

Ordinary Council Meeting

8 June 2016

Minutes



Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the City's website www.kwinana.wa.gov.au

Vision Statement

***Kwinana 2030
Rich in spirit, alive with opportunities,
surrounded by nature – it's all here!***

Mission

**Strengthen community spirit, lead
exciting growth, respect the environment
- create great places to live.**



We will do this by –

- providing strong leadership in the community;
- promoting an innovative and integrated approach;
- being accountable and transparent in our actions;
- being efficient and effective with our resources;
- using industry leading methods and technology wherever possible;
- making informed decisions, after considering all available information; and
- providing the best possible customer service.

Values

We will demonstrate and be defined by our core values, which are:

- Lead from where you stand – Leadership is within us all.
- Act with compassion – Show that you care.
- Make it fun – Seize the opportunity to have fun.
- Stand Strong, stand true – Have the courage to do what is right.
- Trust and be trusted – Value the message, value the messenger.
- Why not yes? – Ideas can grow with a yes.

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Present:

HER WORSHIP MAYOR C ADAMS
DEPUTY MAYOR P FEASEY
CR W COOPER
CR S LEE
CR S MILLS
CR B THOMPSON
CR D WOOD

MS C MIHOVILOVICH - Acting Chief Executive Officer
MR P NEILSON - Acting Director City Development
MRS B POWELL - Acting Director City Living
MS M BELL - Corporate Lawyer
MR E LAWRENCE - Director Corporate and Engineering Services
MS A MCKENZIE - Council Administration Officer
MISS V PATTON - Governance Administration Officer

Members of the Press 1
Members of the Public 2

1 Declaration of Opening:

Presiding Member declared the meeting open at 7:00pm and welcomed Councillors, City Officers and gallery in attendance and read the Welcome.

“IT GIVES ME GREAT PLEASURE TO WELCOME YOU ALL HERE AND BEFORE COMMENCING THE PROCEEDINGS, I WOULD LIKE TO ACKNOWLEDGE THAT WE COME TOGETHER TONIGHT ON THE TRADITIONAL LAND OF THE NOONGAR PEOPLE”

2 Prayer:

Councillor Wendy Cooper read the Prayer

“OH LORD WE PRAY FOR GUIDANCE IN OUR MEETING. PLEASE GRANT US WISDOM AND TOLERANCE IN DEBATE THAT WE MAY WORK TO THE BEST INTERESTS OF OUR PEOPLE AND TO THY WILL. AMEN”

3 Apologies/Leave(s) of Absence (previously approved)

Apologies

Nil

Leave(s) of Absence (previously approved):

Councillor Ruth Alexander from 1 June 2016 to 12 June 2016 inclusive.

4 Public Question Time:

Nil

5 Applications for Leave of Absence:

COUNCIL DECISION

220

MOVED CR W COOPER

SECONDED CR S MILLS

That Councillor Dennis Wood be granted a leave of absence from 1 July 2016 to 31 July 2016 inclusive.

That Councillor Sandra Lee be granted a leave of absence from 10 July 2016 to 18 July 2016 inclusive.

**CARRIED
7/0**

6 Declarations of Interest by Members and City Officers:

Mayor Carol Adams declared a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services, due to holding shares in the franchise company managing the Kwinana Bendigo Bank.

Councillor Sandra Lee declared a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services, due to being a member of a managed shared fund that has shares in the Commonwealth, Westpac and National Australia Banks.

Councillor Dennis Wood declared a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services, due to holding shares in the franchise company managing the Kwinana Bendigo Bank.

Deputy Mayor Peter Feasey declared a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services, due to his wife being an employee of Westpac Bank. Deputy Mayor Peter Feasey has been granted approval by the Minister of Local Government, received on 8 June 2016 to fully participate and vote in the item as the Minister deemed the financial interest as trivial and insignificant.

Councillor Wendy Cooper declared a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services, due to holding shares in the franchise company managing the Kwinana Bendigo Bank. Councillor Wendy Cooper has been granted approval by the Minister of Local Government, received on 8 June 2016 to fully participate and vote in the item as the Minister deemed the financial interest as trivial and insignificant.

6 DECLARATIONS OF INTEREST BY MEMBERS AND CITY OFFICERS CONTINUED

Councillor Bob Thompson declared a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services, due to holding shares in the franchise company managing the Kwinana Bendigo Bank. Councillor Bob Thompson has been granted approval by the Minister of Local Government, received on 8 June 2016 to fully participate and vote in the item as the Minister deemed the financial interest as trivial and insignificant.

Councillor Sandra Lee declared an impartiality interest in item 16.3, Proposed Closure of Redundant Portions of Road along Durrant Avenue and Sulphur Road, Bertram due to being a location close to her parent's home.

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 25 May 2016:

COUNCIL DECISION

221

MOVED CR S LEE

SECONDED CR W COOPER

That the Minutes of the Ordinary Meeting of Council held on 25 May 2016 be confirmed as a true and correct record of the meeting.

CARRIED
7/0

9 Referred Standing / Occasional / Management / Committee Meeting:

Nil

10 Petitions:

10.1 Petition - Leda Shopping Centre

COUNCIL DECISION

222

MOVED CR P FEASEY

SECONDED CR W COOPER

That the petition be received and a report prepared.

CARRIED
7/0

10 PETITIONS (CONTINUED)

10.2 Petition - Proposed Alterations to Harlow Place, Calista

COUNCIL DECISION

223

MOVED CR P FEASEY

SECONDED CR S LEE

1. That the petition be received and a report prepared
2. That no construction works commence until Council approve the recommendations following the Council report relating to this petition for Harlow Place, Calista.

**CARRIED
7/0**

11 Notices of Motion:

Nil

12 Reports – Community

Nil

13 Reports – Economic

Nil

14 Reports – Natural Environment

Nil

15 Reports – Built Infrastructure

Nil

16 Reports – Civic Leadership

Mayor Carol Adams, Councillor Sandra Lee and Councillor Dennis Wood exited the Council Chambers due to declaring a financial interest in item 16.1, TENDER – 597KWN15 – Provision of Banking and Bill Payment Services at 7:13pm. Deputy Mayor Peter Feasey relieved the Mayor as the Presiding Member.

16.1 TENDER – 597KWN15 – Provision of Banking and Bill Payment Services

SUMMARY:

The City of Kwinana invited tenders from a suitably qualified and experienced service provider for the Provision of Banking and Bill Payment Services.

The Request for Tender was advertised in “The Weekend West” newspaper on Saturday, 19 December 2015.

The request for tender closed on Tuesday, 16 February 2015 at 2:00pm with five submissions received.

OFFICER RECOMMENDATION:

That Council:

1. Award the contract 597KWN15 - Provision of Banking and Bill Payment Services, to Commonwealth Bank of Australia, for a period of five years, at an estimated price of \$380,560 including the implementation costs and incorporating the special and general conditions of contract, specifications and their tender submission and schedule of rates.

DISCUSSION:

The evaluation panel members consisted of an Independent Consultant, Finance Manager, Financial Accountant, Director - Corporate and Engineering Services, Administration Assistant – Contract and Procurement Services.

Consultant Andrew Whitmore undertook the initial detailed qualitative criteria assessment against the selection criteria and provided a report including scores and a price rating as detailed in his Assessment of Presentation Documents. At an evaluation panel meeting the Consultant presented his assessment of each of the submissions received.

The internal panel members then reviewed each of the tender submissions and provided a written assessment on the contents of each tender submission against the documented evaluation criteria and the report provided by Andrew Whitmore.

At the final evaluation panel meeting the internal panel members agreed to the scores and assessment report as presented by Andrew Whitmore. The evaluation confidential recommendation report, detailed in Confidential Attachment A and the Consultant's Assessment of Presentation Documents, detailed in Confidential Attachment B.

16.1 TENDER – 597KWN15 – PROVISION OF BANKING AND BILL PAYMENT SERVICES

LEGAL/POLICY IMPLICATIONS:

Local Government (Functions and General) Regulations 1996

The Contract consideration is within the City's Register of Delegated Authority which gives the Chief Executive Officer delegated authority to reject/accept tenders for the supply of goods and services, the authority to negotiate and execute related contracts including minor variations up to the value of \$1,000,000 where there is a budget provision approved, or multiple year contracts (including extensions thereof) up to a total contract value of \$1,875,000.

The Chief Executive Officer has declared a conflict of interest and is referring this report for the Provision of Banking and Bill Payment Services to Council for consideration and endorsement.

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Various
Budgeted Amount:	\$80,272 - 2015/2016 Financial Year
Estimated Proposed Cost:	\$380,560 - 5 year contract.

	Budget 15/16	Actual YTD	Available	Budget 14/15	Actual 14/15
Bank Charges (Muni)					
Youth Centre	1,500	574	926	1,500	1,057
General Finance	35,000	32,863	2,137	30,000	30,179
<u>Recquatic Admin</u>	3,600	9,427	(5,827)	10,000	3,335
Community Centre – Darius Wells	600	1,199	(599)	410	1,089
Library	140	332	(192)	-	145
Bank Collection Fees					
Rates	24,000	22,893	1,107	22,000	24,631
<u>CBA Collection Fees</u>	15,000	14,789	211	15,000	14,540
<u>Bpoint Collection Fees</u>	432	323	109	432	431
TOTALS	80,272	82,400	(2,128)	79,342	75,407

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Continuous monitoring and review ensures the future sustainability of the city. Improved services to ratepayers with new banking technology and options.

16.1 TENDER – 597KWN15 – PROVISION OF BANKING AND BILL PAYMENT SERVICES

RISK IMPLICATIONS:

The total expenditure for 597KWN15 for Provision of Banking and Bill Payment Services will exceed the \$150,000 tender threshold as determined by the Local Government (Function and General) Regulations 1996. Failure to procure this requirement by means other than undertaking a tender process will be in breach of the tender regulations.

COUNCIL DECISION

224

MOVED CR B THOMPSON

SECONDED CR MILLS

That Council:

- 1. Award the contract 597KWN15 - Provision of Banking and Bill Payment Services, to Commonwealth Bank of Australia, for a period of five years, at an estimated price of \$380,560 including the implementation costs and incorporating the special and general conditions of contract, specifications and their tender submission and schedule of rates.**

**CARRIED
4/0**

Mayor Carol Adams, Councillor Sandra Lee and Councillor Dennis Wood returned to the Council Chambers and Mayor Carol Adams resumed her place as the Presiding Member at 7:14pm.

16.2 Charitable Rate Exemption – Outcare Inc – Lot (124) 57 Sloan Drive, Leda, Rates Assessment # 9035

SUMMARY:

The above organisation has applied for a Charitable rate exemption for the 2016/17 rating year in accordance with Council's Charitable Rate Exemptions Policy.

OFFICER RECOMMENDATION:

That Council, pursuant to Section 6.26(2)(g) of the Local Government Act 1995, grant a charitable rate exemption to;

1. Outcare Inc – Lot (124) 57 Sloan Drive, Leda, Rates Assessment # 9035

DISCUSSION:

Under Section 6.26(2)(g) of the Local Government Act 1995, an organisation who is the owner of the land that is used exclusively for charitable purposes is not rateable. It is not sufficient that the owner is deemed to be a charitable organisation as the land use must be the deciding factor when granting approval for the exemption. In 2012/13 Council introduced a Charitable Rate Exemptions Council Policy for the approval of such exemptions.

In accordance with the Charitable Rate Exemptions Council Policy the Organisation's activities and purposes must –

- Provide relief to the poor, the distressed, or the underprivileged.
- Provide advancement of religion open to all members of the public and not subject to invitation.
- Aid in the fight against community deterioration and juvenile delinquency.
- The activities must not be of a commercial venture.
- The entity must be a not for profit or charitable organisation.

Outcare Inc is a Public Benevolent Institution and is registered with the Australian Charities and Not-for-Profits Commission and endorsed to access the following tax concessions:

- GST Concession;
- FBT Exemption; and
- Income Tax Exemption Concession.

Outcare Inc contributes to crime prevention in Western Australia by providing rehabilitative and supportive services for offenders, ex-offenders and their families. They provide a range of education, intervention and reform programs which assist in reducing the re-offending rate of people in conflict with the justice system and support their successful rehabilitation and re-integration into society. This ultimately leads to a safer community and lowers the costs associated with the justice system. One of the biggest challenges for ex-offenders upon release from prison is finding somewhere to live.

16.2 CHARITABLE RATE EXEMPTION – OUTCARE INC – LOT (124) 57 SLOAN DRIVE, LEDA, RATES ASSESSMENT # 9035

The property at 57 Sloan Drive, Leda is intermittently used for the provision of short-term (3 months maximum) single and shared accommodation for low risk ex-offenders being released from prison. All occupants are case managed by various specialist teams within Outcare Inc and are regularly visited by the accommodation team for inspections and maintenance work. Providing supported housing opportunities to ex-offenders in the initial phase following release is an essential part of reducing recidivism and supporting reintegration into the community, increasing employment, and providing the space for families to reunify.

The property is also used as a youth hub and administrative base for staff providing youth services.

Outcare Inc leases the property from the Department of Housing. Under the terms of the lease it is Outcare Inc's responsibility for the payment of all charges, included but not limited to the payment of local government rates and water rates.

The property is used exclusively for charitable purposes and satisfies the City's criteria and guidelines for assessing exemptions from payment of rates

LEGAL/POLICY IMPLICATIONS:

The Charitable Rate Exemptions Council Policy demonstrates the commitment in supporting charitable organisations within the City to enable them to provide services and support to all members of the community.

FINANCIAL/BUDGET IMPLICATIONS:

The rate exemption will affect next financial year's interim rates budget as rates modelling for 2016/17 has now been finalised.

Budget Item Name:	300022.1928.10
Budgeted amount	\$968.38
Total Cost:	\$968.38

*NOTE: All figures are exclusive of GST

This exemption application relates to rates. The Emergency Services Levy and any applicable rubbish charges will continue to be levied on this property.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

16.2 CHARITABLE RATE EXEMPTION – OUTCARE INC – LOT (124) 57 SLOAN DRIVE, LEDA, RATES ASSESSMENT # 9035

STRATEGIC/SOCIAL IMPLICATIONS:

Outcare Inc can be considered as operating for purposes beneficial to the community. The organisation provides a public benefit by operating emergency accommodation services for people re-entering the community from prison.

RISK IMPLICATIONS:

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

COUNCIL DECISION

225

MOVED CR D WOOD

SECONDED CR W COOPER

That Council, pursuant to Section 6.26(2)(g) of the Local Government Act 1995, grant a charitable rate exemption to;

- 1. Outcare Inc – Lot (124) 57 Sloan Drive, Leda, Rates Assessment # 9035**

**CARRIED
7/0**

Councillor Sandra Lee exited the Council Chambers 7:16pm.

16.3 Proposed Closure of Redundant Portions of Road along Durrant Avenue and Sulphur Road, Bertram

SUMMARY:

The City was approached by McMullen Nolan Group Pty Ltd (MNG), on behalf of its client, Department of Housing, to initiate the permanent closure of redundant portions of road reserve along Durrant Avenue and Sulphur Road, Bertram.

In accordance with Section 58(3) of the Land Administration Act 1997, a local government must not resolve to make a request to the Minister for Lands to close a road until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution.

At the Ordinary Council Meeting held on 23 March 2016, Council resolved to give local public notice of the proposed road closure as detailed in Attachment A. The 35 days submission period has lapsed and no objections to the closure were received.

OFFICER RECOMMENDATION:

That Council in accordance with Section 58(1) of the Land Administration Act 1997, formally request that the Minister for Lands approve to close the portions of road reserve detailed in Attachment A.

DISCUSSION:

The request is in relation to a future stage of the Bertram development. The redundant portions of road reserve currently reside in an area earmarked for development and the current road pattern is not conducive with utilising the land to its full potential. Detailed in Attachment B is a sketch indicating a concept of the future subdivision.

