

Ordinary Council Meeting

9 November 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 CAROL ADAMS
DEPUTY MAYOR PETER FEASEY
CR R ALEXANDER
CR W COOPER
CR S LEE
CR B THOMPSON
CR D WOOD

MS C MIHOVILOVICH	-	Acting Chief Executive Officer
MS M BELL	-	Corporate Lawyer
MR P NIELSON	-	Acting Director City Development
MR E LAWRENCE	-	Director Corporate and Engineering Services
MR A HARDING	-	Acting Director City Living
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	0
Members of the Public	8

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 Sandra Lee 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 Sheila Mills from 4 November 2016 to 13 November 2016 inclusive.

4 Public Question Time:

Due to the members of the public being minors the City has suppressed the names of the members of the public that asked questions.

4.1 Resident 1

Question 1

In your roles as local Councillors and besides from the existing projects such as the skate park how are you strategising to improve our City on behalf on the youth?

Question 2

Would it be appropriate if a member from the Kwinana Youth Advisory Council were to liaise with a member of the City Council, so that we, as youth representatives could be better informed with the work of the Council and give greater voice to our community's youth?

Response

The Mayor took the questions on notice.

4.2 Resident 2

Question 1

How are you limiting youth fights in public areas?

Response

The Mayor advised through the City's City Assist and Community Engagement Teams.

The Mayor asked what area(s) of the City in particular the question was referring to?

The resident replied the Kwinana Marketplace, parks and local areas like that.

The Mayor explained that she attended the first meeting of the recently instigated City Accord which consists of the City of Kwinana, Gilmore College Principal, local Police, Red Cross, Indigenous Leaders, Library and Resource Centre and Kwinana Marketplace and together were discussing how we address issues like the one you have mentioned and having more presence in the area. The Mayor further explained that the City is very aware that there are conflicts in the public areas and it reflects poorly on the youth and the City. The Mayor added the importance of building and having a really good relationship between all of the above mentioned groups.

Question 2

What are you doing to help the youth to stay out of trouble?

Response

The Mayor advised that the Police regularly deal with families that are known to them, the school Chaplain at Gilmore College, Red Cross, Medina Aboriginal Cultural Centre are all available to our youth to access. The Mayor explained that the City is constantly trying to provide facilities to the youth such as the skate park, which I am aware is a big loss to the youth currently, but will be coming back bigger and better and the City is also aware that the temporary skate park has been popular in its absence and that the Zone Youth Space is as inclusive as possible where there is access to the City's Youth Engagement team.

4 PUBLIC QUESTION TIME CONTINUED

Question 3

Is there any way the youth can help out with these problems?

Response

The Mayor mentioned that she could raise at the next City Accord Meeting if there would be any objections of a local youth member being part of the team and then putting out an expressions of interest.

4.3 Resident 3

Question 1

When will the skate park be open?

Response

The Mayor advised that the skate park is expected to be up and running in July 2017.

Question 2

Will there be another meeting regarding the design of the skate park?

Response

The Mayor advised no and explained that the City is now at the assessing of the tender stage of the process.

Question 3

When will the skate park start being built?

Response

The Mayor advised that once the contractor is appointed, the construction will be underway soon there after.

5 Applications for Leave of Absence:

Nil

6 Declarations of Interest by Members and City Officers:

Nil

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 26 October 2016:

COUNCIL DECISION

356

MOVED CR P FEASEY

SECONDED CR B THOMPSON

That the Minutes of the Ordinary Meeting of Council held on 26 October 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:

Nil

11 Notices of Motion:

Nil

12 Reports – Community

Nil

13 Reports – Economic

Nil

14 Reports – Natural Environment

Nil

15 Reports – Built Infrastructure

15.1 Amended Joint Development Assessment Panel Application – SAMI - General Industry – Bitumen Storage, Processing and Distribution Facility – Part Lot 9002 Port Road, Kwinana Beach

SUMMARY:

An amended Joint Development Assessment Panel application has been received for a proposed General Industry – Bitumen Storage, Processing and Distribution Facility for SAMI Bitumen Technologies (SAMI) on Lot 9002 Port Road, Kwinana Beach.

The Metro South-West Joint Development Assessment Panel (JDAP) approved an initial application for a proposed General Industry – Bitumen Storage, Processing and Distribution Facility for SAMI Bitumen Technologies (SAMI) on Lot 9002 Port Road, Kwinana Beach, at its meeting held on 13 January 2016. The approval was issued on the 2.4815 hectare western portion leased area.

SAMI subsequently entered into a joint venture (JV) agreement with the neighbouring lease holder, Puma Energy, to share three tanks across the two leasehold sites. An amended application was submitted for the changes as a result of the JV partnership. The application was conditionally approved by the JDAP on 8 July 2016.

The applicant now submits an amended application for minor alterations to the site layout and storage facilities.

The proposed changes to the development are as follows:

1. Replacement of two 500 million tonnes (mt) tanks with four 150mt storage and blending tanks and relocation of another four 150mt day tanks;
2. Minor changes to the layout of the oxidation area;
3. 100mt tank moved to the batch check tanks area;
4. Minor changes to the layout of the Emulsion Tanks.

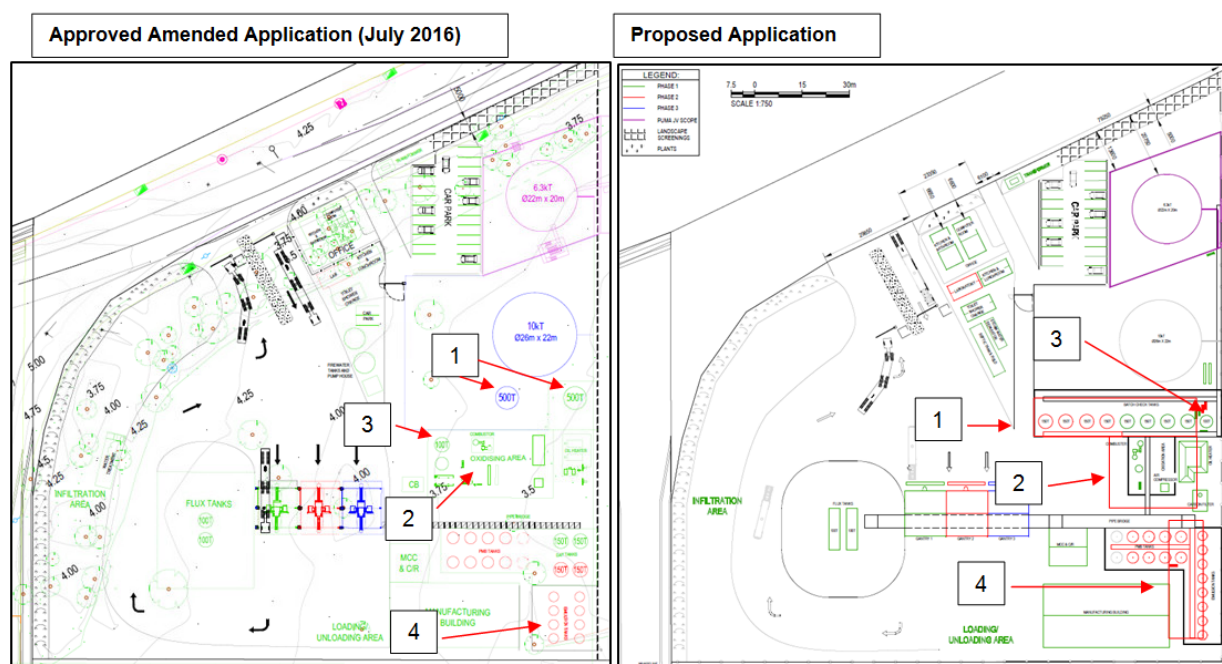
These changes as numbered are shown below on the inserted figures.

The purpose of the amendments is to provide greater flexibility and range of bitumen products (different or same grades in each tank) which will result in reduced storage capacity and reduced energy requirements. The amended layout also provides for greater clearance and access around the tank farm.

The total storage capacity of bitumen tanks on site is decreasing slightly from 18 kilo tonnes (kT) to 17.6kT.

The operations and activities approved on site will not substantially change as a result of the proposed amendments. The plans below show the approved development and the proposed changes.

15.1 AMENDED JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION – SAMI - GENERAL INDUSTRY – BITUMEN STORAGE, PROCESSING AND DISTRIBUTION FACILITY – PART LOT 9002 PORT ROAD, KWINANA BEACH



Offsite Risk

A preliminary Quantitative Risk Assessment (QRA) was conducted for the proposed bitumen facility (October 2015). The QRA indicated that no risk contours exceed the site boundary and therefore all off-site risk criteria will be met. The QRA was re-assessed against the proposed amendments to the original and the amended approved proposal. The assessment revealed that there will be no additional risk impact as a result of the amendments.

Given the above, City Officers are satisfied that the proposed changes do not alter the conclusion of the original QRA that stipulates that Location Specific Individual Fatality Risk contours remain within the site boundary.

It is considered that with the proposed measures and controls put in place, the development meets the acceptable risk criteria levels. The development will be subject to licensing and dangerous goods legislation controlled by the Department of Mines and Petroleum.

Traffic Assessment

A Traffic Impact Assessment was undertaken to support the previous development applications. The proposed amendments does not modify any access points or impact on traffic flows, therefore the conclusions made within the original and reassessed traffic impact report are considered to remain valid.

Officer's Comment

City Officers have prepared the Responsible Authority Reports (RARs) in accordance with the JDAP Regulations for Council's consideration and determination. The amended development applications are a "P" (Permitted) use under TPS 2 and do not require advertising.

15.1 AMENDED JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION – SAMI - GENERAL INDUSTRY – BITUMEN STORAGE, PROCESSING AND DISTRIBUTION FACILITY – PART LOT 9002 PORT ROAD, KWINANA BEACH

City Officers have reviewed the proposed minor amendments and are satisfied that they meet TPS 2 requirements. The changes will have little impact on the intent and operations of the development.

City Officers have recommended the application be approved subject to the same conditions and advice notes of the 8 July 2016 approval.

OFFICER RECOMMENDATION:

That Council consider and adopt the recommendations of the Responsible Authority Report to the South West Metropolitan Joint Development Assessment Panel for Proposed General Industry – Bitumen Storage, Processing and Distribution Facility (Attachment A), on Lot 9002 Kwinana Beach Road.

COUNCIL DECISION

357

MOVED CR B THOMPSON

SECONDED CR W COOPER

That Council consider and adopt the recommendations of the Responsible Authority Report to the South West Metropolitan Joint Development Assessment Panel for Proposed General Industry – Bitumen Storage, Processing and Distribution Facility (Attachment A), on Lot 9002 Kwinana Beach Road.

**CARRIED
7/0**



Form 2 - Responsible Authority Report (Regulation 17)

Property Location:	Part Lot 9002 Port Road, Kwinana Beach
Application Details:	Proposed General Industry – Bitumen Storage, Processing and Distribution Facility
DAP Name:	METRO SOUTH – WEST
Applicant:	GHD Pty Ltd (on behalf of SAMI Bitumen Technologies Pty Ltd)
Owner:	WA Land Authority – LandCorp
LG Reference:	DA8470-03
Responsible Authority:	City of Kwinana
Authorising Officer:	Jessica Birbeck – Planning Officer
Department of Planning File No:	DAP/15/00924
Report Date:	12 October 2016
Application Receipt Date:	4 October 2016
Application Process Days:	60 Days
Attachment(s):	1: Location Plan 2: 245638 – 000 – DRG – LA – 0038 - Rev D – Site Plan 3: 245638 – 000 – DRG – LA – 0022 - Rev D – Site Overview

Recommendation:

That the Metro South-West Joint Development Assessment Panel resolves to:

1. Accept that the DAP Application reference DAP/15/00924 as detailed on the DAP Form 2 dated 4 October 2016 is appropriate for consideration in accordance with Regulation 17 of the *Planning and Development (Development Assessment Panels) Regulations 2011*; and
2. Approve the DAP Application reference DAP/15/00924 as detailed on the DAP Form 2 dated 4 October 2016 and accompanying plans '245638 – 000 – DRG – LA – 0038 - Rev D' & '245638 – 000 – DRG – LA – 0022 - Rev D' in accordance with the provisions of the City of Kwinana Town Planning Scheme No. 2 and the Metropolitan Region Scheme for the proposed minor amendment to the approved General Industry – Bitumen Storage, Processing and Distribution Facility on Part Lot 9002 Port Road, Kwinana Beach, subject to the conditions and advice notes of the 8 July 2016 approval.

Background

Property Address:	Part Lot 9002 Port Road, Kwinana Beach
Zoning	MRS: Special Industry
	TPS: General Industry
Use Class:	General Industry – Bitumen Storage, Processing and Distribution Facility
Strategy Policy:	City of Kwinana Local Planning Policy (LPP) - Development within Industrial Zones
Development Scheme:	City of Kwinana Town Planning Scheme No.2

Lot Size:	2.4815 hectares (proposed lease area)
Existing Land Use:	Vacant
Value of Development:	\$42 million

The Metro South-West Joint Development Assessment Panel (JDAP) at its meeting held on 13 January 2016 approved an application for a proposed General Industry – Bitumen Storage, Processing and Distribution Facility for SAMI Bitumen Technologies (SAMI) on Lot 9002 Port Road, Kwinana Beach. The approval was issued on the 2.4815 hectare western portion leased area. The development has not yet commenced. The lease areas are shown in Attachment 1 of this report.

SAMI subsequently entered into a joint venture (JV) agreement with the neighbouring lease holder, Puma Energy, to share three storage tanks across the adjoining two leasehold sites. An amended application was submitted to accommodate the changes. The application was conditionally approved by the JDAP on 8 July 2016.

The applicant now submits an amended application for minor alterations to the site layout and storage facilities.

Proposal

The proponent seeks to relocate its existing bitumen storage and processing facility in North Fremantle to a 2.4815 hectare leased portion of Lot 9002 Port Road, Kwinana Beach. The application states that bitumen will be imported from bulk bitumen carriers moored at the Kwinana Bulk Jetty and transferred to site via the existing services pipeline to storage tanks located on-site. The bitumen will be processed on-site and transferred into road tankers, via new road tanker loading bays. It is noted that the processing of bitumen on site is only limited to the introduction of additives to the bitumen to produce a range of Polymer Modified Bitumen (PMB), specialty and standard grade bitumen emulsion.

The following operational activities will be undertaken on the site;

- Importing of bitumen via cargo ships utilising the Kwinana Bulk Jetty and transferred to the site through an existing services pipeline, for final storage in two feed storage tanks;
- Delivery of smaller quantities of chemicals and additives via road tankers and isotainers and storage on site;
- Processing of bitumen to supply a range of PMB, specialty and standard grade bitumen emulsion; and
- Operation of double bay truck loading gantry.

The applicant advises that loading operations at the site are proposed to be run 24 hours per day, 365 days per year. The applicant's Traffic Assessment Report predicts that the development will generate up to 7 to 10 truck movements in and out per day. The report notes that the peak operation hours are 4am - 10am and 3pm – 6pm. It is anticipated that there will be a total of 13 staff on-site.

Summary of proposed changes

The proposed changes to the development are as follows:

1. Replacement of two 500mt tanks with four 150mt storage and blending tanks and relocation of another four 150mt day tanks;

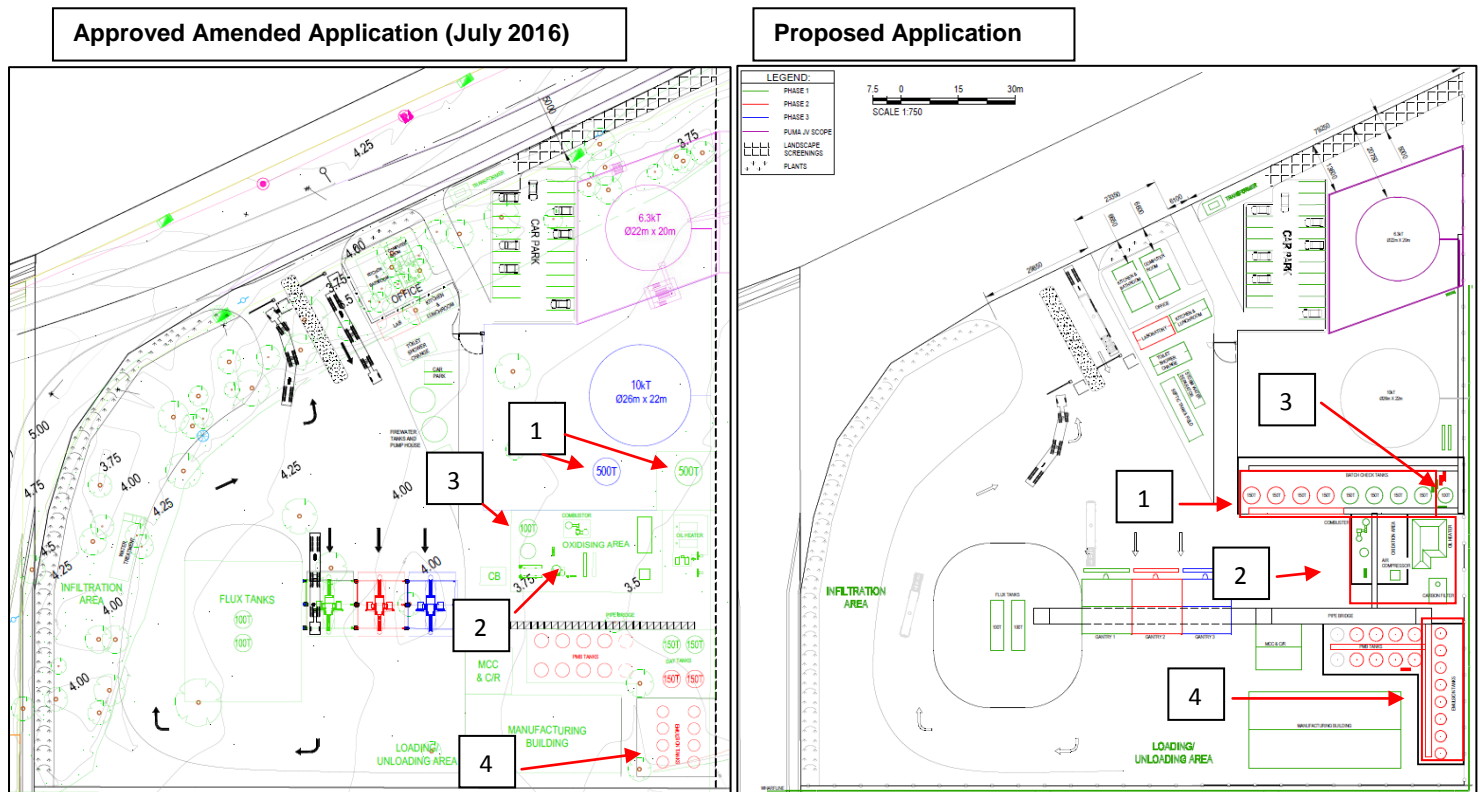
2. Minor changes to the layout of the oxidation area;
3. 100mt tank moved to the batch check tanks area;
4. Minor changes to the layout of the Emulsion Tanks.

These changes as numbered are shown below on the inserted figures.

The purpose of the amendments is to provide greater flexibility and range of bitumen products (different or same grades in each tank) which will result in reduced storage capacity and reduced energy requirements. The amended layout also provides for greater clearance and access around the tank farm.

The total storage capacity of bitumen tanks on site is decreasing slightly from 18kT to 17.6kT.

The operations and activities approved on site will not substantially change as a result of the proposed amendments. The plans below show the approved development and the proposed changes.



Offsite Risk

A preliminary Quantitative Risk Assessment (QRA) was conducted for the proposed bitumen facility (October 2015). The QRA indicated that no risk contours exceed the site boundary and therefore all off-site risk criteria will be met. The QRA was re-assessed against the proposed amendments to the original and the amended approved proposal. The assessment revealed that there will be no additional risk impact as a result of the amendments.

Given the above, City Officers are satisfied that the proposed changes do not alter the conclusion of the original QRA that stipulates that Location Specific Individual Fatality Risk contours remain within the site boundary.

The proponent submitted a Hazard Assessment Map (Figure 1 below) showing the risk contours remaining within the property boundary.

It is considered that with the proposed measures and controls put in place, the development meets the acceptable risk criteria levels. The development will be subject to licensing and dangerous goods legislation controlled by the Department of Mines and Petroleum.

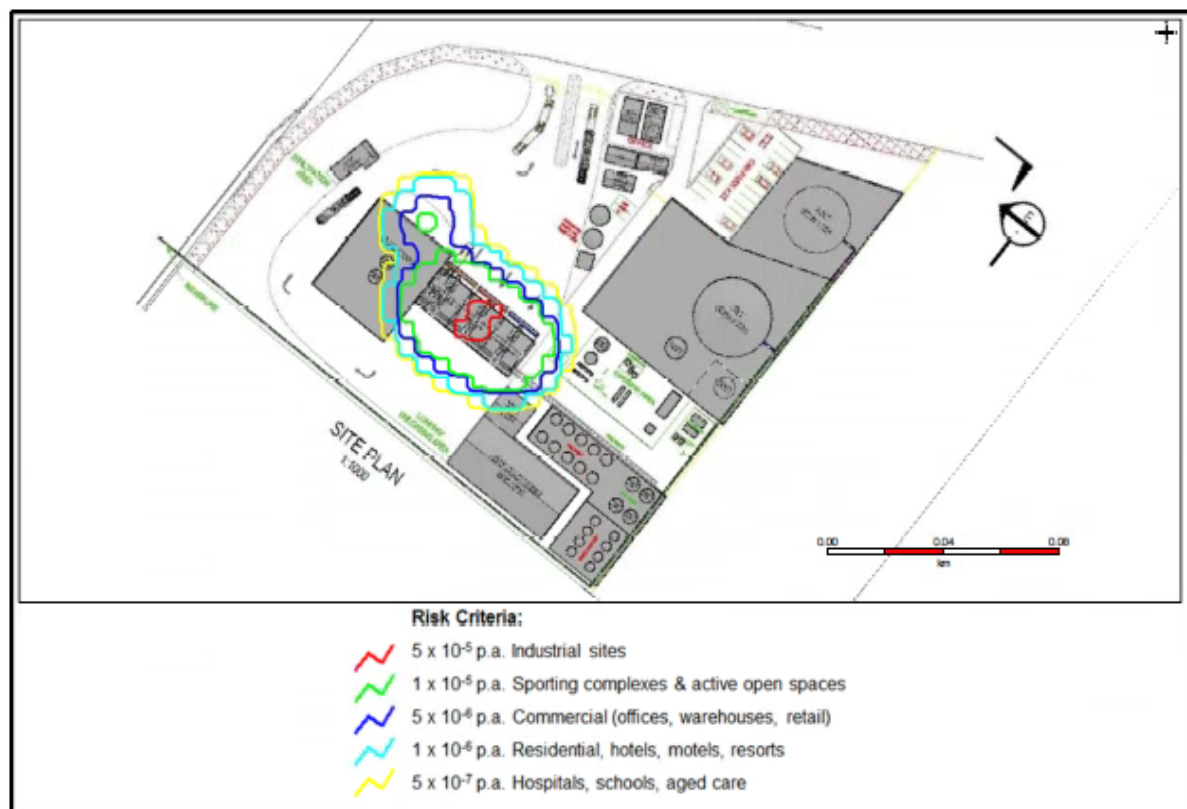


Figure 1 – Hazard Assessment Contours

Traffic Assessment

A traffic impact assessment was undertaken to support the previous development applications. The proposed amendments do not modify any access points or impact on traffic flows, therefore the conclusions made within the original and reassessed traffic impact report are considered to remain valid.

