate Services

**Reviewer:** Manager Governance Services

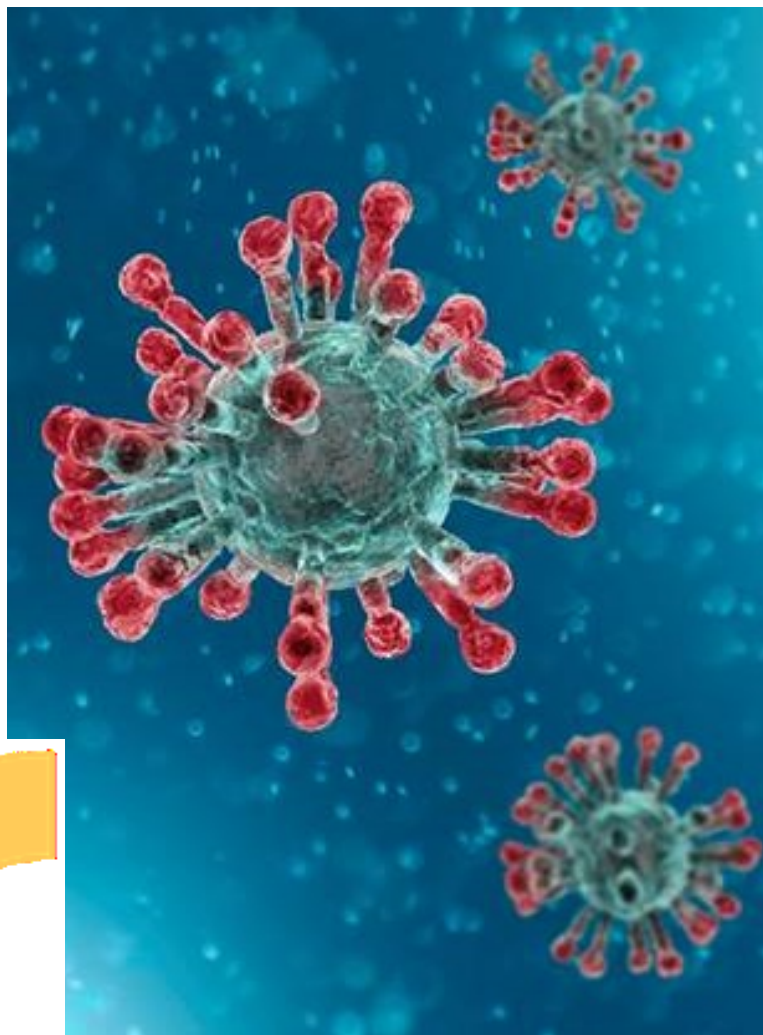
**Creation date:** Minute G.28/3/07, 20 March 2007

**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
- Minute G.17/2/20, 25 February 2020
- Minute SP.5/5/20, 12 May 2020

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

## ATTACHMENT 9.1



# Pandemic Plan



01/10/20 version

Version Control

Major changes to the Pandemic Plan must be approved and authorised by the Mandurah Local Emergency Management Committee and Council.

This document will be reviewed every 3 years, following a pandemic event and /or exercise.

The record below is to be completed by the person making the amendment(s).

Revision #	Issue Date	Amendments	Approved by
1	6 / 2009	Draft Influenza Pandemic Business Continuity Plan	Brendan Ingle
2	3 /2020	Review Influenza Pandemic Business Continuity Plan	Brendan Ingle
3	10 / 2020	Draft adaption to Pandemic Plan (for inclusion in LEMAs)	Myra Giardini
4			
5			
6			

**Acronyms** (fill and sort required)

LEMC	Local Emergency Management Committee
LEMAs	Local Emergency Management Arrangements
BCP	Business Continuity Plans
PPE	Personal Protective Equipment
EM	Emergency Management

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## **1. Introduction**

This Pandemic Plan has been developed as a sub-plan of the Mandurah Local Emergency Management Arrangements (LEMAs), endorsed by the Local Emergency Management Committee (LEMC) and Council.

A pandemic emergency requires its own tailored response and recovery procedures given the unique set of issues that sets it apart from other emergencies.

Pandemic is defined as an epidemic that is geographically widespread; occurring throughout a region or even throughout the world. A pandemic is unpredictable and so preparedness is required at all levels of Government, business and the community.