16.3 PROPOSED CLOSURE OF REDUNDANT PORTIONS OF ROAD ALONG DURRANT AVENUE AND SULPHUR ROAD, BERTRAM

LEGAL/POLICY IMPLICATIONS:

Land Administration Act 1997

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or
 - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

FINANCIAL/BUDGET IMPLICATIONS:

The Department of Housing has confirmed it will be responsible for the associated costs of the closure.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications identified as a result of this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications identified as a result of this report.

16.3 PROPOSED CLOSURE OF REDUNDANT PORTIONS OF ROAD ALONG DURRANT AVENUE AND SULPHUR ROAD, BERTRAM

STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this report.

RISK IMPLICATIONS:

Should Council resolve not to formally request the Minister for Lands approve to close the portion of road reserve detailed in Attachments A and B, as per Section 58(1) of the Land Administration Act 1997, the closure process cannot proceed.

COUNCIL DECISION

226

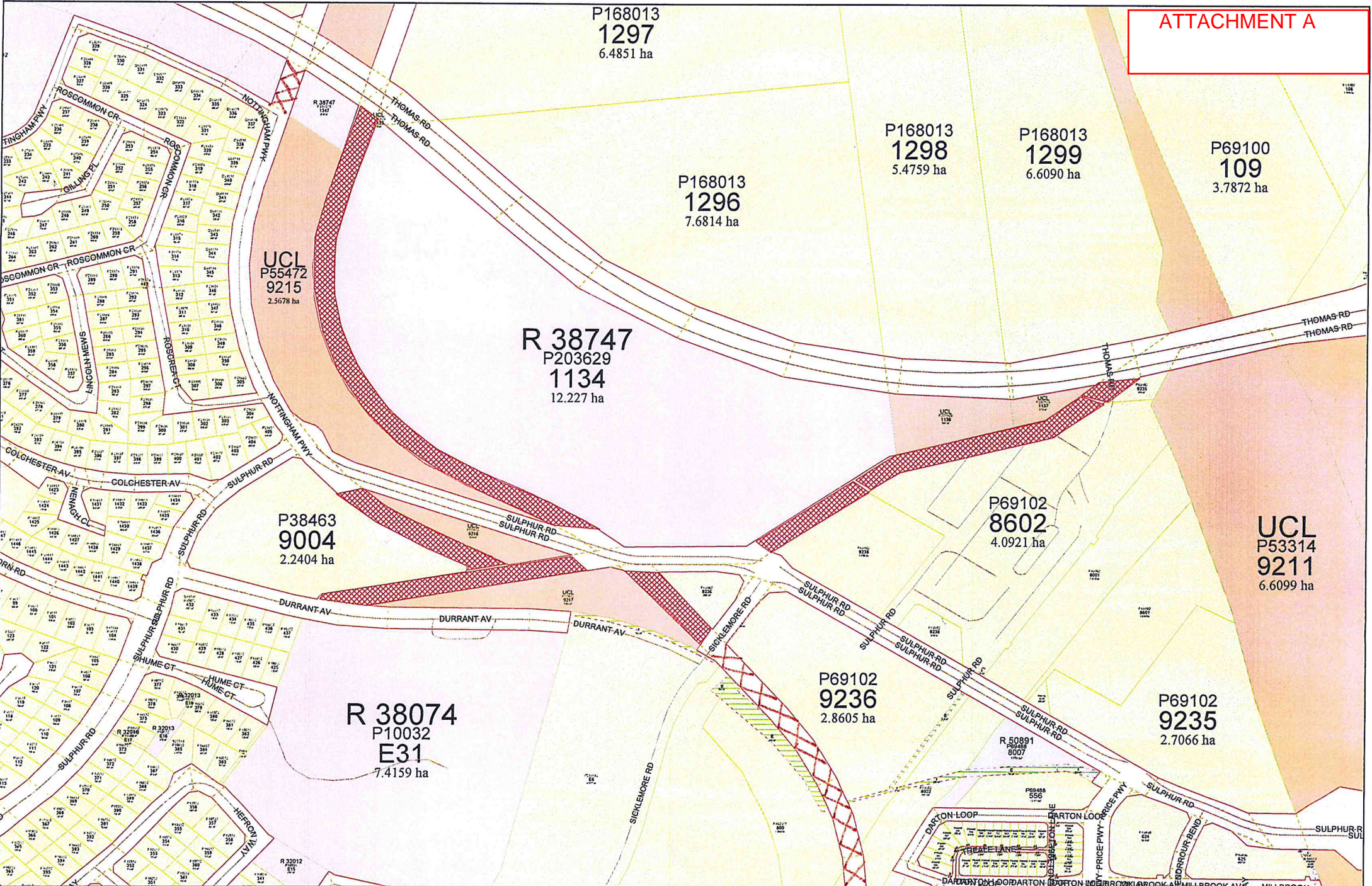
MOVED CR B THOMPSON

SECONDED CR D WOOD

That Council in accordance with Section 58(1) of the Land Administration Act 1997, formally request that the Minister for Lands approve to close the portions of road reserve detailed in Attachment A.

**CARRIED
6/0**

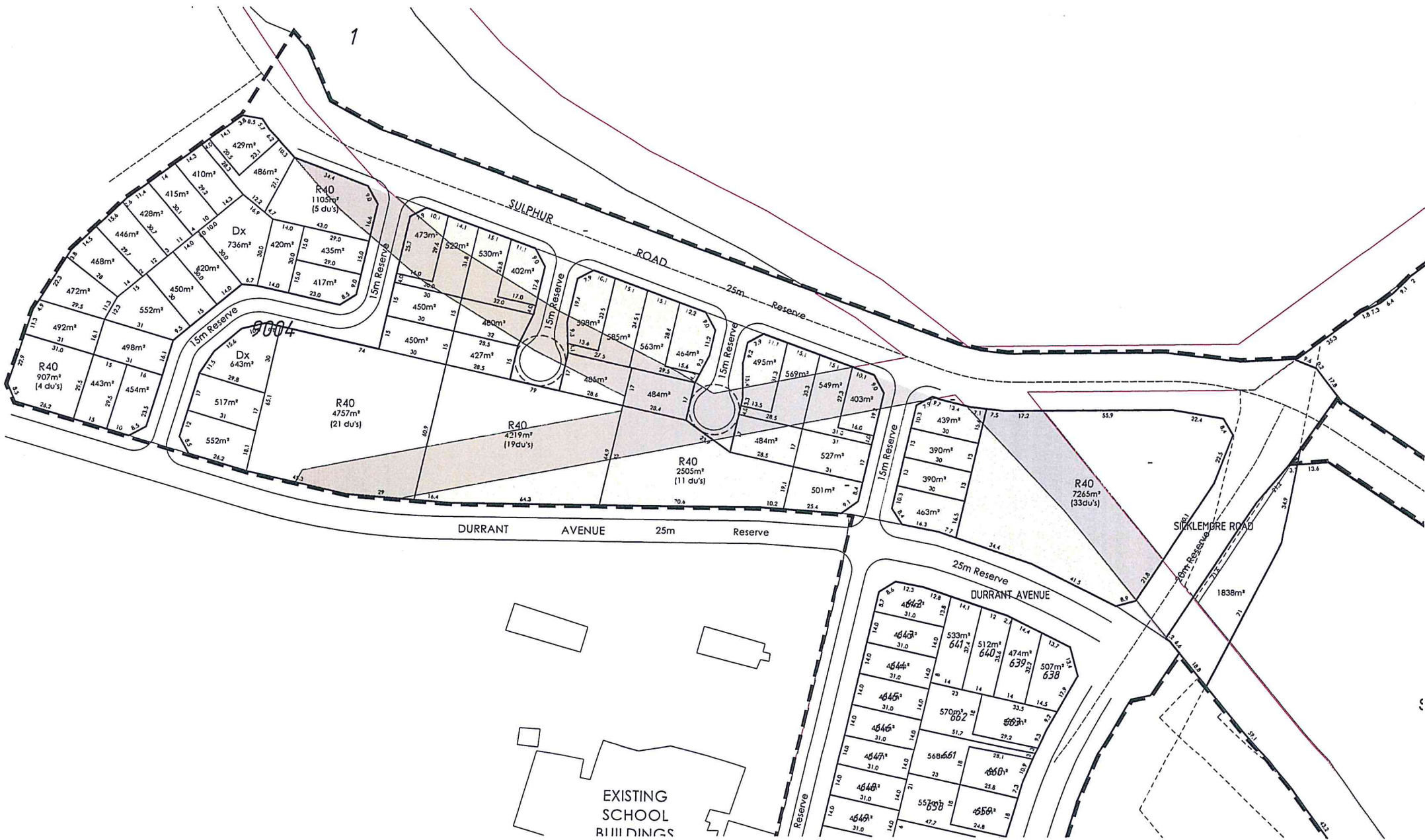
Councillor Sandra Lee returned to the Council Chambers 7:17pm.



Scale : 1:3097 (Geographical)
 MGA : SW=389944.7E,6432603.1N Zone 50 / NE=391234.2E,6433617.3N Zone 50
 Lat/Long : 115°49'54.669", -32°14'16.206" / 115°50'44.350", -32°13'43.726" H 275mm by W 420mm

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16.4 Write Off of Sundry Debtor – Triffic Builders Pty Ltd, Debtor 2412.07

SUMMARY:

It is recommended that Council 'write-off' Triffic Builders debt of \$14,581.40 after confirmation from the liquidators that there was no return to any class of creditor.

OFFICER RECOMMENDATION:

That Council

1. Authorise the write off the debt owed by Triffic Builders Pty Ltd of \$14,581.40.
2. Authorise the required budget variations to the 2015/2016 Budget as detailed in the Financial/Budget Implications section of this report to be approved.

NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Triffic Builders Pty Ltd were prosecuted for a breach of the Local Government Miscellaneous Provisions Act 1960 for a sum of \$17,281.40.

On 20 June 2012 a payment arrangement was entered into of \$100 per month, which was to be reviewed every 6 months to evaluate current financial standings. In February 2013 a meeting was conducted between Triffic Builders and City of Kwinana officers to establish a new payment arrangement.

A revised amount of \$200 per month was agreed upon. Payments continued until August 2013, at which time the City was advised that Triffic Builders were filing for bankruptcy.

On the 22nd October 2014, BRI Ferrier were appointed liquidators for Triffic Builders. The liquidation was complete as at 21 December 2015 and there was no return to any class of creditor.

As this matter is now finalised, it is recommended that the debt of \$14,581.40 owing to the City be written off and that the required budget variations to the 2015/2016 Budget as detailed in the Financial/Budget Implications section of this report be approved.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

16.4 WRITE OFF OF SUNDRY DEBTOR – TRIFFIC BUILDERS PTY LTD, DEBTOR 2412.07

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$1,000 and therefore Council is required to authorise the write off of this debt.

FINANCIAL/BUDGET IMPLICATIONS:

The City Officers will make adjustments via budget variation to incorporate this out of budget item.

BUDGET ACCOUNT #	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	INCREASE /DECREASE	REVISED BUDGET
400445.1137.60	Strategic Planning. Planning/Urban Design	(275,000)	16,606	(258,394)

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this report.

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications related to this report.

STRATEGIC/SOCIAL IMPLICATIONS:

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

RISK IMPLICATIONS:

There is no risk implications related to this report.

COUNCIL DECISION

227

MOVED CR P FEASEY**SECONDED CR S MILLS****That Council**

1. Authorise the write off the debt owed by Triffic Builders Pty Ltd of \$14,581.40.
2. Authorise the required budget variations to the 2015/2016 Budget as detailed in the Financial/Budget Implications section of this report to be approved.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**7/0**

16.5 Write Off of Sundry Debtor – SCA Property Retail Trust

SUMMARY:

It is recommended that Council write-off SCA Property Retail Trust (Debtor # 3381.06) debt of \$8,250.00 after confirmation from SCA Property Trust that payment will not be received for 14/15 Tuart Partnership – Contributions.

OFFICER RECOMMENDATION:

That Council:

1. Authorise the write off the debt raised to SCA Property Trust of \$8,250.00 inclusive of GST.
2. Authorise the required budget variations to the 2015/2016 Budget as detailed in the Financial/Budget Implications section of this report be approved.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Due to the unexpected departure of a staff member and the time required to backfill the position, the Kwinana Marketplace (operating as SCA Property Retail Trust) was not adequately resourced to leverage their sponsorship of the Live! Kwinana events program, or organise payment within the 2014/15 financial year. Consequently, they have offered to either:

- (1) pay the outstanding balance for 2014/15 and not renew their sponsorship agreement for 2015/16; or
- (2) have their 2014/15 debt written off and renew their sponsorship agreement in the current year (2015/16) and future years.

The officers' recommendation is for Council to write off the debt, and work to strengthen the partnership in future.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$1,000 and therefore Council is required to authorise the write off of this debt.

16.5 WRITE OFF OF SUNDRY DEBTOR – SCA PROPERTY RETAIL TRUST**FINANCIAL/BUDGET IMPLICATIONS:**

An adjustment for \$8,250.00 to Community services – Bad debt written off, to now show an increase in Budget of (\$14,682.51). The adjustments below will account for the debt of \$8,250.00 to be written off.

BUDGET ACCOUNT #	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	INCREASE /DECREASE	REVISED BUDGET
400445.1137.60	Strategic Planning. Planning/Urban Design	(258,394)	8,250	(250,144)

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this report.

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications related to this report.

STRATEGIC/SOCIAL IMPLICATIONS:

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

RISK IMPLICATIONS:

There is no risk implications related to this report.

COUNCIL DECISION

228

MOVED CR W COOPER**SECONDED CR B THOMPSON****That Council:**

1. **Authorise the write off the debt raised to SCA Property Trust of \$8,250.00 inclusive of GST.**
2. **Authorise the required budget variations to the 2015/2016 Budget as detailed in the Financial/Budget Implications section of this report be approved.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
7/0**

16.6 Write Off of Sundry Debtor – Sharon Leeder, Debtor 3592.03

SUMMARY:

It is recommended that Council write-off Sharon Leeder's debt of \$1,952.67 after confirmation from the liquidators that there was no return to any class of unsecured creditor.

OFFICER RECOMMENDATION:

That Council:

1. Authorise the write off the debt owed by Sharon Leeder of \$1,952.67.
2. Authorise the required budget variations to the 2015/16 Budget as detailed in the Financial/Budget Implications section of this report be approved.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Sharon Leeder is the owner of the property at 116 Calista Ave, Calista that was destroyed by the tenant and later by fire and deemed uninhabitable by the City of Kwinana's Health Department under the Health Act 1911.

The building was required to be secured and the doors and windows were boarded up through the efforts of City of Kwinana staff as per the Health Act 1911 Notice served on 21 January 2015. These costs were on-charged to Sharon Leeder (Owner).

In July 2015 the house was listed for mortgagee sale by Bankwest, the sale was to be handled by Moresol Pty Ltd.

In April 2016, the City of Kwinana was advised by the Australian Financial Security Authority of Sharon Leeder's lodgement of bankruptcy and current financial status.

The report from Australian Financial Security Authority states that the likelihood of recovering any monies is unlikely and there is no return for unsecured creditors.

As this matter is now finalised it is recommended that the debt of \$1,952.67 owing to the City be written off and that the required budget variations to the 2015/2016 Budget as detailed in the Financial/Budget Implications section of this report be approved.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

16.6 WRITE OFF OF SUNDRY DEBTOR – SHARON LEEDER, DEBTOR 3592.03

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$1,000 and therefore Council is required to authorise the write off of this debt.

FINANCIAL/BUDGET IMPLICATIONS:

The City officers will make adjustments via budget variation to incorporate this out of budget item.

BUDGET ACCOUNT #	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	INCREASE /DECREASE	REVISED BUDGET
400424.1210.61	Public Health. Salaries Contract	(20,000)	3,709	(16,291)

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this report.

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications related to this report.

STRATEGIC/SOCIAL IMPLICATIONS:

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

RISK IMPLICATIONS:

There is no risk implications related to this report.