Legislation & Policy:

Legislation

The proposed development is subject to a range of licences and regulations applying to industry in Western Australia. A summary of the key legislation, regulations or local laws relevant to the application is listed below:

- *Contaminated Sites Act, 2003*
- *Dangerous Goods Safety Act, 2004* and Regulations
- *Environmental Protection Act, 1986* and relevant Regulations
- *Health Act, 1911*
- Kwinana Environmental Protection (Atmospheric Waste) Policy 1992 including 1999 amendment Regulations
- State Environmental (Cockburn Sound) Policy 2005
- *Planning and Development Act, 2005*
- City of Kwinana, Local Planning Scheme No. 2 and Local Planning Policies

State Government Policies

State Planning Policy 4.1 – State Industrial Buffer Policy

State Planning Policy 2.6 – State Coastal Planning Policy and associated Position Statement

Local Planning Policies

Local Planning Policy – Development within the Cockburn Sound Catchment

Local Planning Policy – Development within Industrial Zones.

Consultation:

The proposal represents a “P” use within the context of the requirements of TPS No.2 and therefore is not required to be advertised.

The amended application was not advertised to any referral agencies or adjoining land owners as it is not required under TPS No.2 and the changes are considered minor and do not change the intent of the development.

The Department of Environment Regulation (DER) has classified the land as *possibly contaminated – investigation required* under the Contaminated Sites Act 2003, and as such, there is a memorial on the Certificate of Title for the subject land.

Lot 9002 Kwinana Beach Road was subject to an overall preliminary site investigation in 2008, which indicated that potential Asbestos Containing Material from fly tipping was removed from the site in 2006. The DER has since reported however, that evidence to confirm whether the remedial works undertaken in 2006 were successful in removing all asbestos materials is yet to be submitted or confirmed.

The DER have previously commented (Puma Energy's recent application DAP/14/00615 on the same lot for a similar development) that the site is capable of supporting the industrial development, however should be required under the Contaminated Sites Act, 2003 to prepare an Asbestos Management Plan to address the potential risks to site workers during the construction period. Subject to the preparation and submission of the abovementioned management plan, the DER would not recommend any contaminated sites related conditions.

Conclusion:

Upon assessment of the development against the objectives and requirements of TPS No.2, it is considered that the amended application can be approved subject to the conditions of the DAP approval granted on the 8 July 2016. The development

largely complies with the requirements of TPS 2 and represents effective use of currently underutilised industrial land within the KIA.

The conditions of approval granted by the JDAP on the 8 July 2016 are as follows:

Conditions

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. A minimum of 1240 square metres (5%) of the subject site is to be landscaped prior to the occupation of the development and maintained to a high standard thereafter to the satisfaction of the City of Kwinana.
3. Landscaping areas, vehicle parking spaces and accessways, and all other items and details as shown on the approved development plans shall be installed prior to occupying the proposed development and maintained thereafter to the satisfaction of the City of Kwinana.
4. Stormwater drainage from roofed and paved areas being disposed of on-site or as may otherwise be approved under Environmental Protection Authority (EPA) Licence conditions or approved Stormwater Management Plan to the satisfaction of the City of Kwinana.
5. The applicant shall implement dust control measures for the duration of the Site and Construction Works and for the ongoing operation of the site to the satisfaction of the City of Kwinana.
6. Vehicle crossovers shall be constructed to the specifications and satisfaction of the City of Kwinana.
7. A minimum of 13 vehicle parking bays are to be provided in the area defined on the approved development plans in accordance with AS2890, to be clearly marked on the ground and constructed of bitumen, brick or concrete and drained prior to the occupation of the development to the satisfaction of the City of Kwinana.
8. All vehicle parking to be accommodated within the boundaries of the subject lot.
9. All trafficable areas are to be sealed and drained as per the City of Kwinana 'Trafficable Areas' Specifications to the satisfaction of the City of Kwinana.
10. All non-trafficable and lay-down areas within the subject lot being sealed and drained to comply with the City of Kwinana non-trafficable and lay-down area specifications.
11. A detailed Landscaping Plan which outlines the proposed species and densities of plants to be used at the time of planting together with the anticipated height of each plant at maturity, spacing of each species and location of existing vegetation, the use of mature/advanced species between

the existing security fence and the road boundary/verge, and the proposed reticulation layout is required to be submitted to the City of Kwinana for approval prior to commencement of construction. The landscaping plan shall be implemented to the satisfaction of the City within 60 days of the practical completion of construction.

12. All vegetation cleared as part of the development shall be mulched, not burnt, and re-used throughout the landscaped areas of the development to the satisfaction of the City of Kwinana.
13. On-site effluent disposal systems shall be nutrient retentive to comply with the Health Act and Cockburn Sound Management Council requirements.
14. All plant and vehicle wash down facilities shall be connected to an appropriate wastewater treatment system to the satisfaction of the City of Kwinana.
15. The development shall be connected to an adequate potable water supply in accordance with the standards required by the *National Health and Medical Research Council Australian Drinking Water Guidelines, 2004*.
16. Storage of chemicals and liquids shall be within bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.
17. Prior to the commencement of the development the proponent shall prepare and submit to the City of Kwinana for approval an Asbestos Management Plan which has been reviewed by a WA Accredited Contaminated Sites Auditor. The plan shall be implemented during the construction period.
18. Within 14 days of commissioning of the Plant operations, the proponent shall provide to the City of Kwinana, certification from a suitably qualified acoustic consultant that the noise emissions resulting from the operations on the site comply with Environment Protection Act and Regulations. The certification shall demonstrate that the plant complies with Environmental Protection (Noise) Regulations 1997 from time of commencement of operations through to maximum throughput capacity.
19. The proponent shall ensure odour emissions from the site do not cause nuisance odour at sensitive premises as determined under the nuisance provisions of the Health Act.

2. Advice to Applicant

- 2.1 The applicant is advised that planning approval is required from the City of Kwinana for all future development prior to the commencement of works or alteration of land use.
- 2.2 Construction should not be commenced for the components of the development which require building approval until the applicant has paid the appropriate fees, submitted the appropriate supporting documentation and has been issued with a building permit in accordance with the *Building Act 2011* and *Building Regulations 2012*.

- 2.3 The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health Act 1911, Dangerous Goods Safety Act 2004 and Regulations, Contaminated Sites Act 2003, Kwinana Environmental Protection (Atmospheric Waste) Policy 1999.
- 2.4 The proponent is advised to liaise with the Kwinana Industries Council (KIC) to include the noise emissions from the development into the KIC cumulative noise model.
- 2.5 The development shall comply with the requirements of the Dangerous Goods Safety Act 2004 and associated regulations and thereby require the approval of the Department of Mines and Petroleum.
- 2.6 The development shall comply with the Department of Environment Regulation Works Approval and Licence conditions.
- 2.7 The provision of an adequate water supply for fire fighting purposes to the specification of the Department of Fire & Emergency Services, and to the satisfaction of the City of Kwinana.
- 2.8 Where an approval has so lapsed, no development shall be carried out without further approval having first been sought and obtained, unless the applicant has applied and obtained Development Assessment Panel approval to extend the approval term under regulation 17(1)(a) of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

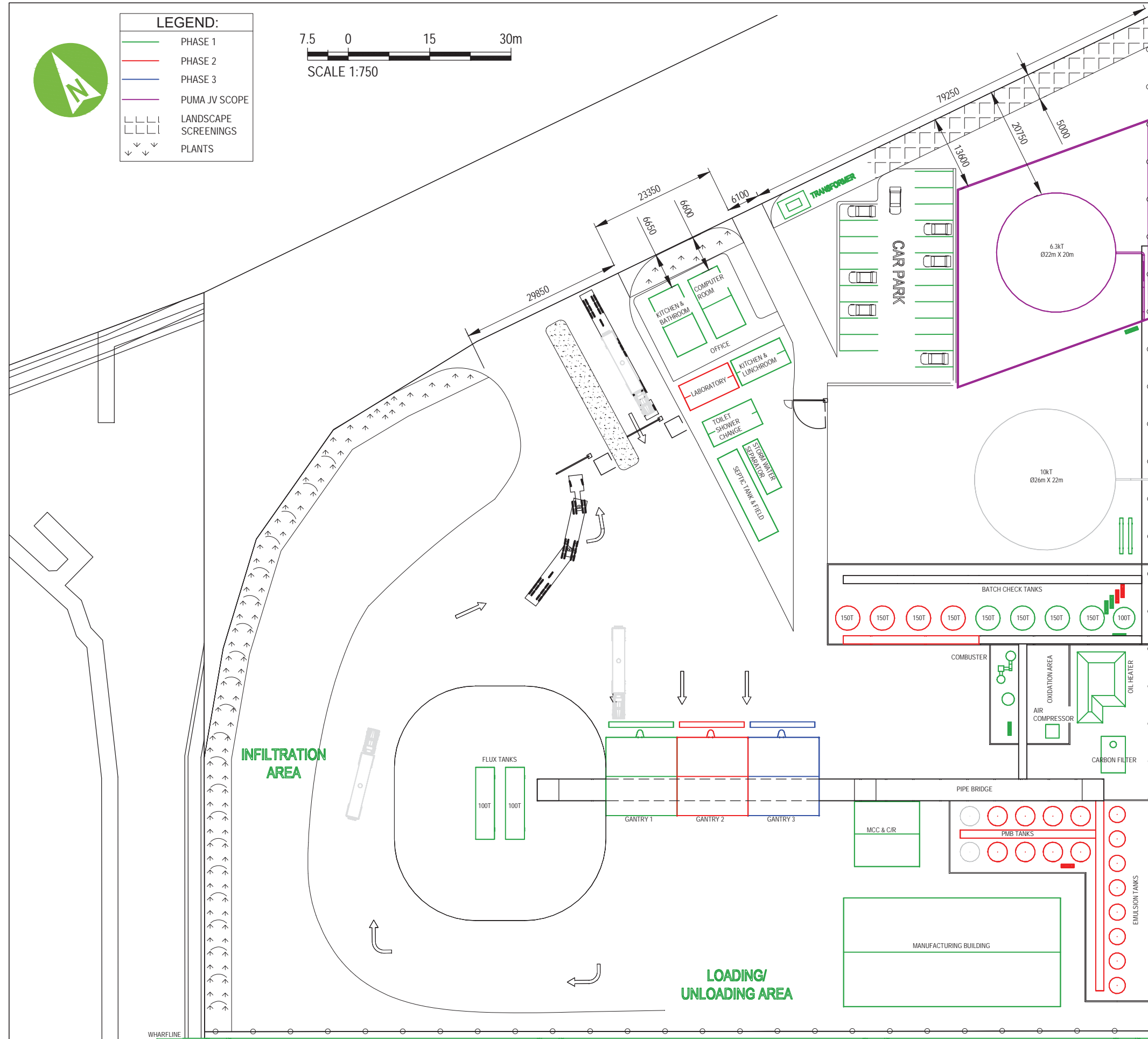
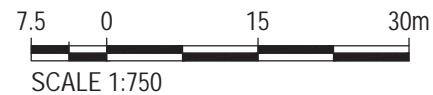
LOCATION PLAN – SAMI & PUMA LEASE AREAS



ATTACHMENT 1



LEGEND:	
—	PHASE 1
—	PHASE 2
—	PHASE 3
—	PUMA JV SCOPE
LLLL	LANDSCAPE
LLLL	SCREENINGS
↓ ↓ ↓	PLANTS



ATTACHMENT 2

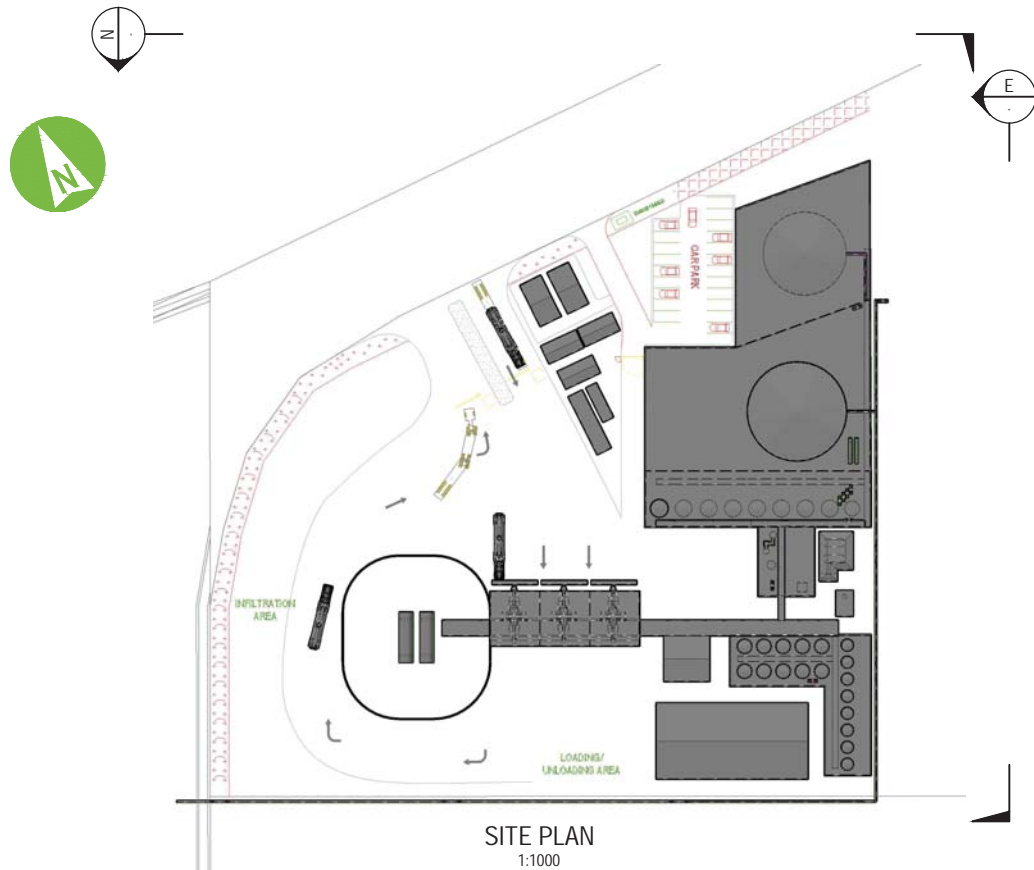
LEASE 1, LOT 9002 ON DP68876,
KWINANA BEACH ROAD, KWINANA

REV	DATE	REVISION DETAILS	APPROVED
A	29.04.16	ISSUED FOR DA	M. KERR
B	12.07.16	RE-ISSUED FOR DA	S. HOLM
C	16.08.16	ROAD CROSSINGS DIMENSIONED	M. KERR
D	23.08.16	RE-ISSUED FOR DA	M. KERR

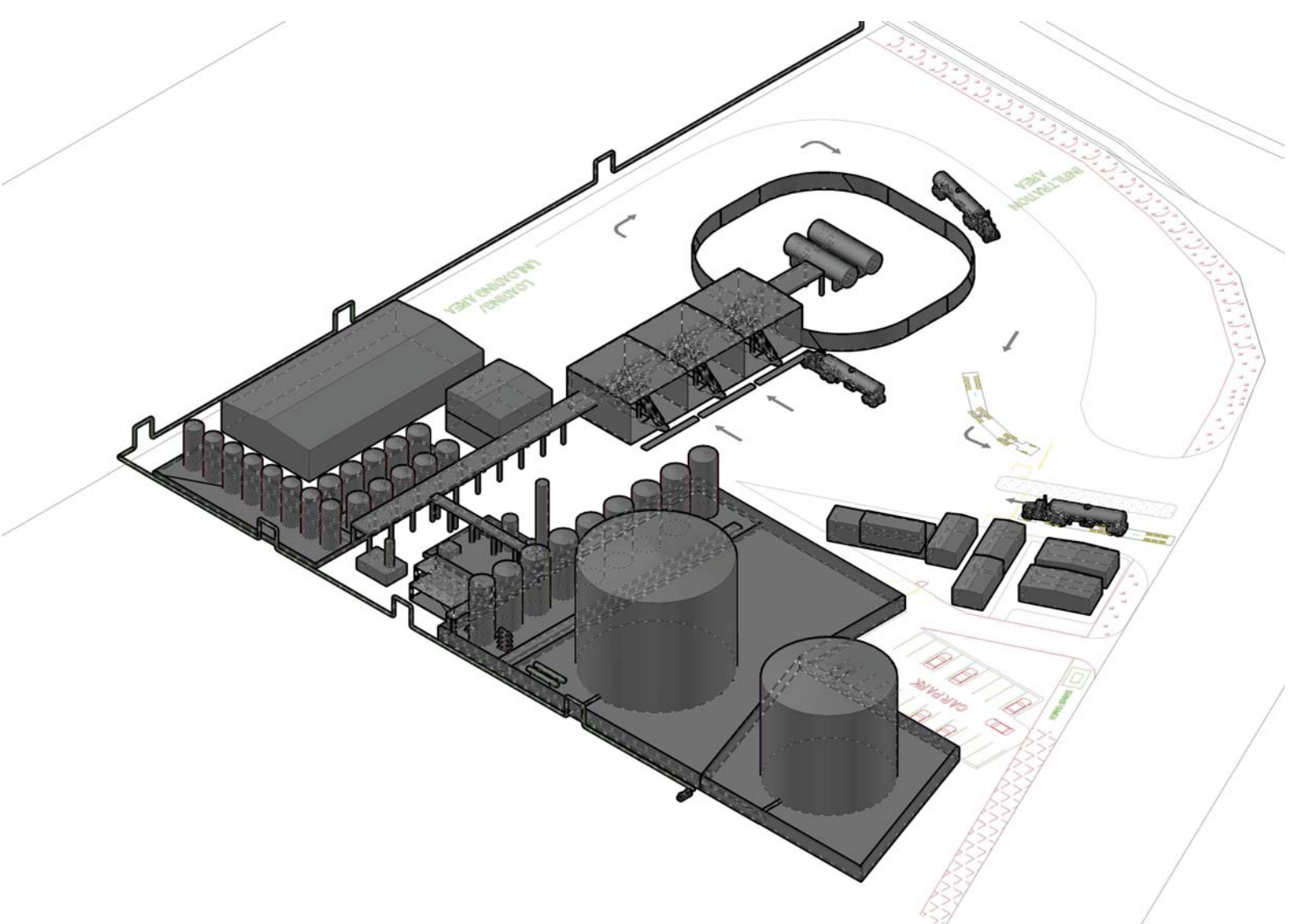
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DRAWN	L. AXTEN-RICE		
DESIGNED	S. HOLM		
CHECKED	M. KERR		

PRELIMINARY NOT FOR CONSTRUCTION	
APPROVED	DATE 23.08.16
M. KERR	

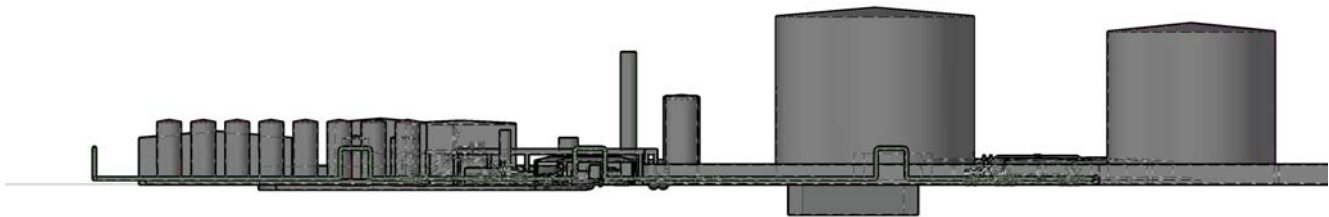
PROJECT	KWINANA BITUMEN TERMINAL PROJECT SAMI BITUMEN						
TITLE	SITE PLAN FOR DA APPROVAL						
DRAWING No.	PROJECT No.	WBS	TYPE	DISC	NUMBER	REV	
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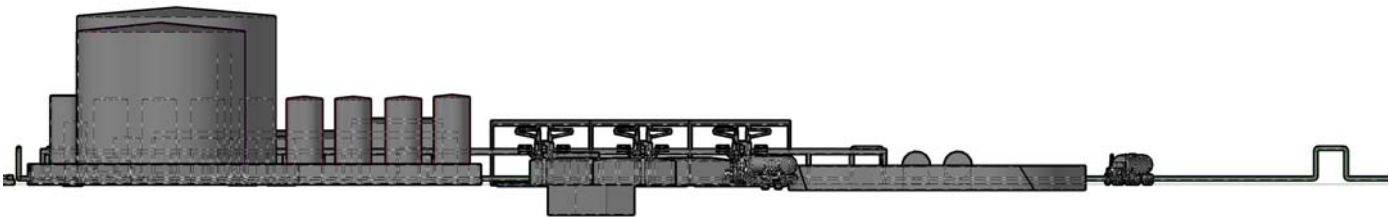
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ELEVATION N
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ATTACHMENT 3

LEASE 1, LOT 9002 ON DP68876,
KWINANA BEACH ROAD, KWINANA

REV	DATE	REVISION DETAILS	APPROVED	SCALE	SIZE	PRELIMINARY NOT FOR CONSTRUCTION		PROJECT	KWINANA BITUMEN TERMINAL PROJECT SAMI BITUMEN										
A	19.10.15	ISSUED FOR MASTER PLAN	V. WEBB	AS SHOWN	A1	APPROVED DATE 23.08.16 M. KERR		TITLE	SITE OVERVIEW ALL STAGES										
B	20.10.15	RE-ISSUED FOR MASTER PLAN	V. WEBB																
C	27.04.16	ISSUED FOR DA	M. KERR	DRAWN M. RANDELL															
D	23.08.16	RE-ISSUED FOR DA	M. KERR	DESIGNED LAXTEN-RICE															
				CHECKED J.PIETERSE															
								DRAWING No.	PROJECT No. 245638	-	WBS 0000	-	TYPE DRG	-	DISC LA	-	NUMBER 0022	-	REV D

16 Reports – Civic Leadership

16.1 Council Policy Review – Access to Information and Staff by Elected Members

SUMMARY:

A review of Council Policy – ‘Access to Information and Staff by Elected Members’ was undertaken and is recommended for Council endorsement.

OFFICER RECOMMENDATION:

That Council adopt the amended Policy – Access to Information and Staff by Elected Members as contained within Attachment A.

DISCUSSION:

A copy of the Policy as recommended for amendment is detailed in Attachment A with the current Policy contained within Attachment B. A summary of changes recommended to the Policy are included below.