This plan focuses on an influenza pandemic but may also be relevant to other public health emergencies such as biological terrorism, spillage or hazards secondary to emergencies and disasters, such as cholera outbreaks following floods. This Plan should be used with flexibility depending on the seriousness of the infection, the population/s most affected and/or the extent of the spread.

It should be noted that in a serious pandemic event, response and recovery will be led by either Federal and/or State Government and Local Government will be one of a number of key support agencies under the direction of other Federal or State departments.

## **2. Aims**

- Minimise the impacts of a pandemic on the community and the organisation
- Raise risk awareness and promote preventative measures
- Provide support and recovery assistance throughout the duration of a pandemic
- Ensure response activities are consistent across whole of government

## **3. Objectives**

- Preparedness – have arrangements in place to reduce the pandemic impact.
- Containment – prevent transmission, implement infection control measures, promote and provide support services to people who are isolated or quarantined within the municipality in partnership with key agencies.
- Maintain Essential Services – provision for business continuity in the face of movement restrictions, staff absenteeism and rising demand on local government services in some business areas.
- Communication – develop media and communication messages, consistent with whole of government messages, to inform the community and staff of responses to any changes to normal local government service delivery.
- Community Support and Recovery – ensure a comprehensive and inclusive approach to emergency recovery planning in line with whole of government recovery actions and the City's Local Emergency Management Arrangements.

#### 4. Policy Context

The context within this document is aligned with the [WA Government Pandemic Plan 2020](#). Appropriate monitoring and coordination will take place between the Commonwealth and State Governments, and the World Health Organisation (WHO).

The WA Government Pandemic Plan 2020 outlines the role of Western Australia local government as follows:

- Provide community leadership and support the maintenance of civil society;
- Maintain emergency management plans and capabilities under the State's emergency management framework;
- Maintain business continuity plans to deliver essential services;
- Represent the interests of local communities and businesses in broader planning processes;
- In partnership with State and Territory Governments, inform the public of planning, preparations, response and recovery activities;
- Work with State and Territory Governments to tailor public information to the needs of the community, particularly to support vulnerable groups; and
- Provide support with other local resources as requested by the SHEC or local State, Metropolitan or Regional Human Epidemic Control Centres.

The [State Hazard Plan - Human Biosecurity](#) notes local government responsibilities, to:

- a) Provide Environmental Health Officers to Metropolitan and Regional Human Epidemic Coordination Centres (HECC's), as required.
- b) Assist with the investigation of human epidemics.
- c) Assist with monitoring of food safety.
- d) Assist with the safe disposal of contaminated waste.
- e) Assist with the control of vermin or insect infestations, including reservoir elimination programs.
- f) Provide support with other local resources as requested by the Hazard Management Agency or local, state, metropolitan or regional HECCs.
- g) The capability and commitment of each Local Government to undertake the tasks and meet the responsibilities identified in the State EM Plan should be confirmed by the HMA and detailed in the Local Emergency Management Arrangements (LEMA). This will ensure the varying capabilities of individual Local Governments are recognised and agreed to by all parties.

Legislation and codes relevant to this plan include but are not limited to:

- Biosecurity Act 2015 (Commonwealth);
- Biosecurity and Agricultural Management Act 2007 (Commonwealth);
- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- Public Health Act 2016;
- Environmental Protection Act 1986;
- Health Services Act 2016;
- International Health Regulations 2007 (Commonwealth);
- Local Government Act 1995;

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- Occupational Safety & Health Act 1984;
- Medicines and Poisons Act 2014;
- National Communicable Diseases Plan 2018;
- [State Hazard Plan - Human Biosecurity](#);
- WA Government Pandemic Plan.

District and Local Emergency Plans relevant to Pandemic include:

- Peel District Local Welfare Plan (Department of Communities);
- Mandurah Local Emergency Management Arrangements;
- General Plan
- Vulnerable Communities Plan
- Recovery Plan
- Business Continuity Plan (draft).

### 5. Pandemic Stages

Planning for a human epidemic is based on the emergency management principles of prevention, preparedness, response and recovery. Jurisdictions can transition between stages and a high degree of flexibility is required. This plan focuses heavily on the preparedness and response phases;

#### **Preparedness**

No novel strain detected, or emerging strain under initial detection.

#### **Response**

- Standby: Sustained community person to person transmission detected overseas.
- Initial action: Cases detected in Australia – information about the disease is scarce.
- Targeted action: Cases detected in Australia – enough is known about the disease to tailor measures to specific needs.
- Stand-down: Public health threat can be managed within normal arrangements. Monitoring for change is in place.

