

Ordinary Council Meeting

14 September 2016

Minutes



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

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

Vision Statement

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

Mission

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



We will do this by –

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

Values

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

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

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Present:

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

MS J ABBISS	-	Chief Executive Officer
MS C MIHOVILOVICH	-	Acting Director City Strategy
MR P NIELSON	-	Acting Director City Development
MRS B POWELL	-	Director City Living
MS M BELL	-	Corporate Lawyer
MR R NAJAFZADEH	-	Acting Director Corporate and Engineering Services
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	2

1 Declaration of Opening:

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

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

2 Prayer:

Councillor Dennis Wood 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 Wendy Cooper from 9 September 2016 to the 27 September 2016 inclusive.

4 Public Question Time:

Nil

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 24 August 2016 and the Special Council Meeting held on 7 September 2016:

COUNCIL DECISION

313

MOVED CR P FEASEY

SECONDED CR B THOMPSON

That the Minutes of the Ordinary Meeting of Council held on 24 August 2016 be confirmed as a true and correct record of the meeting.

That the Minutes of the Special Meeting of Council held on 7 September 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 Adoption of Amended Local Development Plan Stages 3 – 5 Village Centre South – Wellard Village

SUMMARY:

A request to amend the Local Development Plan (LDP) Stages 3-5 Village Centre South – Wellard Village has been received for the consideration of Council under the City of Kwinana Town Planning Scheme No. 2 (Scheme) (refer Attachments B and C). The LDP was initially adopted by Council at its Ordinary Meeting held on 22 June 2015. An amendment to the LDP was further approved on 16 December 2015 which involved a reconfiguration of some of the lots and removal of a laneway (refer Attachment D and E).

As a result of the recent clearing of the site identified for the high school, a further amendment is proposed to the LDP to remove the BAL ratings for those properties previously identified as being bushfire prone. The school site has recently been cleared and an updated Fire Management Plan (FMP) has been submitted indicating that these properties are no longer affected by a BAL. The updated FMP has been reviewed and is supported by the City's fire consultant.

Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City. One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development. City staff and Councillors have acknowledged that this is a complex matter however, and in keeping with the City's practice, wish to partner with industry and State Government to develop the best policy framework possible with these stakeholders.

In this respect, a number of LDPs which are in process have been set aside pending the formulation of a final policy position from Council. It has become apparent however, that many of these LDPs are now urgent and further delay will adversely affect local developers and significantly impact on new lot growth in the City. As such, City Officers recommend progression of the LDPs to finalisation. In some instances, there are relatively minor modifications to previously approved LDPs (where often, lots have already been sold and building permits approved). In these cases, City Officers have not sought to introduce any additional provisions addressing built form. In other instances however, where the LDPs are for newly created subdivisions, City Officers have liaised with the applicant and have sought additional provisions aimed at delivering better built form outcomes.

Whilst this LDP contains lots less than 10 metres in frontage width, it seeks only to amend a pre-existing LDP for BAL Ratings and City Officers have not sought to include additional provisions for built form (over and above those already included) The amended LDP has been assessed and is supported by City Officers.

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN STAGES 3 – 5 VILLAGE CENTRE SOUTH – WELLARD VILLAGE**OFFICER RECOMMENDATION:**

1. That Council approves the Local Development Plan for Stages 3-5 Village Centre South - Wellard Village (as per Attachment B-C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

DISCUSSION:Land Status

Town Planning Scheme No 2:	Residential R40
Metropolitan Region Scheme:	'Urban' Zone

Background

An LDP for Stage 3-5 Village Centre South site was initially approved by Council on 22 June 2015. An amendment was subsequently approved by Council on 16 December 2015. The amendment featured minor changes to the LDP map including retaining wall details and removal of a laneway.

As a result of the recent clearing of the adjacent site identified for the high school, a further amendment is proposed to the LDP to remove the BAL ratings for those properties previously identified as being bushfire prone. The school site has recently been cleared and an updated Fire Management Plan (FMP) has been submitted indicating that these properties are no longer affected by a BAL. The updated FMP has been reviewed and is supported by the City's fire consultant.

There are no changes to the LDP provisions and the amendment is only to update the LDP map to remove the BAL ratings for those properties previously affected by the vegetation on the school site.

Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City. It is in response to growing concern and unease about urban amenity and the proliferation in particular of smaller frontage lots and the perceived lack of diversity and the sameness of built form, lack of scale appropriate to locality and bland, minimum open space and poor quality streetscapes which can accompany this type of development. One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development. City staff and Councillors have acknowledged that this is a complex matter however, and in keeping with the City's practice, wish to partner with industry and State Government to develop the best policy framework possible with these stakeholders.

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN STAGES 3 – 5 VILLAGE CENTRE SOUTH – WELLARD VILLAGE

In this respect, a number of LDPs which are in process have been set aside pending the formulation of a final policy position from Council. It has become apparent however, that many of these LDPs are now urgent and further delay will adversely affect local developers and significantly impact on new lot growth in the City. As such City Officers recommend progression of the LDPs to finalisation.

In some instances, there are relatively minor modifications to previously approved LDPs (where often, lots have already been sold and building permits approved). In these cases, City Officers have not sought to introduce any additional provisions addressing built form. In other instances however, where the LDPs are for newly created subdivisions, City Officers have liaised with the applicant and have sought additional provisions aimed at delivering better built form outcomes.

This LDP seeks only to amend a pre-existing LDP for BAL Ratings and City Officers have not sought additional provisions for built form (over and above those already included) It is considered that the LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers.

The City of Kwinana's Officers have assessed the changes to the amended LDP and are supportive.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the land owner is the Department of Housing and the applicant is Creative Design and Planning.

The following strategic and policy based documents were considered in assessing the application;

- City of Kwinana Town Planning Scheme No. 2
- Wellard Village Structure Plan
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy
- Local planning and other related policies

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of this application.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots. The use of such mechanisms is common practice, and should be encouraged to allow for the most optimal form of urban development to occur.

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN STAGES 3 – 5 VILLAGE CENTRE SOUTH – WELLARD VILLAGE

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality.

The Draft LDP sets specific design requirements to ensure a high standard of development is achieved within the Wellard Village Estate. LDPs are required under the Scheme and as a condition of subdivision approval issued by the WAPC. The WAPC can clear the subdivision with or without Council's approval of the LDP. In addition, if Council were to refuse the LDP, the proponent has the right to appeal to the State Administrative Tribunal (SAT).

COUNCIL DECISION

314

MOVED CR S MILLS

SECONDED CR S LEE

- 1. That Council approves the Local Development Plan for Stages 3-5 Village Centre South - Wellard Village (as per Attachment B-C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**

**CARRIED
7/0**

ATTACHMENT A
– Location Plan





DRAFT

ENDORSEMENT OF REGISTERED TOWN PLANNER

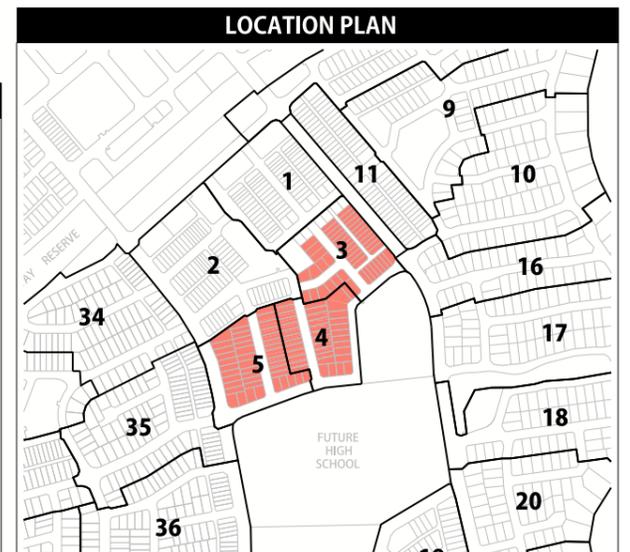
This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning approval is not required for the construction of a dwelling on any lot within the area covered by the LDP (including lots with a land area less than 260m²) except where variations to the provisions of the LDP are sought. A building permit is required for the construction of all dwellings on any lot within the area covered by the LDP.