In addition, a new Policy format has been created that ensures that Policies address a number of compulsory criteria, including a risk assessment, financial, environmental and other assessment criteria. The new format also provides a section for links to other internal and external documents as appropriate as part of the improvement the City is undertaking to ensure that corporate documents are referenced and integrated.

The compulsory topic sections that are required to be addressed within the Policy include:

- Title
- Purpose
- Scope
- Definitions
- Policy Statement
- Financial/Budget Implications
- Asset Management Implications
- Environmental Implications
- Strategic/Social Implications
- Occupational Safety and Health Implications
- Risk Assessment
- References

Policy recommended for amendment

Access to Information and Staff by Elected Members

The recommended changes include:

- Minor changes to grammar in line with the City's style guide.
- Minor grammatical corrections throughout the Policy
- Inclusion of the new compulsory sections to ensure that the Policy addresses a wide range of implications.

16.1 COUNCIL POLICY REVIEW – ACCESS TO INFORMATION AND STAFF BY ELECTED MEMBERS

- Inclusion of a requirement to provide a risk assessment within the Policy.
- Removal of attached forms and held as a separate document.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

5.92. Access to information by council, committee members

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
 - (a) all written contracts entered into by the local government; and
 - (b) all documents relating to written contracts proposed to be entered into by the local government.

5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10 000 or imprisonment for 2 years.

Local Government (Rules of Conduct) Regulations 2007

10. Relations with local government employees

- (1) A person who is a council member must not —
 - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

16.1 COUNCIL POLICY REVIEW – ACCESS TO INFORMATION AND STAFF BY ELECTED MEMBERS

- (3) *If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —*
- (a) *make a statement that a local government employee is incompetent or dishonest; or*
 - (b) *use offensive or objectionable expressions in reference to a local government employee.*
- (4) *Subregulation (3)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications for this report. Individual Policies may have financial implications and if so, budgetary considerations are included on an annual basis.

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:

The role of Council is to ensure that the Council's Policies are aligned with the key goals and aspirations as set out in our Plan for the Future.

RISK IMPLICATIONS:

Risk Event	Elected member is not provided with relevant information from the City and this impacts their decision making.
Risk Theme	Making informed decisions
Risk Effect/Impact	Financial impact
Risk Assessment Context	Operational
Consequence	Major
Likelihood	Possible
Rating (before treatment)	High
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Provide adequate and available City information when requested by elected members.
Rating (after treatment)	Moderate

16.1 COUNCIL POLICY REVIEW – ACCESS TO INFORMATION AND STAFF BY ELECTED MEMBERS

COUNCIL DECISION

358

MOVED CR D WOOD

SECONDED CR S LEE

That Council adopt the amended Policy – Access to Information and Staff by Elected Members as contained within Attachment A.

**CARRIED
7/0**

Council Policy

Access to Information and Staff by Elected Members

D13/64384[v4]

1. Title

Access to Information and Staff by Elected Members

2. Purpose

To outline the approach the City is to take relating to ~~E~~lected ~~M~~member access to information, records and staff.

3. Scope

Elected ~~M~~members have access to certain documents over and above the rights of electors or creditors of the municipality which are provided for in accordance with Section 5.94 of the Local Government Act 1995.

Additional rights as provided by Section 5.92 of the Local Government Act 1995 are granted in order to enable an elected member to discharge adequately the functions of their elected office.

A member may only seek such information from ~~City Council~~ records and files in the pursuit of ~~City Council~~ business. Elected ~~M~~members are not to use information for their own or another's ~~person's~~ purpose, benefit or detriment unconnected with ~~City Council~~ activities.

4. Definitions

Elected member means a serving elected member of Council of the City of Kwinana.

5. Policy Statement

The following points need to be considered when a request for access to information or staff is made under this Policy:

- Elected ~~M~~members wishing to obtain information on a Council matter or wishing to arrange a meeting with City Officer/s relating to the business of the ~~City Council~~, must initially contact either the Chief Executive Officer or the appropriate Director.
- Where research may be required to satisfy the ~~E~~lected ~~M~~member's enquiry, it is preferable that the ~~E~~lected ~~M~~member give appropriate advance notice of their requirements. Elected ~~M~~members with such a request or complaint should ~~put their request in writing~~ ~~complete an 'Elected Member's Request Form'~~ and forward it to the Chief Executive Officer ~~or the appropriate Director~~.
- The Chief Executive Officer or Director is to ascertain from the ~~E~~lected ~~M~~members seeking access to such information the precise nature of the request and the information being sought, and the reason why that information is requested. If the request establishes motivation outside the general guidelines of assisting the ~~E~~lected ~~M~~members in the proper discharge of their responsibilities, the Chief Executive Officer is within their

rights to refuse such a request.

- Following any such refusal by the Chief Executive Officer, if the ~~E~~elected ~~M~~member still wishes to access the information, the elected member is entitled to lodge an application under the Freedom of Information Act 1982.
- If the request for information complies with the intent of this policy and the prevailing legislation, however it places an unreasonable demand on staff time and resources so as to render the research reasonably disruptive to the administration, the Chief Executive Officer may, in accordance with Section 5.95(1)(b) of the Local Government Act 1995 refuse to comply with the request.
- If access is refused, the ~~E~~elected ~~M~~member seeking access may seek review through Council. Once Council has decided, the Chief Executive Officer is to comply with the decision, and the ~~E~~elected ~~M~~member may or may not have access to such documents as specified in Council's resolutions.

6. Financial/Budget Implications

The examination of any such information requested is to be at the City Administration Centre during reasonable times, such as normal office hours, and is to be free of charge.

The original form/source of the information ~~may~~ cannot be removed for examination, ~~however-and~~ photocopies may be taken subject to the payment of appropriate fees and charges as set by Council.

7. Asset Management Implications

There are no specific asset management implications associated with this Policy.

8. Environmental Implications

There are no specific environmental implications associated with this Policy.

9. Strategic/Social Implications

Corporate Business Plan 2016 – 2021

Mission Statement

- making informed decisions, after considering all available information.

10. Occupational Safety and Health Implications

There are no specific occupational safety and health implications associated with this Policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by elected members not being provided with available information from the City would result in a risk rating of High.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to Moderate.

12. References

Name of Policy	Access to Information and Staff by Elected Members
Date of Adoption and resolution No #	25/03/1992 #393

Review dates and resolution No #	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 10/12/2014 #347	
Next review date	10/12/2016	
Legal Authority	Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007 Freedom of Information Act 1982	Sections 2.7, 5.92, 5.93 and 5.94; Regulation 10
Directorate	City Strategy	
Department	Governance and Civic Services	
Related documents	<p>Acts/Regulations Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007 Freedom of Information Act 1982</p> <p>Plans/Strategies Corporate Business Plan 2016 – 2021.</p> <p>Policies Code of Conduct</p> <p>Work Instructions D09/30080[v4] GCS – WI 14 – Councillor’s Request Form & Register</p> <p>Other documents D09/41636 Elected Members Request Register D09/41560[v5] Form – GCS – Elected Members Request Form.</p>	

Note: Changes to References may be made without the need to take the Policy to Council for review.

ACCESS TO INFORMATION AND STAFF BY ELECTED MEMBERS

To outline the approach the City is to take relating to Elected Member access to information, records and staff.

Adopted:	25/03/1992 #393
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 10/12/14 #347
Legal Authority	Local Government Act 1995 Sections 2.7, 5.92, 5.93 and 5.94 Local Government (Rules of Conduct) Regulations 2007 – Regulation 10 Freedom of Information Act 1982

Policy:

1. Elected Members have access to certain documents over and above the rights of electors or creditors of the municipality which are provided for in accordance with Section 5.94 of the Local Government Act 1995. Additional rights as provided by Section 5.92 of the Local Government Act 1995 are granted in order to enable a member to discharge adequately the functions of their elected office. A member may only seek such information from Council records and files in the pursuit of Council business. Elected Members are not to use information for their own or another's purpose, benefit or detriment unconnected with Council activities.
2. Elected Members wishing to obtain information on a Council matter or wishing to arrange a meeting with City Officer/s relating to the business of Council, must initially contact either the Chief Executive Officer or the appropriate Director.
3. Where research may be required to satisfy the Elected Member's enquiry, it is preferable that the Elected Member give appropriate advance notice of their requirements. Elected Members with such a request or complaint should complete a 'Elected Member's Request Form' and forward it to the Chief Executive Officer.
4. The Chief Executive Officer or Director is to ascertain from the Elected Member seeking access to such information the precise nature of the request and the information being sought, and the reason why that information is requested. If the request establishes motivation outside the general guidelines of assisting the Elected Member in the proper discharge of their responsibilities, the Chief Executive Officer is within their rights to refuse such a request.
5. Following any such refusal by the Chief Executive Officer, if the Elected Member still wishes to access the information, the member is entitled to lodge an application under the Freedom of Information Act 1982.
6. If the request for information complies with the intent of this policy and the prevailing legislation, however it places an unreasonable demand on staff time and resources so as to render the research reasonably disruptive to the administration, the Chief Executive Officer may, in accordance with Section 5.95(1)(b) of the Local Government Act 1995 refuse to comply with the request.
7. If access is refused, the Elected Member seeking access may seek review through Council. Once Council has decided, the Chief Executive Officer is to comply with the decision, and the Elected Member/s may or may not have access to such documents

as specified in Council's resolutions.

8. The examination of any such information requested is to be at the City Administration Centre during reasonable times, such as normal office hours, and is to be free of charge. The original form/source of the information may not be removed for examination and photocopies may be taken subject to the payment of appropriate fees and charges as set by Council.

NOTE: Elected Member's Request Form attached

Elected Member's Request Form

Elected Member _____ Date _____

Request/Complaint Received From _____

Address _____

Details of Request/Complaint:

Other Comments:

SIGNED (by Elected Member): _____

16.2 Services over the Christmas and New Year period 2016/2017

SUMMARY:

The City of Kwinana social cross functional team has requested a change of date for the staff Christmas function to allow for more staff to attend. At the Ordinary Council Meeting on 25 May 2016, Council approved the closure of all City of Kwinana services and service centres from midday on 23 December, 2016 for the staff Christmas function to take place. It is recommended that the closure of all City of Kwinana services and service centres takes place from 12pm, Friday 16 December 2016. The City of Kwinana services will reopen on the next business day. The City of Kwinana City Administration Building, City Works Depot and Banksia Park Retirement Village Office will be closed for the Christmas and New Year period from Saturday 24 December 2016 until Monday 2 January 2017 (inclusive).

OFFICER RECOMMENDATION:

PART A

That Council rescind resolution 205 point one and two at the Ordinary Council Meeting held on 25 May 2016 as detailed:

1. Approve the closure of the City Administration Building, City Works Depot and Banksia Park Retirement Village Office from midday Friday 23 December 2016 until Monday 2 January 2017 (inclusive), to be reopened on Tuesday 3 January 2017; and
2. Approve the closure of all City of Kwinana Services and Service Centres from midday on 23 December, 2016

NOTE: REQUIRE 1 MOVER AND 2 SECONDRS

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

PART B

That Council:

1. Approve the closure of the City Administration Building, City Works Depot and Banksia Park Retirement Village Office from Saturday 24 December 2016 until Monday 2 January 2017 (inclusive), to be reopened on Tuesday 3 January 2017; and
2. Approve the closure of all City of Kwinana Services and Service Centres from 12pm on 16 December 2016 until their respective next business day.

DISCUSSION:

The original date of the staff Christmas function was the 23 December 2016 which falls two days prior to Christmas. Discussions were held with representatives of the staff social cross functional team and it was felt that as a lot of staff would be unable to attend the function, a request was made for a date change to the 16 December 2016, with the City Administration Building and service centres being closed from 12pm. All services will be reopening on their respective next business day.

16.2 SERVICES OVER THE CHRISTMAS AND NEW YEAR PERIOD 2016/2017

The change of date also means that services and service centres, including the City Administration Building will be open in accordance with their business hours on Friday 23 December 2016. Advertising will occur through local newspapers and social media to inform the community of the times and dates each of the facilities will be open and closed during this period as well as information pertaining to the change of any waste collection days (if required).

The Council resolution on 25 May 2016 at the Ordinary Council Meeting stated:

COUNCIL DECISION

205

MOVED CR P FEASEY**SECONDED CR B THOMPSON**

That Council:

3. *Approve the closure of the City Administration Building, City Works Depot and Banksia Park Retirement Village Office from midday Friday 23 December 2016 until Monday 2 January 2017 (inclusive), to be reopened on Tuesday 3 January 2017;*
4. *Approve the closure of all City of Kwinana Services and Service Centres from midday on 23 December, 2016; and*
5. *Notes that over the Christmas and New Year period it will be the responsibility of the Chief Executive Officer to ensure staff coverage is in place in the case of an emergency.*

CARRIED

6/0

LEGAL/POLICY IMPLICATIONS:

No legal/policy implications have been identified as a result of this report.

FINANCIAL/BUDGET IMPLICATIONS:

Cost of advertising in local papers is allocated within the Marketing Advertising budget.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

16.2 SERVICES OVER THE CHRISTMAS AND NEW YEAR PERIOD 2016/2017

STRATEGIC/SOCIAL IMPLICATIONS:

The City's Plan for the Future- 'Kwinana 2030' objective 7.1 of the Corporate Business Plan states:

Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"

The City of Kwinana has a strong emphasis on being an "Employer of Choice" and being a great place to work and in turn recognising that the City employees are our most important asset, as well as focuses on retaining the friendly and family feeling in the workplace.

RISK IMPLICATIONS:

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

COUNCIL DECISION**359****MOVED CR W COOPER****SECONDED CR B THOMPSON
SECONDED CR R ALEXANDER****PART A**

That Council rescind resolution 205 point one and two at the Ordinary Council Meeting held on 25 May 2016 as detailed:

- 1. Approve the closure of the City Administration Building, City Works Depot and Banksia Park Retirement Village Office from midday Friday 23 December 2016 until Monday 2 January 2017 (inclusive), to be reopened on Tuesday 3 January 2017; and**
- 2. Approve the closure of all City of Kwinana Services and Service Centres from midday on 23 December, 2016**

**NOTE: REQUIRE 1 MOVER AND 2 SECONDEES
NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED**

**CARRIED
7/0**

16.2 SERVICES OVER THE CHRISTMAS AND NEW YEAR PERIOD 2016/2017

COUNCIL DECISION

360

MOVED CR S LEE

SECONDED CR B THOMPSON

PART B

That Council:

- 1. Approve the closure of the City Administration Building, City Works Depot and Banksia Park Retirement Village Office from Saturday 24 December 2016 until Monday 2 January 2017 (inclusive), to be reopened on Tuesday 3 January 2017; and**
- 2. Approve the closure of all City of Kwinana Services and Service Centres from 12pm on 16 December 2016 until their respective next business day.**

**CARRIED
7/0**

16.3 Council and Committee Meeting Dates for 2017

SUMMARY:

In accordance with the Local Government Act 1995 and Council's Standing Orders Local Law, Council is required to resolve each year the days and times when Ordinary and Committee meetings shall be held. Meeting dates, including the time and location, are then advertised to provide the Kwinana community and its stakeholders with the opportunity to attend a meeting should they wish to.

It is a requirement of the Local Government Act 1995 to advertise the meetings that are open to the public in the next 12 months, at least once a year.

As part of the City of Kwinana community consultation held in 2015 residents indicated that they would like to see Ordinary Council Meetings occur in multiple locations around the City. Multiple off site Ordinary Council Meetings were included in the setting of the 2016 dates to initiate this request from the community. Unfortunately the attendance of these off site Ordinary Council Meetings were minimal and therefore the recommendation of the City Officers is not to include off site Ordinary Council Meetings in the 2017 schedule.

OFFICER RECOMMENDATION:

That Council:

1. Approve the schedule of the Ordinary Council Meeting dates and commencement times for 2017, with each meeting being held in the Council Chambers, as follows:

Date	Location	Commencement Time
18 January 2017	Council Chambers	7:00pm
8 February 2017	Council Chambers	7:00pm
22 February 2017	Council Chambers	7:00pm
8 March 2017	Council Chambers	7:00pm
22 March 2017	Council Chambers	7:00pm
12 April 2017	Council Chambers	7:00pm
26 April 2017	Council Chambers	7:00pm
10 May 2017	Council Chambers	7:00pm
24 May 2017	Council Chambers	7:00pm
14 June 2017	Council Chambers	7:00pm
28 June 2017	Council Chambers	7:00pm
12 July 2017	Council Chambers	7:00pm
26 July 2017	Council Chambers	7:00pm
9 August 2017	Council Chambers	7:00pm
23 August 2017	Council Chambers	7:00pm
13 September 2017	Council Chambers	7:00pm
27 September 2017	Council Chambers	7:00pm
11 October 2017	Council Chambers	7:00pm
25 October 2017	Council Chambers	7:00pm
8 November 2017	Council Chambers	7:00pm
22 November 2017	Council Chambers	7:00pm
13 December 2017	Council Chambers	7:30pm

16.3 COUNCIL AND COMMITTEE MEETING DATES FOR 2017

2. Approve the schedule of the Committee Meeting dates for 2017, with each meeting being held in the Council Chambers as follows:

Audit Committee

13 March 2017

19 June 2017

18 September 2017 19 June 2017

13 November 2017

Executive Appraisal Committee

4 April 2017

15 May 2017

The Committee Meetings will commence at 6pm, with the exception of the Executive Appraisal Committee Meeting scheduled to be held on 19 June 2017, which will commence at 7pm.

DISCUSSION:

Each year Council is required to consider the timing of the Council and Committee Meeting dates for the following year. These dates must be advertised in accordance with Section 5.25(1)(g) of the Local Government Act 1995 and Regulation 12(1) of the Local Government (Administration) Regulations 1996.

Council's Standing Orders Local Law provides that each year the Council shall set the meeting days and times for its Ordinary meetings.

The City of Kwinana traditionally holds Ordinary Council Meetings on the second and fourth Wednesdays of each month, except in December and January. In past years, Council has agreed to hold a single Ordinary meeting in December and January, as the rate of new development applications and items for the agenda slows during these months.

Should, for some reason, the Committee Meeting dates change during the year, an advertisement will be placed in local newspapers and notices will be placed on City notice boards and the website.

Agendas and Minutes for all meetings will be made available at the City's Administration Office, the Kwinana Public Library and online at www.kwinana.wa.gov.au.

LEGAL/POLICY IMPLICATIONS:

Section 5.25(1)(g) of the Local Government Act 1995 states that regulations may make provision in relation to the giving of public notice of the date and agenda for Council or Committee meetings.

Regulation 12(1) of the Local Government (Administration) Regulations 1996 states:

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
are to be held in the next 12 months.

16.3 COUNCIL AND COMMITTEE MEETING DATES FOR 2017

- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

Clause 6.2 of the Standing Orders Local Law states:

6.2 Meeting Day and Time

The Council shall resolve each year the days and time when ordinary Council meetings shall be held.

FINANCIAL/BUDGET IMPLICATIONS:

Cost of advertising in local papers is approximately \$600 and has been provided for in the Governance Advertising and Promotions budget.

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.

STRATEGIC/SOCIAL IMPLICATIONS:

Advertising the meetings will contribute towards the aims of the Plan for the Future 'Kwinana 2030' by helping to achieve objective 5.1 of the Corporate Business Plan:

'An active and engaged Local Government, focussed on achieving the community's vision'

RISK IMPLICATIONS:

Risk Event	If Council does not set these dates then any meeting held after the last Ordinary meeting as previously approved, would be in contravention of the Local Government Act 1995 and the Standing Orders Local Law.
Risk Theme	Failure to fulfil statutory regs or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare

16.3 COUNCIL AND COMMITTEE MEETING DATES FOR 2017

Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Commenced the process in October 2016 and prepared Council Report, to ensure the City sets, approves and advertises Council and Committee Meeting dates as required by the Local Government Act 1995 and the Standing Orders Local Law.
Rating (after treatment)	Low

COUNCIL DECISION**361****MOVED CR P FEASEY****SECONDED CR W COOPER****That Council:**

- Approve the schedule of the Ordinary Council Meeting dates and commencement times for 2017, with each meeting being held in the Council Chambers, as follows:**

Date	Location	Commencement Time
18 January 2017	Council Chambers	7:00pm
8 February 2017	Council Chambers	7:00pm
22 February 2017	Council Chambers	7:00pm
8 March 2017	Council Chambers	7:00pm
22 March 2017	Council Chambers	7:00pm
12 April 2017	Council Chambers	7:00pm
26 April 2017	Council Chambers	7:00pm
10 May 2017	Council Chambers	7:00pm
24 May 2017	Council Chambers	7:00pm
14 June 2017	Council Chambers	7:00pm
28 June 2017	Council Chambers	7:00pm
12 July 2017	Council Chambers	7:00pm
26 July 2017	Council Chambers	7:00pm
9 August 2017	Council Chambers	7:00pm
23 August 2017	Council Chambers	7:00pm
13 September 2017	Council Chambers	7:00pm
27 September 2017	Council Chambers	7:00pm
11 October 2017	Council Chambers	7:00pm
25 October 2017	Council Chambers	7:00pm
8 November 2017	Council Chambers	7:00pm
22 November 2017	Council Chambers	7:00pm
13 December 2017	Council Chambers	7:30pm

16.3 COUNCIL AND COMMITTEE MEETING DATES FOR 2017

2. **Approve the schedule of the Committee Meeting dates for 2017, with each meeting being held in the Council Chambers as follows:**

Audit Committee

13 March 2017

19 June 2017

18 September 2017

13 November 2017

Executive Appraisal Committee

4 April 2017

15 May 2017

19 June 2017

The Committee Meetings will commence at 6pm, with the exception of the Executive Appraisal Committee Meeting scheduled to be held on 19 June 2017, which will commence at 7pm.

**CARRIED
7/0**

16.4 Appointment of the Western Australian Electoral Commission to Conduct the City of Kwinana Local Government Elections

SUMMARY:

At the Ordinary Council Meeting held on 23 November 2005, Council resolved the following:

COUNCIL DECISION

206

MOVED CR ADAMS

SECONDED CR PORTER

That Council:

1. *declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of all Town of Kwinana elections to (and including) the October 2015 elections.*
2. *decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the elections (to October 2015) will be as a postal election.*

CARRIED BY SPECIAL MAJORITY OF COUNCIL

This resolution has now expired and consideration is required to appoint the Western Australian Electoral Commission (WAEC) to conduct future elections on behalf of the City of Kwinana.

City officers have reviewed the Local Government Act 1995 and the City can conduct an election as an in-person election or a postal election. In accordance with the current legislation, if the City continues to hold postal elections, WAEC must be engaged to conduct the postal election. With voting being non-mandatory, postal elections generally result in a higher participation rate by eligible electors compared to in-person ballots. It is recommended that the City continues to hold postal elections and that WAEC be responsible for their conduct.

It is recommended that Council lobby and advocate to the Western Australian Local Government Association (WALGA) for the City to be able to conduct its own postal election if the Council choose to.

OFFICER RECOMMENDATION:

That Council:

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner is to be responsible for the conduct of all City of Kwinana elections up until the 31 December 2017.
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, to conduct all elections as postal elections.
3. Lobby and advocate to the Western Australian Local Government Association for Local Governments to be able to conduct postal elections independently.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

16.4 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS**DISCUSSION:**

In accordance with sections 4.61(2) and 4.61(4) of the Local Government Act 1995, the local government can decide to conduct the election as a postal election and if so, the Electoral Commissioner must be responsible for the conduct of the postal election.