#### **Recovery**

Actions to support the community in their recovery in consultation with key agencies

**Table 1 - Summarises Whole of Government Activities within a Pandemic**

STAGES	Description	WHOLE OF GOVERNMENT ACTIVITIES
<b>Prevention / Preparedness</b>	No novel strain detected or emerging strain under initial detection	<ul style="list-style-type: none"> <li>• promote annual flu vaccination and good hygiene</li> <li>• establish pre-agreed arrangements by developing and maintaining plans</li> <li>• research pandemic specific influenza management strategies</li> <li>• ensure resources are available and ready for rapid response</li> <li>• monitor the emergence of diseases with pandemic potential, and investigate outbreaks if they occur</li> </ul>
<b>Response</b>	<b>Standby</b> Sustained community person-to-person transition detected overseas	<ul style="list-style-type: none"> <li>• prepare to commence enhanced arrangements</li> <li>• identify and characterise the nature of the disease (commenced in Preparedness)</li> <li>• communicate to raise awareness and confirm governance arrangement</li> </ul>
	<b>Action</b> Cases detected in Australia	<p><b>Initial (when information about the disease is scarce):</b></p> <ul style="list-style-type: none"> <li>• prepare and support health system needs</li> <li>• manage initial cases</li> <li>• identify and characterise the nature of the disease within the Australian context</li> <li>• provide information to support best practice health care and to empower the community and responders to manage their own risk of exposure</li> <li>• support effective governance</li> </ul> <p><b>Targeted (when enough is known about the disease to tailor measures to specific needs):</b></p> <ul style="list-style-type: none"> <li>• support and maintain quality care</li> <li>• ensure a proportionate response</li> <li>• communicate to engage, empower &amp; build community confidence</li> <li>• provide a coordinated and consistent approach</li> </ul>
	<b>Stand-Down</b>	<ul style="list-style-type: none"> <li>• support and maintain quality care</li> <li>• cease activities that are no longer needed, and transition activities to seasonal or interim arrangements</li> <li>• monitor for a second wave of the outbreak</li> <li>• monitor for the development of antiviral resistance</li> <li>• communicate to support the return from pandemic to normal business services</li> <li>• evaluate systems and revise plans and procedures</li> </ul>
<b>Recovery</b>		<ul style="list-style-type: none"> <li>• ensuring a return to normal delivery of services as soon as possible, consistent with risk and capacity</li> <li>• restoring normal social functioning</li> <li>• providing care and support to vulnerable groups; and</li> <li>• maintaining essential community services.</li> <li>• maintaining effective communications with business and industry throughout and following a pandemic</li> </ul>

## 6. Community Profile

A comprehensive community profile including Mandurah's population, demographics and industry is contained within the LEMAs General Plan. The Vulnerable Communities Plan details the Aged Care Emergency Management MoU, key contacts and Resource Sharing Register.

The following groups are likely to be more susceptible to, and/or more vulnerable to the effects of a human biosecurity emergency:

- Pregnant women;
- People who are immunocompromised;
- People with:
  - Chronic respiratory conditions
  - Cardiac disease
  - Downs Syndrome
  - Diabetes mellitus
  - Chronic renal failure
  - Chronic neurological conditions
  - Alcohol dependence
  - Haemoglobinopathies (for example haemophilia and sickle cell disease)
  - Chronic inherited metabolic diseases;
- People who are obese;
- Children receiving long-term aspirin therapy;
- Aboriginal and Torres Strait Islander peoples;
- Children aged less than five years;
- People aged over 65 years;
- People living in custodial or residential care settings;
- People who are physically or socially isolated;
- Other marginalised and/or disadvantaged people.

Depending on the nature of the pandemic some people within the community may be identified as having higher vulnerability, requiring targeted communication and support.