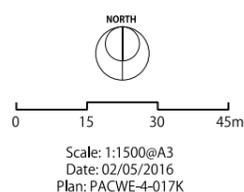
LEGEND	
	Local Development Plan Boundary
	R40 Coding
	Primary Dwelling Orientation
	Secondary Dwelling Orientation
	Recommended Garage Location
	Recommended Single Garage Location
	Duplex Lot Potential
	Footpaths
	Retaining Wall
	No Vehicle Access



LOCAL DEVELOPMENT PLAN

Stages 3-5 Village Centre South, The Village at Wellard

A PEET Limited and Housing Authority Joint Venture Project Page 1 of 2



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PROVISION – VILLAGE CENTRE SOUTH STAGES 3, 4 & 5

The provisions addressed below and on the adjacent plan relate to Village Centre South Stages 3, 4 & 5 of The Village at Wellard, Wellard.

The requirements of the Residential Design Codes apply unless otherwise provided for below.

The following standard represents variations to the Residential Design Codes and constitutes 'Deemed-to-comply' requirements pursuant to the Codes.

1. R-CODE VARIATIONS

a) Minimum Open Space:	30%
b) Minimum Outdoor Living:	16m ²

2. SETBACK PROVISIONS

Setbacks	Minimum	Maximum
a) Primary Street:	2.0m	4.0m
b) Garage:		
i. Primary Street:	3.0m	-
ii. Laneway:	0.5m	-
c) Garage Side:	Nil	-
d) Laneway:		
i. Ground Floor:	0.5m	-
ii. First Floor:	Nil	-
e) Boundary Walls (Parapets):	Lot boundary walls are permitted to both side boundaries for a maximum length prescribed by the front and rear setback requirements (with the exception of side street boundaries).	

3. BUILDING ORIENTATION

- The design of dwellings shall include an articulated front elevation in the direction of the 'Primary Dwelling Orientation' arrow shown on the Local Development Plan. The front elevation shall consist of at least one major opening to a habitable room overlooking the Primary Dwelling Orientation.
- The design of dwellings on applicable lots shall include a side elevation, which has at least one major opening facing the direction of the 'Secondary Dwelling Orientation' arrow shown on the Local Development Plan.
- Where possible, dwellings are to be designed to take advantage of northern solar orientation.
- A 4m² store room shall be provided for all single dwellings in accordance with the requirements of the Residential Design Codes pursuant to Part 5.4.5 Clause C5.1.

4. VEHICULAR ACCESS and GARAGES/CARPORTS

- Recommended garage locations apply to lots identified on the Local Development Plan; referencing the side of the lot to which the garage must be located but do not prescribe boundary walls.
- On lots identifying a Recommended Garage Location, an alternative garage location may be approved by the City of Kwinana subject to the design meeting solar orientation principles, design guidelines and any other statutory requirements to the satisfaction of the City.

- All lots with access to rear laneways shall obtain vehicular access from the laneway only.
- Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
- Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
 - A clear indication of the dwelling entrance;
 - The dwelling entrance shall be the dominant feature of the facade, and shall include a projecting portico or veranda with a minimum depth of 1.5 metres; and
 - Garages are to be set back at least 0.5 metres behind the dwelling alignment.

5. UNIFORM ESTATE BOUNDARY FENCING

- Any Estate provided fencing/retaining on private lots shall not be modified without written approval from the City and shall be maintained as visually permeable by landowners where applicable.

6. INCIDENTAL DEVELOPMENT

- An Outdoor living area with a minimum area of 16m², a minimum dimension of 4m and directly accessed from a living area is to be provided in accordance with the Residential Design Codes and located where possible, to take advantage of solar orientation.
- Outdoor living areas are permitted to be located within the front setback at the discretion of the City.
- Clotheslines, rainwater tanks, satellite dishes are not permitted within the front setback area.

7. NOTIFICATION TO PROSPECTIVE PURCHASES

- The Developer is required to give prospective purchases a complete copy of all the requirements of this Local Development Plan prior to Offer and Acceptance being made.

8. NOISE REQUIREMENTS

- All dwellings on lots with a frontage of 7.5m or less shall be constructed with the following noise requirements:

NOISE REQUIREMENTS	
Building Element	Requirements
a) Walls	<ul style="list-style-type: none"> All walls are to be of double brick cavity construction, minimum 90mm thick brick / 50mm cavity/ 90mm thick brick. <ul style="list-style-type: none"> Each brick must be laid with all joints filled solid with mortar; Any alternatives are to satisfy R_w 50 airborne acoustic rating. For the wall on the zero lot boundary: <ul style="list-style-type: none"> Cavity is to be kept clean so that the bricklayer is to work neatly and minimise mortar droppings and the like. Any mortar that drops onto the anti-vibration ties is to be cleaned off immediately; The inside leaf of brickwork is to be finished with 13mm thick cement render (i.e. not direct stick plasterboard); After completing construction of the wall and assuming the neighbouring lot is vacant, the wall is

	to be flush so that any mortar does not protrude the line of the brickwork.
b) Windows	<ul style="list-style-type: none"> Windows to be minimum 4mm thick glass in high quality residential grade frame achieving minimum R_w + C_{tr} 23 acoustic rating.
c) Roof/ Ceiling	<ul style="list-style-type: none"> Ceilings to be minimum 10mm thick plasterboard with R 2.0 insulation laid above, between the ceiling joists. Alternative roof/ceiling construction to achieve minimum R_w 42. Eaves are to be enclosed with minimum 4mm thick fibre cement sheeting.
d) Mechanical	<ul style="list-style-type: none"> Any fans, air-conditioning or the like must be selected on the basis of quiet operation: Air-conditioning units are to be: <ul style="list-style-type: none"> Roof mounted on appropriate anti-vibration mounts and shall be located as central as practicable on the lot to maximise distance and line of site to adjoining dwellings; or Unit to be no more than 1.5m above ground level and located so that there is a dividing fence between dwellings (e.g. within alcove or rear courtyard).

ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

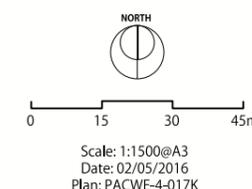
SIGNATURE: _____ DATE: _____

LOCAL DEVELOPMENT PLAN

Stages 3-5 Village Centre South, The Village at Wellard

A PEET Limited and Housing Authority Joint Venture Project Page 2 of 2

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ATTACHMENT C



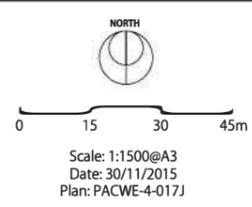
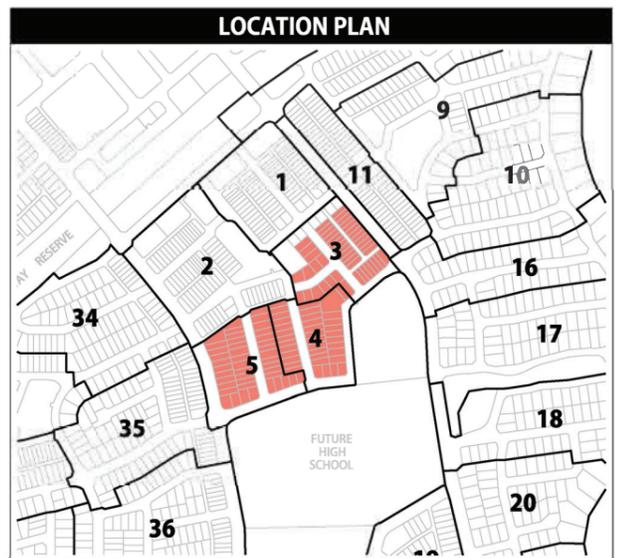
ENDORSEMENT OF REGISTERED TOWN PLANNER
 This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE:  DATE: 16 December 2015

The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning approval is not required for the construction of a dwelling on any lot within the area covered by the LDP (including lots with a land area less than 260m²) except where variations to the provisions of the LDP are sought. A building permit is required for the construction of all dwellings on any lot within the area covered by the LDP.