COUNCIL DECISION

229

MOVED CR S LEE**SECONDED CR S MILLS****That Council:**

- 1. Authorise the write off the debt owed by Sharon Leeder of \$1,952.67.**
- 2. Authorise the required budget variations to the 2015/16 Budget as detailed in the Financial/Budget Implications section of this report be approved.**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**7/0**

16.7 Quarterly Strategic Community Plan, Corporate Business Plan and Organisational Risk Report (Quarter 3 – 2015/16)

SUMMARY:

Council have endorsed a Plan for the Future made up of a Strategic Community Plan and a Corporate Business Plan, which includes actions designed to achieve major aspirations of the community.

Council have endorsed a Risk Management Council Policy to manage all risks that have been identified and that could impact the City if they were not managed and evaluated appropriately. Every quarter Council will receive a report detailing the progress against the adopted actions within these plans.

OFFICER RECOMMENDATION:

That Council endorse:

1. The Quarterly Strategic Community Plan and Corporate Strategic Plan Report detailed in Attachment A.
2. The City of Kwinana Risk Report detailed in Attachment B.

DISCUSSION:

The *Integrated Planning and Reporting – Framework and Guidelines* recommends implementing quarterly reporting which will support Council to better monitor performance against community aspirations and respond to changing priorities. This Quarterly Strategic Community Plan and Corporate Business Plan Report will be provided to Council each quarter.

The Quarterly Organisational Risk Report will be provided to Council each quarter. The City should accept the taking of calculated risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed.

LEGAL/POLICY IMPLICATIONS:

The *Integrated Planning and Reporting Advisory Standard* sets out the standards and regulatory requirements that a Local Government should work towards achieving. The *Integrated Planning and Reporting - Framework and Guidelines* has been created by the Department of Local Government to provide further information that will assist local governments to address regulatory requirements.

Integrated Planning and Reporting - Framework and Guidelines

Section 4.1 In Practice – Reporting indicates that:

The description of “Reporting” in *Integrated Planning and Reporting* is to “Report on the progress of delivering the Corporate Business Plan and how this relates to achieving priorities in the Strategic Community Plan. The recommendation to introduce a quarterly reporting process is then detailed under “Supporting Processes” and is shown below.

16.7 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 3 – 2015/16)

Supporting Processes

- Quarterly reporting process against the current year of the Corporate Business Plan to monitor performance and respond to changing priorities.

FINANCIAL/BUDGET IMPLICATIONS:

The actions that have been identified in this report have been costed and included in the budget.

ASSET MANAGEMENT IMPLICATIONS:

The actions that have been identified in this report achieve the “Asset Management” objectives and strategies listed in the Corporate Business Plan and also the “It’s All Here” aspiration, objectives and strategies in the Strategic Community Plan.

ENVIRONMENTAL IMPLICATIONS:

The environmental implications of the actions that have been identified in this report have been considered.

STRATEGIC/SOCIAL IMPLICATIONS:

The actions that have been identified in this report will achieve the Strategic Community Plan aspirations, objectives and strategies.

RISK IMPLICATIONS:

It is the City’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management) in the management of all risks that may affect the City. The types of risks include the City’s customers, people, assets, functions, objectives, operations or members of the public. Risk Management will form part of the strategic, operational, project and business unit management responsibilities and where possible, be incorporated within the City’s Integrated Planning Framework.

The City will monitor and review individual risks and identify issues and trends that may arise from time to time.

16.7 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 3 – 2015/16)

COUNCIL DECISION

230

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council endorse:

- 1. The Quarterly Strategic Community Plan and Corporate Strategic Plan Report detailed in Attachment A.**
- 2. The City of Kwinana Risk Report detailed in Attachment B.**

**CARRIED
7/0**



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016


Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.1.1 Through strong civic leadership and active citizenship, retain Kwinana's sense of place and improve perceptions of the area.									
Community Development 15/16									
1.1.1.03 Deliver the Lyrik program, Youth Advisory Council and Junior Council to build active citizenship in young people	Quarterly	%	0	100	●	0	100	●	The Youth Advisory Council meets fortnightly and is comprised of 13 members. The group planned and delivered a silent disco at the Zone Youth Space in the quarter
1.1.1.04 Produce a number of exhibitions that celebrate and express Kwinana's distinctive local identity	Quarterly	%	0	100	●	0	100	●	As part of the Harmony Week celebration, an Iranian artist exhibited a series of work in the Persian tradition of calligraphy and poem. The exhibition was entitled: "I am in Love every Day".
1.1.1.05 Develop a series of visual themes which reflect the local identity of Kwinana for use in an integrated City wide signage system	Quarterly	%	0	100	●	0	100	●	The same interpretative signage system developed for the Noongar Trail Project was used for the Harry McGuigan Upgrade which included public art.
1.1.1.07 Conduct the Thank a Volunteer Celebrations, City and Australia Day awards to recognise achievements of the local community	Quarterly	%	0	100	●	0	100	●	No award events have been held during this quarter, the Thank a Volunteer event is scheduled for 12 May 2016.
1.1.1.09 Develop a Community Engagement Strategy	Quarterly	%	0	100	●	0	100	●	The Community Engagement Policy was adopted by Council in March 2016.

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025


For the quarter ending 31/03/2016







Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.1.1.12 Investigate and if feasible conduct City of Kwinana open days for the community	Quarterly	%	0	75		0	75		This action will be considered as part of the implementation of the Community Engagement Policy.
Marketing and Communications 15/16									
1.1.1.06 Ensure design and installation of entry statements to Kwinana express the City's unique local identity - include entries by sea, road, train, foot and cycle	Quarterly	%	0	100		0	100		The Marketing and Engineering teams have completed initial audits and have prioritised signage by urgency and prominence. The first phase of replacement works is due for completion in the City Centre around August 2016.
1.1.1.10 Communicate and promote events held by the City	Quarterly	%	0	70		0	70		The Marketing Team has been working closely with Community Development to establish a new 'What's On' initiative which aims to consolidate all events and activities held across the City into one central database for the community to access. This project is progressing well.
1.1.2 Produce communications that celebrate the spirit of Kwinana.									
Marketing and Communications 15/16									
1.1.2.1 Produce the 'Spirit of Kwinana' and other marketing materials to highlight positive aspects of Kwinana and celebrate community spirit	Quarterly	%	0	100		0	100		Spirit of Kwinana launched in new format which resulted in cost savings. New format well received.

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.1.2.2 Develop an annual Calendar of events including City of Kwinana and Local Community Group events	Quarterly	%	0	20		0	20		The Marketing Team is working closely with Community Development to investigate the value of a What's On website which will consolidate event advertising across the City.
1.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity. Community Development 15/16									
1.2.1.1 Deliver City of Kwinana events in line with state and national weeks of significance	Quarterly	%	0	100		0	100		State and National weeks of significance have been included in the City's events program.
1.2.1.2 Facilitate local service providers and community groups to provide cultural and community activities in Kwinana and participate in City of Kwinana activities and events	Quarterly	%	0	100		0	100		The City has a Community Development Fund to facilitate community groups.

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025



For the quarter ending 31/03/2016











Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.2.1.4 Coordinate and promote the Live! Kwinana events series	Quarterly	%	0	100	●	0	100	●	Part of Harmony Week celebrations, the City presented a range of activities and events: Act-Belong-Commit Sunset Fiesta was a great success, attracting people from Bertram and beyond, to listen to high quality performers (such as Gina Williams) and get together to dance in Centennial Park. Act-Belong-Commit Dance Workshop invited seniors from Banksia Village to socialise and dance between residents. Chisham Square was activated in the week leading to Sunset Fiesta, with various performers and artists engaging with visitors.
1.2.1.5 Develop and implement a Reconciliation Action Plan and Cultural Diversity Strategy	Quarterly	%	0	70	●	0	70	●	Project brief has been developed, Project Board formed - first draft currently being finalised ready for community consultation.
1.2.1.6 Provide Neighbour Day grants to local community groups and deliver a program of Neighbour Day events to celebrate neighbourhood unity	Quarterly	%	0	100	●	0	100	●	Ongoing.
1.2.1.7 Introduce new and improve existing events (Movie Nights, Food, Music, Seniors, Entertainment, Free Kids Sports, Out of hours activities)	Quarterly	%	0	100	●	0	100	●	Chisham Square and Wellard Train station saw a range of engaging activities and performances offered for free to residents and visitors.

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.3.1 Implement the City of Kwinana Community Safety Plan in partnership with the community. Community Development 15/16									
1.3.1.1 Review Community Safety programs and resourcing requirements to prepare a sustainable City of Kwinana Community Safety Plan 2015-2019	Quarterly	%	0	50		0	50		Project deferred until 2016/17 due to other priorities.
1.3.1.2 Work in partnership with Police and Office of Crime Prevention to raise awareness of community safety issues and initiatives	Quarterly	%	0	100		0	100		Meetings occur regularly throughout the quarter. Membership of the Community Safety network is being maintained.
1.3.1.3 Facilitate Community Groups to provide community safety initiatives and programs	Quarterly	%	0	100		0	100		Meetings occur as needed when community issues are identified by other City teams of the Local Policing team.
1.3.1.5 Advocate for an increased presence of Police in the City (including the feasibility of a 24hr Police Station)	Quarterly	%	0	100		0	100		City teams are working closely with local Policing teams to ensure a strong joint presence in the City Centre and other hotspots as needed.
1.3.1.6 Encourage and facilitate the Neighbourhood Watch	Quarterly	%	0	100		0	100		Currently there is no active Neighbourhood Watch committee within the City. Residents who enquire about the program are directed to the Neighbourhood Watch website for further information about the programs and details on how to start a group.

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Statutory Planning 15/16									
1.3.1.4 Implement Crime Prevention through Environmental Design principles in land use planning projects and development approvals	Quarterly	%	0	100	●	0	100	●	Undertaken and considered as part of each Development Application.
1.3.2 Create and implement a Community Security Strategy.									
Depot 15/16									
1.3.2.1 Undertake scheduled inspections of street lights including car park lighting as per Depot Works Program	Quarterly	%	0	100	●	0	100	●	All scheduled inspections have been completed as set out in the Depot Works Program.
Security 15/16									
1.3.2.2 Develop a Community Security Strategy, incorporating CCTV	Quarterly	%	0	50	●	0	50	●	Initial research is being carried out via reviewing current systems and contacting other councils and key stakeholders (office of crime prevention) to ensure we are using best practice. A recent review of the City Assist team also indicated a Surveillance strategy should also be incorporated into the City and linking it to this document is a logical solution.
1.3.2.3 Implement the Community Security Strategy	Quarterly	%	0		—			—	

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025


For the quarter ending 31/03/2016













Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.3.2.4 Install CCTV (City Centre, parks, Bertram, Bushland)	Quarterly	%	0	50	●	0	50	●	The City Centre project has been extended with approval granted from the Federal Government until July 2016. The City has submitted a grant application for the Wellard area. CCTV will be installed in the Adventure Play Ground project and will link into the City's CCTV systems.
City Living 15/16									
1.3.2.5 Increase out of hours activities in Youth and Community Centres	Quarterly	%	0	100	●	0	100	●	As part of the youth friendly spaces project two new programs for youth have commenced at the Wellard Community Centre, being a youth social network and screen skills course.
1.3.2.6 Improve integration of programs run by community groups and the Darius Wells	Quarterly	%	0	100	●	0	100	●	Several meetings have been held throughout the quarter between community groups and the Darius Wells.
1.4.1 Develop and implement a range of strategies in order to ensure that well-being and support programs are provided for the community.									
Community Development 15/16									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016





Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.1.1 Review and implement the Family and Children Plan 2015-2019	Quarterly	%	0	50		0	50		
1.4.1.2 Develop a Community Engagement Strategy	Quarterly	%	100	100		100	100		The Council has adopted a Community Engagement Policy in March 2016. City officers will commence the planning of how the strategy can be delivered by the City. The City supports collaboration between service providers through facilitating joint meetings.
1.4.1.3 Deliver the Community Engagement Program	Quarterly	%	0	100		0	100		
1.4.1.4 Support service providers and agencies operating within the City to work collaboratively wherever possible	Quarterly	%	0	100		0	100		
Healthy Lifestyles 15/16									
1.4.1.5 Review the Healthy Lifestyles Plan	Quarterly	%	0	100		0	100		
Recquatic 15/16									
1.4.1.6 Recquatic and Zone to collaborate and implement a range of activities to encourage young people to utilise both facilities	Quarterly	%	0	100		0	100		Currently working with the zone to facilitate Beatball and also assist the community engagement team.
1.4.2 Community facilities and public spaces are enlivened by a variety of activities and programs for all ages.									
Healthy Lifestyles 15/16									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.1 Engage local residents in activities provided in their neighbourhood parks, ovals and walk trails Community Development 15/16	Quarterly	%	0	100		0	100		Ongoing
1.4.2.2 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	Quarterly	%	0	100		0	100		The Zone programs delivered in the quarter include Rock and Water, an anger management program, Girls Group and LAN Gaming. The drop in service was available 6 days a week during the quarter.

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.3 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	Quarterly	%	0	100	●	0	100	●	<p>The activities, programs and services provided this quarter are:</p> <p>After school activities - Every Monday - 6 to 12 years</p> <p>Homework Club - Every Thursday - 6 to 12 years</p> <p>Adult Drawing Class - Tuesdays</p> <p>Photography courses x 2 - 18 and 25 February - adult</p> <p>Creative Writing- Poetry - Saturdays</p> <p>Interior Design & Decorating Wednesdays</p> <p>Technology: Computer Basics and Creating a Website for your Business</p> <p>Community Programs: Fremantle Multicultural Centre: Settlement Grants Program, Conversational English, Computer Classes</p> <p>Tenant Services: Counselling, programs and activities: including Relationships Australia, Communicare, KEYS, Bridging the Gap.</p> <p>Palmerston - now operating from Red Cross Office</p>

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016


Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.4 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	Quarterly	%	0	100	●	0	100	●	The activities, programs and services provided this quarter are: Mums n Kids Fitness Class Boogie Babes Sew Basics MasterShop Multicultural BeachSAFE Program Small Business Innovation Desk Iyengar Yoga Creative Creche: Developmental & Creative Play Sessions Wellard Ladies Over 60 Group Pin It - Made It! Getting the most out of your iPad and Smartphone Sisters Society Women's Group/ Mother's Group - Drop In After School Club Get Active In Kwinana Community, Coffee, Wi-Fi & Kids Craft Table

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025



For the quarter ending 31/03/2016



Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.5 Activate the William Bertram Community Centre including provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	Quarterly	%	0	100		0	100		The activities, programs and services provided this quarter are: Karate Lunchbox Inspiration Easter Chocolates and Crafts Bertram Community Playgroup Bertram After School Club Iyengar Yoga Storytime (0-2yrs) Baby Rhymetime (2-5yrs) Karate Bertram Over 50's Group Pottery Play Friday Learn to Face Paint Advanced Face Painting First Aid for Parents Iyengar Yoga Mums & Munchkins Class January School Holiday Program: Paint a Piggy Band workshop

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025


For the quarter ending 31/03/2016











Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.6 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	Quarterly	%	0	100		0	100		<p>The activities provided for this quarter are:</p> <p>The January School Holiday Program included two events in Chisham Square: 20 January Minute to Win it Water Based challenges: approximately 70 children participated. 27 January Science Extravaganza: approximately 100 children and their parents.</p> <p>Chisham Square Games - Every Wednesday - all ages Outdoor movie night - Paper Planes- 20 February - family Mini Enviro festival - 20 February - and Outdoor movie night - WALL E - family</p> <p>Harmony Week events were held in Chisham Square from 14 March to 17 March. This involved interactive performances from Swing dancers, a Polynesian performing group and 2 community art projects. All of the free activities were undertaken in Chisham Square and Carol Adams Lounge and were for all ages.</p>

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.7 Provide a range of Youth programs at various venues throughout the City	Quarterly	%	0	100		0	100		Youth programming occurred at several locations in the quarter including the Darius Wells Chisham Square, Recquatic, Wellard Community Centre and the Market Place.
1.4.3 Develop relationships and partnerships with other organisations to ensure the delivery of a diverse range of services and programs for Kwinana. Community Development 15/16									
1.4.3.1 Proactively seek to attract agencies not represented in Kwinana to deliver services to the community from a location within the City	Quarterly	%	0	100		0	100		Meetings have been held with Save the Children who are looking to establish a new satellite service South of the River. The host agency for the Connecting Communities for Kids project has been selected and the City should start to see the positive impacts of this project in the area in the near future.
1.4.3.2 Continue to co-chair the Kwinana Early Years Network	Quarterly	%	0	100		0	100		Ongoing
1.4.3.3 Continue to coordinate the Kwinana Action Group	Quarterly	%	0	100		0	100		Monthly meetings have been held and new representative members have been invited to and subsequently joined the group.
1.4.3.4 Implement an annual healthy lifestyles program to increase the number of outdoor Physical Activities	Quarterly	%	0	100		0	100		Ongoing

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.4 Implement the Age Friendly Community Strategy in order to ensure both the City and its service providers meet the needs of older persons. Healthy Lifestyles 15/16 1.4.4.1 Create an Active Ageing Strategy that reflects the needs of older people in the community, which then leads to the implementation of an Active Ageing working group	Quarterly	%	0	20	●	0	20	●	Service mapping completed and work is progressing on this action.
1.4.5 Implement the City of Kwinana's Healthy Lifestyle Plan encouraging community engagement with healthy lifestyle opportunities. Healthy Lifestyles 15/16 1.4.5.1 Implement the City of Kwinana's Healthy Lifestyle Plan	Quarterly	%	0	100	●	0	100	●	Ongoing.
Recquatic 15/16 1.4.5.2 Facilitate sustainable and accessible community health programs at the Recquatic with the assistance of various supporting agencies	Quarterly	%	0	100	●	0	100	●	Ongoing.
1.4.5.3 Implement a structured Corporate Health package	Quarterly	%	0	50	●	0	50	●	Corporate Health Packages have commenced and is in the initial stages.