The City wrote to WAEC on 5 October 2016 seeking WAEC's interest in conducting future elections. In that letter the City requested that pending Council approval, WAEC conduct all elections until 31 December 2017.

The City has received correspondence, in writing, from WAEC in relation to their agreement for the Electoral Commissioner to be responsible for the conduct of all elections conducted until 31 December 2017. The report provides Council with an opportunity to consider that response as detailed in Attachment A.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

4.7. Ordinary elections day usually third Saturday in October

- (1) *The effect of section 4.6 is that —*
 - (a) *polls for ordinary elections to elect an elector mayor or president will be held on the third Saturday in October every 4 years; and*
 - (b) *polls for ordinary elections to elect councillors will be held on the third Saturday in October every 2 years.*
- (2) *If in respect of a particular year in which ordinary elections are required to be held the Electoral Commissioner is of the opinion that it would not be in the public interest to hold polls for those ordinary elections on the third Saturday in October, the Electoral Commissioner may, by notice in the Gazette, fix a later Saturday in October, or the first, second or third Saturday in November, to be the day for holding any polls needed for those ordinary elections.*
- (3) *The election day can be deferred under subsection (2) —*
 - (a) *for all local governments; or*
 - (b) *for a local government or local governments specified in the notice; or*
 - (c) *for a class or classes of local governments specified in the notice.*
- (4) *In the notice under subsection (2), or by a later notice in the Gazette, the Electoral Commissioner may adjust any time, period or date fixed under this Act to take account of the election day being deferred under subsection (2).*

4.20. CEO to be returning officer unless other arrangements made

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*

16.4 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS

- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —
 - (a) an election; or
 - (b) all elections held while the appointment of the person subsists.

* Absolute majority required.
- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and
 - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* Absolute majority required.
- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.
- (3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

16.4 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS

- (6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*
- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

FINANCIAL/BUDGET IMPLICATIONS:

The appointment of the WAEC to conduct local government elections on behalf of the City will result in the City being liable to pay the WAEC's costs of conducting the elections on a full cost recovery basis.

The Local Government Election that was held in 2015 cost the City \$56,648.08 excluding GST.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications that have been identified as a result of this report or recommendation.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications that have been identified as a result of this report or recommendation.

STRATEGIC/SOCIAL IMPLICATIONS:

Evidence indicates that postal elections attract greater participation by the voting community (albeit at a higher cost than "in-person" elections). The greater the participation rate, the greater the confidence the City can have that the community's interests are being represented by Council.

The City's Corporate Business Plan for the period 2016 to 2021 refers to:

Strategy 5.1.2 Councillors enthusiastically represent the community, participate in activities and events, advocate the community's vision, encourage stakeholder involvement, as well as promote the opportunities and attributes the area offers.

Objective 5.1 An active and engaged Local Government, focussed on achieving the community's vision.

16.4 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS

RISK IMPLICATIONS:

Risk Event	The City does not declare the Electoral Commissioner to be responsible for the conduct of elections within a particular period of time after the 80th day before election day.
Risk Theme	Failure to fulfil statutory regs or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Commenced the process in October 2016 and prepared Council Report, to ensure the declaration was not made after the 80 th day before election day.
Rating (after treatment)	Low

COUNCIL DECISION

362

MOVED CR P FEASEY

SECONDED CR S LEE

That Council:

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner is to be responsible for the conduct of all City of Kwinana elections up until the 31 December 2017.**
- 2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, to conduct all elections as postal elections.**
- 3. Lobby and advocate to the Western Australian Local Government Association for Local Governments to be able to conduct postal elections independently.**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

7/0



LGE 677

WESTERN AUSTRALIAN Electoral Commission

Ms Joanne Abbiss
Chief Executive Officer
City of Kwinana
PO Box 21
KWINANA WA 6966

Attention: Ms Casey Mihovilovich

Dear Ms Abbiss

Local Government Elections

I refer to your letter of 5 October 2016 requesting my agreement to be responsible for the conduct of all elections or polls up to the end of 2017.

In accordance with section 4.20(4) of the *Local Government Act 1995*, I agree to be responsible for the conduct of all elections and any other polls for the City of Kwinana until the end of 2017.

For the City of Kwinana to have all elections and any other polls until the end of 2017 conducted by the postal method, Council will now need to pass the following two motions by absolute majority:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of all elections and polls until the end of 2017
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the elections or polls will be postal.

Should you require further information, please contact Phil Richards, Manager, Local Government Elections on 9214 0443.

Yours sincerely

David Kerlake
ELECTORAL COMMISSIONER

10 October 2016

16.5 Charitable Rate Exemption for Community Housing Limited – 1. Rates Assessment #2731, 2. Rates Assessment #4350 and 3. Rates Assessment # 3386

SUMMARY:

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

OFFICER RECOMMENDATION:

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

1. Rates Assessment # 2731
2. Rates Assessment # 4350
3. Rates Assessment # 3386

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.

Community Housing Limited 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.

Community Housing Limited is one of Australia's and Western Australia's leading providers of social and affordable housing. Originating in 1993, Community Housing Limited currently manages 5,885 properties across Australia's six States.

16.5 CHARITABLE RATE EXEMPTION FOR COMMUNITY HOUSING LIMITED – 1. RATES ASSESSMENT #2731, 2. RATES ASSESSMENT #4350 AND 3. RATES ASSESSMENT # 3386

Community Housing Limited works to ensure the provision of affordable and sustainable housing for all by:

- Providing housing which is affordable, has long-term tenure and appropriate services to live comfortably;
- Assisting residents to access housing and to maintain links with their communities;
- Ensuring that the development of housing improves social, economic and environmental sustainability;
- Creating employment and training opportunities in the development of housing wherever possible; and
- Assisting the development and sustainability of strong communities with social diversity by fostering community building initiatives to improve the health and wellbeing of disadvantaged people.

Community Housing Limited provides subsidised housing for members of the community most in need, including those with social and financial disadvantage. The three properties are provided as social housing for people who have been on the Housing Authority wait list since April 2013.

Community Housing Limited leases the properties from the Department of Housing. Under the terms of the lease it is Community Housing Limited's responsibility for the payment of all charges, included but not limited to the payment of Council rates and water rates.

The properties are used exclusively for charitable purposes and satisfy 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 2016/17 interim rates and environmental levy.

Budget Item Name:	300022.1928.10 – Interim Rates (Improved Residential)
Budgeted amount	\$6,379.91
Total Cost:	\$6,379.91

Budget Item Name:	300099.1653.30 – Environmental Levy
Budgeted amount	\$300.00
Total Cost:	\$300.00

*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.

16.5 CHARITABLE RATE EXEMPTION FOR COMMUNITY HOUSING LIMITED – 1. RATES ASSESSMENT #2731, 2. RATES ASSESSMENT #4350 AND 3. RATES ASSESSMENT # 3386

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.

STRATEGIC/SOCIAL IMPLICATIONS:

Community Housing Limited can be considered as operating for purposes beneficial to the community. The organisation provides a public benefit by providing social housing for people who have been on the Housing Authority wait list since April 2013.

RISK IMPLICATIONS:

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

COUNCIL DECISION

363

MOVED CR S LEE

SECONDED CR B THOMPSON

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

- 1. Rates Assessment # 2731**
- 2. Rates Assessment # 4350**
- 3. Rates Assessment # 3386**

**CARRIED
6/1**

16.6 Quarterly Strategic Community Plan, Corporate Business Plan and Organisational Risk Report (Quarter 1 – 2016/17)

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 Business 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. There are some actions in the Quarterly Strategic Community Plan and Corporate Business Plan report that have been completed and do not have a comment associated with them. This is due to the action being completed and a comment being provided in a previous 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

16.6 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 1 – 2016/17)

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.

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.

16.6 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 1 – 2016/17)

COUNCIL DECISION

364

MOVED CR B THOMPSON

SECONDED CR D WOOD

That Council endorse:

- 1. The Quarterly Strategic Community Plan and Corporate Business Plan Report detailed in Attachment A.**
- 2. The City of Kwinana Risk Report detailed in Attachment B.**
- 3. Amend action 1.3.1.5 of the Strategic Community Plan to include: Advocate to the Department of Education and the Minister for Police to reinstate the School Based Community Policing Program at Gilmore College and an education/skills program for troubled youth.**

**CARRIED
7/0**

NOTE – That the officer recommendation has been amended to include point 3 to include an addition to action 1.3.1.5 of the Strategic Community Plan regarding further advocacy.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.1.1 Through strong civic leadership and active citizenship, retain Kwinana's sense of place and improve perceptions of the area.					
1.1.1.02 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	30/09/2016 - Citizenship ceremonies were held at the Darius Wells on 5 July, 2 August, 30 August and 20 September. These events welcomed 161 new citizens. Simon O'Brien, Roger Cook, Lyn McLaren and Madeleine King were in attendance at some of these events to welcome the new citizens to Kwinana.
1.1.1.03 Deliver the LyriK program, Youth Advisory Council and Junior Council to build active citizenship in young people	4.09 Youth Services	01/07/2016	30/06/2017	100	28/10/2016 - Five Youth Advisory Council members attended the YACpac Camp / conference which was a joint partnership initiative with the WA Youth Advisory Council aimed at providing WA yac's with the opportunity to network, learn from each other and develop leadership skills. Five youth subsidised by the LyriK incentive scheme attended song writing workshop as part of their personal leadership and development goals.
1.1.1.04 Produce a number of exhibitions that celebrate and express Kwinana's distinctive local identity	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Art exhibitions are being presented at Darius Wells Centre on an ongoing basis. Exhibitions held since 1 July 2016 include the Albert Windie Art Exhibition, which celebrated the talents of local Aboriginal Australian artists; and the Glimpses of Australia Art Exhibition, featuring new works by artist Diane Newton.
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	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - This is progressing appropriately for completion in June 2017.
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	2.2 Marketing and Communications	01/07/2016	30/06/2019	30	28/10/2016 - First stage of signage revitalisation completed in 2015/16. Planning for second stage underway in conjunction with Engineering and Community Development teams. Prioritisation of signage identified in recent audit will be undertaken shortly.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.1.07 Conduct the Thank a Volunteer Celebrations, Community and Australia Day awards to recognise achievements of the local community	4.03 Community Centres	01/07/2016	30/06/2017	25	21/10/2016 - Planning is progressing appropriately for awards events to be held as part of the City's annual Australia Day and National Volunteer Week (May 2017) celebrations.
1.1.1.08 Investigate and if feasible, implement installation of Christmas Decorations for the City	4.03 Community Centres	01/07/2016	30/06/2017	25	<p>27/10/2016 - Christmas Tree and lamp post decorations to be installed in the last week of November.</p> <p>A Christmas themed movie is planned for Saturday 17 December - The Grinch Who Stole Christmas</p> <p>Community Carolers will be encouraged to perform in Chisham Square throughout December</p> <p>Installation of traditional Christmas Decorations in Darius Wells to compliment the tree are being planned.</p> <p>04/10/2016 - Quotes on file</p> <p>Councillors have been consulted on selection of tree and lamp post decorations</p> <p>Approval for additional funding bringing project up to a total cost of \$50,000</p> <p>Tree and lamp post decorations to be installed for December</p>
1.1.1.09 Implement the Community Engagement Strategy	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Work instructions have been fully developed for the implementation of the Community Engagement Policy. Presentations to teams on how to undertake community engagement are now underway.
1.1.1.10 Communicate and promote events held by the City	2.2 Marketing and Communications	01/07/2016	30/06/2017	35	28/10/2016 - Event Marketing Plans developed for Kwinana Adventure Park grand opening, Alcoa Children's Party, Kwinana Recquatic Open Day, LiveLighter Kwinana Festival Fair Day. Ongoing liaison with the Community Services and Development team to promote listings made under the What's On initiative.
1.1.1.12 Introduce an annual program of Council Meetings that are conducted at various locations to encourage greater participation in the community	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.1.13 Investigate and if feasible conduct City of Kwinana open days for the community	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Planning is progressing appropriately for the City's annual Children's Party to be held during Children's Week, Sunset Fiesta during Harmony Week, Our Heritage during Heritage Week, and NAIDOC celebrations during NAIDOC Week.
01.1.2 Produce communications that celebrate the spirit of Kwinana.					
1.1.2.1 Produce the 'Spirit of Kwinana' and other marketing materials to highlight positive aspects of Kwinana and celebrate community spirit	2.2 Marketing and Communications	01/07/2016	30/06/2017	100	27/10/2016 - The Spirit of Kwinana has been produced for the last quarter. Another piece of communication that was produced last quarter is the Hero Brochure which aims to promote Kwinana as an appealing place to live, work and raise a family.
1.1.2.2 Develop a communications plan for The Adventure Park	2.2 Marketing and Communications	01/07/2016	30/06/2017	100	07/10/2016 - Communications Plan has been developed for the Kwinana Adventure Park opening event as well as the remainder of the financial year. The Plan is currently being implemented in line with the Park's opening.
1.1.2.3 Develop an annual Calendar of events including the City of Kwinana and Local Community Group events	2.2 Marketing and Communications	01/07/2016	30/06/2017	0	28/10/2016 - Refer to response in action 11.5.5 of the City's Risk Register.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity.					
1.2.1.1 Deliver City of Kwinana events in line with state and national weeks of significance	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - The City is continuing to hold Skills Boosting and Networking Workshops for community organisations and services. The first one of this financial year was held on 7 September 2016 and attended by more than 30 representatives of organisations and services. The next one will be held in November.
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	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Planning of Live! Kwinana events is progressing appropriately, with Alcoa Children's Party scheduled for Tuesday 25 October, and LiveLighter Festival Fair Day scheduled for Saturday 12 November.
1.2.1.3 Develop a signage strategy	2.2 Marketing and Communications	01/07/2016	30/06/2017	25	07/10/2016 - Signage style guide currently being developed in conjunction with planning for stage 2 of signage revitalisation program. Engagement with Engineering and Community Development teams is being undertaken to ensure signage style guide meets all legislative standards.
1.2.1.4 Coordinate and promote the Live! Kwinana events series	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Consultation has been undertaken for the Multicultural Policy and Action Plan, and a draft will be presented to Council on Monday 28 November 2016 for discussion. Consultation is underway for the Reconciliation Policy and Action Plan, with a view to completing a draft by the end of the financial year (subject to the community's determination).
1.2.1.5 Develop and implement a Reconciliation Action Plan and Cultural Diversity Strategy	4.04 Community Development	01/07/2016	30/06/2017	75	14/10/2016 - Community consultation has been undertaken to identify the issues important to the Aboriginal and CaLD communities, engagement will continue through to the end of the year and the policies will then be drafted.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.1.6 Provide Neighbour Day grants to local community groups and deliver a program of Neighbour Day events to celebrate neighbourhood unity	4.03 Community Centres	01/07/2016	30/06/2017	0	28/10/2016 - This will action commence later in the year.
1.2.1.7 Introduce new and improve existing events (Movie Nights, Food, Music, Seniors, Entertainment, Free Kids Sports, Out of hours activities)	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - A comprehensive review of events has been undertaken, with an Events Discussion Paper to be presented to Council in November. The development of music, film and comedy programming is currently underway in partnership with the Koorliny Arts Centre. Additionally, a 12-week activation program is being organised for the area adjacent to the Wellard Train Station, to commence in December 2016.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.3.1 Implement the City of Kwinana Community Safety Plan in partnership with the community.					
1.3.1.1 Review Community Safety programs and resourcing requirements to prepare a sustainable City of Kwinana Community Safety Plan 2015-2019	4.04 Community Development	01/07/2016	30/06/2017	0	28/10/2016 - This action will commence later in the year.
1.3.1.2 Work in partnership with Police and Office of Crime Prevention to raise awareness of community safety issues and initiatives	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - 30 x Seniors Home security packs have been prepared for local officers to issue to vulnerable victims of home invasions. Engagement with police was also undertaken for the opening of the Adventure Park.
1.3.1.3 Facilitate Community Groups to provide community safety initiatives and programs	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - Continuation of the No More... program with local services. Local young people held multiple community awareness raising events to say No More to family violence in Rockingham and Kwinana in Sept 2016. The Wellard Progress Association are applying for funding for lighting for a local park where unsocial behaviour occurs after dark. The City also partnered with Communicare to run CRARMF (Common Risk Assessment and Risk Management Framework) training for service providers seeing and assessing clients who are affected by domestic violence, this course is to run on 10 November 2016.
1.3.1.4 Implement Crime Prevention through Environmental Design principles in land use planning projects and development approvals	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - Undertaken and considered as part of each Development Application.
1.3.1.5 Advocate for an increased presence of Police in the City (including the feasibility of a 24hr Police Station)	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - First meeting of the City Accord has been held with the group discussing possible strategies to be implemented to reduce anti social behaviour in the City Centre. The group will meet quarterly, with City Centre businesses also to be engaged in the process.
1.3.1.6 Encourage and facilitate the Neighbourhood Watch	4.04 Community Development	01/07/2016	30/06/2017	20	28/10/2016 - Initial discussions have been held discussing the role council should play in facilitating Neighbourhood Watch.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.3.2 Create and implement a Community Security Strategy.					
1.3.2.1 Undertake scheduled inspections of street lights including car park lighting as per Depot Works Program	1.8 Depot	01/07/2016	30/06/2017	25	29/09/2016 - Reported lights not working 28/09/16 - Faults reported to contractor cleaned and painted base of poles on Gilmore Ave
1.3.2.2 Develop a Community Security Strategy, incorporating CCTV	1.7 Essential Services	01/07/2016	30/06/2017	20	20/10/2016 - Refer to Action Item 1.3.2.3. CCTV have been installed in the City Centre, Adventure Park and RFQ for Wellard funding has been submitted to Procurement. A suggested CCTV location and possible funding requirement was submitted for consideration for future federal funding.
1.3.2.3 Implement the Community Security Strategy	1.7 Essential Services	01/07/2016	30/06/2017	15	06/10/2016 - Initial investigation of surrounding local governments has been undertaken. A review of all city assist legislation is underway and linked to the recent delegations and authorisations.
1.3.2.4 Increase out of hours activities in Youth and Community Centres	4.09 Youth Services	01/07/2016	30/06/2017	100	07/10/2016 - Four Youth Outreach Live Outdoors (YOLO) activity sessions held at the front of the Wellard Train Station on Friday afternoons aimed at engaging Wellard youth and promoting youth services, information and programs available in Kwinana.
1.3.2.5 Improve integration of programs run by community groups and the Darius Wells	4.03 Community Centres	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.1 Develop and implement a range of strategies in order to ensure that well-being and support programs are provided for the community.					
1.4.1.2 Implement the Community Engagement Strategy	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - Work instructions have been fully developed for implementation of the Community Engagement Policy. Presentations to teams on how to undertake community engagement are now underway.
1.4.1.3 Deliver the Community Engagement Program	4.09 Youth Services	01/07/2016	30/06/2017	100	07/10/2016 - Community engagement program successfully exited ten clients and achieved reasonable outcomes with the majority of clients successfully referred on to other services. The Community engagement team achieved accommodation outcomes for two homeless people during the reporting period. Successfully facilitated discussions between Kwinana Salvation Army and Fremantle Street Doctor resulting in the street doctor being available once a week in Medina. The street Doctor provides free mobile medical clinic targeting community members who are unlikely to go to a GP. Outreach sessions held at Wells Park, Kwinana CBD, Bertram and Wellard Community Centres, Medina Shopping Centre, Calista Oval, Medina Oval and Orelia Oval. Successfully worked in partnership with We Are One (Non-government organisation) to deliver the Homeless Sleep Out event in August as part of Homelessness Prevention Week.
1.4.1.4 Support service providers and agencies operating within the City to work collaboratively wherever possible	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - As part of this, the City is participating in and facilitating the Connecting Communities for Kids collective impact initiative, and holding Networking and Skills Boosting Workshops for community organisations and services.
1.4.1.6 Recquatic and Zone to collaborate and implement a range of activities to encourage young people to utilise both facilities	4.08 Recquatic	01/07/2016	30/06/2017	100	28/10/2016 - The Recquatic is currently working with the zone to facilitate Beatball and assisting the community engagement team.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.1.7 Develop Place Plans to increase the level of service to the community.	4.03 Community Centres	01/07/2016	30/06/2017	25	28/10/2016 - Plan for the Future workshops commenced in September with the remaining workshops to be conducted throughout October. The workshop process integrates consultation for the Strategic Community Plan and Place Plans. Special interest groups will be consulted throughout November.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.2 Community facilities and public spaces are enlivened by a variety of activities and programs for all ages.					
1.4.2.1 Engage local residents in activities provided in their neighbourhood parks, ovals and walk trails	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - Winter based clubs concluding their seasons. Summer based clubs are commencing their seasons. Parks Play commenced for new season. Nightfields commenced for new season and Personal Trainers conducting their classes on local ovals.
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	4.09 Youth Services	01/07/2016	30/06/2017	100	07/10/2016 - The Zone Youth Space term and school holiday program continue to be popular with local young people aged 12 - 18 years. The Zone Drop In service delivered after school Monday - Saturday attracts on average 25 - 30 young people per day. New program initiatives commenced during the reporting period include Master Chef program and an Art Club.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.03 Community Centres	01/07/2016	30/06/2017	25	<p>28/10/2016 - Darius Wells Library and Resource Centre - Programs</p> <p>Art - Water Colour for Adults - The water colour for adults program was very popular. All participants found they were talented and developed their skills further. Due to the popularity, this program will be repeated in Term 4.</p> <p>Technology - Once again the make the most of your tablet program was booked out. The community are still showing that this area of skill development is needed. This program will run again in term 4.</p> <p>Children – After School Program - The after school activities participants ended the term by producing creative Nature Journals which will encourage them to get out and about to collect samples, photos and stories. The After school program has been extremely well attended throughout September with all sessions being well booked or full.</p> <p>School Holidays - The first school holiday event was held on 28 September as the children and their families stepped into the Wizarding World of Harry Potter. The event was attended by approximately 70 children who participated in wand making, a potion class and a number of Harry Potter themed activities.</p> <p>Number of bookings - Darius Wells Internal Bookings 30 Tenant Bookings 28 Commercial Bookings 2 Community Bookings 22 Total Bookings: 82</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.03 Community Centres	01/07/2016	30/06/2017	25	<p>28/10/2016 - John Wellard Programs</p> <p>Sewing - Sewing participants have requested they stay together as a group and eventually do their sewing without a facilitator, hopefully this will begin Term 1 2017 and for now we are taking expressions of interest for extra daytime and evening sewing classes.</p> <p>Pin It Made It - Pin It Made It participants are keen to continue and planning a cooking session for Term 4 which will also allow Film Making course from the Zone to use the room that night as we are fully booked at the centre.</p> <p>Shared use Computers -Casual use of the centre computers has increased and there are 4 regulars who are in at least 3-5 times per week. - Additional traffic from new residents and people who have “always wondered what the building is” has also increased. - Now have 2 Volunteers on Tuesday and Thursday (one through back to work program) which has been helpful during busy mornings at the centre.</p> <p>School Holidays Program - 24th September Colour Festival & 27th September Footy Festival had good numbers. Colour Festival was fun and the feedback from parents was that it was “A great idea” and “The kids are having so much fun”. - Footy Fever had a special guest, Peel Thunder Captain Gerald Ugle who is keen to return for more outdoor programs with the kids.</p> <p>John Wellard Community Centre - Bookings Internal Bookings 3 Commercial Bookings 41</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
					Community Bookings 54 Total Bookings: 98
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	4.03 Community Centres	01/07/2016	30/06/2017	25	<p>28/10/2016 - William Bertram Community Centre Programs</p> <p>Crochet Group - In response to requests from the crochet group participants, the facilitator stayed on for extra sessions, rather than the 3 sessions originally planned. Feedback from participants was very positive.</p> <p>Seniors - 20 people attended the Over 50s Friendship Lunch and were entertained by musician Aaron Woolley. From that lunch, 3 new participants now regularly attend the over 50s group. The format of the Over 50s group will be changing in October, and will now run on the first Friday of each month.</p> <p>Event - The Wild Wild West event was held on Saturday 17th September. The Bertram Residents Association were involved and ran the sausage sizzle, there was a COK promotional stall to promote community programs and services. Over 350 people attended, several people commented that it was great the City held events like this one, and asked when the next event would be.</p> <p>Bertram Community Centre Internal Bookings 0 Commercial Bookings 31 Community Bookings 28 Total Bookings: 59</p>