LEGEND	
	Local Development Plan Boundary
	R40 Coding
	Primary Dwelling Orientation
	Secondary Dwelling Orientation
	Recommended Garage Location
	Recommended Single Garage Location
DX	Duplex Lot Potential
	Footpaths
	Retaining Wall
	No Vehicle Access
	Bushfire Attack Level (BAL) 12.5
	Bushfire Attack Level (BAL) 19



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PROVISION – VILLAGE CENTRE SOUTH STAGES 3, 4 & 5

The provisions addressed below and on the adjacent plan relate to Village Centre South Stages 3, 4 & 5 of The Village at Wellard, Wellard.

The requirements of the Residential Design Codes apply unless otherwise provided for below.

The following standard represents variations to the Residential Design Codes and constitutes 'Deemed-to-comply' requirements pursuant to the Codes.

1. R-CODE VARIATIONS

a) Minimum Open Space:	30%
b) Minimum Outdoor Living:	16m ²

2. SETBACK PROVISIONS

Setbacks	Minimum	Maximum
a) Primary Street:	2.0m	4.0m
b) Garage:		
i. Primary Street:	3.0m	-
ii. Laneway:	0.5m	-
c) Garage Side:	Nil	-
d) Laneway:		
i. Ground Floor:	0.5m	-
ii. First Floor:	Nil	-
e) Boundary Walls (Parapets):	Lot boundary walls are permitted to both side boundaries for a maximum length prescribed by the front and rear setback requirements (with the exception of side street boundaries).	

3. BUILDING ORIENTATION

- a) The design of dwellings shall include an articulated front elevation in the direction of the 'Primary Dwelling Orientation' arrow shown on the Local Development Plan. The front elevation shall consist of at least one major opening to a habitable room overlooking the Primary Dwelling Orientation.
- b) The design of dwellings on applicable lots shall include a side elevation, which has at least one major opening facing the direction of the 'Secondary Dwelling Orientation' arrow shown on the Local Development Plan.
- c) Where possible, dwellings are to be designed to take advantage of northern solar orientation.
- d) A 4m² store room shall be provided for all single dwellings in accordance with the requirements of the Residential Design Codes pursuant to Part 5.4.5 Clause C5.1.

4. VEHICULAR ACCESS and GARAGES/CARPORTS

- a) Recommended garage locations apply to lots identified on the Local Development Plan; referencing the side of the lot to which the garage must be located but do not prescribe boundary walls.
- b) On lots identifying a Recommended Garage Location, an alternative garage location may be approved by the City of Kwinana subject to the design meeting solar orientation principles, design guidelines and any other statutory requirements to the satisfaction of the City.

- c) All lots with access to rear laneways shall obtain vehicular access from the laneway only.
- d) Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
- e) Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
 - i. A clear indication of the dwelling entrance;
 - ii. The dwelling entrance shall be the dominant feature of the facade, and shall include a projecting portico or veranda with a minimum depth of 1.5 metres; and
 - iii. Garages are to be set back at least 0.5 metres behind the dwelling alignment.

5. UNIFORM ESTATE BOUNDARY FENCING

- a) Any Estate provided fencing/retaining on private lots shall not be modified without written approval from the City and shall be maintained as visually permeable by landowners where applicable.

6. INCIDENTAL DEVELOPMENT

- a) An Outdoor living area with a minimum area of 16m², a minimum dimension of 4m and directly accessed from a living area is to be provided in accordance with the Residential Design Codes and located where possible, to take advantage of solar orientation.
- b) Outdoor living areas are permitted to be located within the front setback at the discretion of the City.
- c) Clotheslines, rainwater tanks, satellite dishes are not permitted within the front setback area.

7. FIRE MANAGEMENT

- a) Development shall take into account the TPS 2 requirements as detailed in Schedule IV – Development Area 2 Clause 8, the requirements of the Fire Management Plan for the Village at Wellard, this Local Development Plan and the City of Kwinana Fire Breaks Notice.
- b) All properties are subject to compliance with the approved fire management plan. Dwellings constructed on lots identified as being at risk of bushfire attack under the approved Fire Management Plan or within 100m from any bushland, equal to or greater than 1ha in area, shall be constructed to the appropriate BAL rating, in accordance with AS3959.
- c) A proposed reduction to the nominated BAL rating as specified within the Fire Management Plan for any development will require a planning application for consideration. The applicant will be required to undertake a new BAL assessment by a suitably qualified consultant, as part of the building and planning approval process, to determine the Bushfire Attack Level in accordance with AS3959 and WAPC Guidelines Planning for Bushfire Protection Policy.

8. NOTIFICATION TO PROSPECTIVE PURCHASES

- a) The Developer is required to give prospective purchases a complete copy of all the requirements of this Local Development Plan prior to Offer and Acceptance being made.

9. NOISE REQUIREMENTS

- a) All dwellings on lots with a frontage of 7.5m or less shall be constructed with the following noise requirements:

NOISE REQUIREMENTS	
Building Element	Requirements
a) Walls	<ul style="list-style-type: none"> • All walls are to be of double brick cavity construction, minimum 90mm thick brick / 50mm cavity/ 90mm thick brick. <ul style="list-style-type: none"> ○ Each brick must be laid with all joints filled solid with mortar; ○ Any alternatives are to satisfy R_w 50 airborne acoustic rating. • For the wall on the zero lot boundary: <ul style="list-style-type: none"> ○ Cavity is to be kept clean so that the bricklayer is to work neatly and minimise mortar droppings and the like. Any mortar that drops onto the anti-vibration ties is to be cleaned off immediately; ○ The inside leaf of brickwork is to be finished with 13mm thick cement render (i.e. not direct stick plasterboard); ○ After completing construction of the wall and assuming the neighbouring lot is vacant, the wall is to be flush so that any mortar does not protrude the line of the brickwork.
b) Windows	<ul style="list-style-type: none"> • Windows to be minimum 4mm thick glass in high quality residential grade frame achieving minimum R_w + C_{tr} 23 acoustic rating.
c) Roof/ Ceiling	<ul style="list-style-type: none"> • Ceilings to be minimum 10mm thick plasterboard with R 2.0 insulation laid above, between the ceiling joists. • Alternative roof/ceiling construction to achieve minimum R_w 42. • Eaves are to be enclosed with minimum 4mm thick fibre cement sheeting.
d) Mechanical	<ul style="list-style-type: none"> • Any fans, air-conditioning or the like must be selected on the basis of quiet operation: • Air-conditioning units are to be: <ul style="list-style-type: none"> ○ Roof mounted on appropriate anti-vibration mounts and shall be located as central as practicable on the lot to maximise distance and line of site to adjoining dwellings; or ○ Unit to be no more than 1.5m above ground level and located so that there is a dividing fence between dwellings (e.g. within alcove or rear courtyard).

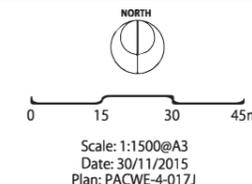
ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE:  DATE: ___ 17 December 2015 ___

LOCAL DEVELOPMENT PLAN

Stages 3-5 Village Centre South, The Village at Wellard



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15.2 Adoption of Amended Local Development Plan, Stage 33 the Village at Wellard – Wellard Village

SUMMARY:

A request to further amend the Local Development Plan (LDP) Stage 33, of the Wellard Village Estate, Wellard has been received for the consideration of Council under the City of Kwinana Town Planning Scheme No. 2 (Scheme) (Attachments A, B and C). The LDP was originally adopted by Council at its Ordinary Meeting held on 26 February 2015, and was subsequently amended in October 2015 to reflect an increase in site cover for the properties affected by this LDP (Attachment D and E).

The proposed amendment to this LDP is required as a condition of recently approved subdivisions. The amendment seeks to update the LDP to include the proposed survey strata lots to be created on Lot 1141 Bellingham Parade (WAPC Reference 665-15) (Attachment F) and Lot 1164 Lambeth Circle (WAPC Reference 939-15) (Attachment G). Bushfire Attack Levels (BAL) have also been removed from lots within the LDP. These lots were identified to be affected by BALs due to the proximity to vegetation on the school site within Wellard Village. The school site has recently been cleared and an updated Fire Management Plan (FMP) has been submitted and approved indicating that these properties are no longer affected by a BAL. The updated FMP has been reviewed and supported by the City's fire consultant.

Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City.

One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development. City staff and Councillors have acknowledged that this is a complex matter however, and in keeping with the City's practice, wish to partner with industry and State Government to develop the best policy framework possible with these stakeholders.

In this respect, a number of LDPs which are in process have been set aside pending the formulation of a final policy position from Council. It has become apparent however that many of these LDPs are now urgent and further delay will adversely affect local developers and significantly impact on new lot growth in the City.

As such City Officers recommend progression of the LDPs to finalisation. In some instances, there are relatively minor modifications to previously approved LDPs (where often, lots have already been sold and building permits approved). In these cases, City Officers have not sought to introduce any additional provisions addressing built form. In other instances however, where the LDPs are for newly created subdivisions, City Officers have liaised with the applicant and have sought additional provisions aimed at delivering better built form outcomes.

15.2 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN, STAGE 33 THE VILLAGE AT WELLARD – WELLARD VILLAGE

This LDP is being amended to incorporate the newly created lots, all of which have lot frontages less than 10 metres (and one less than 7.5 metres). It is relevant to note however that both the properties have had a planning application for grouped dwellings approved in mid 2015. Lot 1141 had an approval issued in August 2015 and Lot 1164 had an approval issued in July 2016. In addition to this, the properties also have had building permits issued in August, September and November for the proposed dwellings. The amended LDP (refer Attachment B) has been assessed and is supported by City Officers.

If Council wish not to support the amended LDP the applicant has advised that reluctantly, it would withdraw the application and leave the LDP in its current form. This has the potential to create administration issues for the City in granting approvals as there will be differences between the provisions of the LDP and the approved FMP.

OFFICER RECOMMENDATION:

1. That Council approves the Amended Local Development Plan Stage 33; The Village at Wellard, Wellard (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

DISCUSSION:

Land Status

Town Planning Scheme No 2:	Residential R25 and R35
Metropolitan Region Scheme:	'Urban' Zone

Background

The LDP for this site was approved by Council on the 26 February 2015 and was subsequently amended in October 2015. The subdivision of Lot 1141 Bellingham Parade (WAPC Reference 665-15) (Attachment F) and Lot 1164 Lambeth Circle (WAPC Reference 939-15) (Attachment G) were granted conditional approval on 4 August 2015 and 12 June 2015 respectively.

The proposed amendment to this LDP is required as a condition of recently approved subdivisions. The amendment seeks to update the LDP to include the proposed survey strata lots to be created on Lot 1141 Bellingham Parade (WAPC Reference 665-15) (Attachment F) and Lot 1164 Lambeth Circle (WAPC Reference 939-15) (Attachment G). The amendment will serve to update the lot configuration on the LDP to reflect the conditionally approved subdivision.

Bushfire Attack Levels (BAL) have been removed from lots within the LDP. These lots were identified to be affected by BALs due to the proximity to vegetation on the school site within Wellard Village. The school site has recently been cleared and an updated Fire Management Plan (FMP) has been submitted and approved indicating that these properties are no longer affected by a BAL as the properties are no longer within 100m of a fire risk. The updated FMP has been reviewed and supported by the City's fire consultant.

15.2 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN, STAGE 33 THE VILLAGE AT WELLARD – WELLARD VILLAGE

Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City.

It is in response to growing concern and unease about urban amenity and the proliferation, in particular, of smaller frontage lots and the perceived lack of diversity and the sameness of built form, lack of scale appropriate to locality and bland, minimum open space and poor quality streetscapes which can accompany this type of development. One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development. City staff and Councillors have acknowledged that this is a complex matter however, and in keeping with the City's practice, wish to partner with industry and State Government to develop the best policy framework possible with these stakeholders.

In this respect, a number of LDPs which are in process have been set aside pending the formulation of a final policy position from Council. It has become apparent however, that many of these LDPs are now urgent and further delay will adversely affect local developers and significantly impact on new lot growth in the City.

As such City Officers recommend progression of the LDPs to finalisation. In some instances, there are relatively minor modifications to previously approved LDPs (where often, lots have already been sold and building permits approved). In these cases, City Officers have not sought to introduce any additional provisions addressing built form. In other instances however, where the LDPs are for newly created subdivisions, City Officers have liaised with the applicant and have sought additional provisions aimed at delivering better built form outcomes.

This LDP is being amended to incorporate the newly created lots, all of which have lot frontages less than 10 metres (and one less than 7.5 metres). It is relevant to note however, that both the properties have had a planning application for grouped dwellings approved in mid 2015. Lot 1141 had an approval issued in August 2015 and Lot 1164 had an approval issued in July 2016. In addition to this, the properties also have had building permits issued in August, September and November for the proposed dwellings. The amended LDP (refer Attachment B) has been assessed and is supported by City Officers. It is recommended that Council approves the amended LDP in accordance with Clause 52(1) (a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

If Council wish not to support the amended LDP the applicant has advised that reluctantly, it would withdraw the application and leave the LDP in its current form. This has the potential to create administration issues for the City in granting approvals as there will be differences between the provisions of the LDP and the approved FMP.

15.2 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN, STAGE 33 THE VILLAGE AT WELLARD – WELLARD VILLAGE

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest the land owners are Orion Investments Australia Pty Ltd (Lot 1141 Bellingham) and Jing Chang Leong & Siew Teng Tan (1164 Lambeth Circle) and the applicant is Creative Design & Planning.

The following strategic and policy based documents were considered in assessing the application;

- City of Kwinana Town Planning Scheme No. 2
- Wellard Village Structure Plan
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy
- Local planning and other related policies
- Guidelines for Planning in Bushfire Prone Areas & Appendices 2015

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of this application.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots, particularly smaller lots. The use of such mechanisms is common practice, and should be encouraged to allow for the most optimal form of urban development to occur.

It should also be noted that the subdivision condition requires the inclusion of the new lot configuration. However, the recommended provision will help ensure a good quality built form outcome.

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality.

The Draft LDP sets specific design requirements to ensure a high standard of development is achieved within the Wellard Village Estate. LDPs are required under the Scheme and as a condition of subdivision approval issued by the WAPC. The WAPC can clear the subdivision with or without Council's approval of the LDP. In addition, if Council were to refuse the LDP, the proponent has the right to appeal to the State Administrative Tribunal (SAT).

15.2 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN, STAGE 33 THE VILLAGE AT WELLARD – WELLARD VILLAGE

COUNCIL DECISION

315

MOVED CR B THOMPSON

SECONDED CR S LEE

- 1. That Council approves the Amended Local Development Plan Stage 33; The Village at Wellard, Wellard (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**

**CARRIED
7/0**

key elements

- 1 Wellard Road site to be acquired - subject to negotiations
- 2 Runnymede Gate, Lambeth Circle & Henley Boulevard - major connection to Kwinana Town Centre
- 3 Peter Camley Anglican Community School K-12
- 4 Conservation Category wetland and recreation
- 5 District recreation facility comprising oval
- 6 Public primary school site
- 7 Transmission easement
- 8 Resource Enhancement wetland
- 9 Wellard train station
- 10 Pedestrian underpass
- 11 Large lots (1500m²) to provide transition with existing special residential properties
- 12 High school site with shared co-located oval
- 13 POS link to existing Homestead Ridge Estate
- 14 Public primary school site
- 15 Bush Forever site
- 16 Extension of Leda Boulevard

CITY OF KWINANA ENDORSED

26 February 2015

legend

METROPOLITAN REGION SCHEME RESERVES

- Railways
- Public Purposes
 - Denoted As Follows:
 - HS High School

LOCAL SCHEME RESERVES

- Park, Recreation & Drainage
- Public Purposes
 - Denoted As Follows:
 - CF Community Facility
 - PS Primary School
 - WSD Water Supply Sewerage & Drainage

ZONES AND R-CODES

- Residential R10 (large lots)
- Residential R20
- Residential R25-R40
- Residential R30
- Residential R40
- Residential R80
- Special Use
 - Denoted As Follows:
 - S School