**Table 2.** identifies some emerging vulnerable groups that require specific consideration

**Table 2 - Emerging Vulnerable Groups**

Vulnerable Group	Ways Affected
People confined to their homes as a result of illness or quarantine	Lack of family and friends to provide adequate levels of care. Fear of being socially marginalised or stigmatised
Children orphaned and without a carer, particularly where there is no alternative carer	Heightened levels of grief, anxiety, stress and trauma due to issues around housing and care. Potential dislocation and developmental effects
Children whose parents become ill, particularly where there is no alternative carer	Heightened levels of grief, anxiety, stress and trauma. Increased vulnerability in the longer term
Families where pandemic bereavement has taken place	Heightened levels of grief, anxiety, stress and trauma
People whose caregiver is sick and unable to care for them	Lack of alternative support could lead to general deterioration of health and wellbeing
People who become unemployed, due to business closure or economic downturn	Lack of financial and physical resources and increased debt levels, with minimum savings
People on low incomes or otherwise economically vulnerable	Lack of financial and physical resources to manage consequences over an extended period of time
The worried, but well - people whose physical health has not been affected by the virus but are worried or anxious about getting sick	High levels of anxiety due to fear of illness, death, unemployment and lack of access to services and information
Students, tourists and itinerant workers (Overseas and Australian)	Unfamiliar environments and limited local knowledge of support mechanisms and resources. May face difficulties in returning home. Heightened concerns for families and friends from their place of origin Increased likelihood of financial distress
Families of Australians overseas	High levels of anxiety due to fear and lack of information about a loved one
Families	Increased risk of family violence and breakdown of family unit, due to a shift in household dynamics. Children will lack social interaction, following school closures

## 7. Communications

Pandemic messaging will be produced by the WA Government in consultation with the Australian Government and World Health Organisations. The City will provide support to ensure that the information is dispersed and that communities are engaged at a local level.

It is essential that communication is clear, regular and reliable. Communications from local government must be aligned with other government messaging usually the Hazard Management Agency, the Department of Health and add value including public information activities, information sharing and engagement with stakeholders and sectors.

The City will not comment on disease case related information, this is the responsibility of the WA Government.

## **8. Control Strategies**

This plan identifies several strategies that may need to be undertaken in the event of a pandemic. Depending on the transmission mode of the agent, varied control measures will be implemented to prevent or limit transmission. During a Pandemic, local government may be required to assist with control strategies appropriate to the nature of the contagion.

## **9. Physical / Social Distancing**

Physical / Social distancing refers to various personal and physical infection control measures designed to reduce the risk of transmission between people. Measures need to be implemented appropriately and progressively at different phases of a pandemic, in order to maximise their benefits and limit any unnecessary impact on communities and business.

Moderate measures may include advising people to minimise physical contact and avoid large gatherings and public places. Extreme measures might include closing schools, childcare centres, universities, workplaces and recreational facilities, cancelling public events, home isolation or strict travel restrictions.

The City must be flexible in responding to government directions to minimise disease spread. This may include geographically specific lockdowns that impact the City's ability to deliver a full range of services.

## **10. Limiting Mass Gatherings**

Mass gatherings have the capacity to spread viruses among participants. Events that may be considered as mass gatherings include schools/education facilities, concerts, large sporting events, citizenship ceremonies, festivals, shopping centres, cinemas, nightclubs and places of worship.

In the event of a pandemic, mass gatherings organised within or by the City will be reviewed in line with Government directions and advice. The State Government will determine the approach based on the particular nature of the contagion and advise private business and event organisers of their obligation to close and cancel events.

## **11. Work from Home/ Restricting Workplace Entry**

The City will be proactive in encouraging remote working to limit the spread of infection. This includes support for work from home arrangements and encouraging electronic transactions.

Clear communication will be provided to staff and visitors not to attend City facilities if they have symptoms of the pandemic or been in contact with someone who has/had symptoms of the infection.

## **12. Personal Protective Equipment (PPE)**

The State Government has PPE available through the Department of Finance that is accessible to local government. The City will however source PPE via private providers where possible, recognising that State and National stockpiles are an essential resource for those working in direct high-risk situations.

When planning for a pandemic the City will consider the risks of operating core business functions and how they will protect staff at risk. This will include the use of Department of Health

recommended hand sanitisers, wipes and may include the wearing of appropriate masks, gloves, face shields and gowns, considerate of the risk of the activity.

The appropriate use of personal protective equipment is recognised as an essential element of preventing infection and the City recognises this through effective procedures, training and monitoring.

### **13. Food Delivery**

Australia has recently experienced a number of natural disasters where the food industry has demonstrated a strong capacity to maintain supply in significant regional emergencies. However, there are risks it could face challenges in the event of a significant national emergency such as a severe pandemic, or a multi-jurisdictional natural disaster.

The role of food supply at the state level is Department of Agriculture and Food. If local food deliveries are required, this will be managed within the existing emergency management arrangements by the Department of Communities in consultation with the Department of Health.