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.6 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.03 Community Centres	01/07/2016	30/06/2017	25	<p>28/10/2016 - Planning for summer series of events in progress: Marketing for Movie nights to commence end of October.</p> <p>Outdoor Movie Night - 17 Dec 2016 The Grinch Outdoor Movie Night - 21 Jan 2017 The Lego Movie Outdoor Movie Night - 25 Feb 2017 The Lorax</p> <p>Concert Series: There is a series of 4 multicultural twilight concerts planned for Saturday evenings commencing 14 January.</p> <p>Chisham Square games continue every Wednesday afternoon during term times. This attracts students from early years through to high school.</p>
1.4.2.7 Provide a range of Youth programs at various venues throughout the City	4.09 Youth Services	01/07/2016	30/06/2017	100	<p>28/10/2016 - Youth programs continue at a range of venues across the City of Kwinana including Hip Hop Dance and Beatball at the Recquatic, Film School at the Wellard Community Centre, Skate boarding events series at the Pop Up Skate Park (Orelia) and Nightfields program at Orelia Oval.</p>

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.3 Develop relationships and partnerships with other organisations to ensure the delivery of a diverse range of services and programs for Kwinana.					
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	4.04 Community Development	01/07/2016	30/06/2017	25	14/10/2016 - Discussions continue with agencies regarding service expansion and filling gaps. SMYL Parent Next programme and Street Doctor have recently commenced service provision in the City.
1.4.3.2 Continue to co-chair the Kwinana Early Years Network	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Meetings with the Kwinana Early Years Network are ongoing.
1.4.3.4 Implement an annual healthy lifestyles program to increase the number of outdoor Physical Activities	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - Clubs are actively providing opportunities The Healthy Lifestyles team are conducting the following programs: - Parks Play - Mental Health Week activities - Support Ride to Work day
01.4.4 Implement the Age Friendly Community Strategy in order to ensure both the City and its service providers meet the needs of older persons.					
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	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - Participation Project - City of Kwinana has been selected as a participant in trial for active aging project by Dept Sport and recreation called Silver Sport - Project for 2016-2017 for 60 year plus people with Health Care Card to participate in sport and active recreation. - The City has developed a program for KidSport The City of Kwinana has provided \$70,000 for vouchers Active Ageing Strategy - Deliver the Senior Sational program through weekly activities hosted at Recquatic

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.5 Implement the City of Kwinana's Healthy Lifestyle Plan encouraging community engagement with healthy lifestyle opportunities.					
1.4.5.1 Implement the City of Kwinana's Healthy Lifestyle Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
1.4.5.2 Facilitate sustainable and accessible community health programs at the Recquatic with the assistance of various supporting agencies	4.08 Recquatic	01/07/2016	30/06/2017	100	28/10/2016 - This action is ongoing.
1.4.5.3 Implement a structured Corporate Health package	4.08 Recquatic	01/07/2016	17/06/2025	25	28/10/2016 - Corporate Health Packages have commenced and is in the initial stages.
1.4.5.6 Implement and annually review the City's Public Health Plan	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - Health Plan has been completed, new Health Bill implementation stage 1 met.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.5.1 Develop community capacity, encourage self-management of shared use facilities and enable access to funding opportunities in order to assist the sustainability of community.					
1.5.1.1 Deliver the Community Development Fund in two funding rounds per annum	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	21/10/2016 - Planning for the next round of the Community Development Fund is progressing appropriately.
1.5.1.2 Implement the Club Development Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	<p>28/10/2016 - Community Development Officer working with Clubs:</p> <ul style="list-style-type: none"> - Hosting Financial Dev workshop - Hosting management meetings - Administering KidSport program - Administering SilverSport program <p>Direct Assistance to Clubs:</p> <ul style="list-style-type: none"> - Football - Leda Auskick - Tennis Banner and preparation for Adventure Playground - Bowls Club - SilverSport - Cricket - Nightfields - Athletics - facility - Rugby - facility - Ovals - Line marking
1.5.1.3 Encourage shared use arrangements with Clubs	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
1.5.1.4 Continue to facilitate forums which connect individuals and groups and build community networks	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Quarterly Skills Boosting and Networking Workshops for community organisations and services are continuing to be held on an ongoing basis, with the next one to be held in November 2016.
1.5.1.5 Continue to support emerging community groups with information, resources and development opportunities	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - This is continuing to be achieved on an ongoing basis through the Skills Boosting and Networking Workshops for community organisations and services, as well as direct liaison by the Club Development Officer and Community Engagement Officer, and provision of information via the What's on Kwinana website and SMS list.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.6.1 Encourage the attraction and retention of volunteers in the community through the provision of information and support, linking volunteers with community groups and agencies.					
1.6.1.1 Provide support initiatives and programs to volunteers through the Volunteer Centre	4.03 Community Centres	01/07/2016	30/06/2017	25	27/10/2016 - Approximately 67 Volunteer Registrations processed in September.
1.6.1.2 Recognise and support volunteer and community groups through awards and functions	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Planning is underway for awards events to be held as part of Australia Day celebrations and National Volunteer Week.
01.7.1 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.					
1.7.1.1 Develop, run and support arts programs, activities and exhibitions in Kwinana	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - Art exhibitions continue to be presented at the Darius Wells Centre on an ongoing basis (including the recent Albert Windie Art Exhibition). Additionally, several public art projects have been undertaken in relation to capital projects (e.g. The Adventure Park); and dozens of performances have been held at the Koorliny Arts Centre.
1.7.1.2 Present a Local Planning Policy for public art contributions to be mandatory	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	17/10/2016 - This action has been deferred and work will commence in the 17/18 financial year.
01.7.2 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.					
1.7.2.1 Review the Cultural Plan 2015-2019	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Consultation for the Multicultural Policy and Action Plan has been undertaken. The draft Policy and Action Plan will be presented to Council in November 2016 for discussion.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.8.1 Ensure that Kwinana's cultural heritage is suitably respected, interpreted and shared with the community in a variety of formats.					
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	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - Meetings with the Kwinana Heritage Group are ongoing.
1.8.1.3 Further develop the Local History Collection at the Darius Wells Library and Resource Centre, including an Aboriginal Resource Section	4.07 Library	01/07/2016	30/06/2017	25	28/10/2016 - Local History Collection - 228 images renumbered and 73 have had their subjects identified. - Purchased and installed CD printer to rebrand the Oral History collection as Voices of Kwinana. - Purchased archival housing materials for Photograph and Oral History collection items.
01.9.1 Implement Disability Access initiatives in order to ensure best practice standards of all new and existing facilities and services.					
1.9.1.1 Review the Disability Access and Inclusion Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - All required tasks have been completed for last quarter.
1.9.1.2 Implement the Disability Access and Inclusion Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - This City is hosting Access and Inclusion Working Group Meetings.
1.9.1.3 Ensure Disability Access and Inclusion Plan compliance with respect to City projects	1.1 Engineering	01/07/2016	30/06/2017	100	27/10/2016 - Design and construction of all civil infrastructure projects and annual supply tenders comply with Disability Access and Inclusion Plan requirements.
02.1.1 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.					
2.1.1.1 Implement the Economic Development Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	27/10/2016 - The Economic Development Strategy will be completed by the end of November 2016.
2.1.1.2 Identify opportunities for building the economy, through land use planning, employment generators and business incubators (including entertainment and restaurant businesses)	2.4 Economic Development	01/07/2016	30/06/2017	25	28/10/2016 - City officers have been working to identify businesses that are well suited to the area. These efforts have included preliminary work on the design of a theatre on various properties within the CBD. Once completed City staff will begin the process of attempting to find a company interested in the opportunity.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.2.1 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.					
2.2.1.1 Lobby Federal, State and other Education Providers to enhance education as part of land use planning	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - This action is ongoing and occurs when needed.
02.2.2 Develop partnerships that support people to participate in education, training or employment opportunities that result in sustainable work opportunities.					
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	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - Work on this action is ongoing, with liaison with other service providers and development of initiatives occurring regularly.
02.3.1 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.					
2.3.1.1 Identify and promote commercial opportunities for development projects in the City Centre	2.4 Economic Development	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
2.3.3.1 Implement the City Centre Master Plan	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - This action is undertaken and considered as part of each Development Application.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.3.4 Revitalise and develop neighbourhood centres so they are economically viable and the best design outcomes for the community are achieved.					
2.3.4.1 Finalise the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	28/10/2016 - City staff have reviewed the previous work completed and determined that many of the identified properties would take significant amounts of work to make "sale ready". Work on this strategy is ongoing.
2.3.4.2 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2016	30/06/2017	0	28/10/2016 - The Medina Revitalisation project phase 2 is currently underway and will entail a major upgrade to a disused alley which will be converted into a Laneway. The project will include hard and softscaping and the creation of murals. Project is scheduled for completion end of March 2017.
2.3.4.4 Implement Place Plans for City areas	5.1 Executive	01/07/2016	30/06/2017	25	14/10/2016 - Community engagement on developing the place plans and local projects has commenced, with workshops being held throughout the community in October.
02.4.1 Actively work with partners to facilitate the coordinated development and improvement of the Kwinana Industrial Area and the prompt development of Latitude 32.					
2.4.1.1 Work with Landcorp and the Western Australian Planning Commission to provide assistance and facilitate timely and effective decision making for the prompt development of Latitude 32 and the KI	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	17/10/2016 - City officers attend regular meetings with Landcorp and the Department of Planning for Latitude 32 matters.
2.4.1.2 Examine opportunities for coordinated progress of the Western Trade Coast Area including proceeding with the Indian Ocean Gateway	5.1 Executive	01/07/2016	30/06/2017	50	03/10/2016 - The Mayor and Chief Executive Officer have now undertaken over 130 stakeholder briefings, town hall briefings and advocating to other local governments the benefits of the Western Trade Coast Area to the State and Nation. With the State election in March 2017, the City is emphasising the need for planning of a port in Kwinana is now.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.4.2 Lobby for the upgrade, early design and construction of the Western Trade Coast transport network.					
2.4.2.2 Complete business case for Council to lobby for the feasibility and detailed design of the Fremantle to Rockingham controlled access highway	2.4 Economic Development	01/07/2016	30/06/2018	0	28/10/2016 - This action will commence later in the year.
2.4.2.4 Secure funding for the design of Gilmore Avenue to extend to connect with Abercrombie Road	2.4 Economic Development	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
02.4.3 Promote the development of new port and intermodal facilities to stimulate further industrial and bulk goods investment, business activity and employment opportunities.					
2.4.3.1 Engage with relevant stakeholders including the Fremantle Port Authority to promote Kwinana's interest in port developments in the district	5.1 Executive	01/07/2016	30/06/2017	50	03/10/2016 - The Mayor and the Chief Executive Officer have engaged with over 130 stakeholders in relation to a new port in Kwinana.
02.5.1 Develop and implement an Economic Development Strategy that identifies priority projects to act as stimuli to the local economy .					
2.5.1.1 Implement the Economic Development Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	28/10/2016 - The Economic Development Strategy is still a work in progress. The document is due for completion by the end of November 2016.
2.5.1.2 Assess and review the current Industrial Development Strategy and Policies for the Kwinana Industrial Area against the current economic profile and situation	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	28/10/2016 - Project is to be scoped and commence later in the year.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
02.6.1 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.					
2.6.1.1 Encourage registration of home occupation business and offer assistance to businesses with growth and development	2.4 Economic Development	01/07/2016	30/06/2017	25	28/10/2016 - The City's economic development team proposed a budget of \$50,000 in order to complete and implement the draft economic development plan. Part of that process will entail the creation of a business advisory group and low cost classes for local business. It is hoped that these programs will encourage more business activity.
2.6.1.3 Assess planning and approval processes for Development Applications and revise system to encourage and retain business investment in the City	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - The planning approval system and processes are under constant review to ensure the system is operating as efficiently and effectively as possible.
03.1.1 Develop and implement a Local Biodiversity Strategy for the City of Kwinana to preserve strategically important natural areas.					
3.1.1.1 Include the City's Local Biodiversity Plan in Planning Guidelines for Biodiversity Conservation	3.1.2 Strategic Planning	01/07/2016	30/06/2017	20	17/10/2016 - A draft policy has been prepared however is required to be reviewed in light of recent environmental planning announcements - Green Growth Plan and Commonwealth listing of Banksia Woodlands as a Threatened Ecological Community. This project has been deferred and will be completed during the 2017/18 year.
3.1.1.2 Work towards Lake Magenup Rehabilitation	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Seasonal planting complete, planning and ordering plants for 2017 season soon to commence. Alternative revegetation options being considered.
03.1.2 Investigate long term strategies for protection of the 'Kwinana Industrial Buffer'.					
3.1.2.1 Continue supporting Council to lobby for the legislative protection of the Kwinana Industrial Buffer	3.1.2 Strategic Planning	01/07/2016	30/06/2017	30	17/10/2016 - No specific work was undertaken on this action during the July - Sept quarter whilst the Western Trade Coast Protection Area legislation is with the Environmental Protection Authority for assessment.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.1.3 Continue to implement the Natural Areas Management Plan and participate in the South Metropolitan Coastcare Program in order to improve conservation outcomes.					
3.1.3.1 Implement the Natural Areas Management Plan for the City of Kwinana managed natural areas (e.g. bushland, wetlands)	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Field staff and contractors have completed grass weed control. Feral animal control and woody weed control commencing September, firebreak maintenance to be completed by end of October.
3.1.3.2 Continue to secure the South Metropolitan Coastcare Program	4.05 Environment	01/07/2016	30/06/2017	100	28/10/2016 - This action is complete.
03.1.4 Build community and City capacity to assist in managing coastal and bushland reserves.					
3.1.4.1 Develop and encourage volunteer participation in Coastal and Bushland Reserves care programs	4.05 Environment	01/07/2016	30/06/2017	50	22/09/2016 - Successful volunteering numbers achieved.
3.1.4.2 Maintain, improve and create new relationships with outside professional, commercial and volunteer organisations to improve work efficiency	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Local Governments are aligning to lobby and pressure state departments into improving their asset management in regional areas.
03.1.5 Encourage a multi-agency response to the protection of natural bushland from inappropriate and unauthorised use.					
3.1.5.1 Bushland reserves fences installed or upgraded to reduce illegal rubbish dumping	4.05 Environment	01/07/2016	30/06/2017	0	28/10/2016 - Awaiting the award of tender to progress this action.
03.2.1 Ensure that development approvals result in best practice environmental outcomes.					
3.2.1.1 Advocate for, and improve environmental standards for the wellbeing of the community by developing good working relationships with stakeholders	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Tree Retention Policy development and adoption is almost complete, next stages will be to evaluate the listing of Banksia Woodlands as endangered to determine if a Kwinana policy is needed or beneficial in this regard.
3.2.1.2 Increase Aboriginal consultation before clearing land	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - This action is undertaken and considered as part of each Development Application.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.2.2 Review and amend the City of Kwinana's Town Planning Scheme and land use planning policies to provide the statutory power.					
3.2.2.1 Engage with universities to improve research (targeted monitoring programs, vulnerability study to identify trigger points) and knowledge	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Working with Strategic Planning and the development industry, by way of City workshops, to increase amenity and improve planning in the Kwinana area.
3.2.2.2 Incorporate the Biodiversity Strategy into the Town Planning Scheme and Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	30	17/10/2016 - Recommendations of the Local Biodiversity Plan have been incorporated into the Local Planning Strategy. Further work is to be undertaken as the Local Planning Strategy progresses over the next 12-24 months.
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	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - This action is undertaken and considered as part of each Development Application
03.2.3 Ensure, where practicable, retention of remnant vegetation and natural systems within new residential subdivisions.					
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	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Tree Retention Policy to be implemented upon adoption, the current process is being used until this event.
3.2.3.2 Implement Preservation strategies (e.g. collecting seeds) as part of the Natural Areas Management Plan	4.05 Environment	01/07/2016	30/06/2017	20	28/10/2016 - The Environment Team is currently preparing and considering the amount per species the City have stored so the City can target the species with lower storage volumes.
3.2.3.3 Prepare a Planning Policy which focuses on the retention of trees	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	17/10/2016 - Local Planning Policy No. 1: Landscape Features and Tree Retention was adopted by Council on 28 September 2016. This action is now complete.
03.3.1 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.					
3.3.1.1 Implement the Emergency Services Business Plan	1.7 Essential Services	01/07/2016	30/06/2017	25	28/10/2016 - The actions that achieve the Emergency Services Business Plan are detailed throughout the "Surrounded by Nature" section of the Strategic Community Plan.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.3.2 Develop nature-based awareness raising projects and activities, including expansion of the Walking Trails Network and co-ordinate bush care programs with local schools.					
3.3.2.1 Coordinate a Bushcare Schools Program as part of the Natural Areas Management Plan	4.05 Environment	01/07/2016	30/06/2017	80	28/10/2016 - The Bushcare schools program has been completed for 2016/17. Planning for the 2017/18 schools program has commenced.
3.3.2.2 Coordinate a Guided Bushwalk/Nightstalk program as part of the Natural Areas Management Plan	4.05 Environment	01/07/2016	30/06/2017	100	28/10/2016 - Completed at Bertram sanctuary with 40 attendees.
3.3.2.3 Provide free street tree mulch to residents	4.05 Environment	01/07/2016	30/06/2017	100	22/09/2016 - May, the Month of Mulch was successful.
03.4.1 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.					
3.4.1.1 Retrofit City buildings with updated codes and actively engage in the design process of new council buildings to ensure energy efficiency is maximised	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Darius Wells Photo Voltaic (PV) project tendering underway.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.5.1 Implement the City of Kwinana Water Conservation Plan, the Peel and Cockburn Catchment Regional Water Program and adopt Water Sensitive Urban Design Technical Guidelines.					
3.5.1.1 Implement the Depot Team actions within the Sustainable Water Management Plan	1.8 Depot	01/07/2016	30/06/2017	25	28/10/2016 - New bore cubicles installed at Wandi equestrian / Medina Oval Main and Casuarina station. New irrigation system installed at Calista Oval
3.5.1.3 Develop and implement an educating program for the cleaning of side entry pits, GPTs and bubble up pits	1.8 Depot	01/07/2016	30/06/2017	10	28/10/2016 - The schedule is currently being developed.
3.5.1.4 Implement the schedule/program for the inspection and maintenance of sumps and compensating basins	1.8 Depot	01/07/2016	30/06/2017	0	28/10/2016 - Inspections are scheduled from February 2017 to April 2017.
3.5.1.5 Ensure the City complies with IPEWA subdivision guidelines for stormwater retention	1.1 Engineering	01/07/2016	30/06/2017	100	14/10/2016 - Under review to apply Department of Water guidelines for Water sensitive urban design.
3.5.1.6 Implement the Water Conservation Plan	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Toilets are being retrofitted with smaller waterwise cisterns. Leak detection monitoring has identified and resolved several thousand dollars and millions of litres of leaks in the last 3 months.
3.5.1.7 Ensure that mosquito management plans are provided where necessary as part of drainage and water management planning	4.06 Environmental Health	01/07/2016	30/06/2017	100	28/10/2016 - Mosquito Management Plans for Wandi South, Whistling Grove, Kenby Chase, Durrant Ave and Oakebella have been received and assessed this quarter.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
03.6.1 Implement, where practicable, the recommendations of the Southern Metropolitan Regional Council "Climate Change Risk Assessment Report (2009)".					
3.6.1.1 Ensure the future bushland reserves that are acquired are of sufficient size and quality to be resilient to bushfires	1.7 Essential Services	01/07/2016	30/06/2017	25	28/10/2016 - 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.	1.7 Essential Services	01/07/2016	30/06/2017	100	06/10/2016 - Refer to above Action Item 3.6.1.2.
3.6.1.3 Develop, implement and periodically update Urban Bushfire Fire Plans for all High Priority City of Kwinana Bushland Reserves	1.7 Essential Services	01/07/2016	30/06/2017	70	28/10/2016 - The City's bushfire brigades and the Fire & Rescue Service has completed inspections on the City's reserves and we are now in the process of updating the Urban Bush Plans for this summer.
3.6.1.5 Implement the Strategic Waste Management Plan	4.06 Environmental Health	01/07/2016	30/06/2017	100	28/10/2016 - First Draft of plan presented for review and comment 3 October 2016.
3.6.1.6 Implement the Climate Change Adaptation and Mitigation Strategy	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - Water Saving Toilets installed at various locations, monitoring equipment, air curtains and flow meters installed at Recquatic. There will be further review of other infrastructure energy and water use.
03.6.2 Adopt and implement, where required, any State and Federal government policies related to climate change.					
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	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - This action is ongoing.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.1.1 Implement the City of Kwinana's Community Infrastructure Plan that identifies the location, nature and anticipated construction date of new community and recreation facilities.					
4.1.1.1 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	4.04 Community Development	01/07/2016	30/06/2017	75	28/10/2016 - Review of Community Infrastructure Plan is almost complete, feedback has been sought from developers and facility designs/costs have been reviewed.
4.1.1.19 Design and construct Stage 2 of the Wells Beach Foreshore Upgrade (Park and Boating Facility)	1.1 Engineering	01/07/2016	30/06/2018	25	28/10/2016 - Feasibility study of the boat ramp, sea wall and the ship wreck has been completed. A community needs assessment to be completed to determine the scope of upgrade works.
4.1.1.2 Ensure Developer Contribution Schemes are aligned with the Community Infrastructure Plan	3.1.2 Strategic Planning	01/07/2016	30/06/2017	60	17/10/2016 - The Community Infrastructure Plan was revised in 2015 and advertised along with Amendment 145 to Town Planning Scheme No. 2. Officers are considering submissions received and are due to report back to Council in early 2017.
4.1.1.26 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	1.1 Engineering	01/07/2016		0	27/10/2016 - Will not be built in the current timeframe of the business plan which is 2016 to 2018
4.1.1.27 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	4.02 Building Assets	01/07/2016	30/06/2017	100	29/09/2016 - Concept plan has been developed with community consultation to be undertaken during the month of October 2016
4.1.1.29 Design and construct a Local Sporting Ground with Pavilion Extension for Wellard / Leda	1.1 Engineering	01/07/2016	30/06/2018	0	27/10/2016 - Will not be built in the current timeframe of the business plan which is 2016 to 2018
4.1.1.30 Design and construct a Local Sporting Ground with a Community Sports Building in Wellard / Leda	1.1 Engineering	01/07/2016	30/06/2018	0	27/10/2016 - Will not be built in the current timeframe of the business plan which is 2016 to 2018
4.1.1.30 Design and construct a Local Sporting Ground with Pavilion Extension for Wellard / Leda	4.02 Building Assets	01/07/2016	30/06/2017	100	29/09/2016 - Concept plan has been developed with community consultation to be undertaken during the month of October 2016
4.1.1.31 Design and construct a Local Sporting Ground with a Community Sports Building in Wellard / Leda	4.02 Building Assets	01/07/2016	30/06/2017	0	29/09/2016 - Commencement of this project has been rescheduled in the 2023/24 financial year as part of the Community Infrastructure Plan