OTHER

- Neighbourhood Centre R60 (Neighbourhood Node)
- Neighbourhood Centre R80 (Incorporating retail, office, residential and community facilities)
- Easement
- Wetland boundary
- Wetland Buffer
- Possible Tree Retention Area
- Indicative Neighbourhood Centre 400m walkable catchment
- Indicative Train Station 400m & 800m walkable catchment
- Key Movement Network (subject to detailed subdivision design)
- Bushfire Setback (in accordance with approved Fire Management Plan/Bushfire Attack Level Assessment)
- Structure Plan Boundary
- COMMUNITY PURPOSE FACILITY

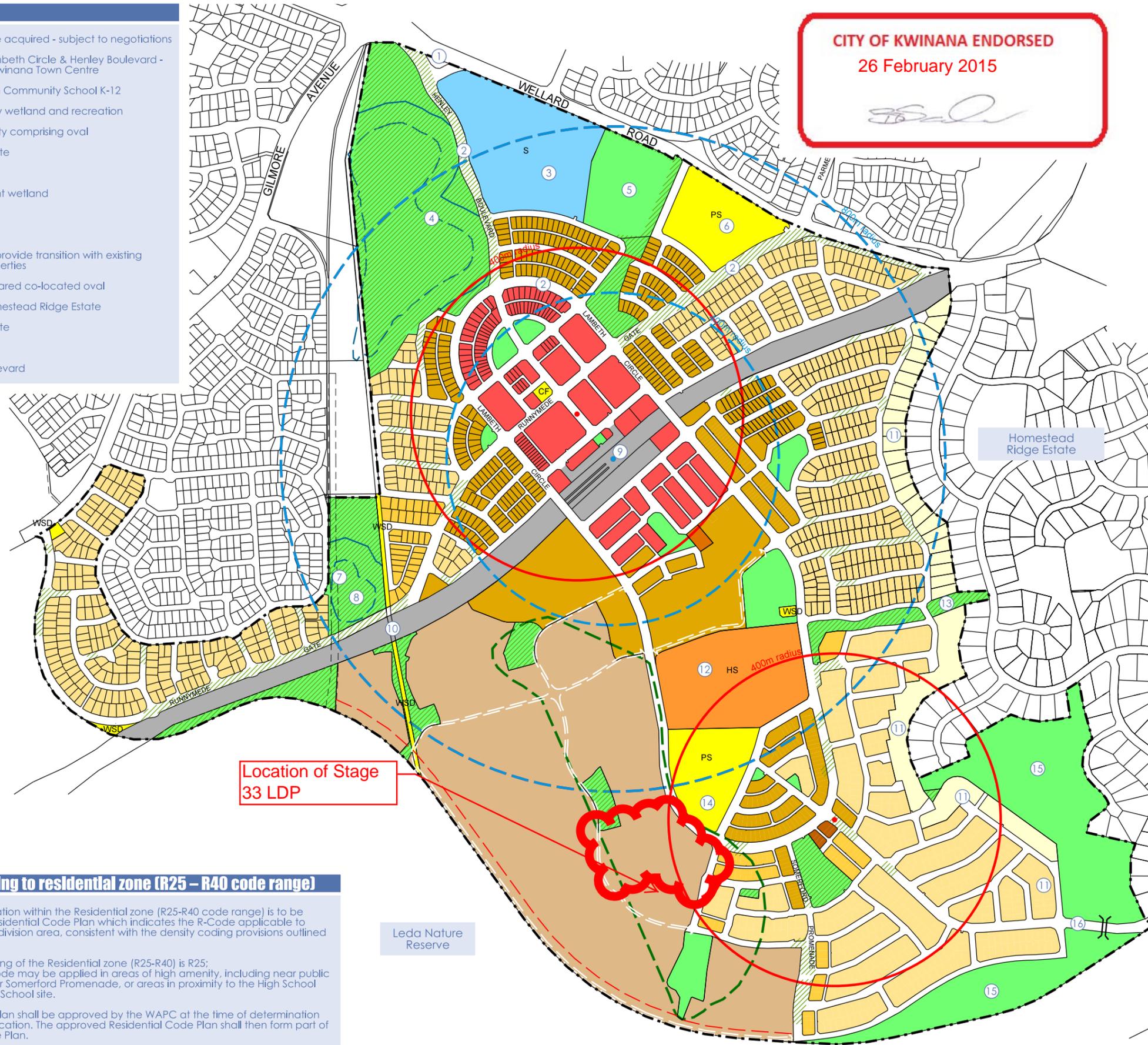
Denotes a community purposes site of 5000m² to be vested free of cost in the Crown in accordance with section 152 (1) (f) of the Planning and Development Act 2005, or granted freehold to the Town of Kwinana. This site may be reduced in land area subject to the following requirements being met:

- i. The Council of the Town of Kwinana agrees to the reduction;
- ii. The reduction is not more than 3800m² (i.e. a minimum site area 1200m²);
- iii. The land owner makes a reasonable financial contribution to the Town of Kwinana as agreed to by Council, with this based upon an equitable funding arrangement for a community facility to be developed on the site;
- iv. The community facility under iii is that chosen by the Council of the Town of Kwinana;
- v. The land owner enters into a suitable agreement with the Town of Kwinana guaranteeing requirements i to iv are met.

IMPORTANT VEGETATION AREA
Existing linear Public Open Space and adjacent road reserves will incorporate and protect vegetation where practical. The ability to protect vegetation will be determined through a detailed tree survey at the subdivision design stage, with the final subdivision design being articulated to ensure the practical protection of vegetation.

DEDICATED FAUNA UNDERPASS
Denotes location for dedicated fauna underpass to be provided as part of extension of Leda Boulevard. The underpass is to facilitate fauna connectivity either side of Leda Boulevard within the Bush Forever Site. The underpass is to be located, designed and constructed to the satisfaction of the Department of Environment and Conservation and Town of Kwinana.

Subdivision Approval has been issued where lot layout shown.



Location of Stage 33 LDP

Leda Nature Reserve

provisions relating to residential zone (R25 – R40 code range)

Any subdivision application within the Residential zone (R25-R40 code range) is to be accompanied by a Residential Code Plan which indicates the R-Code applicable to each lot within the subdivision area, consistent with the density coding provisions outlined as follows:

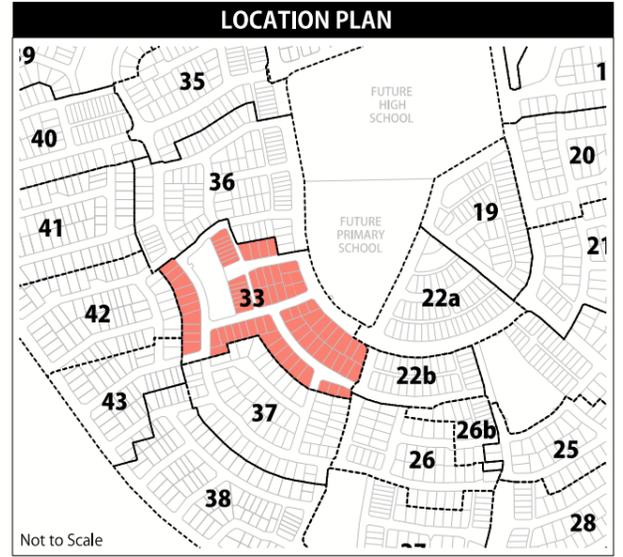
- a) The base coding of the Residential zone (R25-R40) is R25;
- b) R40 density code may be applied in areas of high amenity, including near public open space or Somerford Promenade, or areas in proximity to the High School site or Primary School site.

The Residential Code Plan shall be approved by the WAPC at the time of determination of the subdivision application. The approved Residential Code Plan shall then form part of the approved Structure Plan.