The City will provide support as requested via the Local Emergency Management Framework or Community Support Framework and may include assistance such as access to facilities, transport, logistics, human resources and local communications.

### **14. Pharmaceutical Access**

Whilst it is expected that normal pharmaceutical business will continue to operate, each business will determine its own risk exposure and level of operation. In a pandemic this may impact the ability for the community to access pharmaceutical supplies. In this eventuality the State Emergency Coordination Group will be required to manage the supply of pharmaceutical goods.

The City will provide support as requested via the Local Emergency Management Framework or Community Support Framework and may include assistance such as access to facilities, transport, logistics, human resources and local communications.

### **15. Civil Disturbance – Consequence**

It is possible that as health and mortality issues increase, the responsibility of the justice system will rapidly expand through greater calls for service, added security responsibilities for health care and related facilities, enforcement of legislated restrictions, public education, control of panic and fear and associated behaviours, and ensuring that the public health crisis is not used as an opportunity for individual or organisational (criminal) gain.

Public health emergencies pose special challenges for WA Police Force, whether the threat is manmade (eg the anthrax terrorist attacks) or naturally occurring (eg flu pandemics). Policing strategies will vary depending on the cause and level of the threat, as will the potential risk to the responding officers.

Depending on the threat, the role of WA Police Force may include enforcing public health orders (eg quarantines or travel restrictions), securing the perimeter of contaminated areas, securing health care facilities, securing vaccination centres, controlling crowds, investigating scenes of suspected biological terrorism, and protecting national stockpiles of vaccines or other medicines.

Impacts on WA Police Force services:

- Increased violence at clinics

## Pandemic Plan

- Hijacking of vehicles transporting vaccines
- Burglaries on pharmaceutical companies and chemists
- Black market selling vaccines
- Continuous demand for extra services from Customs, Department of Health, Quarantine
- Police members reluctant to enter home where persons suspected to be affected
- Large scale absenteeism of police staff
- No access to sufficient levels of PPE
- IT technology collapse
- Limited capacity of remote dispatch centre
- Prisoner management
- Additional pressure on existing services

The City will provide support to WA Police Force where possible and may utilise Rangers, Environmental Health Officers or other staff to assist in identified functions. This may include the formal Authorisations under the provisions of the Public Health Act 2016 or Emergency Management Act 2005.

### 16. City of Mandurah Pandemic Management Group

The Pandemic Management Group will consist of:

- Chair Executive Manager Development and Compliance
- The Mayor and Executive Officer to the Mayor and Councillors
- Executive Leadership Team
- Sub Group Team Leads, Coordinator Environmental Health, Coordinator Emergency Management, Executive Manager Strategy
- Administrative Officer Development and Compliance

This group will meet weekly in the Action Phase of the Response and adjust accordingly based on the intensity of the pandemic situation.

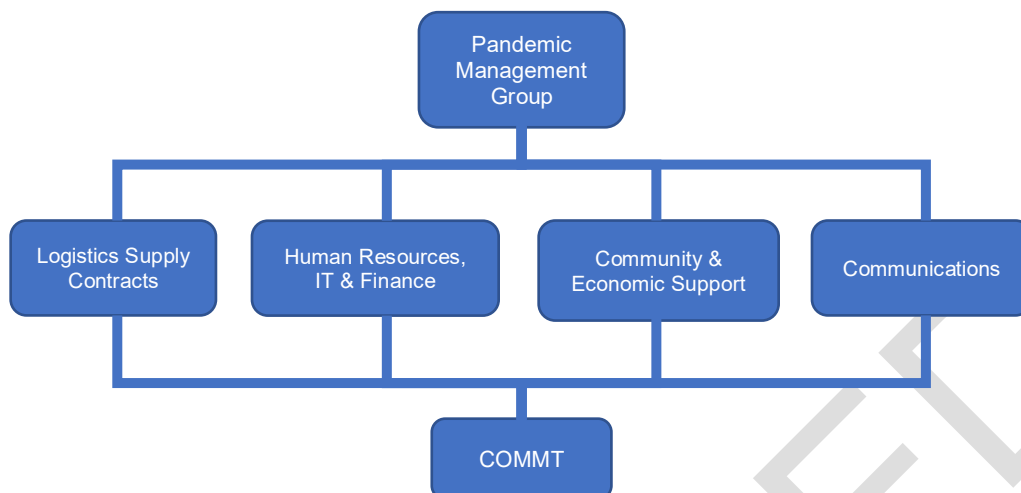
### 17. Sub Groups

The Pandemic Management Sub Groups will consist of:

- Logistics, Contracts and Supply (led by Executive Manager Built Environment)
- Human Resources, Information and Finance (led by Manager People and Culture)
- Community and Economic Support (led by Executive Manager Community)
- Communications (led by Manager Corporate Communications)

These Groups will be supported by the City of Mandurah Management Team (COMMT).