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.1.36 Design and construct Stage 1 of the Civic Administration Building Upgrade	1.1 Engineering	01/07/2016	30/06/2017	0	27/10/2016 - Will not be built in the current timeframe of the business plan which is 2016 to 2018
4.1.1.4 Work collaboratively with other South Western Metro Local Governments to plan for regional level sporting and recreation infrastructure	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - Community Development Officer met with Mandurah and Rockingham to plan events and build relationships. The Community Development Officer also hosted a Financial Planning Workshop and invited Rockingham clubs to attend.
4.1.1.5 Reach a formal agreement with public and private education providers for shared use of facilities in accordance with the Community Infrastructure Plan	4.04 Community Development	01/07/2016	30/06/2017	25	28/10/2016 - Agreement on shared use facility for Wellard West Primary and Wandi Primary School is progressing.
4.1.1.6 Conduct a feasibility study to include future dog parks in the Community Infrastructure Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	28/10/2016 - Being considered as part of the review of the Community Infrastructure Plan, and Parks for People Strategy.
4.1.1.7 Conduct a feasibility study for the construction of a Community Garden	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	12/10/2016 - Project sits with Wandi Residents Group and Satterley.
4.1.1.8 Conduct a feasibility study for the upgrade of Wells Beach Foreshore	1.1 Engineering	01/07/2016	30/06/2018	30	27/10/2016 - Feasibility study of the boat ramp, sea wall and the ship wreck has been completed. A community needs assessment to be completed to determine the scope of upgrade works.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.1.2 Continue to improve the standard, and maximise the utility, of existing community and recreation infrastructure through implementation of maintenance and refurbishment programs.					
4.1.2.1 Encourage the refurbishment of existing Council buildings to address energy, water and waste minimisation	4.05 Environment	01/07/2016	30/06/2017	25	28/10/2016 - 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.
4.1.2.2 Upgrade the Thomas Oval netball courts	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	14/10/2016 - The design for the redevelopment of the courts has been completed and an application for grant funding for resurfacing of the courts has been submitted. Work will progress once grant application outcome is known.
4.1.2.3 Maintain, implement and review refurbishment programs to improve sporting facilities in Kwinana	4.02 Building Assets	01/07/2016	30/06/2017	100	29/09/2016 - All refurbishment projects are being undertaken in accordance with the Long Term Financial Plan, Community Infrastructure Plan and Asset Management Plans.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.2.1 In accordance with regulatory standards and the Community Infrastructure Plan, provide active recreation opportunities and develop public open space and infrastructure in new developments.					
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	1.1 Engineering	01/07/2016	30/06/2017	100	27/10/2016 - This action is ongoing. No significant updates have occurred over the last quarter.
4.2.1.2 Construct the City of Kwinana Adventure Playground	1.1 Engineering	01/07/2016	30/06/2017	100	25/10/2016 - Construction of Kwinana Adventure Park was completed in October 2016.
4.2.1.3 Activate The Adventure Playground	4.04 Community Development	01/07/2016	30/06/2017	25	21/10/2016 - The Kwinana Adventure Park Grand Opening was held on Sunday 16 October, and attended by more than 7,000 residents and visitors.
4.2.1.4 Construct the Skate Park	1.1 Engineering	01/07/2016	30/06/2017	10	27/10/2016 - Contract for design and construction of the skate park is anticipated to be awarded by 30 December 2016. Design is estimated to be completed by 30 March 2017 and construction to be completed by 30 July 2017.
4.2.1.5 Activate the Skate Park	4.09 Youth Services	01/07/2016	30/06/2017	100	07/10/2016 - The Skate Park activation event held in partnership with City of Kwinana and Creating Communities aligned with the completion of the new Adventure Park in Wellard East.
4.2.1.7 Continue to plan for walk trail connection and promotion	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	12/10/2016 - No progress since initial meeting on the Tramway Trail project Consultants brief developed in order to appoint consultants to deliver walking and bicycle network plan.
4.2.1.8 Conduct a feasibility study for the provision of a Camping area in parkland	4.05 Environment	01/07/2016	30/06/2017	30	28/10/2016 - This action is progressing adequately.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.2.2 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.					
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	1.8 Depot	01/07/2016	30/06/2017	25	28/10/2016 - Completed Broadacre weed spraying to all Reserves, Parks and Streetscapes Dryland mowing maintenance completed for this quarter in September Renovation works to all Active Reserves commenced in late September, due for completion second week of October. All monthly hardstand weed spraying completed as per schedule.
4.2.2.2 Implement the Parks Inspection and Continuous Improvement System	1.8 Depot	01/07/2016	30/06/2017	25	28/10/2016 - First quarter inspections and reporting complete.
4.2.2.3 Ensure parks have adequate facilities to meet community needs	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	12/10/2016 - Recently conducted community consultation for parks scheduled for upgrade. Met project team on site to determine location and logistics. Progressed review of Parks for People project Established Community Infrastructure Cross Functional team to review and monitor infrastructure projects
4.2.2.4 Continue to activate Kwinana Beach	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
04.3.1 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.					
4.3.1.1 Identify gaps, monitor service levels and advocate to Government to ensure the community is adequately serviced by government agencies	4.04 Community Development	01/07/2016	30/06/2017	25	14/10/2016 - On going liaison with agencies and government occurring.
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	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - This action is ongoing.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.3.2 Liaise with health service providers to identify community needs and ensure that planning for the City takes account of the need.					
4.3.2.1 Explore Active Transport initiatives	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - Support Strategic planning to develop Consultants Brief for the appointment of consultants to develop Kwinana Cycling and Walking Network Plan. Funds sourced from Department of Transport.
4.3.2.2 Implement and annually review the City's Public Health Plan	4.06 Environmental Health	01/07/2016	30/06/2017	100	28/10/2016 - See comments for action 1.4.5.6
4.3.2.3 Lobby for increased local health services in the City	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - The City now has a generous quota of health services (doctors, dentists, physiotherapists and chiropractors).The City will continue to lobby if specialist service opportunities are present.
04.3.3 Support partnerships with service providers and the community to provide health and lifestyle education.					
4.3.3.1 Meet regularly as a partner for various health projects linked to the local Aboriginal community	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
4.3.3.2 Continue to facilitate the Kwinana Health Action Group	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	25	28/10/2016 - Meetings continues to be called and hosted with limited engagement and outcomes.
04.3.4 Advocate for improvements to the provision of underground power, broadband and mobile coverage across the community.					
4.3.4.1 Continue to lobby providers for improved telecommunication services and facilities in Kwinana, keep abreast of opportunities to influence planning and enter into partnerships for delivery of p	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - The NBN rollout is now underway in Kwinana.
4.3.4.2 Lobby for the enhancement of power services to underground power	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - New developments now have underground power.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.1 Undertake a review the City's Local Planning Strategy, Town Planning Scheme and sub-strategies to ensure that all development is sustainable.					
4.4.1.1 Review the Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	25	17/10/2016 - The draft Local Planning Strategy (LPS) was advertised for 'pre-consultation' during 2015. The draft LPS has been modified in response to submissions received during the advertising and a report prepared for Council's consideration to formally adopt the draft LPS, and to then seek Western Australian Planning Commission consent to formally advertise.
04.4.2 Encourage and promote the design of places of activity and enjoyment.					
4.4.2.1 Review the Liveable Neighbourhood Framework.	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - This action is undertaken and considered as part of each Development Application.
04.4.3 Develop and implement a Parking Strategy for the City that specifically addresses the City Centre and train station precincts.					
4.4.3.1 Prepare a Parking Strategy that considers parking needs and provision at key activity centres with the City Centre as a key priority	3.1.2 Strategic Planning	01/07/2016	30/06/2017	10	17/10/2016 - Preliminary work on parking in the City Centre has been undertaken, however this project as a whole has been deferred until FY 2017/18.
04.4.4 Seek to provide a variety of housing choices in the City as part of the development of the Local Planning Strategy.					
4.4.4.1 Implement the Local Housing Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	17/10/2016 - This action has been deferred and work will commence in FY 2017/18.
4.4.4.3 Encourage Department of Housing/Landcorp to develop vacant government owned land	2.4 Economic Development	01/07/2016	30/06/2017	25	20/10/2016 - City staff have been in negotiations with the Department of Housing to try and obtain 450 square metre property in Medina which would be used for a housing project.
4.4.4.4 Manage and maintain City of Kwinana Aged Persons Accommodation	4.04 Community Development	01/07/2016	30/06/2017	100	28/10/2016 - The City is continuing with the management and maintenance of the aged care accommodation.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.6 Ensure that an appropriate density of development is achieved that accommodates projected population growth and is balanced against community expectations.					
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	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	<p>17/10/2016 - The draft Local Planning Strategy (LPS) was advertised for 'pre-consultation' during 2015. The draft LPS has been modified in response to submissions received during the advertising and a report prepared for Council's consideration to formally adopt the draft LPS, and to then seek Western Australian Planning Commission consent to formally advertise.</p> <p>It is noted that further community consultation will occur following WAPC consent to advertise.</p>
04.4.7 Take a proactive and strategic approach to planning for significant infrastructure needed for the future such as major road networks, waste disposal/recycling facilities.					
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	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - Awaiting the adoption of the Strategic Waste Management Plan before implementation. Aim for November for finalisation of Strategic Waste Management Plan. Outcomes to be included in waste tender specifications for new waste contracts in December 2016.
04.4.8 Ensure that the City has significant input on planning and strategic growth decisions at the Regional and State level.					
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	4.04 Community Development	01/07/2016	30/06/2017	25	14/10/2016 - Actioned as and when opportunity presents.
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	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	17/10/2016 - In the past quarter Officers prepared a formal response to Main Roads WA on the Fremantle Rockingham Controlled Access Highway route definition, which was endorsed by Council on 13 July 2016.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.9 Engage with developers on infrastructure and sustainability issues.					
4.4.9.1 Regularly engage with developers to communicate the City's priorities as part of new development	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	17/10/2016 - Recurring and one-off meetings with developers are held as a matter of course by Officers.
04.5.1 Promote a clean City by ensuring that public areas and streetscapes are developed and maintained to a high standard.					
4.5.1.1 Remove rubbish from the City as part of the parks and reserves maintenance programs	1.8 Depot	01/07/2016	30/06/2017	25	28/10/2016 - All By-monthly Urban and Rural litter collection was completed during the months of July and September.
04.5.2 Develop and implement a Landscape and Streetscape Strategy.					
4.5.2.1 Review every two years the existing landscape maintenance agreements held with Main Roads Western Australia.	1.8 Depot	01/07/2016	30/06/2017	10	28/10/2016 - The review of the landscape agreements have only just commenced and are expected to be completed in November.
4.5.2.2 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.8 Depot	01/01/2016	30/06/2017	10	06/09/2016 - The Engineering Team have requested an allocation of \$120,000 in the 2017/18 financial year as part of the Long Term Financial Plan for data collection of the City's Street Trees. Determination of an appropriate data base will also be considered and progressed in consultation with the Asset Management Working group
4.5.2.2 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.8 Depot	01/07/2016	30/06/2017	10	14/10/2016 - A tree management working group currently chaired by the Manager Environment is currently progressing how the City will manage its tree data. At this stage GIS is being strongly considered as the appropriate data base.
4.5.2.3 Implement the actions of the Landscaping Strategy for the City of Kwinana	1.1 Engineering	01/07/2016	30/06/2017	100	27/10/2016 - Design is underway for street tree planting for Johnson Road and selected streets in the KIA.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.5.3 Implement the strategies outlined in the City of Kwinana's Graffiti Management Plan.					
4.5.3.1 Monitor and administer the Mobile Graffiti Reporting System	1.8 Depot	01/07/2016	30/06/2017	25	29/09/2016 - New Tough pads have been purchased but are not operational yet as the City needs to get infrastructure and software in place for them to function properly. The old trimble used to collect data has stopped working so very little data has been collected during the past 3 months and reported to WA Police. The new tough pads should be operational in the next couple of weeks (mid Oct).
04.5.4 Encourage the maintenance of verges and enforce the upkeep of private properties to reflect a high level of community pride in the area.					
4.5.4.1 Actively apply the City's local laws related to the maintenance and upkeep of private properties to prevent nuisance	4.06 Environmental Health	01/07/2016	30/06/2017	100	28/10/2016 - This action is ongoing.
04.5.5 Develop and implement urban design guidelines to achieve a good standard of built form in the City.					
4.5.5.2 Complete the Residential Development Policy and Guidelines	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - Work has commenced on replacement local planning policies for residential development - eg. Tree and Landscape Protection, Narrow Lots, and Urban Amenity Strategy. Project to be completed 2016/17.

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.6.1 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.					
4.6.1.1 Implement an inspection of rural road verges for encroaching vegetation and update annual pruning program	1.8 Depot	01/07/2016	30/06/2017	0	28/10/2016 - Inspection to be carried out in November 2016.
4.6.1.2 Develop and implement a Road Shouldering Program	1.8 Depot	01/07/2016	30/06/2017	10	28/10/2016 - This action is ongoing.
4.6.1.3 Implement an annual inspection of high priority roads and identify any maintenance tasks	1.8 Depot	01/07/2016	30/06/2017	25	28/10/2016 - Inspection list completed repair list identified and recorded.
4.6.1.4 Implement the Depot Annual Maintenance Works Program	1.8 Depot	01/07/2016	30/06/2017	33	28/10/2016 - Major works completed in the last three months include: Power line street tree pruning in Orelia and Parmelia, Sports ground renovations and fertilising Broad leaf chemical control of irrigated POS, Mowing of dry land reserves, Road distributor inspection, Footpath audit rectifications, Road suburb sweeps in Bertram, Calista, City Centre and Leda, Bore redevelopment works at Bertram Oval, Calista Oval and Medina Oval, Rural roadside litter collection.
4.6.1.5 Implement the 10 year road resurfacing and road rehabilitation programs	1.1 Engineering	01/07/2016	30/06/2017	80	28/10/2016 - The road resurfacing plan has been reviewed. Projects selected from this plan which have been included in Year 1, 2 and 3 of the Long Term Financial Plan will be reviewed to ensure costings are accurate.
4.6.1.6 Implement a routine traffic survey program to identify locations throughout the City where routine	1.1 Engineering	01/07/2016		95	28/10/2016 - Traffic survey program has now been completed with only new gifted roads to be added.
04.6.2 Construct and maintain a network of footpaths and cycle routes that enable residents to get where they need to go safely and easily.					
4.6.2.1 Coordinate the repairs of high priority defects identified from the 2015 footpath audit	1.8 Depot	01/07/2016	30/06/2017	60	17/10/2016 - Repairs to footpath defects are progressing well. Aim is to complete the remaining defects within the next 3-4 months.
4.6.2.2 Implement the footpath, trails and cycleways forward works program	1.1 Engineering	01/07/2016	30/06/2017	60	28/10/2016 - Footpaths forward works program has been progressed towards a 20 year program. Footpath gap has now been

1 Strategic Community Plan 2015-2025 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
04.6.3 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.					
4.6.3.1 Carry out annual inspection of Bus Shelters and identify any maintenance tasks	1.8 Depot	01/07/2016	30/06/2017	0	28/10/2016 - Bus shelter inspections are currently planned for November.
4.6.3.2 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority	1.1 Engineering	01/07/2016	30/06/2017	100	14/10/2016 - New sites for bus shelters identified. funding request submitted to Public Transport Authority, Awaiting response.
4.6.3.3 Lobby for the continual improvement of public transport in the City	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - This action is ongoing and occurs when needed.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision.					
5.1.1.1 Undertake biennial review of the City's Strategic Community Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	20/10/2016 - The Strategic Plan Review is scheduled to commence in February after extensive community consultation.
5.1.1.2 Undertake a full review of the City's Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	0	20/10/2016 - The review of the Corporate Business Plan will commence in March 2017.
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	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	20/10/2016 - In the last review period the Corporate Business Plan achieved greater integration with the Long Term Financial Plan and Workforce Plan.
5.1.1.4 Demonstrate achievements against the City's Plan for the Future in the Annual Report	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	03/10/2016 - The achievements against the Plan for the Future have been submitted for inclusion into the Annual Report.
5.1.1.5 Conduct a biennial Community Perception Survey and utilise the results to inform the regular review of the Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	20/10/2016 - The community perception survey was completed last financial year, the results are being used to inform future planning at the City.
5.1.1.6 Complete the Strategy Integration Project	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	20/10/2016 - Initial mapping has taken place and a register has been created to indicate key relationships between strategically important documents. The project group is currently working through the register.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.2 Councillors enthusiastically represent the community, participate in activities and events, advocate the community's vision, encourage stakeholder involvement.					
5.1.2.1 Host key stakeholder functions throughout the year	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	30/09/2016 - A stakeholder function was held on 18 August. This event was to thank local volunteers from the local sporting groups for all of their hard work in the local community. This event was attended by 46 members of the local associations and hosted by the Mayor and Councillors. The Mayor did a speech which included information on what changes are being made to the City and also had a question and answer session for the attendees. A finger buffet was served for all attendees at the event. Gary Gray attended the event as a special guest and was thanked for all of his hard work in the community over the past few years. He also made a speech to the local volunteers.
5.1.2.2 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	5.2 Elected Members	01/07/2016	30/06/2017	100	25/10/2016 - Briefings to stakeholders in relation to the Indian Ocean Gateway are ongoing.
5.1.2.3 Facilitate Council Meetings in alternate locations to encourage community attendance	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
05.1.4 Pursue continual improvement in Council facilities and services.					
5.1.4.1 Implement the findings of the Depot operations review	5.1 Executive	01/07/2016	30/06/2018	50	04/10/2016 - Consultant's report is due by 30 November 2016. Implementation will be post receipt of the report.
5.1.4.2 Create and implement a Local Law Renewal Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2018	75	28/10/2016 - This action is ongoing.
05.1.5 Actively participate in regional planning, partnerships and projects in order to deliver better outcomes for the Kwinana community.					
5.1.5.1 Continue to support the South West Group and the National Growth Areas Alliance	5.1 Executive	01/07/2016	30/06/2017	100	25/10/2016 - The City participated in a briefing for Federal Candidates in relation to priority projects for the South West Group.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.6 Retain Quality Accreditation and participate in relevant benchmarking opportunities.					
5.1.6.1 Review ISO 9001 accreditation and consider the Business Excellence Framework	2.3 Human Resources	01/07/2016	30/06/2017	80	30/09/2016 - City is currently transitioning to ISO 9001:2015 and has developed 80% of the documentation. The City will be audited against the new standard in October, 2016.
5.1.6.2 Complete a compliance audit return each year	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	28/10/2016 - This action is ongoing.
05.1.7 Lead the City through the organisation wide Transformation Program.					
5.1.7.1 Implement the Transformation Program	5.1 Executive	01/07/2016	30/06/2017	100	25/10/2016 - Multiple projects are currently underway as well as a review of the Transformation Program Blueprint. Transformation projects that are due to start in the coming year have had their stage 2 documentation completed. Projects have also been added to the City's corporate planning software to enable highlight reports to Transformation Team.
05.2.1 Undertake community visioning processes to ensure that the Strategic Community Plan is aligned to community aspirations.					
5.2.1.1 Undertake community visioning processes to formulate the new strategic community plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	20/10/2016 - The community visioning process is currently underway. So far 11 intensive community workshops have been held. The City has also held community engagement opportunities at community events such as the Kwinana Adventure Park Opening and local community markets such as in Honeywood, Wellard and Medina. The City will also be launching an online survey which will be run from the beginning of November to the end of January 2017.
05.2.2 Develop strong relationships with stakeholders and encourage open feedback on priority areas for the City of Kwinana.					
5.2.2.1 Undertake community consultation before significant new services are implemented	5.1 Executive	01/07/2016	30/06/2017	100	25/10/2016 - The new Community Engagement Policy has been developed and adopted by Council and a work procedure has been developed to assist with the implementation across the organisation.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.2.3 Conduct an annual review of the City's Corporate Plan					
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	2.1 Governance and Civic Services	01/07/2016	30/06/2017	0	20/10/2016 - The review of the Corporate Business Plan is scheduled to begin in March 2017.
06.1.1 Develop, implement and continuously review the City's Long Term Financial Plan.					
6.1.1.3 Prepare the Annual Budget for adoption	1.6 Finance	01/07/2016	30/06/2017	0	28/10/2016 - Process commences in second quarter.
6.1.1.4 Ensure that the City of Kwinana articulates its debt strategy within the Long Term Financial Plan	1.6 Finance	01/07/2016	30/06/2017	0	27/10/2016 - Review Long Term Financial Plan scheduled for 17/18 year - refer 6.1.1.1
06.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.					
6.1.2.1 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13.	1.6 Finance	01/07/2016	30/06/2017	100	28/10/2016 - Fair value of Plant, Furniture & Equipment as at 30 June 16 completed and included in 2016 Financial Report.
6.1.2.3 Undertake Financial Management Review of the appropriateness and effectiveness of the financial management systems and procedures in accordance with Local Government (Financial Management) Reg	1.6 Finance	01/07/2016	30/06/2017	0	28/10/2016 - This action is due Q3.
6.1.2.4 Distribute debtor invoices electronically to improve processing and customer service	1.6 Finance	01/07/2016	30/06/2017	0	28/10/2016 - This project was dependent upon an Authority Upgrade version to 6.11. No funds allocated in budget 2016/17 therefore request will be included in the annual budget review.
06.1.3 Ensure 'value for money' in purchasing and tendering.					
6.1.3.1 Create a Procurement Strategy	1.2 Contracts and Procurement	01/07/2016	30/06/2017	10	28/10/2016 - Organisational Procurement Strategy is in the early stages of investigation. The Strategy will consider and develop a long term plan that ensures the timely supply of goods and/or services that are critical to the organisation's ability to meet its core business objectives.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all.					
6.1.4.1 Implement new software to automate the fortnightly and weekly direct debit payment options	1.6 Finance	01/07/2016	30/06/2017	90	27/10/2016 - Software not fully functioning.
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	1.6 Finance	01/07/2016	30/06/2017	10	27/10/2016 - Initial stages of review.
6.1.4.3 Commence investigation of properties with a commercial or industrial land use within current rating of UV	1.6 Finance	01/02/2016	30/06/2017	10	27/10/2016 - Initial stages of review.
6.1.4.3 Commence investigation of properties with a commercial or industrial land use within current rating of UV	1.6 Finance	01/07/2016	30/06/2017	10	27/10/2016 - Initial stages of review.
6.1.4.4 Conduct a land use audit for the City of Kwinana	1.6 Finance	01/07/2016	30/06/2018	0	27/10/2016 - Awaiting completion of land data project.
06.1.5 Maximise external funding of infrastructure projects.					
6.1.5.1 Make applications to funding bodies to maximise external funding for the City's projects	5.1 Executive	01/07/2016	30/06/2017	100	04/10/2016 - This is an ongoing action.
06.2.1 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.					
6.2.1.1 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	5.1 Executive	01/07/2016	30/06/2017	25	14/10/2016 - Ongoing action liaison as opportunities arise.
06.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations.					
6.3.1.1 Finalise the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	27/10/2016 - City staff have reviewed the previous work completed and determined that many of the identified properties would take significant amounts of work to make "sale ready".
06.3.1.2 Implement the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	25	27/10/2016 - City staff have reviewed the previous work completed and determined that many of the identified properties would take significant amounts of work to make "sale ready".