LEGEND

- Local Development Plan Boundary
- R25 Coding
- R35 Coding
- Public Open Space
- Primary Dwelling Orientation
- Secondary Dwelling Orientation
- Recommended Garage Location
- Footpaths
- Retaining Wall
- No Vehicle Access
- Retained Trees



ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

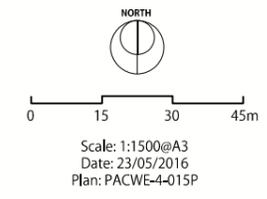
The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning Approval is not required, but a Building Permit is required, for the construction of a dwelling on any lot within the area covered by the Local Development Plan (including lots with a land area less than 260m²) except where variations to the provisions of the Local Development Plan are sought.

LOCAL DEVELOPMENT PLAN

Stage 33, The Village at Wellard Page 1 of 2

A Peet Limited and Department of Housing Joint Venture Project



ATTACHMENT B

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LDP PROVISIONS – VILLAGE AT WELLARD STAGES 33

The provisions addressed below and on the reverse plan relate to Stage 33 within the Village at Wellard Estate, Wellard.

The requirements of the Residential Design Codes apply unless otherwise provided for below.

The following standard represents variations to the Residential Design Codes and constitutes 'Deemed-to-Comply' requirements pursuant to the Codes.

1. R-CODE VARIATIONS

a) Minimum Open Space*:	
R25	40%
R35	35%

2. SETBACK PROVISIONS

	Minimum	Maximum
a) Dwelling	3.0m	4.0m
b) Garage Setbacks	4.5m	-
Lots less than 25m deep	3.0m	-
c) Garage Side Setbacks	Nil	-

3. SPECIAL PROVISIONS LOT 1145 - 1158

	Minimum	Maximum
a) POS	2.0m	4.0m
b) Garage Setback	0.5m	1.5m
c) Laneway setback		
Ground Floor	0.5m	-
First Floor	Nil	-
d) Boundary Walls (Parapets)	Lots boundary walls are permitted to both side boundaries for a maximum length prescribed by the front and rear setback requirements (with the exception of side street boundaries).	

NOTES – MINIMUM OPEN SPACE

* For R25 lots site cover may be increased to 60% subject to the provision of a 30m² outdoor living area.
 For R35 lots site cover may be increased to 65% subject to the provision of a 24m² outdoor living area.
 In both instances a minimum dimension of 4m is required with two thirds of this area uncovered and located behind the street setback area.

4. BUILDING FORM & ORIENTATION

- The design of dwellings shall include an articulated front elevation in the direction of the 'Primary Dwelling Orientation' arrow shown on the Local Development Plan. The front elevation shall consist of at least one major opening to a habitable room overlooking the Primary Dwelling Orientation.
- The design of dwellings on applicable lots shall include a side elevation, which has at least one major opening facing the direction of the 'Secondary Dwelling Orientation' arrow shown on the Local Development Plan. The part of the dwelling which includes the required major opening shall be well articulated and its view not obstructed by visually impermeable fencing.
- Where possible, dwellings are to be designed to take advantage of northern solar orientation.
- Where lots abut POS the design of the dwelling shall consist of at least one major opening to a habitable overlooking the Public Open Space and its view not obstructed by visually impermeable fencing.
- A maximum of 20% of the dwelling facade may be set beyond the maximum Primary Street Setback.

5. VEHICULAR ACCESS and GARAGES/CARPORTS

- Recommended garage locations apply to lots identified on the Local Development Plan; referencing the side of the lot to which the garage must be located. Recommended garage locations do not prescribe boundary walls.
- All garages are to have doors to enclose them.

6. UNIFORM ESTATE BOUNDARY FENCING

- Any Estate provided fencing/retaining on private lots shall not be modified without written approval from the City and shall be maintained as visually permeable by landowners where applicable.

7. INCIDENTAL DEVELOPMENT

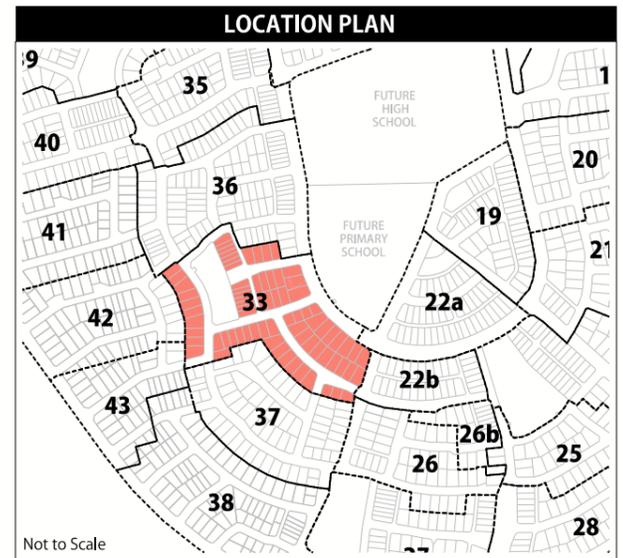
- Outbuildings are to be screened from public view unless constructed from the same materials as the dwelling.

8. TREES

- Trees identified on the Local Development Plan are located within road reserve and are the property of Council. These trees shall not be removed without the prior written consent of Council.

9. NOTIFICATION TO PROSPECTIVE PURCHASES

- The Developer is required to give prospective purchases a complete copy of all the requirements of this Local Development Plan prior to Offer and Acceptance being made.



ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

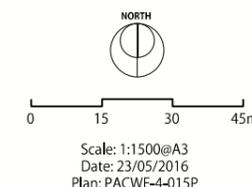
The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning Approval is not required, but a Building Permit is required, for the construction of a dwelling on any lot within the area covered by the Local Development Plan (including lots with a land area less than 260m²) except where variations to the provisions of the Local Development Plan are sought.

LOCAL DEVELOPMENT PLAN

Stage 33, The Village at Wellard Page 2 of 2

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ATTACHMENT C

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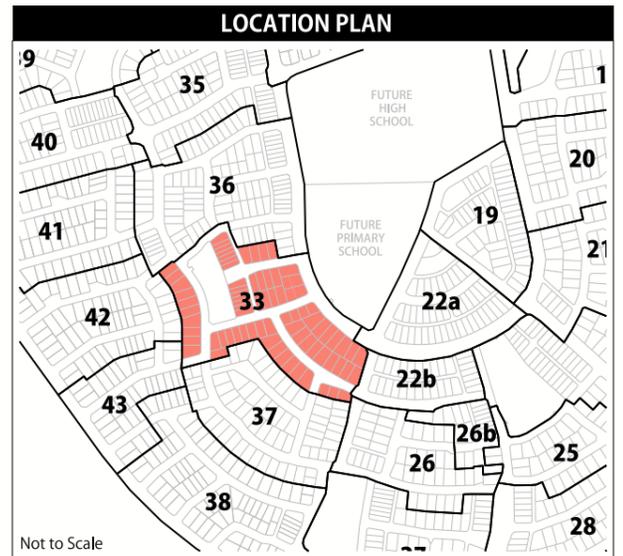


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LEGEND

- Local Development Plan Boundary
- R25 Coding
- R35 Coding
- Public Open Space
- Primary Dwelling Orientation
- Secondary Dwelling Orientation
- Recommended Garage Location
- Building Protection Zone
- Footpaths
- Retaining Wall
- No Vehicle Access
- Bushfire Attack Level (BAL) 12.5
- Bushfire Attack Level (BAL) 19
- Retained Trees



ENDORSEMENT OF REGISTERED TOWN PLANNER
 This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

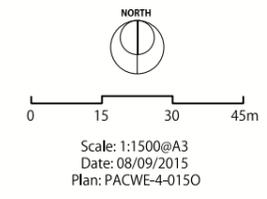
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LOCAL DEVELOPMENT PLAN

Stage 33, The Village at Wellard Page 1 of 2

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ATTACHMENT D

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LDP PROVISIONS – VILLAGE AT WELLARD STAGES 33

The provisions addressed below and on the reverse plan relate to Stage 33 within the Village at Wellard Estate, Wellard.

The requirements of the Residential Design Codes apply unless otherwise provided for below.

The following standard represents variations to the Residential Design Codes and constitutes 'Deemed-to-Comply' requirements pursuant to the Codes.