**Figure 1 - Pandemic Management Structure**



## 18. Business Continuity Planning & Critical Business Functions

The City's Business Continuity Plan (BCP) is separate to this plan and will operate in parallel during a pandemic emergency to support a continuation of critical services while supporting a community in need.

In order to effectively support the community in the event of a pandemic the following business functions have been identified as critical by the City, in no particular order:

- Call Centre / Help Desk
- Facility and Waste Management
- IT Systems, Telecommunications, Data Network Support
- Public Health, Ranger Services, Emergency Management
- Works & Services including Operations (road clearing, drainage and cemeteries)
- Human Resource Management (including Payroll)
- Finance and Rates
- Applications Management, Building and Planning
- Corporate Communications
- Contracts and Procurement
- Elected Member Support

It is recognised that these functions may potentially require more than continuity of service.

In the response phase additional resources will be added to Corporate Communications, IT Systems, Telecommunications, Data Network Support, Human Resources, Occupational Health and Safety and Elected Member Support.

Management of fatigue in key business areas and for individuals will be essential to maintain effective service.

## 19. Resource Working Group Establishment

Government imposed directions may have a significant financial and human resource implications. The City will establish a Resource Working Group facilitated by the Director Strategy and Economic Development. Managers will present current information the Executive Leadership Team for consideration.

To review current resource requirements and make decisions about the redistribution of resources. The City has identified areas of the business that are likely to require additional resourcing and will monitor community feedback about potential redeployments to external agencies where support is needed.

## 20. Financial Management

The City has an account structure that supports the centralised recording of additional emergency expenditure associated with the management of a Pandemic, such as:

- Personal Protective Equipment
- Infrastructure upgrades such as screening
- IT and Electronic equipment to support mobility
- Enhanced cleaning and cleaning equipment
- Enhanced security provision

Section 6.8(1)(c) of the Local Government Act 1995 provides an opportunity for local government to access unbudgeted Municipal Funds in an emergency with approval of the Mayor.

The City will monitor financial impacts during the various phases of the pandemic by:

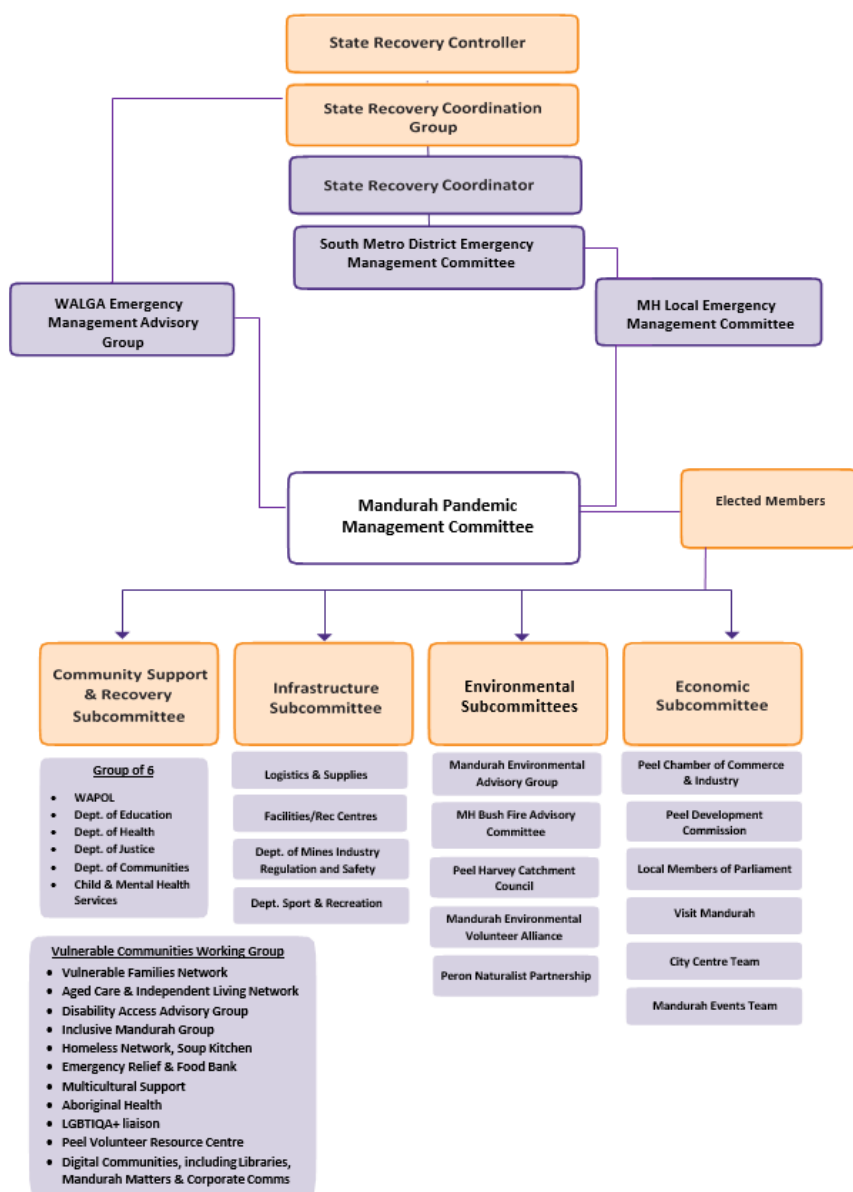
- Actioning its Finance Incident Response Plan
- Undertaking regular reviews of pandemic related expenditure
- Reviewing revenue income stream variations
- Reviewing cost savings associated with pandemic imposed restrictions
- Identifying grant funding opportunities