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.3.2 Review lease systems and property management processes.					
06.3.2.1 Annually review the lease management Policy and procedures	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	03/10/2016 - The leasing policy of community facilities was reviewed Lease management procedures were reviewed and work instructions updated.
06.4.1 Continue to manage and develop good working relationships with stakeholders to achieve improved and beneficial outcomes for the community.					
06.4.1.1 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	5.1 Executive	01/07/2016	30/06/2017	50	14/10/2016 - Sponsorship agreements in place for community events, other opportunities pursued as they arise.
06.4.1.2 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2016	30/06/2017	25	20/10/2016 - Economic Development has been working with both private and public entities to enhance the economic environment in Kwinana. One example of this work is the proposed designation of "Business Friendly Local Government" program promoted by the Small Business Development Corporation.
06.4.2 Maximise efficiencies by actively promoting resource sharing with Local Governments.					
06.4.2.1 Continue to actively seek resource sharing opportunities with the other organisations	5.1 Executive	01/07/2016	30/06/2017	100	25/10/2016 - Resource sharing opportunities in the areas of Emergency Services, Community Development, Building Services and Environmental Health continue throughout the year.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.5.1 Ensure internal organisational policies and procedures are aligned to the achievement of the community and corporate vision.					
06.5.1.1 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	28/10/2016 - This action is ongoing.
06.5.1.2 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	1.6 Finance	01/07/2016	30/06/2017	0	28/10/2016 - This action is not due to commence until Q2 and 17/18 year.
06.5.1.3 Engineering design cost estimates to be revised and updated annually	1.1 Engineering	01/07/2016	30/06/2017	50	27/10/2016 - Cost analysis for projects completed during 2015-16 financial year has been completed. Second stage of cost analysis for 2016-17 projects will be completed in June 2017.
06.5.1.4 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	1.6 Finance	01/07/2016	30/06/2017	0	28/10/2016 - Automation of financial reporting is awaiting recommendations from ICT Software Strategic Plan.
06.5.1.5 Review the establishment of an internal audit services for consideration by Council for inclusion in the City's Workforce Plan and Long Term Financial Plan		01/07/2016			03/10/2016 - All research information has been collated. The report and presentation will be presented to Council prior to January 2017.
07.1.1 Workforce Planning					
7.1.1.1 Review and implement the Workforce Plan on an annual basis ensuring outcomes are included into the Long Term Financial Plan	2.3 Human Resources	01/07/2016	30/06/2017	100	30/09/2016 - Workforce Plan developed and approved by Council.
07.1.2 Retention of current staff					
7.1.2.1 Implement the Retention Strategy	2.3 Human Resources	01/07/2016	30/06/2017	20	03/10/2016 - Currently exploring (through the Employee Benefits project and strategy) programs that will be beneficial to employees
7.1.2.2 Commence the negotiation of the EBA for the City prior to the expiry of any agreement	2.3 Human Resources	01/07/2016	01/09/2016	95	28/10/2016 - Negotiated - awaiting approval from Fair Work Commission.
7.1.2.3 Explore promoting greater work flexibility for all employees	2.3 Human Resources	01/07/2016	30/06/2017	30	03/10/2016 - Work flexibility formed part of the EBA negotiations and is peripheral to the Employee Benefits program.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
07.1.3 Attraction, selection recruitment of future staff					
7.1.3.1 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	2.3 Human Resources	01/07/2016	30/06/2017	30	03/10/2016 - Information is collated on a weekly basis as a response to the current market job vacancies. This also occurs on an annual basis.
07.1.4 Feedback Systems					
7.1.4.1 Measure employee satisfaction through employee surveys and incorporate results into supporting strategies and plans	2.3 Human Resources	01/07/2016	30/06/2017	30	03/10/2016 - The Staff Values blueprint and associated strategy will include the use of employee satisfaction surveys as part of the benchmarking process.
7.1.4.2 Review and improve employee exit processes to ensure major issues are identified and used to facilitate improvements within the organisation	2.3 Human Resources	01/07/2016	30/06/2017	30	28/10/2016 - Information relating to reasons for exit collated monthly - any issues raised are referred to the appropriate Director/HR for actioning/addressing (if practical).
07.1.5 Safe Work					
7.1.5.1 Maintain and improve OSH policies and procedures	2.3 Human Resources	01/07/2016	30/06/2017	25	04/10/2016 - Systems framework in progress.
7.1.5.2 Continue to implement an ongoing monitoring and treatment program for any City assets that may contain asbestos	4.02 Building Assets	01/07/2016	30/06/2017	100	28/10/2016 - Asbestos treatment is being carried out in accordance with the Asbestos Management Plan, risk rating and Long Term Financial Plan.
07.2.1 A workforce that meets current and future skills need					
7.2.1.1 On an annual basis conduct a Training Needs Analysis (TNA)	2.3 Human Resources	01/07/2016	30/06/2017	80	30/09/2016 - TNA prepared from staff development reviews.. Application and refinement of the data in the analysis is currently
07.2.2 Succession Planning					
7.2.2.1 Prepare individual career development plans for staff and implement career succession plans	2.3 Human Resources	01/07/2016	30/06/2017	30	03/10/2016 - This task is being undertaken by department - currently working through different departments.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
07.3.1 Culture Appreciation & Staff Values.					
7.3.1.1 Continue to embed the organisational values that drive the development of the desired organisational culture needed to implement the Transformation Program	5.1 Executive	01/07/2016	30/06/2017	100	25/10/2016 - Staff Values were launched and have been implemented into the organisation.
07.4.1 Integrated Performance Management					
7.4.1.1 Review and update staff appraisals to link Strategic and Corporate Actions and KPIs with individual work plans and performance	2.1 Governance and Civic Services	01/07/2016	30/06/2017	70	20/10/2016 - This has almost been achieved through the Team Business Planning process. When assigning actions to staff, Managers should consider the actions highlighted in performance reviews.
07.5.2 Innovative Management					
7.5.2.1 Actively promote programs within the current reward and recognition guidelines	2.3 Human Resources	01/07/2016	30/06/2017	30	28/10/2016 - As part of the Staff Values strategy and action list - methods to promote programs are being implemented (e.g. use of staff newsletter and intranet).
07.6.1 Systems development					
7.6.1.1 Develop the eLearning component of Civica	2.3 Human Resources	01/07/2016	30/06/2018	50	30/09/2016 - On overview of eLearning systems has highlighted that the development of the Civica module may not best suit the City's eLearning components. Other systems to be reviewed for suitability and development - this will include consultation with other LGs and eLearning companies.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.1 Improve the long term sustainability of City of Kwinana plant, facilities and infrastructure through detailed planning and design prior to construction.					
8.1.1.1 Conduct an analysis of the appropriate software system for the recording of plant and fleet servicing and repairs history	1.8 Depot	01/07/2016	30/06/2017	50	17/10/2016 - The preferred software for recording plant and fleet servicing will be the plant module in the Strategic Asset Management module of Authority.
8.1.1.2 Annually review the 20 Year Civil Works Program	1.1 Engineering	01/07/2016	30/06/2017	50	27/10/2016 - Review of road and footpath projects has been completed. Review of landscaping and drainage projects to be completed by 30 June 2017.
8.1.1.3 Ensure energy, water and waste minimisation strategies are considered when planning, designing and constructing new City buildings	4.05 Environment	01/07/2016	30/06/2017	50	28/10/2016 - This action is ongoing.
08.1.2 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.					
8.1.2.1 Implement Asset Management Plans for all of the City's Civil Infrastructure	1.1 Engineering	01/07/2016	30/06/2017	100	28/10/2016 - The City is currently updating the Civil Infrastructure Plan to reflect changes in size of the local road network and footpath network.
8.1.2.2 Review Asset Management Plans for all of the City's Civil Infrastructure	1.1 Engineering	01/07/2016	30/06/2017	100	28/10/2016 - The City is currently updating the Civil Infrastructure Plan to reflect changes in size of the local road network and footpath network.
8.1.2.3 Review the Depot plant for maximum utilisation in consultation with the Finance Team	1.8 Depot	01/07/2016	30/06/2017	25	28/10/2016 - Quarterly meeting to review the plant utilisation has uncovered under allocation of hours to several plant items. Depot staff will improve capture of hours including continuous monitoring of time sheets.
8.1.2.4 Review and update the 20 Year Depot Long Term Financial Plan prior to the Capital Budget process	2.4 Economic Development	01/07/2016	30/06/2017	0	28/10/2016 - Capital Budget process yet to commence.
8.1.2.5 Review and update the Depot 10 Year replacement program for plant and equipment prior to the Capital Budget process	1.8 Depot	01/07/2016	30/06/2017	0	28/10/2016 - Review of Plant Replacement Program to occur in second quarter of reporting.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.3 Review and continue to implement the Asset Management Strategy.					
8.1.3.1 Implement the actions set out within the Parks and Reserves Asset Management Plan	1.8 Depot	01/07/2016	30/06/2017	50	28/10/2016 - Actions performed as detailed in plan.
8.1.3.2 Implement GIS mapping for Public Health services	4.06 Environmental Health	01/07/2016	30/06/2017	100	28/10/2016 - No further mapping layers added to Health.
8.1.3.3 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.8 Depot	01/07/2016	30/06/2017	50	28/10/2016 - Initial proposal memorandum has been distributed.
8.1.3.4 Review and update the Parks and Reserves Asset Management Plan annually	1.8 Depot	01/07/2016	30/06/2017	0	28/10/2016 - Plan to be reviewed by 30 Nov 2016.
8.1.3.5 Implement GIS mapping for drainage, bores, street lighting, footpaths, roads & bus shelters	1.1 Engineering	01/07/2016	30/06/2018	75	28/10/2016 - Continuous improvement in GIS data is undertaken as business as usual.
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	4.08 Recquatic	01/07/2016	30/06/2017	25	10/10/2016 - Daily maintenance schedules are in place and conducted by Recquatic staff to comply with WA Health Department regulations. A separate maintenance schedule has been drawn up for external contractors to provide service expertise where required.
08.1.4 Ensure land developments and associated infrastructure are designed and constructed in accordance with the City's specifications.					
8.1.4.1 Develop Landscape Construction Specifications for Developer Guidelines	1.1 Engineering	01/07/2016	30/06/2017	100	27/10/2016 - This action is ongoing. No significant updates have occurred over the last quarter.
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	1.1 Engineering	01/07/2016	30/06/2017	100	14/10/2016 - Currently under review to incorporate lessons learnt from recent project reviews.
08.1.5 Optimise the use of Council owned buildings through good site selection for new facilities, ensuring facility design and fit out meets community needs.					
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	4.04 Community Development	01/07/2016	30/06/2017	75	14/10/2016 - Community Infrastructure Plan currently being reviewed - facility design and costs have been reviewed and feedback sought from developers.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.6 Oversee the asset management and maintenance of Council buildings.					
8.1.6.1 Maintain and implement the Asset Management Plan for City buildings	4.02 Building Assets	01/07/2016	30/06/2017	100	29/09/2016 - Asset Management Plans are currently being reviewed.
09.1.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse.					
9.1.1.1 Implement the recommendations of the Southern Metropolitan Regional Council's Strategic Waste Management Plan 2015-2020	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - Requirements being integrated into Strategic Waste Management Plan current being drafted by MRA consulting, subject to adoption by Council.
9.1.1.2 Implement the Garage Sale Trail program	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - 46 residents registered with Garage Sale Trail to hold a garage sale on 22 Oct 2016.
9.1.1.3 Complete the Waste project from the Transformation Program	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - see comments for 3.6.1.5
09.2.1 Provide Ranger Services in line with stakeholder expectations to ensure a safer community					
9.2.1.1 Ensure City Assist implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local government City Assist	1.7 Essential Services	01/07/2016	30/06/2017	60	<p>06/10/2016 - Meetings have been held with surrounding local governments to discuss the issue.</p> <p>Meetings with local police officers to discuss strategies to deal with it.</p> <p>Cocooning letter drop trial conducted for community to report where offenders may live.</p> <p>Meeting with police commissioner who explained no off road vehicles should be chased or followed as it can result in serious injury.</p> <p>Due to recent review process will be reassessed for safer implementation.</p> <p>Reviewing impounding process and sale of off road vehicles as a priority.</p>
9.2.1.2 Review and improve City Assist operating systems	1.7 Essential Services	01/07/2016	30/06/2017	10	06/10/2016 - Currently working through City Assist Review Action Plan.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.3.1 Provide Emergency Services in line with stakeholder expectations to ensure a safer community					
9.3.1.1 Ensure Local Emergency Management Plans are reviewed and maintained	1.7 Essential Services	01/07/2016	30/06/2017	75	07/10/2016 - With LEMC consultation (September meeting) the Local Recovery Plan and the Local Recovery Arrangements have been reviewed and currently been updated to meet SEMC changes and key stakeholders.
9.3.1.2 Investigate the necessity and legislative requirements of the Community Services and Emergency Relief Reserve	1.7 Essential Services	01/07/2016	30/06/2017	10	28/10/2016 - This action is ongoing.
9.3.1.3 Map and rate bushfire hazards	1.7 Essential Services	01/07/2016	30/06/2017	60	07/10/2016 - Water Corporation, WA Planning Department, Department of Prisons and Department of Lands had fuel loads assessed and recorded with Hazard Reduction Burning and chemical treatments completed (or proposed) to Very High and Extreme rated lands.
9.3.1.4 Update and maintain the City's firebreak plans in conjunction with Fire Management Plans	1.7 Essential Services	01/07/2016	30/06/2017	10	07/10/2016 - Some early work has been achieved, The City Fire Break plan is reviewed in October/November of each year.
9.3.1.5 Identify, develop and review suitable programs for the Kwinana community addressing such areas as AWARE, Bushfire Ready Action Groups, smoke alarms, programmed fuel reduction burning, fire per	1.7 Essential Services	01/07/2016	30/06/2017	100	07/10/2016 - Rural Urban Interface Exercises held in Casuarina and Wandi with successful community engagement for the purpose of fire preparation and prevention to 80 properties. Mitigation Burning preparation work completed for Water Corporation Mitigation Burning.
9.3.1.6 Assist in the preparation of plans and procedures for managing hazards on unallocated Crown Land/unmanaged Reserves	1.7 Essential Services	01/07/2016	30/06/2017	50	28/10/2016 - This action is ongoing.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.4.1 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community.					
9.4.1.1 Further develop and implement the Library Local History Plan	4.07 Library	01/07/2016	30/06/2017	25	20/10/2016 - - Voices of Kwinana blog updated with Family History Month events - "Scan the Clan" and "Adoptaphoto". - Promotion through the Lost Kwinana Facebook page. - New webpage created for Voices of Kwinana on the Council website.
9.4.1.2 Further develop and implement the Library Youth Services Strategic Plan and the provision of literacy and youth programs	4.07 Library	01/07/2016	30/06/2017	25	05/10/2016 - 820 Children participated in Children's Book week activities this year. 05/10/2016 - 98 Teenagers have participated in Teen club activities in the last quarter. 04/10/2016 - 74 children made use of the Your Tutor service this quarter, which is the best results we have had all year. 04/10/2016 - 80 Sing with me bags were given out to members of the community. They are very popular, however sadly the pilot program has finished. 04/10/2016 - 315 children attended Storytime this quarter. Our Friday sessions have been increasing and the Saturday sessions seem to be decreasing in attendance. 04/10/2016 - This quarter 282 babies/parents attended Rhyme Time. There has been a request for a toddler time on a Wednesday as the babies are now moving.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
9.4.1.3 Further develop and implement the Library E-Services Strategic Plan	4.07 Library	01/07/2016	30/06/2017	25	<p>20/10/2016 - - One ClickDigital e-audio promotion.</p> <ul style="list-style-type: none"> - Envisionware Branch Manager updated. - New Public Access Computer Usage Policy implemented, 15 August. - WhoElseWritesLike.com updated with 30 authors added, 29 August. - ComicsPlus online service implemented, 1 September. 7 members checked out 110 titles in September. - 2 National eSmart Week events held on 7 September. <p>03/10/2016 - Changes to public computer usage policy implemented 11/8/16</p>
9.4.1.4 Review and implement the Library Collection Development Guidelines	4.07 Library	01/07/2016	30/06/2017	25	<p>20/10/2016 - - Full review yet to commence, desktop review has been completed and Manager Library Services to make changes prior to full review.</p>
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	4.07 Library	01/07/2016	30/06/2017	25	<p>20/10/2016 - - Celebrating 60 years of Library Service, 3 events held 27 July, with 101 adults attending.</p> <ul style="list-style-type: none"> - 3 Book Club sessions with 12 attendees. - 180 deliveries to private residences and the Nursing Home. - 2 Write Along The Highway/National Novel Writing Month events held, 9 attended. - "Hats off to our Federal Constitution" event held 15 September, 7 attended.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.5.1 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.					
9.5.1.1 Review the Customer Service Charter	1.3 Customer Services	01/07/2016	30/06/2017	0	28/10/2016 - This action will commence later in the year.
9.5.1.3 Review the CRM system to ensure better reporting	1.3 Customer Services	01/07/2016	30/06/2017	10	04/10/2016 - CRM Health check completed as part of Authority renewal project. Working group has been established.
9.5.1.4 Advance the use of new technology such as online lodgement of planning and building applications (eServices)	1.3 Customer Services	01/07/2016	30/06/2018	30	04/10/2016 - Building and Planning - both available online via e-services. Uptake is poor due to the restricted payment methods not aligning with builders administration processes. Requires further set up. Promotion of online Planning applications is required.
9.5.1.5 Enable eServices for dog and cat registrations.	1.3 Customer Services	01/07/2016	30/06/2017	30	04/10/2016 - Animal renewals are online, issue date of annual notices 10 Oct 16.
9.5.1.6 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	1.3 Customer Services	01/07/2016	30/06/2017	5	04/10/2016 - Creation of fact sheets begun.
9.5.1.6 Implement Call Centre Technology to improve customer service within the City	1.3 Customer Services	01/07/2016	30/06/2017	10	04/10/2016 - TiPT Premium call centre package is online, requires further set up of package features, training and resourcing of Call Centre Staff.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.6.1 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential.					
9.6.1.1 Achieve a National Quality Framework (NQF) compliance for Family Day Care	4.01 Family Day Care	01/07/2016	30/06/2017	100	03/10/2016 - All staff are actively working as a coordination team and with educators to achieve the highest standards in the NQF, consistently updating processes and informing educators to ensure we are compliant with government laws.
9.6.1.3 Provide services to support access to FDC for Aboriginal parents	4.01 Family Day Care	01/07/2016	30/06/2017	100	28/10/2016 - The Moorditj Kulungar Playgroup is providing an avenue for Aboriginal Parents to find out about and access Family Day Care we currently have 2 Families who are accessing the service.
9.6.1.4 Monitor the new funding model for the FDC Service and examine the most cost effective provision of corporate services	4.01 Family Day Care	01/07/2016	30/06/2017	100	28/10/2016 - the new funding model set up last year after the loss of government funding has been successful with the service being able to sustain itself, with the introduction of a slightly higher educator levy.
9.6.1.5 Review service policies with input from educators, staff and families	4.01 Family Day Care	01/07/2016	30/06/2017	80	28/10/2016 - Family Day Care continue to work on the service policies with completion in the near future.
9.6.1.6 Review all the systems and processes used to provide in-home care	4.01 Family Day Care	01/07/2016	30/06/2017	100	28/10/2016 - System processes are being reviewed continuously during this process we have identified a few areas for improvement which will be worked on over the next quarter