1. R-CODE VARIATIONS

a) Minimum Open Space*:	
R25	40%
R35	35%

2. SETBACK PROVISIONS

	Minimum	Maximum
a) Dwelling	3.0m	4.0m
b) Garage Setbacks	4.5m	-
Lots less than 25m deep	3.0m	-
c) Garage Side Setbacks	Nil	-

3. SPECIAL PROVISIONS LOT 1145 - 1158

	Minimum	Maximum
a) POS	2.0m	4.0m
b) Garage Setback	0.5m	1.5m
c) Laneway setback		
Ground Floor	0.5m	-
First Floor	Nil	-
d) Boundary Walls (Parapets)	Lots boundary walls are permitted to both side boundaries for a maximum length prescribed by the front and rear setback requirements (with the exception of side street boundaries).	

NOTES – MINIMUM OPEN SPACE

* For R25 lots site cover may be increased to 60% subject to the provision of a 30m² outdoor living area.
For R35 lots site cover may be increased to 65% subject to the provision of a 24m² outdoor living area.
In both instances a minimum dimension of 4m is required with two thirds of this area uncovered and located behind the street setback area.

4. BUILDING FORM & ORIENTATION

- The design of dwellings shall include an articulated front elevation in the direction of the 'Primary Dwelling Orientation' arrow shown on the Local Development Plan. The front elevation shall consist of at least one major opening to a habitable room overlooking the Primary Dwelling Orientation.
- The design of dwellings on applicable lots shall include a side elevation, which has at least one major opening facing the direction of the 'Secondary Dwelling Orientation' arrow shown on the Local Development Plan. The part of the dwelling which includes the required major opening shall be well articulated and its view not obstructed by visually impermeable fencing.
- Where possible, dwellings are to be designed to take advantage of northern solar orientation.
- Where lots abut POS the design of the dwelling shall consist of at least one major opening to a habitable overlooking the Public Open Space and its view not obstructed by visually impermeable fencing.
- A maximum of 20% of the dwelling facade may be set beyond the maximum Primary Street Setback.

5. VEHICULAR ACCESS and GARAGES/CARPORTS

- Recommended garage locations apply to lots identified on the Local Development Plan; referencing the side of the lot to which the garage must be located. Recommended garage locations do not prescribe boundary walls.
- All garages are to have doors to enclose them.

6. UNIFORM ESTATE BOUNDARY FENCING

- Any Estate provided fencing/retaining on private lots shall not be modified without written approval from the City and shall be maintained as visually permeable by landowners where applicable.

7. INCIDENTAL DEVELOPMENT

- Outbuildings are to be screened from public view unless constructed from the same materials as the dwelling.

8. TREES

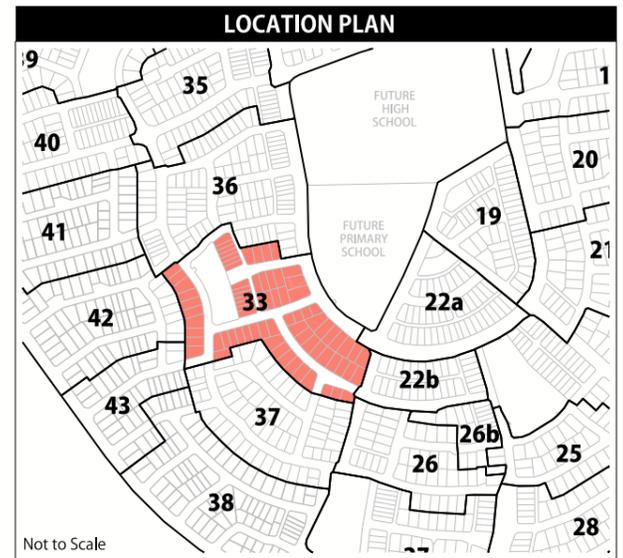
- Trees identified on the Local Development Plan are located within road reserve and are the property of Council. These trees shall not be removed without the prior written consent of Council.

9. FIRE MANAGEMENT

- Development shall take into account the TPS 2 requirements as detailed in Schedule IV – Development Area 2 Clause 8, the requirements of the Fire Management Plan for the Village at Wellard, this Local Development Plan and the City of Kwinana Fire Breaks Notice.
- Dwellings constructed on lots identified as being at risk of bushfire attack under the approved Fire Management Plan, or within 100m from any bushland greater than 1 ha in area, shall be constructed to the appropriate BAL rating in accordance with Australian Standard 3959.
- A proposed reduction to the nominated BAL rating for any development will require a planning application for consideration. The submission is to include the detailed method for determining bushfire attack level – Method 2 from AS 3959 supporting the lower rating demonstrating compliance with AS 3959, WAPC Guidelines Planning for Bushfire Protection Policy.

10. NOTIFICATION TO PROSPECTIVE PURCHASES

- The Developer is required to give prospective purchases a complete copy of all the requirements of this Local Development Plan prior to Offer and Acceptance being made.



ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

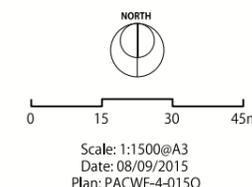
The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning Approval is not required, but a Building Permit is required, for the construction of a dwelling on any lot within the area covered by the Local Development Plan (including lots with a land area less than 260m²) except where variations to the provisions of the Local Development Plan are sought.

LOCAL DEVELOPMENT PLAN

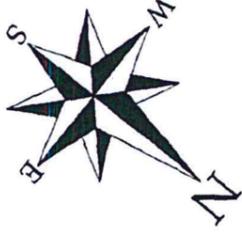
Stage 33, The Village at Wellard Page 2 of 2

A Peet Limited and Department of Housing Joint Venture Project



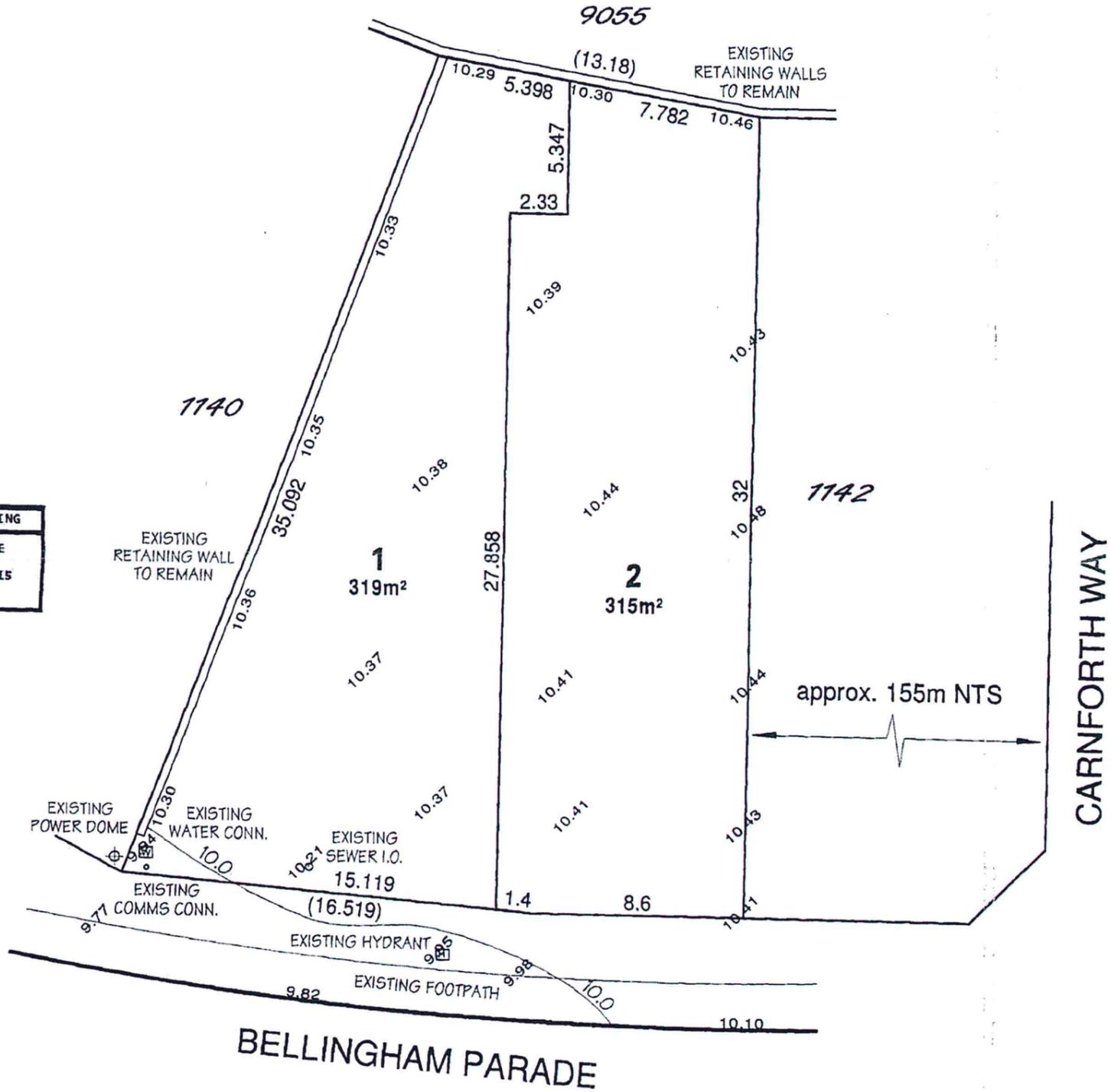
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PROPOSED SURVEY STRATA SUBDIVISION