## 21. Pandemic Recovery Structure

This Plan recognises Mandurah's long-established networks and community working groups that may support ongoing effective collaboration and communication in response and recovery. Unless otherwise required, these networks alleviate the need to establish a separate Local Emergency Coordination Group for a pandemic or appoint a Local Recovery Coordinator.

This structure acknowledges the significant impacts a pandemic may have in the Social and Economic environment, whilst recognising the long-term impact in the Natural and Built recovery environments.

**Figure 2** demonstrates the State Recovery Framework in conjunction with the Mandurah Pandemic Recovery Structure (COVID-19) as approved by the Mandurah LEMC and Executive in May 2020.



**Figure 2 City of Mandurah Pandemic Recovery Structure**

## 22. Appendix 1 Communications Plan

The City plays an essential role in understanding the concerns and needs of our local community and utilising established communication channels to advise key agencies and decision makers. The City will refer to the Communicating in Recovery Guides when supporting the community.

In the response stage, the focus of communications will be to align messaging from the WA Government usually the Hazard Management Agency, the Department of Health. Public information will be on health promotion campaigns, the location of designated health care facilities, help and emergency numbers and websites, and the introduction of any social distancing measures.

Importantly directions issued under the provisions of the Emergency Management Act 2005 and Public Health Act 2016 may be issued that have legal implications for the community and generate the need for rapid compliance.

As a primary responsibility information sources that will be monitored by the City during a pandemic include:

- Premier and Ministerial Briefings
- Prime Ministerial Briefings
- Departmental Briefings and Updates
- World Health Organisation Updates
- WALGA Communications
- News from Reputable Sources
- Directions and Guidelines

The City recognises that effective communications are a foundation of effective preparedness and response, this will be reflected in resourcing during a pandemic.

Elected Members will be provided information via Weekly Updates and Elected Member Briefings. Council Reports will be prepared on key issues as required.

Communication Channels that may be utilised by the City include:

- Direct Email/ Newsletters
- Social Media
- Print Media Local or State
- Local Radio
- Signage
- Direct Mail and Flyers
- Telephone/ Call Centres
- In Person
- Exhibitions/ Displays

The use of these channels will be determined based on a range of factors including timing, target audience, availability and cost.

In accordance with the Local Emergency Management Arrangements, the Mayor is the spokesperson for the City in an emergency, supported by the Deputy Mayor if he/she is unavailable.

Note: The City will not comment on disease case related information, this is the responsibility of the WA Government, usually the Hazard Management Agency, the Department of Health.

**23. Confidential Appendix 2 - Pandemic Action List (provided as a separate confidential attachment)**