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Strategic Planning 15/16									
1.4.5.4 Finalise the Public Open Space Policy	Annual	%	0		—			—	
Environmental Health 15/16									
1.4.5.6 Develop the City's Public Health Plan	Quarterly	%	0	100	●	0	100	●	The City's Public Health Plan was completed in February 2016.
1.5.1 Develop community capacity, encourage self-management of shared use facilities and enable access to funding opportunities in order to assist the sustainability of community.									
Community Development 15/16									
1.5.1.1 Deliver the Community Development Fund in two funding rounds per annum	Quarterly	%	0	75	●	0	75	●	One round successfully completed this year and the second round is due to be completed by the end of 2016.
1.5.1.4 Continue to facilitate forums which connect individuals and groups and build community networks	Quarterly	%	0	100	●	0	100	●	Ongoing.
1.5.1.5 Continue to support emerging community groups with information, resources and development opportunities	Quarterly	%	0	100	●	0	100	●	Ongoing.
Healthy Lifestyles 15/16									

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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.5.1.3 Encourage shared use arrangements with Clubs	Quarterly	%	0	100	●	0	100	●	The City is working with a number of users to promote shared use ovals and buildings.
1.6.1 Encourage the attraction and retention of volunteers in the community through the provision of information and support, linking volunteers with community groups and agencies. Community Development 15/16									
1.6.1.1 Provide support initiatives and programs to volunteers through the Volunteer Centre	Quarterly	%	0	100	●	0	100	●	The support initiatives run through the Volunteer Centre over the last quarter are: January - 75 position referrals February - 113 volunteer enquiries, 138 position referrals March - 94 volunteer enquiries with 121 position referrals Confirmed all details for the annual Thank a Volunteer event for National Volunteer Week to be held on 12th May 2016.
1.6.1.2 Recognise and support volunteer and community groups through awards and functions	Quarterly	%	0	100	●	0	100	●	No award events have been held during this quarter, the Thank a Volunteer event is scheduled for 12 May 2016.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.7.1 Implement the City of Kwinana's Cultural Plan in order to build the capacity of local artists, encourage awards and exhibitions, facilitate the installation of public art. Community Development 15/16 1.7.1.1 Develop, run and support arts programs, activities and exhibitions in Kwinana Strategic Planning 15/16 1.7.1.2 Present a Local Planning Policy for public art contributions to be mandatory	Quarterly	%	0	100	●	0	100	●	The Darius Wells exhibition program continued, promoting the benefits of arts to the community.
1.7.1.2 Present a Local Planning Policy for public art contributions to be mandatory	Annual	%	0		—			—	
1.7.2 Ensure the City of Kwinana's Cultural Plan incorporates the support and provision of a range of cultural development initiatives that enhance Kwinana's cultural identity and diversity. Community Development 15/16 1.7.2.1 Review the Cultural Plan 2015-2019 1.7.2.2 Implement the Cultural Plan 2015-2019	Quarterly	%	0	75	●	0	75	●	The City is currently progressing with a Multicultural Strategy.
1.7.2.2 Implement the Cultural Plan 2015-2019	Quarterly	%	0	100	●	0	100	●	The update is on-going, under the responsibility of the Manager Community Development.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.8.1 Ensure that Kwinana's cultural heritage is suitably respected, interpreted and shared with the community in a variety of formats. Community Development 15/16 1.8.1.1 In partnership with the Kwinana Heritage Group provide historical, curatorial and educational activities through the Smirk Cottage and Sloan Cottage heritage sites Strategic Planning 15/16 1.8.1.2 Review and implement the City's Municipal Heritage Inventory Library 15/16 1.8.1.3 Further develop the Local History Collection at the Darius Wells Library and Resource Centre, including an Aboriginal Resource Section	Quarterly	%	0	100	●	0	100	●	Support has been provided to the Heritage Group in preparation for the Heritage event on 15 May at Sloan Cottage.
	Annual	%	0		—			—	
	Quarterly	%	0	100	●	0	100	●	Ongoing.
1.9.1 Implement Disability Access initiatives in order to ensure best practice standards of all new and existing facilities and services. Healthy Lifestyles 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.9.1.2 Implement the Disability Access and Inclusion Plan Engineering 15/16	Quarterly	%	0	100		0	100		Ongoing.
1.9.1.3 Ensure Disability Access and Inclusion Plan compliance with respect to City projects	Quarterly	%	0	100		0	100		Ongoing.
2.1.1 Through use of strategic partnerships, identify and attract investment in key employment generating initiatives in order to create shifts in job markets to meet future needs. Economic Development 15/16									
2.1.1.1 Implement the Economic Development Strategy	Quarterly	%	0	100		0	100		The current Economic Development Strategy was completed in 2013 and is still in draft form. The Manager of City Enterprise is currently reviewing the document in order to determine which aspects of strategy are a priority and achievable.
2.1.1.2 Identify opportunities for building the economy, through land use planning, employment generators and business incubators (including entertainment and restaurant businesses)	Quarterly	%	0	100		0	100		The Manager of City Enterprises has commenced at the City and with the Strategic Planning team has progressed this Action.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.1.2 Work in partnership to identify barriers to employment, strengthen local labour markets and link residents with sustainable work opportunities. Community Development 15/16 2.1.2.1 Coordinate the Kwinana Action Group	Quarterly	%	0	100		0	100		Monthly meetings have been held and new representative members have been invited to and subsequently joined the group.
2.2.1 Lobby the State Government to improve the standard of existing schools and ensure the timely construction of new schools as well as work with private schools, university, TAFE. Elected Members 15/16 2.2.1.1 Lobby Federal, State and other Education Providers to enhance education as part of land use planning	Quarterly	%	0	100		0	100		This action is ongoing and occurs when needed.
2.2.2 Develop partnerships that support people to participate in education, training or employment opportunities that result in sustainable work opportunities. Community Development 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.2.2.1 Work with employment, education and training providers to ensure Kwinana residents have access to learning opportunities that result in them becoming competitive in the employment market	Quarterly	%	0	100	●	0	100	●	A new private education/ training organisation has opened at the Kwinana Marketplace. The City is continuing to assist in advocating for increased funding for local services providers who suffered funding cuts this financial year.
2.2.2.2 Work with the Aboriginal Employment Training Council for Challenger TAFE to provide employment skills related training opportunities within Kwinana	Quarterly	%	0	100	●	0	100	●	Ongoing
2.3.1 Actively promote opportunities for retail and commercial investment in the City Centre in accordance with the adopted City Centre Master Plan, Town Planning Scheme No 3. Executive 15/16 2.3.1.1 Identify and promote commercial opportunities for development projects in the City Centre Statutory Planning 15/16	Quarterly	%	0	70	●	0	70	●	Strategic Planning has completed a Land Rationalisation Inventory which is being actioned by the Corporate Strategic Planning Officer. The Manager of City Enterprise will expand the scope of the completed work to include additional properties and criteria.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.3.1.2 Review the City Centre Master Plan in TPS No. 3 to promote opportunities for further retail/commercial/residential and other mixed use opportunities	Quarterly	%	0	80	●	0	80	●	Currently working with Consultants to finalise the Master Plan before presentation to Council by September 2016.
2.3.2 Continue to implement improvements to the City Centre through utilisation of Council assets in the City Centre to act as a catalyst for further development and community activity. Strategic Planning 15/16									
2.3.2.1 Review the City Centre Master Plan	Quarterly	%	0	60	●	0	60	●	Consultancy work has been progressed with draft Master Plan review now being considered by the City.
2.3.2.3 Lobby for the provision of the NBN in City of Kwinana	Quarterly	%	0	100	●	0	100	●	Advised that the project is now complete.
Planning 15/16									
2.3.2.2 Implement the recommendations from the City's Land Asset Retention and Disposal Strategy and TPS No. 3 related to the City Centre	Quarterly	%	0	100	●	0	100	●	The Strategy is being reviewed by the Manager of City Enterprise.
2.3.3 Implement and regularly review the Local Commercial & Activity Centres Strategy. Statutory Planning 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.3.3.1 Implement the City Centre Master Plan Strategic Planning 15/16	Quarterly	%	0	100	●	0	100	●	Implemented as part of the Development Application assessment process.
2.3.3.2 Review the Local Commercial and Activity Centres Strategy	Quarterly	%	0	50	●	0	50	●	Local Commercial and Activity Centres Strategy has been reviewed and adopted by Council 2014. Implementation is on-going.
2.3.3.3 Implement the Local Commercial and Activity Centres Strategy	Quarterly	%	0	100	●	0	100	●	Appropriate zoning being undertaken through Local Planning Strategy and local structure planning. Strategy being used to advise developers through ongoing liaison.
2.3.4 Revitalise and develop neighbourhood centres so they are economically viable and the best design outcomes for the community are achieved. Planning 15/16									
2.3.4.1 Implement the Land Asset Retention and Disposal Strategy Strategic Planning 15/16	Quarterly	%	0	70	●	0	70	●	The recently commenced Manager of City Enterprises is now progressing this document.
2.3.4.2 Complete the Medina Town Centre Revitalisation Project Executive 15/16	Quarterly	%	0	90	●	0	90	●	Project performance report has been submitted to the Federal Government.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.3.4.3 Ensure that Place Plans that are developed address the revitalisation of Neighbourhood Centres where required	Quarterly	%	0	15	●	0	15	●	The Medina Revitalisation Project is nearing completion with final milestones being met. Funding has been set aside for 2016/17 to review the Medina Revitalisation Strategy.
2.3.4.4 Implement Place Plans for City areas	Quarterly	%	0	0	●	0	0	●	Implementation has not commenced. Place Plans are yet to be finalised.
2.4.1 Actively work with partners to facilitate the coordinated development and improvement of the Kwinana Industrial Area and the prompt development of Latitude 32.									
Strategic Planning 15/16									
2.4.1.1 Work with Landcorp and the Western Australian Planning Commission to provide assistance and facilitate timely.	Quarterly	%	0	100	●	0	100	●	Landcorp meetings have been held on 21/1/16 and 17/03/16. Latitude 32 community group also held a meeting on 27/01/16.
Executive 15/16									
2.4.1.2 Examine opportunities for coordinated progress of the Western Trade Coast Area including proceeding with the Indian Ocean Gateway	Quarterly	%	0	100	●	0	100	●	The Indian Ocean Gateway proposal has been published and is currently being circulated to various stakeholders including the State Government.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.4.2 Lobby for the upgrade, early design and construction of the Western Trade Coast transport network. Strategic Planning 15/16									
2.4.2.04 Complete business case for Council to lobby for the commitment to develop the work already done on the outer harbour	Quarterly	%	0	100		0	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.05 Complete business case for Council to lobby for the commitment and design of the intermodal freight handling facility.	Quarterly	%	0	100		0	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.06 Complete business case for Council to lobby the State Government for completion of detailed designs of Anketell Road and Rowley Road to become physically high wide freight routes	Quarterly	%	0	100		0	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.07 Complete business case for Council to lobby the State Government for completion of detailed design of Anketell Road extending out to the Cockburn Sound Industrial Area	Quarterly	%	0	100		0	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.08 Complete business case for Council to lobby the State Government to complete the detailed design of Rowley Road, extending out to the port	Quarterly	%	0	100		0	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.4.2.10 Prepare arguments to allow Council to lobby for the funding and implementation of a coordinated sub regional/district planning and transport framework	Quarterly	%	0	100		0	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.3 Promote the development of new port and intermodal facilities to stimulate further industrial and bulk goods investment, business activity and employment opportunities. Executive 15/16									
2.4.3.1 Engage with Fremantle Port Authority to promote Kwinana's interest in port developments in the district	Quarterly	%	0	0		0	0		No meetings were undertaken this quarter.
2.5.1 Develop and implement an Economic Development Strategy that identifies priority projects to act as stimuli to the local economy . Economic Development 15/16									
2.5.1.1 Implement the Economic Development Strategy	Quarterly	%	0	100		0	100		The current Economic Development Strategy was completed in 2013 and is still in draft form. The Manager of City Enterprise is currently reviewing the document in order to determine which aspects of strategy are a priority and achievable.
Strategic Planning 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.6.1 Pursue an approval system that is integrated across the City of Kwinana to ensure planning, building and environmental health applications are processed in a timely manner to reduce costs. Economic Development 15/16 2.6.1.1 Encourage registration of home occupation business and offer assistance to businesses with growth and development Statutory Planning 15/16 2.6.1.1 Facilitate the implementation of Online Applications 2.6.1.2 Assess planning and approval processes for Development Applications and revise system to encourage and retain business investment in the City	Quarterly	%	0	100	●	0	100	●	Assistance has been on an as needed basis for this quarter.
	Quarterly	%	0	85	●	0	85	●	Work has been undertaken and the project is expected to be finalised along with the new website launch.
	Quarterly	%	0	100	●	0	100	●	The planning approval process is constantly under review to find potential efficiency increases.
3.1.1 Develop and implement a Local Biodiversity Strategy for the City of Kwinana to preserve strategically important natural areas. Strategic Planning 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.1.1.1 Include the City's Local Biodiversity Plan in Planning Guidelines for Biodiversity Conservation and include as an appendix in the Local Planning Strategy Environment 15/16	Quarterly	%	0	20	●	0	20	●	Draft policy has been prepared but not progressed. No work occurred on this during the quarter.
3.1.1.2 Work towards Lake Magenup Rehabilitation	Quarterly	%	0	100	●	0	100	●	Site preparation for the 2016 planting season has been undertaken including weed control, slashing, feral animal surveying and species selection. Three rounds of tree watering have been completed over summer with a recently purchased second hand vehicle which has proved to be very cost effective.
3.1.2 Investigate long term strategies for protection of the 'Kwinana Industrial Buffer'. Strategic Planning 15/16									
3.1.2.1 Prepare materials for Council to lobby for the legislative protection of the Kwinana Industrial Buffer	Quarterly	%	0	100	●	0	100	●	Materials have been prepared and are currently being considered for legislation.
3.1.3 Continue to implement the Natural Areas Management Plan and participate in the South Metropolitan Coastcare Program in order to improve conservation outcomes. Environment 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.1.3.1 Implement the Natural Areas Management Plan for the City of Kwinana managed natural areas (e.g. bushland, wetlands)	Quarterly	%	0	100	●	0	100	●	The actions achieved this quarter in the Natural Areas Management Plan are monitoring of recent controlled burn sites, weed control, feral animal control, asset management and repairs to damaged fences (considerable increase in frequency of damage to this asset), compliance with Bush Fires Act and site preparation for the 2016 planting season.
3.1.3.2 Continue to secure the South Metropolitan Coastcare Program	Quarterly	%	0	100	●	0	100	●	Coastal and Marine Program Manager continues to be hosted by the City of Kwinana
3.1.4 Build community and City capacity to assist in managing coastal and bushland reserves. Environment 15/16									
3.1.4.1 Develop and encourage volunteer participation in Coastal and Bushland Reserves care programs	Quarterly	%	0	100	●	0	100	●	Planning for the 2016 planting season has commenced including advertising of the planting days and locations. Community volunteering for these programs have a consistently high participation rate.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.1.4.2 Maintain, improve and create new relationships with outside professional, commercial and volunteer organisations to improve work efficiency	Quarterly	%	0	100		0	100		Green Army teams (2) have commenced working on two programs within natural reserves. South West Group operational and management group workshops have been productive in fostering communication of management issues and ideas between state agencies and local government officers.
3.1.5 Encourage a multi-agency response to the protection of natural bushland from inappropriate and unauthorised use. Environment 15/16 3.1.5.1 Bushland reserves fences installed or upgraded to reduce illegal rubbish dumping	Quarterly	%	0	100		0	100		Fences installed along Runnymede Gate along Kwinana and Department of Parks and Wildlife interface to minimise illegal access and associated dumping.
3.2.1 Ensure that development approvals result in best practice environmental outcomes. Environment 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.2.1.1 Advocate for, and improve environmental standards for the wellbeing of the community by developing good working relationships with stakeholders Statutory Planning 15/16	Quarterly	%	0	100		0	100		Council has developed a Tree Retention and Protection on Development Sites Planning Policy to ensure that tree retention is given appropriate consideration during development. Policy has been advertised and review shall go back to council for final adoption prior to July.
3.2.1.2 Increase Aboriginal consultation before clearing land	Quarterly	%	0	100		0	100		No land clearing undertaken within the last quarter which required consultation.
3.2.2 Review and amend the City of Kwinana's Town Planning Scheme and land use planning policies to provide the statutory power. Environment 15/16									
3.2.2.1 Engage with universities to improve research (targeted monitoring programs, vulnerability study to identify trigger points) and knowledge Strategic Planning 15/16	Quarterly	%	0	100		0	100		Joint research with the Botanical Parks and Gardens Authority was investigated although the timing of their research program and the City's Postans Reserve Fire research program did not align. Fox trapping and monitoring in association with an existing Murdoch University program is being investigated.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.2.2.2 Incorporate the Biodiversity Strategy into the Town Planning Scheme and Local Planning Strategy Statutory Planning 15/16	Quarterly	%	0	20		0	20		Recommendations of the Local Biodiversity Plan have been incorporated into the Local Planning Strategy. Further work is to be undertaken.
3.2.2.3 Ensure that dust management plans are provided by applicants where necessary and that waste minimisation and energy use are encouraged to be addressed within development applications	Quarterly	%	0	100		0	100		Dust Management plans are required as part of the Development Application process.
3.2.3 Ensure, where practicable, retention of remnant vegetation and natural systems within new residential subdivisions. Environment 15/16									
3.2.3.1 Ensure retention, where practicable, of remnant vegetation and encourage the retention of trees and other flora within new residential subdivisions above the 10% minimum required	Quarterly	%	0	100		0	100		The City has developed a Tree Retention Policy for development sites to ensure that tree retention is given appropriate consideration during early development phases. The City has also provided comment on the State's Green Growth Plan for the Perth and Peel Region. The City did not support the plan as presented and has offered to assist refining the plan to improve retention of natural bushland in the City of Kwinana.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.2.3.2 Implement Preservation strategies (e.g. collecting seeds) as part of the Natural Areas Management Plan	Quarterly	%	0	100	●	0	100	●	Seed Collection has been undertaken. Plant rescue of native food species from a development site in co-operation with a local Aboriginal Foundation also occurred.
3.3.1 Liaise with Government agencies to improve management of Crown lands and reserves in the City of Kwinana, particularly with regard to fire prevention and mitigation activities. Emergency Services 15/16									
3.3.1.1 Implement the Emergency Services Business Plan	Quarterly	%	0	100	●	0	100	●	The actions that achieve the Emergency Services Business Plan are detailed throughout the "Surrounded by Nature" section of the Strategic Community Plan.
3.3.2 Develop nature-based awareness raising projects and activities, including expansion of the Walking Trails Network and co-ordinate bush care programs with local schools. Environment 15/16									
3.3.2.1 Coordinate a Bushcare Schools Program as part of the Natural Areas Management Plan	Quarterly	%	0	100	●	0	100	●	Preparation for schools planting, site preparation and seedling ordering completed.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.3.2.2 Coordinate a Guided Bushwalk/Nightstalk program as part of the Natural Areas Management Plan	Quarterly	%	0	100	●	0	100	●	Program was completed in quarter 2, several events were held at Henley Reserve.
3.4.1 Continue retrofitting energy inefficient City of Kwinana assets through the City's Revolving Energy Fund and ensure new buildings are designed to be energy efficient. Environment 15/16 3.4.1.1 Retrofit Council buildings with updated codes and actively engage in the design process of new council buildings to ensure energy efficiency is maximised	Quarterly	%	0	100	●	0	100	●	Darius Wells Library and Resource Centre has had 100Kw system postponed and will be programmed for 2016/2017.
3.5.1 Implement the City of Kwinana Water Conservation Plan, the Peel and Cockburn Catchment Regional Water Program and adopt Water Sensitive Urban Design Technical Guidelines. Depot 15/16 3.5.1.1 Implement the Depot Team actions within the Sustainable Water Management Plan 3.5.1.2 Implement the actions set out in the Groundwater Operating Strategy	Quarterly	%	0	75	●	0	75	●	Monthly meter readings completed. Nutrient/salinity monitoring has also been completed.
	Quarterly	%	0		—	100	100	●	