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City.					
10.1.1.2 Review infrastructure costs for DCA's	3.1.2 Strategic Planning	01/07/2016	30/06/2017	50	17/10/2016 - This on-going action is approximately 50% complete. Community infrastructure costs were reviewed in 2015 and preparation is underway for the late 2016 / early 2017 review. Standard infrastructure costs for DCA1 is approximately 90% complete. Standard infrastructure costs for DCAs 2-7 is approximately 50% complete.
10.1.1.3 Undertake regular reviews of the City's Developer Contribution Schemes in accordance with State Planning Policy 3.6 and the City's Scheme	3.1.2 Strategic Planning	01/07/2016	30/06/2017	50	17/10/2016 - All of the City's Development Contribution Plans are under review at present through Amendments 100A, 132 and 145 to Town Planning Scheme No. 2. These amendments are in various stages of completion.
10.1.1.4 Complete the review of the Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	25	17/10/2016 - The draft Local Planning Strategy (LPS) was advertised for 'pre-consultation' during 2015. The draft LPS has been modified in response to submissions received during the advertising and a report prepared for Council's consideration to formally adopt the draft LPS, and to then seek Western Australian Planning Commission consent to formally advertise.
10.1.1.4 Review the Residential Development Guidelines	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - Review is currently being undertaken. A draft reviewed document is being prepared and will be presented to Council in September 2016.
10.1.1.5 Complete the Land Data Project	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	28/10/2016 - This project is progressing adequately.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
10.2.1 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings.					
10.2.1.1 Ensure Building Compliance across the City	3.2 Building Services	01/07/2016	30/06/2017	50	28/10/2016 - This action is ongoing.
10.2.1.2 Review and ensure efficient Building processes	3.2 Building Services	01/07/2016	30/06/2017	50	28/10/2016 - A review of building application processes is underway having now gone to online submissions. All other types of application processes will be reviewed with the intent of changing how applications are submitted e.g. online.
10.2.1.3 Complete a desktop review of City Buildings for function and use	3.2 Building Services	01/07/2016	30/06/2017	0	28/10/2016 - This action is ongoing.
10.2.1.4 Review existing City Buildings and incidental structures for compliance	3.2 Building Services	01/07/2016	30/06/2017	0	28/10/2016 - This action is ongoing.
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.					
10.3.1.1 Review processes in place to guarantee health compliance at all events annually	4.06 Environmental Health	01/07/2016	30/06/2017	100	28/10/2016 - All Public Events this quarter processed for compliance with Public Building Regs and Department of Health Outdoor Events Guidelines.
10.3.1.2 Carry out all scheduled inspections	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - 44 Food premises inspections carried out 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	4.06 Environmental Health	01/07/2016	30/06/2017	100	14/10/2016 - Health Policies reviewed , no additional new policies adopted.
10.3.1.4 Prepare a Risk and Hazard Management Plan that considers the City's asbestos risk program, known contaminated sites, exclusion zones, rapid response and safety	4.06 Environmental Health	01/07/2016	30/06/2018	100	14/10/2016 - Draft Contaminated Sites Strategic Management Plan submitted by consultant. Review under way to provide feed back to consultant before finalising plan for presentation to Council.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.1.1 Lead the development and management of the City's contractual arrangements.					
11.1.1.1 Implement a software system for Local Suppliers	1.2 Contracts and Procurement	01/07/2016	30/06/2017	10	06/10/2016 - Funds have been allocated in the Long Term Financial Plan for 2017/2018 to investigate options and implement a software system for Local Suppliers.
11.1.1.2 Implement the centralised procurement function	1.2 Contracts and Procurement	01/07/2016	30/06/2017	100	06/10/2016 - This action was completed in June 2016, Request for Formal Quotations are centralised to the Contracts and Procurement Team. Operational leasing arrangements and Consultancy engagement is also centralised to the Contracts and Procurement Team.
11.1.1.3 Implement and monitor a service level agreement to ensure a timely tender process	1.2 Contracts and Procurement	01/07/2016	30/06/2017	25	06/10/2016 - Tender Service Level Agreements being agreed and tender critical dates monitored against agreed timeframes.
11.1.1.4 Provide training and workshops to increase the level of active contract management by staff	1.2 Contracts and Procurement	01/07/2016	30/06/2017	10	06/10/2016 - Contract Management Training needs analysis is ongoing.
11.2.1.1 Create a Procurement Strategy	1.2 Contracts and Procurement	01/07/2016	30/06/2017	10	06/10/2016 - Organisational Procurement Strategy is in the early stages of investigation. The Strategy will consider and develop a long term plan that ensures the timely supply of goods and/or services that are critical to the organisation's ability to meet its core business objectives.
11.2.1.2 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	1.2 Contracts and Procurement	01/07/2016	30/06/2017	100	06/10/2016 - New staff training and refresher training provided on an ongoing basis. Online requisition enhancements continually reviewed and implemented.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.3.1 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value.					
11.3.1.1 Review ICT customer service and conduct a customer survey annually	1.4 ICT	01/07/2016	30/06/2017	0	28/10/2016 - This action will progress next quarter.
11.3.1.2 Increase business value from the 'Authority' system by maintaining staff knowledge of the system and enhancements	1.4 ICT	01/07/2016	30/06/2017	100	06/10/2016 - Implemented Online Applications (OLA) for building and planning as well as e-services for online payments.
11.3.1.3 Improve the Geographical Information System (GIS)	1.4 ICT	01/07/2016	30/06/2017	100	06/10/2016 - Public GIS has been developed and implemented. Replacement of the graffiti capturing devices to a more robust and user friendly device.
11.3.1.4 Utilise ICT equipment to improve Mobile Computing and Work from Home options	1.4 ICT	01/07/2016	30/06/2017	100	06/10/2016 - Replaced the Nomad trimble devices for graffiti to Panasonic tough books that are more robust and users friendly.
11.3.1.5 Investigate opportunities for improved internal and external customer service arising from advances in technology, social media, mobility and cloud computing	1.4 ICT	01/07/2016	30/06/2017	100	28/10/2016 - Implemented e-services for online rates and building applications. Also made available public GIS.
11.3.1.6 Complete a 3 year IT Strategy that will facilitate achievement of the Transformation Program and an IT Disaster Recovery Plan for inclusion in the Long Term Financial Plan	1.4 ICT	01/07/2016	30/06/2017	10	28/10/2016 - This action is progressing.
11.3.1.7 Develop the new helpdesk system	1.4 ICT	01/07/2016	30/06/2017	100	28/10/2016 - This project is complete. Awaiting a release that will allow stop the clock to keep track of Service Level Agreements.
11.3.1.8 Complete the Authority Renewal project.	1.4 ICT	01/07/2016	30/06/2017	50	28/10/2016 - This project is currently on hold due to costs to complete.

2 Corporate Business Plan 2016-2021 - Period 1/07/2016 to 30/09/2016

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.4.1 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities.					
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	1.5 Records	01/07/2016	30/06/2017	90	28/10/2016 - This Action is ongoing and striving to find new initiatives to ensure excellence.
11.4.1.2 Review the Recordkeeping Plan.	1.5 Records	01/07/2016	30/06/2017	85	28/10/2016 - This action is ongoing.
11.4.1.4 Ensure Business Continuity and Disaster Recovery Plans / Procedures remain current to comply with relevant legislation	1.5 Records	01/07/2016	30/06/2017	85	28/10/2016 - This action is ongoing.

City Risk Register

Attachment B



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 owner	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	Manager Human Resources	Open	PID Process Review will occur in the next financial year and information will be provided to staff. Two more PID officers have been appointed and training has been undertaken by all PID officers.
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	Manager Essential Services	Open	The Manager of Essential services will create a document explaining what legislation can be enforceable on land owned by government agencies, which includes any actions in accordance with the Local Government Act 1995 cannot be enforced on state land. Other state legislation the City is authorised to deal with may allow certain actions to be carried out on state land. A list of legislation will be compiled through the regulatory cross function team.
									Review Business Continuity Plan	Acting Director City Strategy		The Business Continuity Plan has been completed and communicated to all staff at their monthly team meetings.
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.	Compliance Officer and Governance	Open	The current lease with the landfill operator states that the lessee is required to comply with all landfill and development application conditions. 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	Manager Environment and Manager Environmental Health		Received draft report and collating feedback before final report is issued.
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	Integrated Planning and Special Projects Officer	Open	This action is completed annually as part of the City's Integrated Planning Framework. The Corporate Business Plan has been subject to its annual review was presented to Council for adoption at the Ordinary Council Meeting on 27 July 2016. The Strategic Community Plan review is scheduled to commence in February after extensive community consultation has been completed.
									Review current Tender Process	Manager Procurement and Tenders		A number of tender process review recommendations have been implemented with the remainder to be completed by December 2016.
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	Manager Essential Services	Open	City Assist Officers now work 24/7 and respond to community response calls. The City Assist team has improved communications with local police teams by being able to contact them when required (Duty Sargent contact). The City is soon to install 25 new camera's into the City Centre area. This will link all of the City's CCTV into one system. This system will be able to be viewed in the City Assist Team area as well as the Kwinana Police Station. We also have a static officer who will be conducting foot patrols of the library, Requatic, Zone and the new Adventure Park.
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	Health, Safety and Injury Management Officer	Open	Risk assessments for tasks, activities and functions for high risk work areas are underway. These risk assessments are being progressed. OSH Plan and Audit action plan developed, approved and actions are underway. Draft working alone guideline is in development. The LGIS safety audit actions have been transferred to new OSH Corrective Action process in Authority to ensure the actions are implemented in a timely manner.
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)	Acting Director City Strategy	Open	The City will include an annual calendar in the team business plans and performance manager to ensure compliance matters are complied with. Currently all business units have been asked to review the annual calendar and by December the annual calendar will be completed. The calendar of compliance matters will be reviewed and changed as required.
									Review the process for document reviews (internal control)	Acting Director City Strategy		The document review template has been reviewed and the Governance business unit has suggested some improvements to ensure that any changes made to one document will be changed in others that are related to it. Before the changes are made, the Governance business unit will test the proposed changes and determine whether this is implemented across the organisation. Document reviews will be aligned to the requirements of the City's quality management systems.
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	Customer Service Coordinator	Open	Customer Services work instructions are updated regularly and gaps identified as per the Quality Management System.
									Implement the 'Knowledge Base' Project	Customer Service Coordinator		This action is progressing as part of the Transformation Program PROJ61 (June 2018). Template, FAQ/Fact Sheets in TRIM CUST03. The project has commenced as part of Customer Service team BAU with additional tasks, actions and KPI's in the new business plan.
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	Manager Human Resources	Open	A framework has been established and associated policies have been reviewed. Annual staff review recording process has been updated and implemented. Policies and procedures continue to be refined.
									Review funding requirements for future training (Training Needs Assessment)	Coordinator Training		The development of individual training plans is being progressed with information taken from the annual staff development review (SDR). 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	Manager Human Resources		All SDRs documentation (including outside workers) is currently being reviewed with an emphasis on ensuring a component of alignment with the Staff Values.

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	ICT Coordinator	Open	The network switches have been upgraded and the ADSL internet connection has been replaced. The supplier for replacing network cabling has been completed also.
									Develop specific Key Indicators for IT system performance measurement (dependent on managed services with Civica)	ICT Coordinator		The City is in the process of completing an IT strategic plan which identifies the future direction of IT services provision. Pending the outcome of the IT strategic plan key indicators for performance will be developed and measured.
									Provide Executive Team with update on Business Technology projects	Manager ICT and Customer Service		The Executive team receives regular ongoing updates on projects from the Business Technology Stream.
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)	Director City Living	Open	Community Engagement Policy has been reviewed and adopted by Council. Calendar of programs, events and activities is continually being updated and communicated to the community using a variety of strategies. Implementation of the Policy is ongoing with all teams being trained on how to apply the templates and resources that have been developed to support the program.
									Review existing Style Guide.	Manager Marketing and Communication		Current Brand Style Guide to be reviewed in early 2017. Discussions have taken place to design an appropriate review method.
									Review Customer Service Charter	Coordinator Customer Service		This action will be reviewed in early 2017.
									Develop an annual Calendar of events including City of Kwinana and Local Community Group events	Manager Community Development		This calendar has taken the form of the What's On Kwinana website, which is continuing to be populated and marketed on an ongoing basis.
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.	Coordinator Records	Open	Records have developed a suite of training to specifically meet the needs of staff. The City Records area are undertaking internal audits on a regular basis.
									Review current report for overdue records and determine whether further controls are required	Coordinator Records		Records are refining reports relating to these issues across the organisation. We have been liaising with other LGs using the same systems to ensure we will be presenting reports created using best practice tools. The reports are being presented to Managers and Directors on the second Tuesday of each month.
									Review current document management process for planning / building / health approvals (statutory timeframe requirements) for efficiency.	Coordinator Records		This action is reactive to changes in legislation and regulations and will be carried out where applicable. The City is investigating the most efficient way to implement the review to ensure the City remains compliant.
									Investigate above issues and provide a response to Executive Team on outcomes and recommendations	Coordinator Records		The City is planning to upgrade RM.8.3 and these concerns will be revisited in light of the new system.
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	Manager Procurement and Contracts	Open	The contracts module within the Authority Software has been investigated. The City is awaiting input from the software providers input regarding implementation and setup.
									Review current process for the recording / tracking of contractor performance	Manager Procurement and Contracts		Purchasing procedures have been updated to include officer responsibilities for managing and recording supplier performance.
	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	Facilities Manager	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 and whether the City will commits to the Authority renewal project.
									Ensure the alignment of infrastructure assists between Financial and other Asset Management Systems	Manager Engineering Services		As part of the next review of Asset Management (AM) plans for each asset type, a gap analysis will need to be undertaken for each asset category to determine the effect of forecast funding in the Long Term Financial Plan (LTFP) on required funding as per AM plans including the funding gap arising from forecast funding in the LTFP vs funding required for maintenance of assets as per the forward works programs, service level agreements, AM plans etc. This task will be included in the AM cross functional team meeting agenda and the exercise need to be completed prior to the next review of the LTFP.
									Review the Capital project Funding process (two elements - funding/ongoing maintenance and Performance Manager scope)	Director Corporate and Engineering Services		Preparation for the 2017/18 budget has commenced, the review of the Long Term Financial Plan will address any updates that are identified.
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		Low	Reduce - mitigate risk	Low	Update Risk Management Plan component of Event applications	Health, Safety and Injury Management Officer	Open	Stakeholder discussions are underway to embed the new risk management framework into event planning.
									Select and Implement a replacement for CLASS and AMLIB	Manager ICT and Customer Services		Replacements for CLASS have been investigated. A Request For Quotation is required and this has been included in the 2016/17 budget.
									Review the internal process (engagement) for Event Notifications	Events Coordinator		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	Risk Management Officer	Open	Current controls of managing projects include using Performance Management software to track status and progress of projects.

16.7 Signing of a Public Road and Rail Crossing At Grade Interfaces Agreement with Brookfield Rail Pty Ltd and Main Roads WA

SUMMARY:

Road Managers including local governments and Main Roads WA (MRWA) and Rail Infrastructure Managers/Operators such as Brookfield Rail Pty Ltd (BR) are required to identify and assess risks to safety associated with road and rail interfaces and may enter into an Interface Agreement for the purpose of managing those risks under clause 105(2) of Schedule - Rail Safety National Law of the Rail Safety National Law (WA) Act 2015 (the Act).

There are four at grade railway crossings within the City of Kwinana where there is an interface between the City of Kwinana owned roads and BR managed railways. The location of these railway crossings are as follows:

- Hope Valley Road,
- Wellard Road,
- Mason Road, and
- Kwinana Beach Road

BR, in collaboration with WALGA and MRWA, have prepared a draft agreement to be signed by all three parties, namely the City of Kwinana, BR and MRWA as requested by the Office of Rail Safety. Accordingly, BR has submitted the Interface Agreement to be signed by the City of Kwinana. The Interface Agreement at Confidential Attachment A will then be forwarded for signing by MRWA and BR as required by the Act.

OFFICER RECOMMENDATION:

That Council

1. Enter into the Interface Agreement with Brookfield Rail Pty Ltd and Main Roads Western Australia at Confidential Attachment A; and
2. Authorise the Chief Executive Officer to sign the Interface Agreement at Confidential Attachment A on behalf of the City of Kwinana.

DISCUSSION:

There are four at grade railway crossings within the City of Kwinana where there is an interface between the City of Kwinana managed roads and BR managed railways. The location of these railway crossings are as follows:

- Hope Valley Road,
- Wellard Road,
- Mason Road, and
- Kwinana Beach Road.

16.7 SIGNING OF A PUBLIC ROAD AND RAIL CROSSING AT GRADE INTERFACES AGREEMENT WITH BROOKFIELD RAIL PTY LTD AND MAIN ROADS WA

To this date there have been no formal agreements between the City of Kwinana and BR in regards to defining roles and responsibilities for each party for maintenance of the road and railway assets. The Office of Rail Safety now requires a formal agreement to be in place between the road managers and the railway infrastructure managers, as required by the Act, so that roles and responsibilities and asset maintenance boundaries are clearly defined and agreed upon. The agreement will be between the City of Kwinana and MRWA as the road managers and BR as the railway infrastructure manager.

BR, in collaboration with WALGA and MRWA, have prepared a draft interface agreement to be signed by all three parties, namely the City of Kwinana, BR and MRWA, refer Confidential Attachment A. BR submitted a draft copy of an Agreement to the City of Kwinana requesting the City's comments on the proposed Agreement. The City of Kwinana officers have provided comments to the proposed document and the final draft Agreement document, which is being proposed to be signed by the Chief Executive Officer, incorporates all the relevant comments and amendments recommended by the City of Kwinana officers.

The Interface Agreement has been endorsed by BR and needs to be signed by all parties and registered with the Office of Rail Safety to be implemented. The Interface Agreement will be returned to BR to be signed by MRWA and BR after it has been signed by the City of Kwinana.

The agreement will commence on the date of execution by the last party and will be subject to ongoing reviews at least once in every five years.

In order to comply with the conditions set out in the Agreement and ensure that City of Kwinana responsibilities are met, a management process has been developed to ensure that scheduled safety inspections are conducted on annual basis as outlined in the Agreement.

The safety inspection will be conducted annually by the Engineering Technical Officer – Traffic on a scheduled basis using a check list that has been developed for this purpose. Any issue identified during the inspection will be reported to the relevant authority.

LEGAL/POLICY IMPLICATIONS:

Rail Safety National Law (WA) Act 2015

Schedule - Rail Safety National Law

cl.4 Interpretation

(1) In this Law, unless the contrary intention appears —

interface agreement means an agreement made under Part 3 Division 6 Subdivision 2 about managing risks to safety identified and assessed in accordance with that Subdivision;

road manager —

- (a) in relation to a private road — means the owner, or other person responsible for the care, control and management, of the road; or***
- (b) in relation to a public road — means an authority, person or body responsible for the care, control or management of the road.***

16.7 SIGNING OF A PUBLIC ROAD AND RAIL CROSSING AT GRADE INTERFACES AGREEMENT WITH BROOKFIELD RAIL PTY LTD AND MAIN ROADS WA**cl.105 Requirements for and scope of interface agreements**

- (2) *An interface agreement may —*
- (a) *be entered into by 2 or more rail transport operators or by 1 or more rail transport operators and 1 or more road managers; and*
 - (b) *include measures to manage any number of risks to safety that may arise because of, or partly because of, any railway operations; and*
 - (c) *include measures to manage any number of risks to safety that may arise from any railway operations because of, or partly because of, the existence or use of any road infrastructure; and*
 - (d) *make provision for or in relation to any matter by applying, adopting or incorporating any matter contained in any document; and*
 - (e) *consist of 2 or more documents.*

cl.107 Interface coordination — rail infrastructure and public roads

- (2) *The road manager of a public road must —*
- (a) *identify and assess, so far as is reasonably practicable, risks to safety that may arise from the existence or use of any rail or road crossing that is part of the road infrastructure of the road because of, or partly because of —*
 - (i) *the existence of road infrastructure of a prescribed public road; or*
 - (ii) *the existence or use of any rail or road crossing that is part of the road infrastructure of a public road; and*
 - (b) *determine measures to manage, so far as is reasonably practicable, those risks; and*
 - (c) *for the purpose of managing those risks — seek to enter into an interface agreement with the rail infrastructure manager of the rail infrastructure.*
- (3) *Nothing in this section authorises or requires a road manager to act inconsistently with, or without regard to, the functions, obligations or powers conferred on it by or under an Act or law.*

cl.221 Imputing conduct to bodies corporate

- (1) *For the purposes of this Law, any conduct engaged in on behalf of a body corporate by an employee, agent or officer of the body corporate acting within the actual or apparent scope of his or her employment, or within his or her actual or apparent authority, is conduct also engaged in by the body corporate.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial/budget implications identified.

ASSET MANAGEMENT IMPLICATIONS:

The Interface Agreement will help formally define roles and responsibilities for each of the asset owners in terms of maintenance of road and rail infrastructure assets.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications identified.

16.7 SIGNING OF A PUBLIC ROAD AND RAIL CROSSING AT GRADE INTERFACES AGREEMENT WITH BROOKFIELD RAIL PTY LTD AND MAIN ROADS WA

STRATEGIC/SOCIAL IMPLICATIONS:

Corporate Business Plan 2016-2021

Objective 4.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system

Strategy 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.

RISK IMPLICATIONS:

Risk Event	Risks to public safety that may arise from the existence or use of any rail or road crossing that is part of the road infrastructure.
Risk Theme	Road and rail interface safety
Risk Effect/Impact	Health and financial impact
Risk Assessment Context	Health
Consequence	Catastrophic
Likelihood	Possible
Rating (before treatment)	High
Risk Treatment in place	Reduce (mitigate the risk) by entering into an interface agreement with the rail infrastructure manager of the rail infrastructure..
Response to risk treatment required/in place	Determine measures to manage, so far as is reasonably practicable, those risks associated with road and rail interface.
Rating (after treatment)	Moderate

COUNCIL DECISION

365

MOVED CR W COOPER

SECONDED CR R ALEXANDER

That Council

- 1. Enter into the Interface Agreement with Brookfield Rail Pty Ltd and Main Roads Western Australia at Confidential Attachment A; and**
- 2. Authorise the Chief Executive Officer to sign the Interface Agreement at Confidential Attachment A on behalf of the City of Kwinana.**

**CARRIED
7/0**

17 Urgent Business

Nil

18 Councillor Reports

18.1 Councillor Ruth Alexander

Councillor Ruth Alexander reported that she attended the Homelessness Advocacy Event that gathered various organisations. Kwinana was very strongly praised for the support given and the positive stance in supporting the homeless.

18.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she attended the Homelessness Advocacy Event.

Councillor Cooper advised that she had attended the Alcoa Childrens Party and that so many children were having a wonderful time.

Councillor Cooper mentioned that she had attended the Southside Symphony and that she thoroughly enjoyed it.

Councillor Cooper reported that she attended the Good Samaritans Tour and it had been interesting to see how they manage all that they collect.

Councillor Cooper advised that she had attended two SMRC Meetings.

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

Councillor Cooper reported that she attended the Built Forms streetscape.

Councillor Cooper praised the youth in attendance and on the matter they approached Public Question Time and thanked them for coming along.

18.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she attended the Good Samaritans Tour and that it had been very insightful.

Councillor Lee advised that she had attended the Alcoa Childrens Party and that it had been really wonderful to see children enjoying themselves and that there were a lot of organisations represented.

Councillor Lee mentioned that she had attended the City of Kwinana Citizenship Ceremony and that it had been a pleasant occasion.

18 COUNCILLOR REPORTS CONTINUED

18.4 Councillor Bob Thompson

Councillor Bob Thompson reported that he attended the Good Samaritans Tour.

Councillor Thompson advised that he had attended the City of Kwinana Citizenship Ceremony.

Councillor Thompson mentioned that he had attended the Koorliny Arts Centre Incorporated Annual General Meeting (AGM) and Board Meeting and advised that he had been elected as the Deputy Chair. Councillor Thompson said that it had been pleasing to hear the report that the centre is running well which is credit to the management and staff of the centre.

18.5 Councillor Dennis Wood

Councillor Dennis Wood reported that he attended the Alcoa Childrens Party.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

The Mayor announced that leaders of major Southern Corridor councils have launched a campaign urging the development and construction of the Outer Harbour in Kwinana as a way to create jobs, attract industries and spur economic growth for more than a million people over coming decades.

The Mayor reported that she had attended the 17th Annual Alcoa Childrens Party and that it had been a very good day and that everyone enjoyed the lovely weather.

The Mayor advised that she had attended the Kwinana Recquatic Open Day and that she had the very hard task of judging the colouring in competition.

The Mayor mentioned that she had attended the Medina Revitalisation Project Celebration and that it had been a really well attended event. The Mayor explained that the event was held at the newly revitalised Harry McGuigan Park, which is known by long-time Medina residents as 'The Hill'.

The Mayor reported that she had attended the City of Rockingham Civic Function which was a very good event.

The Mayor advised that she attended the Margaret Court Community Outreach Centre as they were commemorating their 1,000,000 food package.

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

21 Matters Behind Closed Doors

Nil

22 Meeting Closure

The Mayor declared the meeting closed 7:46pm.

Chairperson:

23 November 2016