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.5.1.3 Develop and implement an educting program for the cleaning of side entry pits, GPTs and bubble up pits	Quarterly	%	0	100	●	0	100	●	The program has been developed and implementation is ongoing.
3.5.1.4 Implement the schedule/program for the inspection and maintenance of sumps and compensating basins	Quarterly	%	0	100	●	0	100	●	The schedule has been implemented and all actions applicable to this quarter have been completed.
Engineering 15/16									
3.5.1.5 Ensure the City complies with IPEWA subdivision guidelines for stormwater retention	Quarterly	%	0	100	●	0	100	●	The City assesses each subdivision in accordance with IPEWA Guidelines.
Environment 15/16									
3.5.1.6 Implement the Water Conservation Plan	Quarterly	%	0	100	●	0	100	●	Retrofits of toilet cisterns at the administration building and several outbuildings has been undertaken using City and grant funds
Environmental Health 15/16									
3.5.1.7 Ensure that mosquito management plans are provided where necessary as part of drainage and water management planning	Quarterly	%	0	100	●	0	100	●	The City has engaged a consultant to integrate developer mosquito management plans to create a regional mosquito management plan for the City.
3.6.1 Implement, where practicable, the recommendations of the Southern Metropolitan Regional Council "Climate Change Risk Assessment Report (2009)".									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025


For the quarter ending 31/03/2016





Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Emergency Services 15/16									
3.6.1.1 Ensure the future bushland reserves that are acquired are of sufficient size and quality to be resilient to bushfires	Quarterly	%	0	100		0	100		There have been no newly acquired bushland reserves for this quarter.
3.6.1.2 Ensure that strategic land use planning incorporates emergency risk management.	Quarterly	%	0	100		0	100		Emergency Risk Management is incorporated in Strategic Planning.
3.6.1.3 Develop, implement and periodically update Urban Bushfire Fire Plans for all High Priority City of Kwinana Bushland Reserves	Quarterly	%	0	100		0	100		The following plans have been updated this quarter: Western Australian Planning Commission Sicklemore Road 'Bush Forever' Reserve Henley Boulevard Reserve and Sutherland Parade Reserve - reviewed with stakeholders and mitigation measures introduced.
Environmental Health 15/16									
3.6.1.5 Implement the Strategic Waste Management Plan	Quarterly	%	0	100		0	100		Awaiting comment from South Metropolitan Regional Council to proceed with this action.
Environment 15/16									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.6.1.6 Implement the Climate Change Adaptation and Mitigation Strategy	Quarterly	%	0	100		0	100		During this quarter energy audits have been completed for the City of Kwinana Administration Building, Koornlin Arts Centre and the Business Incubator. The Living Smart course was also run during this quarter.
3.6.2 Adopt and implement, where required, any State and Federal government policies related to climate change. Statutory Planning 15/16 3.6.2.1 Ensure that coastal developments are assessed against the most current version of State Planning Policy 2.6 and any associated guidelines and position statements	Quarterly	%	0	100		0	100		This is considered as part of the Development Application process.
4.1.1 Implement the City of Kwinana's Community Infrastructure Plan that identifies the location, nature and anticipated construction date of new community and recreation facilities. Community Development 15/16									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025



For the quarter ending 31/03/2016





Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.1.1.01 Annually review the Community Infrastructure Plan to ensure it remains relevant and responsive to new communities and where appropriate involves consultation with all sectors of the community	Quarterly	%	0	100	●	0	100	●	Ongoing.
4.1.1.05 Reach a formal agreement with public and private education providers for shared use of facilities in accordance with the Community Infrastructure Plan	Quarterly	%	0	100	●	0	100	●	There have been none this quarter.
4.1.1.06 Conduct a feasibility study to include future dog parks in the Community Infrastructure Plan	Quarterly	%	0	10	●	0	10	●	
Strategic Planning 15/16									
4.1.1.02 Ensure Developer Contribution Schemes are aligned with the Community Infrastructure Plan	Quarterly	%	0	50	●	0	50	●	Amendment 132 - to be considered by the Western Australian Planning Commission during April 2016. Preparing modified Developer Contribution Plan, cost apportionment schedule and updated audited costs. Amendment 100A - preparing report on submissions and recommended modifications. Amendment 145 - preparing report on submissions and recommended modifications.
Finance 15/16									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016


Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.1.1.03 Incorporate the Capital Expenditure Plan into the City's Long Term Financial and infrastructure and investment decisions Healthy Lifestyles 15/16	Quarterly	%	100	100		100	100		Ongoing. Existing community garden established at Sloan's Reserve in Leda. Kwinana Community Share are supported by City staff to provide a community run and lead garden from the cottage. Jetty demolition contract has been awarded, jetty demolition work to start at the end of May and anticipated to be completed by the end of June 2016. Consultant has been engaged to undertake a feasibility study of Wells Park including the jetty. Study to be completed by the end of June 2016.
4.1.1.04 Work collaboratively with other South Western Metro Local Governments to plan for regional level sporting and recreation infrastructure	Quarterly	%	0	100		0	100		
4.1.1.07 Conduct a feasibility study for the construction of a Community Garden	Quarterly	%	0	100		0	100		
Engineering 15/16 4.1.1.08 Conduct a feasibility study for the construction of a new Kwinana Jetty	Quarterly	%	0	25		0	25		
4.1.2 Continue to improve the standard, and maximise the utility, of existing community and recreation infrastructure through implementation of maintenance and refurbishment programs.									

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Environment 15/16 4.1.2.1 Encourage the refurbishment of existing Council buildings to address energy, water and waste minimisation	Quarterly	%	0	100		0	100		Retrofitted inefficient toilets and urinals with 4 Star WELS rated water efficient toilets in the Administration building and Depot. Installed water sub-meters at the Administration Building, Parmelia House and Koorliny Arts Centre as well as at Smirks cottage at the Depot.
Engineering 15/16 4.1.2.2 Upgrade the Thomas Oval netball courts	Quarterly	%	0	10		0	10		Technical specification to be completed by 30 June 2016, construction work is anticipated to be in first quarter of 2017.
Building Assets 15/16 4.1.2.3 Undertake the improvement of Sporting Facilities to ensure better sports in Kwinana	Quarterly	%	0	100		0	100		Improvements are undertaken in line with the Community Infrastructure Plan.
4.2.1 In accordance with regulatory standards and the Community Infrastructure Plan, provide active recreation opportunities and develop public open space and infrastructure in new developments. Engineering 15/16									

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.2.1.1 Implement the City's public open space development standards to ensure best practice standards are implemented and ongoing maintenance costs are minimised	Quarterly	%	0	100	●	0	100	●	Development standards are considered for each application.
4.2.1.2 Construct the City of Kwinana Adventure Playground	Quarterly	%	0	25	●	0	25	●	Construction commenced in December 2015. Construction work in progress, Project is tracking well within tolerance, however project completion has been extended by 4 weeks, to be completed by September 2016. Official opening anticipated in December 2016.
4.2.1.3 Construct the City of Kwinana Skate Park	Quarterly	%	0	10	●	0	10	●	Grant funding approved in April 2016, tender for Design and Construction to be advertised late April/early May. Project is expected to be completed during the first quarter of 2017.
4.2.1.4 Implement the City's Parks for People Plan	Quarterly	%	0	100	●	0	100	●	All actions for this quarter have been completed. Upgrades to Skottowe Park and Hennessey Park earlier in 2015/16.
Healthy Lifestyles 15/16									
4.2.1.5 Continue to plan for walk trail connection and promotion	Quarterly	%	0	100	●	0	100	●	Ongoing.
Environment 15/16									

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025


For the quarter ending 31/03/2016







Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.2.1.6 Conduct a feasibility study for the provision of a Camping area in parkland	Quarterly	%	0	30	●	0	30	●	The Environment Team are currently reviewing legislative requirements to further progress this action.
4.2.2 Implement the City's Parks for People Plan to provide the community with functional, accessible and practical open parks and play spaces for a diverse range of users.									
Depot 15/16									
4.2.2.1 Implement the various Parks and Streetscapes maintenance schedules as set out in the Depot Works Program to ensure a proactive approach to maintenance	Quarterly	%	0	100	●	0	100	●	Ongoing.
4.2.2.2 Implement the Parks Inspection and Continuous Improvement System	Quarterly	%	0	100	●	0	100	●	Ongoing.
Healthy Lifestyles 15/16									
4.2.2.3 Ensure parks have adequate facilities to meet community needs	Quarterly	%	0	100	●	0	100	●	Ongoing.
4.2.2.4 Include the activation of Kwinana Beach in the Parks for People Plan	Quarterly	%	0	100	●	0	100	●	Ongoing.

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.3.1 Lobby for the provision of Federal and State government services to Kwinana, including an increased police presence and improvements to the frequency and routes for public transport. Community Development 15/16 4.3.1.1 Identify gaps, monitor service levels and advocate to Government to ensure the community is adequately serviced by government agencies	Quarterly	%	0	100		0	100		Homelessness and Domestic Violence have been identified as key areas for City Staff to focus on. The Community Engagement Team have been doing lots of work in regards to Homelessness and the City's Project Officer Community Development has been working with service providers and State Government agencies to advocate for additional services and funding in the region.
Elected Members 15/16 4.3.1.2 Ensure that local issues like improvements to public transport, police services and other government services are highlighted to the State Government whenever practical	Quarterly	%	0	100		0	100		No local issues have been highlighted to the State Government this quarter.
4.3.1.3 Lobby for the installation of a Post Box in Wellard	Quarterly	%	0	100		0	100		This action is ongoing.
4.3.2 Liaise with health service providers to identify community needs and ensure that planning for the City takes account of the need.									

Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 31/03/2016



Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Healthy Lifestyles 15/16 4.3.2.1 Explore Active Transport Initiatives	Quarterly	%	0	100	●	0	100	●	Ongoing.
Environmental Health 15/16 4.3.2.2 Implement and annually review the City's Public Health Plan	Quarterly	%	0	100	●	0	100	●	The City's Public Health Plan has been completed in February 2016.
Elected Members 15/16 4.3.2.3 Lobby for increased local health services in the City	Quarterly	%	0	100	●	0	100	●	This action is ongoing and occurs when needed.
4.3.3 Support partnerships with service providers and the community to provide health and lifestyle education. Healthy Lifestyles 15/16 4.3.3.1 Meet regularly as a partner for various health projects linked to the local Aboriginal community	Quarterly	%	0	100	●	0	100	●	Continue to work with Moorditj Koort to build relationships with Aboriginal community members and work collaboratively on events/activities lead by both the City and Moorditj Koort. Upcoming events include a Women's Pamper Day on 17 February as well as participation at Live! events (i.e. Sunset Fiesta)

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025



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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.3.3.2 Continue to facilitate the Kwinana Health Action Group	Quarterly	%	0	100		0	100		Ongoing.
4.3.4 Advocate for improvements to the provision of underground power, broadband and mobile coverage across the community. Elected Members 15/16									
4.3.4.1 Continue to lobby providers for improved telecommunication services and facilities in Kwinana	Quarterly	%	0	100		0	100		The City is supporting NBN to be rolled out to the residents through fibre to the premises, however NBN Co are delivering this through fibre to the node.
4.3.4.2 Lobby for the enhancement of power services to underground power	Quarterly	%	0	100		0	100		No lobbying this quarter on this issue.
4.4.1 Undertake a review the City's Local Planning Strategy, Town Planning Scheme and sub-strategies to ensure that all development is sustainable. Strategic Planning 15/16									
4.4.1.1 Complete the Local Planning Strategy review to promote a sustainable balance between preservation of the natural environment and development	Quarterly	%	0	100		0	100		The draft Local Planning Strategy is being prepared and will be presented to Council in May 2016.
4.4.1.2 Review the Local Planning Strategy	Quarterly	%	0	95		0	95		Preliminary work on model scheme text started.

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For the quarter ending 31/03/2016


Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.4.1.3 Review TPS 2 and TPS 3	Quarterly	%	0	50		0	50		This is part of the town planning scheme no.4 work already being undertaken.
4.4.2 Encourage and promote the design of places of activity and enjoyment. Statutory Planning 15/16 4.4.2.1 Using the Liveable Neighbourhood Framework create, activate and assess new developments to create places of high amenity by being proactive and engaged in the design process with developers	Quarterly	%	0	100		0	100		The framework is applied to the Structure Planning process.
4.4.3 Develop and implement a Parking Strategy for the City that specifically addresses the City Centre and train station precincts.									
4.4.4 Seek to provide a variety of housing choices in the City as part of the development of the Local Planning Strategy. Strategic Planning 15/16 4.4.4.2 Implement the Local Housing Strategy	Quarterly	%	0	100		0	100		Several actions included in the Local Planning Strategy (residential densities, focus on neighbourhood centres) and other planning documents – eg. Local structure plans around Bollard Bulrush.

Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Economic Development 15/16 4.4.4.3 Encourage Department of Housing/Landcorp to develop vacant government owned land	Quarterly	%	0	100		0	100		City staff have been holding regular meetings with Landcorp to consider future development of industrial land including land owned by State Government. Regular meetings are also held with representatives of the Department of Housing to progress appropriate development of its land holdings.
Community Development 15/16 4.4.4.4 Manage and maintain City of Kwinana Aged Persons Accommodation	Quarterly	%	0	100		0	100		The City is continuing with the management and maintenance of the aged care accommodation.
4.4.5 Ensure that land use planning strategies consider the concept of 'affordable living' and aim to facilitate local employment, improved public transport and reduce the cost of living. Strategic Planning 15/16 4.4.5.1 Complete the Postans Precinct Study	Quarterly	%	0	0		0	0		This action has been postponed due to a change in priority.
4.4.6 Ensure that an appropriate density of development is achieved that accommodates projected population growth and is balanced against community expectations.									

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1 Strategic Community Plan 2015-2025


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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Strategic Planning 15/16 4.4.6.1 Conduct consultation as part of the preparation of the Local Planning Strategy to review the community views regarding appropriate densities of development	Quarterly	%	0	100		0	100		Completed.
4.4.7 Take a proactive and strategic approach to planning for significant infrastructure needed for the future such as major road networks, waste disposal/recycling facilities. Environmental Health 15/16 4.4.7.3 Implement the State Waste Plan and develop a strategic direction for the future of waste services in the City of Kwinana	Quarterly	%	0	100		0	100		The City has introduced 360L recycle bins in an attempt to increase recycling rates in the community.
4.4.8 Ensure that the City has significant input on planning and strategic growth decisions at the Regional and State level. Community Development 15/16 4.4.8.1 Provide advice and comments on Regional and Strategic issue papers in relation to the social impacts of a changing community such as FIFO work and multicultural immigration	Quarterly	%	0	100		0	100		Ongoing.

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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Strategic Planning 15/16 4.4.8.2 Make detailed submissions to State Government Planning Strategies and engage with the Department of Planning or other Government Authorities to promote the City's interests	Quarterly	%	0	100		0	100		There has been a submission on Green Growth Plan over the last quarter. Currently working with Department of Education to plan for Wellard East and Wandi primary schools. Meetings have also been held with the Department of Planning regarding Mandogalup and Bollard Bulrush local structure planning.
4.4.9 Engage with developers on infrastructure and sustainability issues. Planning 15/16 4.4.9.1 Regularly engage with developers to communicate the City's priorities as part of new development	Quarterly	%	0	100		0	100		Various meetings during the quarter with several developers and other separate landowners or prospective developers have been held last quarter.
4.5.1 Promote a clean City by ensuring that public areas and streetscapes are developed and maintained to a high standard. Depot 15/16 4.5.1.1 Remove rubbish from the City with a focus on main arterial roads and nature areas.	Quarterly	%	0	100		0	100		Rubbish removal is ongoing and is included in the Depot Maintenance Schedule.
4.5.2 Develop and implement a Landscape and Streetscape Strategy.									

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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Depot 15/16 4.5.2.2 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	Quarterly	%	0	30		0	30		
4.5.3 Implement the strategies outlined in the City of Kwinana's Graffiti Management Plan. Depot 15/16 4.5.3.1 Monitor and administer the new Mobile Graffiti Reporting System	Quarterly	%	0	100		0	100		Ongoing.
4.5.4 Encourage the maintenance of verges and enforce the upkeep of private properties to reflect a high level of community pride in the area. Environmental Health 15/16 4.5.4.1 Actively apply the City's local laws related to the maintenance and upkeep of private properties to prevent nuisance	Quarterly	%	0	100		0	100		Officers continue to encourage residents to maintain their properties in accordance with local law.
4.5.5 Develop and implement urban design guidelines to achieve a good standard of built form in the City. Statutory Planning 15/16									

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For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.5.5.1 Develop a new policy regarding use of advertising signs	Quarterly	%	0	25	●	0	25	●	Researching similar Policies for various Local Governments. Organise meeting with Statutory Planners to discuss expectations of this Policy. Work has commenced on replacement local planning policies for residential development - eg. Tree and Landscape Protection, Narrow Lots, and Urban Amenity Strategy.
4.5.5.2 Complete and review the Residential Development Policy and Guidelines	Quarterly	%	0	0	●	0	0	●	
4.6.1 Construct and maintain a safe system of roads that will account for future traffic volumes with an emphasis on improved design of intersections and traffic calming. Depot 15/16									
4.6.1.1 Implement an inspection of rural road verges for encroaching vegetation and update annual pruning program	Quarterly	%	0		—	100	100	●	Ongoing.
4.6.1.2 Develop and implement a three year Road Shouldering Program	Quarterly	%	0		—	100	100	●	
4.6.1.3 Implement an annual inspection of high priority roads and identify any maintenance tasks	Quarterly	%	0	100	●	100	100	●	
4.6.1.4 Update and monitor the Depot Annual Maintenance Works Program	Quarterly	%	0	100	●	0	100	●	
Engineering 15/16									

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For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.6.1.5 Review and reassess the conditions of the 10 year road resurfacing and road rehabilitation programs	Quarterly	%	0		—	100	100	●	Ongoing.
4.6.1.6 Implement a routine traffic survey program to identify locations throughout the City where routine traffic surveys will be carried out on a scheduled basis	Quarterly	%	0	100	●	0	100	●	
4.6.2 Construct and maintain a network of footpaths and cycle routes that enable residents to get where they need to go safely and easily. Depot 15/16									
4.6.2.1 Coordinate the repairs of high priority defects identified from the 2015 footpath audit	Quarterly	%	0		—			—	Ongoing.
Engineering 15/16 4.6.2.2 Develop and implement the footpath, trails and cycleways forward works program	Quarterly	%	0	100	●	0	100	●	
4.6.3 Advocate for continuous improvement of the State's public transport networks with increased frequency of bus services throughout the City and increased parking capacity at the train station. Depot 15/16									

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1 Strategic Community Plan 2015-2025



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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.6.3.1 Carry out annual inspection of Bus Shelters and identify any maintenance tasks Engineering 15/16	Quarterly	%	0		—	100	100	●	
4.6.3.2 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority Strategic Planning 15/16	Quarterly	%	0	50	●	0	50	●	Public Transport Authority (PTA) have approved plan for new shelter. The quote has been received for shelter and concrete hard stand. The quotes have then been provided to PTA seeking funding contribution.
4.6.3.3 Conduct a feasibility of strategies to use Wellard as an experimental site to reduce dependence on cars Elected Members 15/16	Quarterly	%	0	0	●	0	0	●	No work has commenced on this project so far.
4.6.3.4 Lobby for the continual improvement of public transport in the City	Quarterly	%	0	100	●	0	100	●	This action is ongoing and occurs when needed.
4.6.4 Liaise with Main Roads for better management of the road network, including heavy haulage routes.									

Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016







Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision. Corporate Strategic Planning 15/16 5.1.1.3 Ensure the Corporate Plan and Strategic Community Plan are integrated into the Long Term Financial Plan, Workforce Plan and Asset Management Plan 5.1.1.4 Demonstrate achievements against the City's Plan for the Future in the Annual Report	Quarterly	%	0	40		0	40		Ongoing.
	Quarterly	%	0	100		0	100		The City's achievements against the Plan for the Future were detailed in the 2015 Annual Report.
5.1.2 Councillors enthusiastically represent the community, participate in activities and events, advocate the community's vision, encourage stakeholder involvement. Marketing and Communications 15/16 5.1.2.1 Assist the community to understand the extent of the City's services and responsibilities as well as where the City can only lobby and influence	Quarterly	%	0	100		0	100		The Marketing team has developed materials and communication schedules based on clearly explaining the role of the City and Council to the community. These are reflected within recent (Q1 2016) communications via the City's Facebook Page, website news feed and local press coverage.

Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016




Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Elected Members 15/16 5.1.2.3 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	Quarterly	%	0	100		0	100		Briefings to stakeholders in relation to the Indian Ocean Gateway are ongoing.
5.1.3 Develop, implement and review communication and marketing strategies to aid the achievement of objectives, ensure the community are informed and engaged. Marketing and Communications 15/16 5.1.3.1 Introduction of a new website that allows for mobile access and GIS mapping that increases the City's online capabilities, plus further enhance the City's social media presence	Quarterly	%	0	60		0	60		Website progressing. Design has been finalised and content is currently being produced on schedule.
5.1.4 Pursue continual improvement in Council facilities and services. Service Delivery -Transformation Team 15/16 5.1.4.1 Undertake a review for Depot operations to determine any restructuring requirements or opportunities for improved practices	Quarterly	%	0	10		0	10		Budget funding approved at budget review. Request for quote finalised and contractor chosen.
5.1.5 Actively participate in regional planning, partnerships and projects in order to deliver better outcomes for the Kwinana community.									

Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Executive 15/16 5.1.5.1 Continue to support the South West Group and the National Growth Areas Alliance	Quarterly	%	0	100		0	100		Ongoing.
5.1.6 Retain Quality Accreditation and participate in relevant benchmarking opportunities. Management System XFT 15/16 5.1.6.1 Review ISO 9001 accreditation and consider the Business Excellence Framework	Quarterly	%	0	15		0	15		Staff trained and consulted for the transition of ISO 9001:2008 through to ISO 9001:2015. To be implemented by March 2017.
5.1.7 Lead the City through the organisation wide Transformation Program. Executive 15/16 5.1.7.1 Implement the Transformation Program	Quarterly	%	0	100		0	100		Ongoing.
5.2.1 Undertake community visioning processes to ensure that the Strategic Community Plan is aligned to community aspirations. Corporate Strategic Planning 15/16									

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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
5.2.1.1 Undertake community visioning processes to formulate the new strategic community plan	Quarterly	%	0	100	●	0	100	●	The City is currently in the process of creating a Strategic Community Plan community engagement timeline to facilitate the Major Strategic Community Plan review due in June 2017.
5.2.2 Develop strong relationships with stakeholders and encourage open feedback on priority areas for the City of Kwinana. Executive 15/16									
5.2.2.1 Undertake community consultation before significant new services are implemented	Quarterly	%	0	100	●	0	100	●	Community consultation is ongoing.
5.2.3 Conduct an annual review of the City's Corporate Plan Corporate Strategic Planning 15/16									
5.2.3.1 Oversee the annual review of the City's Corporate Plan and provide direction to staff on Council's areas of priority	Quarterly	%	0	100	●	0	100	●	The annual review of the Corporate Business Plan is currently underway and is due for completion by end of June 2016.
5.3.1 Ensure Business Continuity and Disaster Recovery Plans remain current. Executive 15/16									

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For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
5.3.1.1 Review the Risk Management and Business Continuity Plans / Procedures	Quarterly	%	0	80	●	0	80	●	Test of the draft City of Kwinana Business Continuity Plan is booked for May 2016. Once this is completed the Plan will be presented to Council for endorsement.
6.1.1 Develop, implement and continuously review the City's Long Term Financial Plan. Finance 15/16									
6.1.1.1 Review the Long Term Financial Plan	Quarterly	%	100	75	●	100	75	●	Draft Long Term Financial Plan was presented at a Council workshop 11 April 2016.
6.1.1.3 Prepare the Annual Budget for adoption	Quarterly	%	0	10	●	0	10	●	All budget submissions worksheets ready for issue to officers first week in January 2016.
6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems. Finance 15/16									
6.1.2.1 Ensure implementation of Fair Value accounting for assets in line with proposed phased in period as directed by Department of Local Government and in accordance with AASB13	Quarterly	%	0		—	100	100	●	
6.1.2.4 Implement technologies and processes that will assist in improving the automation of financial reporting	Quarterly	%	0	100	●	0	100	●	Ongoing.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Executive 15/16 6.1.2.2 Provide a detailed business case to enable Council to determine whether to proceed with the Centre of Excellence concept	Quarterly	%	0		—	100	100	●	
6.1.3 Ensure 'value for money' in purchasing and tendering. Contracts and Procurement 15/16 6.1.3.1 Ensure that unit rates are included in Supplier Tenders	Quarterly	%	0	100	●	0	100	●	All supply tenders include a schedule of rates for goods and services. With the introduction of the City's Project Management Policy this action is no longer required.
6.1.3.4 Implement a City of Kwinana Procurement Plan.	Quarterly	%	0	100	●	0	100	●	
6.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all. Finance 15/16 6.1.4.1 Implement new software to automate the fortnightly and weekly direct debit payment options	Quarterly	%	0	25	●	0	25	●	Still working with the City's software provider to correct abnormalities with program. This was presented at a Council workshop on 7 December 2015. The initial investigations completed and letters have been sent to 119 properties.
6.1.4.2 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	Quarterly	%	0	40	●	0	40	●	

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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.1.4.3 Commence investigation of properties with a commercial or industrial land use within current rating of UV	Quarterly	%	0		—			—	
6.1.5 Maximise external funding of infrastructure projects. Executive 15/16									
6.1.5.1 Make applications to funding bodies to maximise external funding for the City's projects	Quarterly	%	0	100	●	0	100	●	Ongoing.
6.2.1 Lobby to increase the level of State, Federal and Corporate funds for projects of local and regional significance to assist with sustainable infrastructure and program development in the City. Executive 15/16									
6.2.1.1 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	Quarterly	%	0	100	●	0	100	●	Ongoing.
6.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations. Planning 15/16									

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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.3.1.1 Finalise the Land Asset Retention and Disposal Strategy	Quarterly	%	0	60		0	60		The recently commenced Manager of City Enterprises is now progressing this document.
6.3.1.2 Implement the Land Asset Retention and Disposal Strategy	Quarterly	%	0	60		0	60		The recently commenced Manager of City Enterprises is now progressing this document.
6.3.2 Review lease systems and property management processes.									
6.4.1 Continue to manage and develop good working relationships with stakeholders to achieve improved and beneficial outcomes for the community. Executive 15/16									
6.4.1.1 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	Quarterly	%	0	100		0	100		Work is continuing on the Public Art Strategy for the Kwinana Industrial Area with the view of the artworks being sponsored by private business. Negotiations are currently underway regarding sponsorship of the Children's Party and an agreement was recently made for the sponsorship of Petscapade. \$250,000 grant from Lotterywest for the Kwinana Outdoor Youth Space was successful. \$250,000 grant from Department of Sport and Recreation for the Kwinana Outdoor Youth Space was successful.

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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.4.1.2 Continue to engage with stakeholders to encourage economic development in Kwinana	Quarterly	%	0	100		0	100		The Manager of City Enterprise commenced the role in early April 2016. Currently scheduling meetings with various stakeholders to begin the engagement process. These stakeholders include the Kwinana Industries Council and the Kwinana Rockingham Chamber of Commerce.
6.4.2 Maximise efficiencies by actively promoting resource sharing with Local Governments. Executive 15/16									
6.4.2.1 Continue to actively seek resource sharing opportunities with the other organisations	Quarterly	%	0	100		0	100		There were no opportunities identified this quarter.
6.5.1 Ensure internal organisational policies and procedures are aligned to the achievement of the community and corporate vision. Finance 15/16									
6.5.1.2 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	Quarterly	%	0	75		0	75		Long Term Financial Plan is scheduled to be presented at a Council Workshop on 11 April 2016.
6.5.1.4 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	Quarterly	%	0	75		0	75		This is an agenda item on monthly team meetings. The improvements list is updated as improvements are identified.
Engineering 15/16									

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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.5.1.3 Engineering design cost estimates to be revised and updated annually	Quarterly	%	0	100	●	0	100	●	Engineering cost estimating rates are updated regularly.
7.1.1 Workforce Planning Human Resources 15/16									
7.1.1.1 Review and implement the Workforce Plan on an annual basis ensuring outcomes are included into the Long Term Financial Plan	Quarterly	%	0	25	●	0	25	●	Workforce projections have been completed and considered in the preparation of the Long Term Financial Plan.
7.1.2 Retention of current staff Human Resources 15/16									
7.1.2.1 Develop a Retention Strategy	Quarterly	%	0	90	●	0	90	●	Retention Strategy developed and approved, the Retention strategy is also referenced in the Organisational Values Strategy.
7.1.2.2 Commence the negotiation of the EBA for the City prior to the expiry of any agreement	Quarterly	%	0	10	●	0	10	●	An independent facilitator has been engaged to assist the City in its negotiation.
7.1.2.3 Explore promoting greater work flexibility for all employees and lead the way for all local businesses to follow	Quarterly	%	0	100	●	0	100	●	The City is compliant with the National Employment Standards and continues to promote work flexibility as business as usual.
7.1.3 Attraction, selection recruitment of future staff Human Resources 15/16									

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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
7.1.3.1 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	Quarterly	%	0	100		0	100		This action is monitored weekly.
7.1.4 Feedback Systems									
Human Resources 15/16									
7.1.4.1 Measure employee satisfaction through employee surveys and incorporate results into supporting strategies and plans	Quarterly	%	0	100		0	100		Staff Survey undertaken in March 2016 as part of the Organisational Values project.
7.1.4.2 Review and improve employee exit processes to ensure major issues are identified and used to facilitate improvements within the organisation	Quarterly	%	0	100		0	100		Process is continually being assessed and improved.
7.1.5 Safe Work									
Human Resources 15/16									
7.1.5.1 Maintain and improve OSH policies and procedures	Quarterly	%	0	100		0	100		Currently working to enable employees to find Occupational Safety and Health Documentation more efficiently.
Building Assets 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
7.1.5.2 Continue to implement an ongoing monitoring and treatment program for any City assets that may contain asbestos	Quarterly	%	0	100	●	0	100	●	The City has a comprehensive asbestos register as well as a plan to systematically eliminate asbestos where applicable.
7.2.1 A workforce that meets current and future skills need Human Resources 15/16									
7.2.1.1 On an annual basis conduct a Training Needs Analysis (TNA)	Quarterly	%	0		—	100	100	●	
7.2.2 Succession Planning Human Resources 15/16									
7.2.2.1 Prepare individual career development plans for staff and implement career succession plans	Quarterly	%	0	100	●	0	100	●	This action is included in the Performance Development Framework project.
7.3.1 Culture Appreciation & Staff Values. Executive 15/16									
7.3.1.1 Develop a set of organisational values that drive the development of the desired organisational culture needed to implement the Transformation Program	Quarterly	%	0		—	100	100	●	
7.4.1 Integrated Performance Management									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Human Resources 15/16 7.4.1.1 Review and update staff appraisals to link Strategic and Corporate Actions and KPIs with individual work plans and performance	Quarterly	%	0	100	●	0	100	●	Currently working with Human Resources to improve the cohesion between the Team Business Planning process and Staff Appraisals.
7.5.1 Staff remuneration, Recognition and Reward System Human Resources 15/16 7.5.1.1 Review and update current staff recognition policy and processes	Quarterly	%	0	100	●	0	100	●	HR Celebration and Recognition policy reviewed and approved and is now implemented.
7.5.2 Innovative Management Human Resources 15/16 7.5.2.1 Actively promote programs within the current reward and recognition guidelines	Quarterly	%	0	100	●	0	100	●	This action is included in the City's internal Communication Plan.
7.6.1 Systems development Human Resources 15/16 7.6.1.1 Develop the eLearning component of Civica	Quarterly	%	0	5	●	0	5	●	Currently assessing the best options available to the City.

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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.1 Improve the long term sustainability of City of Kwinana plant, facilities and infrastructure through detailed planning and design prior to construction. Depot 15/16 8.1.1.1 Conduct an analysis of the appropriate software system for the recording of plant and fleet servicing and repairs history Engineering 15/16 8.1.1.2 Annually review the 20 Year Civil Works Program Environment 15/16 8.1.1.3 Ensure energy, water and waste minimisation strategies are considered when planning, designing and constructing new City buildings	Quarterly	%	100	100	●	100	100	●	Ongoing.
8.1.1.2 Annually review the 20 Year Civil Works Program	Quarterly	%	0		—	100	100	●	
8.1.1.3 Ensure energy, water and waste minimisation strategies are considered when planning, designing and constructing new City buildings	Quarterly	%	0	100	●	0	100	●	Ongoing.
8.1.2 In the City's Long Term Financial Plan account for the cost of construction, operation, maintenance and refurbishment of the City's assets, plant purchases and replacements. Engineering 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.2.1 Implement Asset Management Plans for all of the City's Civil Infrastructure Depot 15/16	Quarterly	%	0		—	100	100	●	Plant utilisation report for December has been issued and a review is scheduled with Finance Team in late January 2016.
8.1.2.2 Review the Depot plant for maximum utilisation in consultation with the Finance Team	Quarterly	%	0	10	●	0	10	●	
8.1.2.3 Review and update the 20 Year Depot Long Term Financial Plan prior to the Capital Budget process	Quarterly	%	0		—	100	100	●	
8.1.2.4 Review and update the Depot 10 Year replacement program for plant and equipment prior to the Capital Budget process	Quarterly	%	0		—	100	100	●	
8.1.3 Review and continue to implement the Asset Management Strategy. Depot 15/16									Ongoing.
8.1.3.1 Implement the actions set out within the Parks and Reserves Asset Management Plan	Quarterly	%	0	100	●	0	100	●	
8.1.3.3 Review and update the Parks and Reserves Asset Management Plan annually	Quarterly	%	0	50	●	100	50	●	
Environmental Health 15/16									This action occurs annually and will be completed before the end of the calendar year.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.3.2 Implement GIS mapping for Public Health services Engineering 15/16	Quarterly	%	0	60	●	0	60	●	New layers of waste areas on a street basis have been added to intramaps.
8.1.3.4 Implement GIS mapping for drainage, bores, street lighting, footpaths, roads & bus shelters Recquatic 15/16	Quarterly	%	0	100	●	0	100	●	Asset registers have been updated in the GIS Information format for these asset classes.
8.1.3.5 Develop an asset management plan for recquatic plant and equipment at the Recquatic	Quarterly	%	0	100	●	0	100	●	Recquatic plant and equipment has been included in the Buildings Asset Management Plan.
8.1.3.6 Establish, implement and engage service and maintenance schedules at the Recquatic to comply with WA Health Department regulations and equipment compliance	Quarterly	%	0	100	●	0	100	●	Ongoing.
8.1.4 Ensure land developments and associated infrastructure are designed and constructed in accordance with the City's specifications. Engineering 15/16									
8.1.4.2 Engineering standards and specifications will be reviewed and updated as changes and new information becomes available from Australian Standards and other relevant authorities	Quarterly	%	0	100	●	0	100	●	Ongoing.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.5 Optimise the use of Council owned buildings through good site selection for new facilities, ensuring facility design and fit out meets community needs. Community Development 15/16 8.1.5.1 Lead the regular review of the Community Infrastructure Plan, ensure active engagement with the community regarding facility design and program development	Quarterly	%	0	100		0	100		Ongoing.
8.1.6 Oversee the asset management and maintenance of Council buildings. Building Assets 15/16 8.1.6.1 Maintain, implement, review and update the Asset Management programs for all City buildings, playgrounds, park furniture and lighting assets annually	Quarterly	%	0	100		0	100		The review of these plans is complete for this financial year the next review is expected to be finalised by November 2016.
9.1.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse. Environmental Health 15/16									

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.1.1.1 Implement the recommendations of the Southern Metropolitan Regional Council's Strategic Waste Management Plan 2015-2020	Quarterly	%	0	50	●	0	50	●	Awaiting comment from SMRC to proceed with this action.
9.1.1.2 Implement the Garage Sale Trail program	Quarterly	%	0	100	●	0	100	●	The City has signed up for 3 years to facilitate this program.
9.1.1.3 Complete the Waste project from the Transformation Program	Quarterly	%	0	50	●	0	50	●	Awaiting finalisation of the SMRC regional Strategic Waste Management plan.
9.2.1 Provide Ranger Services in line with stakeholder expectations to ensure a safer community Rangers 15/16									
9.2.1.1 Ensure Rangers implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local government rangers	Quarterly	%	0	100	●	0	100	●	Ongoing.
9.2.1.2 Research the requirements for a new Animal Management Facility	Quarterly	%	0	100	●	0	100	●	Research has been completed. Action is now sitting with the new Depot Project Manager for inclusion into that project.
9.2.1.3 Review and improve Rangers operating systems	Quarterly	%	0	100	●	0	100	●	Ongoing.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.3.1 Provide Emergency Services in line with stakeholder expectations to ensure a safer community									
Emergency Services 15/16									
9.3.1.1 Ensure Local Emergency Management Plans are reviewed and maintained	Quarterly	%	0	100		0	100		Local Emergency Management Council meeting in March - updated Local Emergency Management Arrangements - Recovery Exercise planning initiated
9.3.1.2 Investigate the necessity and legislative requirements of the Community Services and Emergency Relief Reserve	Quarterly	%	0	10		0	10		This will be investigated next quarter.
9.3.1.3 Map and rate bushfire hazards	Quarterly	%	0	100		0	100		Assisted with the updating of the Bush Fire Prone Mapping for the City as published by Department of Fire and Emergency Services.
9.3.1.4 Update and maintain the City's firebreak plans in conjunction with Fire Management Plans	Quarterly	%	0	100		0	100		There has been no updates in this quarter.
9.3.1.5 Identify, develop and review suitable programs for the Kwinana community addressing such areas as AWARE, Bushfire Ready Action Groups (continued)	Quarterly	%	0	100		0	100		Training offered to Bush Fire Ready Group Coordinators at brigade level and a review of the current Emergency Management brochure has been given to residents

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.3.1.6 Assist in the preparation of plans and procedures for managing hazards on unallocated Crown Land/unmanaged Reserves	Quarterly	%	0	100	●	0	100	●	There will be a follow up with the Bushfire Risk Management Branch at the Department of Fire and Emergency (DFES) Services on outstanding High Risk areas at Millar Road, Sloan Reserve and Johnson Road, Bertram. Millar Road mitigation work is to be completed before June 30, subject to DFES funding.
9.4.1 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community. Library 15/16									
9.4.1.1 Further develop and implement the Library Local History Plan	Quarterly	%	0	100	●	0	100	●	Ongoing.
9.4.1.2 Further develop and implement the Library Youth Services Strategic Plan and the provision of literacy and youth programs	Quarterly	%	0	100	●	0	100	●	Ongoing.
9.4.1.3 Further develop and implement the Library E-Services Strategic Plan	Quarterly	%	0	75	●	0	75	●	Ongoing.
9.4.1.4 Review and implement the Library Collection Development Guidelines	Quarterly	%	0	100	●	0	100	●	Ongoing.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.4.1.5 Further develop and implement the Library Adult Services Plan and the provision of literacy and lifelong learning programs and potential grant funding	Quarterly	%	0	100		0	100		Ongoing.
9.5.1 Champion a positive work culture that leads, values and supports its people and to develop a strong team culture within the organisation to provide dynamic. Customer Services 15/16									
9.5.1.1 Coordinate the Customer Service Cross Functional Team to advance the customer service culture across the organisation	Quarterly	%	0	100		0	100		The Customer Service Cross Functional Team has achieved its past projects and now meets when required to achieve specific objectives.
9.5.1.2 Develop new training initiatives to promote the use of the Customer Request Management System throughout the organisation	Quarterly	%	0	100		0	100		Ongoing.
9.5.1.3 Advance the use of new technology such as online lodgement of planning and building applications (eServices)	Quarterly	%	0	75		0	75		
9.5.1.4 Implement online payments for services such as dog and cat registrations	Quarterly	%	0	75		0	75		
9.5.1.5 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	Quarterly	%	0	10		0	10		This action is progressing as part of the Business Excellence Stream.

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.5.1.7 Create a new Customer Service Charter and implement organisation wide	Quarterly	%	0	0		0	0		A review of the customer service charter will take place in 2016.
9.6.1 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential. Family Day Care 15/16									
9.6.1.1 Achieve a National Quality Framework (NQF) compliance for Family Day Care	Quarterly	%	0	50		0	50		
9.6.1.2 Provide services to support access to FDC for Aboriginal parents	Quarterly	%	0	100		0	100		Playgroup has been refunded for the 15/16 year.
9.6.1.3 Monitor the new funding model for the FDC Service and examine the most cost effective provision of corporate services	Quarterly	%	0	100		0	100		Ongoing.
9.6.1.4 Review service policies with input from educators, staff and families	Quarterly	%	0	100		0	100		Ongoing.
9.6.1.5 Review all the systems and processes used to provide in-home care	Quarterly	%	0	100		0	100		Ongoing.
9.6.1.6 Complete the refurbishment of the Family Day Care playgroup building	Quarterly	%	0	20		0	20		Specifications for the building were developed in 2016.
10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City.									

Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Strategic Planning 15/16									
10.1.1.1 Review the Local Planning Policy (LPP) for administration of Developer Contributions	Annual	%	0		—			—	
Planning 15/16									
10.1.1.2 Review infrastructure costs for DCA's	Quarterly	%	0		—	100	100	●	
10.1.1.4 Complete the review of the Local Planning Strategy	Quarterly	%	0	95	●	0	95	●	The document is complete and expected to go to the Council Meeting in April 2016.
10.1.1.5 Prepare, finalise and implement the City's new Town Planning Scheme	Quarterly	%	0	50	●	0	50	●	Preliminary work on model scheme text started.
10.1.1.6 Review and update the Residential Development Guidelines	Quarterly	%	0	100	●	0	100	●	Review is currently being undertaken by planning staff. A draft reviewed document is being prepared and will be presented to Council in August 2016.
10.2.1 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings.									
Building Services 15/16									
10.2.1.1 Ensure Building Compliance across the City	Quarterly	%	0	100	●	0	100	●	Ongoing.
10.2.1.2 Review and ensure efficient Building processes	Quarterly	%	0	100	●	0	100	●	Ongoing.

Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
10.3.1 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment. Environmental Health 15/16									
10.3.1.1 Review processes in place to guarantee health compliance at all events annually	Quarterly	%	0	100	●	0	100	●	As part of the annual review the process for noise exemptions for public events likely to exceed noise regulations is now assessed in accordance with the amended environmental protection noise regulations.
10.3.1.2 Carry out all scheduled inspections	Quarterly	%	0	100	●	0	100	●	All scheduled inspections have been completed for this quarter.
10.3.1.3 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Plan and any associated delegations or authorisations	Quarterly	%	0	60	●	0	60	●	All policies are reviewed and the Public Health Plan has been adopted by Council in December 2015. The Public Health Act is still before WA Parliament and the Environmental Health team are awaiting the implementation date as approved by the Governor.
11.1.1 Lead the development and management of the City's contractual arrangements. Contracts and Procurement 15/16									
11.1.1.1 Investigate the feasibility of a software system for Local Suppliers	Quarterly	%	0		—	100	100	●	

Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
11.1.1.2 Investigate the feasibility of centralising the procurement function for formal request for quotations	Quarterly	%	0	30		0	30		The procurement procedure has been partly centralised to increase efficiency.
11.1.1.3 Review the tender process and create a Service Level Agreement for Contracts and Tenders to ensure a timely tender process	Quarterly	%	0	100		0	100		Tender Process project completed. Service Level Agreement developed. Project is in implementation stage.
11.1.1.4 Provide training and workshops to increase the level of active contract management by staff	Quarterly	%	0	100		0	100		Training is continuously provided at the request of staff.
11.2.1 To lead a compliant, practical and professional approach to procurement. Contracts and Procurement 15/16									
11.2.1.1 Implement the City of Kwinana Procurement Plan	Quarterly	%	0	100		0	100		With the introduction of the City's Project Management Policy this action is no longer required.
11.2.1.2 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	Quarterly	%	0	100		0	100		Training is provided at the induction process and at the request of staff.
11.3.1 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value. ICT 15/16									

Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
11.3.1.1 Review ICT customer service and conduct a customer survey annually	Quarterly	%	0	0	●	0	0	●	Ongoing. Public GIS will be made available to the public to coincide with the launch of the new website in June 2016 There has been a increase in smart phones (iphones) and tablets (ipads) being rolled out to approved positions for job requirements. This has increased the amount of mobility available to staff. The ICT team is in contact with suppliers to investigate improvements.
11.3.1.2 Increase business value from the 'Authority' system by maintaining staff knowledge of the system and enhancements	Quarterly	%	0	100	●	0	100	●	
11.3.1.3 Improve the Geographical Information System (GIS)	Quarterly	%	0	100	●	0	100	●	
11.3.1.4 Utilise ICT equipment to improve Mobile Computing and Work from Home options	Quarterly	%	0	100	●	0	100	●	
11.3.1.5 Investigate opportunities for improved internal and external customer service arising from advances in technology, social media, mobility and cloud computing	Quarterly	%	0	100	●	0	100	●	
11.3.1.6 Complete a 3 year IT Strategy that will facilitate achievement of the Transformation Program for inclusion in the Long Term Financial Plan	Quarterly	%	0		—	100	50	●	
11.3.1.7 Develop a new helpdesk system	Quarterly	%	0	100	●	0	100	●	

Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 31/03/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
11.4.1 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities. Records 15/16									
11.4.1.1 Develop the TRIM document management system, promote its use throughout the organisation and integrate it with the City's other systems	Quarterly	%	0	100	●	0	100	●	Records have developed a suite of training to specifically meet the needs of staff.
11.4.1.2 Upgrade scanning hardware and software to increase record processing speed	Quarterly	%	0	50	●	0	50	●	To be included in the ICT Hardware Renewal.
11.4.1.3 Ensure Business Continuity and Disaster Recovery Plans / Procedures remain current to comply with relevant legislation	Quarterly	%	0	100	●	0	100	●	The Business Continuity and Disaster Recovery Plan, along with the Record Keeping Plan is in the process of being updated.

City Risk Register



Risk Themes	Risk Event/ Description	Risk Effect/ Impact	Risk Assessment Context	Consequence	Likelihood	Rating (before treatment)	Risk treatments in place	Rating (after treatment)	Risk treatments required/Response	Risk Status	Comments
Misconduct	Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority.	Reputation	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Low	Public Interest Disclosure (PID) Process Review	Open	PID Process Review will occur in the next financial year and appropriate officers will attend training.
Business and community disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Town business activities. The event may result in damage to buildings, property, plant and equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism).	Reputation	Operational	Moderate	Unlikely	Moderate	Reduce - mitigate risk	Moderate	Investigate ability to enforce actions on land owned by Government Agencies	Open	The City Assist team has been established to provide a 24/7 security service to the City.
									Review Business Continuity Plan		The Business Continuity Plan is in draft form, once reviewed and feedback has been received it can be presented to Council.
Inadequate environmental management	Inadequate prevention, identification, enforcement and management of environmental issues.	Environment	Operational	Major	Possible	Moderate	Reduce - mitigate risk	Low	Confirm Contract Conditions with lessee's to ensure landfill operations and Development Application approval conditions are covered.	Open	The City is liaising with State Government departments in relation to landfill development works and ensuring that all conditions are being adhered to.
									Develop Contaminated Sites Management Plan		A consultant has been engaged and has begun developing a strategic management plan for contaminated sites that are the responsibility of the City of Kwinana.
Errors omissions delays	Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".	Service Delivery	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Moderate	Review Integrated Planning Documents	Open	This action is completed annually as part of the City's Integrated Planning Framework.
									Review current Tender Process		The tender process review has been completed and is now in the implementation phase.
External theft and fraud	Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic)	People/Health	Project	Minor	Likely	Moderate	Reduce - mitigate risk	Low	Improve Security around the City	Open	The City Assist team has been established to provide a 24/7 security service to the City.
Inadequate safety and security practices	Non-compliance with the Occupation Safety and Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors.	People/Health	Operational	Major	Likely	High	Reduce - mitigate risk	Moderate	Review Working Alone procedures for staff (Working Group created) Review outcomes from LGIS Safety Audit Review and implement relevant actions	Open	Risk assessments for tasks, activities and functions for high risk work areas is underway. OSH Plan and Audit action plan developed, approved and actions underway.
Failure to fulfil statutory regulations or compliance requirements	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal and public domain) to reflect changes.	Compliance	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Compliance Project (calendar integration)	Open	This project will commence in July 2016 and will include the integration of City plans, regulatory requirements and an organisation calendar which will include significant events (to be incorporated into the Business Continuity Plan).
									Review the process for document reviews (internal control)		This action is to remain open as it continues to be reviewed as part of the City's quality management system.
									Develop a development application follow up list based on approval conditions		This action has been completed. Condition follow-ups are undertaken as part of the development application process at the time of finalisation.
Providing inaccurate advice/ information	Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.	Compliance	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Review 'Work Instruction' requirements from a front counter perspective and identify any gaps	Open	Customer Services work instructions are updated regularly as per the Quality Management System. The soon to be implemented Staff Intranet will provide an extra resource for staff to access accurate information.
									Implement the 'Knowledge Base' Project		This action is progressing as part of the Transformation Program.
Ineffective employment practices	Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives.	People/Health	Operational	Moderate	Unlikely	Moderate	Reduce - mitigate risk	Low	Performance Development Framework Project	Open	A framework has been established and associated policies have been reviewed. Annual staff review recording process has been updated and implemented.
									Review funding requirements for future training (Training Needs Assessment)		The development of individual training plans is being progressed with information taken from the annual staff development review. A training needs analysis will be prepared based on this data and will align with the Long Term Financial Plan.
									Review Staff Development Review Design for outside workers		To be reviewed prior to the next Staff Development review period.
Failure of IT or systems and infrastructure	Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked	Service Delivery	Project	Moderate	Likely	High	Reduce - mitigate risk	Moderate	Complete the Internal Network Project	Open	The network switches have been upgraded and the failing ADSL internet connection has been replaced. The tender for replacing network cabling is about to be awarded and it is planned that the cabling is completed by end of June 2016. This will complete the project.
									Implement the KACE software system		This action is complete.
									Develop specific Key Indicators for IT system performance measurement (dependent on managed services with Civica)		Now that we have migrated onto the new Civica Data Centre platform, Service Level Agreements can be implemented with Civica. However, this may no longer be relevant dependent on our future direction with IT service provision.
									Provide Executive Team with update on Business Technology projects		An update of Business Technology projects is provided on a fortnightly basis.

Inadequate engagement practices	Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so	Service Delivery	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Low	Develop Community Engagement Strategy (inc. Legislative Requirements)	Open	Community Engagement Policy and Strategy is currently being reviewed. Calendar of programs, events and activities is continually being update and communicated to the community using a variety of strategies.
									Review existing Style Guide.		Review of the City's style guides occurs periodically in line with our audits.
									Review Customer Service Charter		This action will be reviewed in 2016.
									Review Code of Conduct		This action is complete.
									Develop an annual Calendar of events including City of Kwinana and Local Community Group events		The City communicates events through all appropriate communication channels.
Inadequate Document Management Processes	Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. Issues - Workflow Management (TRIM) - Decision is made by individuals not centralised; track the storing of emails; searches thru TRIM can identify and return sensitive data: Nomenclature on TRIM documents.	Service Delivery	Operational	Minor	Likely	Moderate	Reduce - mitigate risk	Low	Provide records training, support and cyclic monthly audits.	Open	Records have developed a suite of training to specifically meet the needs of staff.
									Review current report for overdue records and determine whether further controls are required		This action is being implemented and rolled out to all high priority teams.
									Review current document management process for planning / building / health approvals (statutory timeframe requirements) for efficiency.		This action is reactive to changes in legislation and regulations and will be carried out where applicable.
									Investigate above issues and provide a response to Executive Team on outcomes and recommendations		To be investigated over the next quarter.
Inadequate supplier/contract management	Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management and monitoring processes.	Service Delivery	Operational	Minor	Unlikely	Low	Reduce - mitigate risk	Low	Implement a Tenders / Contracts Module within the City's software system	Open	Work on this action has begun after completion of the Tender Process Review project.
									Review current process for the recording / tracking of contractor performance		Purchasing procedures are currently being updated to include officer responsibilities for managing and recording supplier performance.
Inadequate asset sustainability practices	Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal.	Service Delivery	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Implement Strategic Asset Module	Open	The organisation currently has a process in place for the Long Term Financial Plan and reviewing the asset management plans. Implementing the Strategic Asset Module has not yet commenced as it requires the completion of other processes before the module is implemented.
									Ensure the alignment of infrastructure assists between Financial and other Asset Management Systems		The current asset management plans, maintenance schedules and forward works programs for various types of infrastructure assets, plant and equipment, which are reviewed annually, are used to estimate asset maintenance costs. The cost estimates are then fed to the long term financial plan to ensure that adequate funding is allocated for asset maintenance during the annual budget process.
									Review the Capital project Funding process (two elements - funding/ongoing maintenance and Performance Manager scope)		This action is completed for the 2016 financial year and is undertaken annually as part of the Long Term Financial Plan review.
Ineffective management of facilities/venues/events	Failure to effectively manage the day to day operations of facilities, venues and / or events.	Service Delivery	Operational	Moderate	Unlikely	Low	Reduce - mitigate risk	Low	Update Risk Management Plan component of Event applications	Open	Discussions underway to embed new risk management framework into event planning.
									Select and Implement a replacement for CLASS and AMLIB		The Library has selected a new software system which has been has been budgeted for 2016/17.
									Review the internal process (engagement) for Event Notifications		This will be improved through the staff intranet.
Inadequate project/change management	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes.	Service Delivery	Operational	Major	Possible	High	Reduce - mitigate risk	Moderate	No action required at this stage, due to implementation of current Performance Management process. Review Control Adequacy in 4 months	Open	Current controls of managing projects include using Performance Management software to track status and progress of projects.

17 Urgent Business

Nil

18 Councillor Reports

18.1 Deputy Mayor Peter Feasey

Deputy Mayor Peter Feasey reported that he had attended the Pioneers Luncheon on behalf of the Mayor and commented that it was a lovely afternoon.

Deputy Mayor Feasey advised that he attended the Annual General Meeting for the Kwinana Senior Citizens and advised that a new president was elected.

Deputy Mayor Feasey mentioned that he had attended the City of Kwinana Citizenship Ceremony.

18.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the Kwinana Industries Council School Based Training Meeting and further reported that there is a new technology building which is a great asset to the school and Kwinana.

Councillor Cooper mentioned that she had attended the City of Kwinana Citizenship Ceremony.

Councillor Cooper advised that she attended the Rockingham General Hospital Community Advisory Council Meeting at Rockingham Hospital and added that she finds the meetings very interesting and continues to learn about the challenges of running a hospital.

Councillor Cooper reported that she had attended the City of Kwinana Leadership Youth, Respect in Kwinana (LyriK) awards and there is an amazing array of youth in Kwinana. Councillor Cooper added that it had been a great event and passed on her congratulations and thanks to the staff that had organised the event.

18.3 Councillor Bob Thompson

Councillor Bob Thompson reported that he had attended the Kwinana Industries Council Forum and that it had been a very informative meeting.

Councillor Bob Thompson mentioned that he had attended the City of Kwinana LyriK awards and that it had been wonderful to see the youth doing so much in the community and assuming positions of leadership.

18.4 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the City of Kwinana Citizenship Ceremony and that it had been fantastic.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the USA Memorial Day and that 103 wreaths were laid in remembrance.

The Mayor advised that she had attended the City of Kwinana LyriK awards and passed on her congratulations to Teece Ninyett for being awarded with the Young Person of the Year Award on the night, which she commented was very deserving. The Mayor further advised that the City of Kwinana Zone City Officers and the team of volunteers had done a great job.

The Mayor mentioned that she had attended the Vision of the Regions Lunch regarding the Indian Ocean Gateway (IOG). The Mayor advised that it had been a National Party Event and that as a result she will be making two IOG briefings.

The Mayor reported that she had attended the City of Fremantle Town Hall Meeting to speak on the importance of the port, which she advised was well received. The Mayor announced that she would like to hold a City of Kwinana Town Hall Meeting for the City's residents to hear our plans and ask questions.

The Mayor advised that she had attended the City of Kwinana Citizenship Ceremony.

The Mayor mentioned that she had attended the Building of the Lucky Country breakfast presentation and that the Australia and New Zealand Banking Group Limited (ANZ) spoke about cyber security and examples of social media being used and the extortion of customers.

The Mayor reported that she had attended the Western Australian Local Government Association (WALGA) Special State Council Meeting and further reported that the general membership subscription will increase by 4.6% for Kwinana, being a \$1,223 increase. The Mayor explained that each local government is different and the subscription is dependent on a formula around operating revenue/ population.

The Mayor advised Council on the passing of former Councillor, William (Bill) Goodchild, who served on Council during the years of 1977 to 1979. The Mayor passed on her condolences to the family.

21 Matters Behind Closed Doors

Nil

22 Meeting Closure

The Mayor declared the Meeting closed 7:39pm.

Chairperson:

22 June 2016