NOTE: THIS IS A PROPOSED SKETCH ONLY, AND SHOULD NOT BE USED FOR FINAL DIMENSIONS AND AREAS FOR SELLING PURPOSES OR FOR DESIGNING A NEW HOUSE(S) TO FIT THE PROPOSED LOTS.

DEPARTMENT OF PLANNING	
DATE	FILE
04/08/2015	939-15



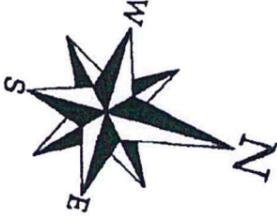
NOTE: PROPOSED LOT NUMBERS, ANGLES, DIMENSIONS, AND AREAS ARE ALL SUBJECT TO SURVEY AND TITLES OFFICE EXAMINATION

ORIGINAL AREAS
 LOT 1141 = 634m²
 ZONING = R35
 No. OF EXISTING LOTS = 1
 No. OF PROPOSED LOTS = 2
 ——— PROPOSED BOUNDARIES
 - - - - - EXISTING BOUNDARIES

<p>PROPOSED SURVEY STRATA SUBDIVISION ON LOT 1141 BELLINGHAM PARADE, WELLARD</p> <p>CITY OF KWINANA D.PLAN 403864 VOL. 2871 FOL. 146 DATE 9/06/2015, SCALE 1:200 AT A3</p>		<p>COTTAGE & ENGINEERING SURVEYS</p> <p>87-89 Guthrie Street, Osborne Park, Western Australia Postal : P.O. Box 1611 Osborne Park Business Centre WA 6917 Telephone: (08) 9446 7361 Facsimile: (08) 9446 2996 Email : perth@cottage.com.au Website: www.cottage.com.au</p> <p>J/N: SK372782 9/06/2015</p>
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PROPOSED SURVEY STRATA SUBDIVISION

NOTE: THIS IS A PROPOSED SKETCH ONLY, AND SHOULD NOT BE USED FOR FINAL DIMENSIONS AND AREAS FOR SELLING PURPOSES OR FOR DESIGNING A NEW HOUSE(S) TO FIT THE PROPOSED LOTS.



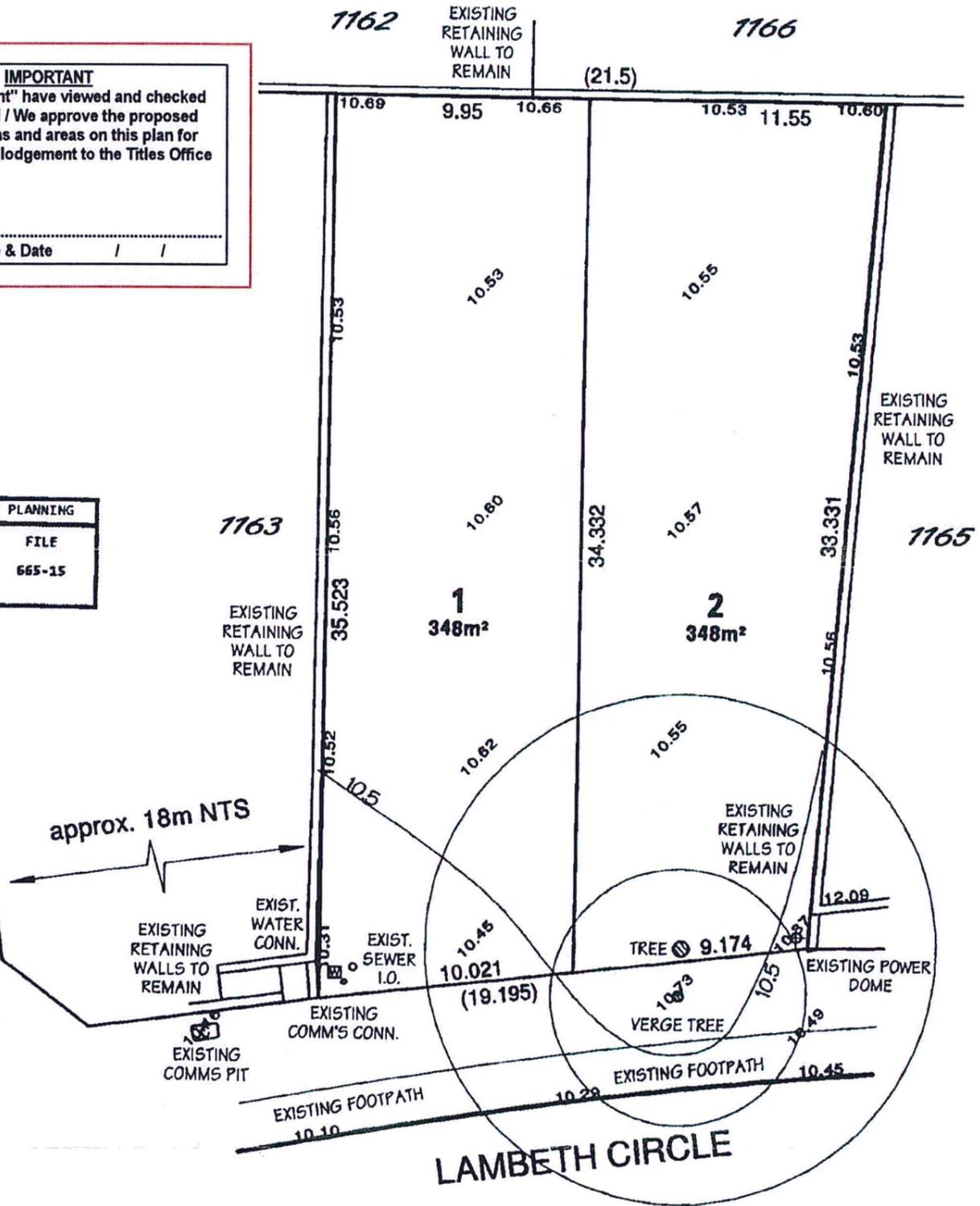
IMPORTANT

I / We the "Client" have viewed and checked this plan and I / We approve the proposed Lot dimensions and areas on this plan for completion and lodgement to the Titles Office

Signature & Date / /

DEPARTMENT OF PLANNING	
DATE	FILE
12/06/2015	665-15

TIDWORTH GRANGE



▲ NOTE: PROPOSED LOT NUMBERS, ANGLES, DIMENSIONS, AND AREAS ARE ALL SUBJECT TO SURVEY AND TITLES OFFICE EXAMINATION

ORIGINAL AREAS
 LOT 1164 = 696m²
 ZONING = R35 STAGE 33
 No. OF EXISTING LOTS = 1
 No. OF PROPOSED LOTS = 2

———— PROPOSED BOUNDARIES
 - - - - - EXISTING BOUNDARIES

**PROPOSED SURVEY STRATA SUBDIVISION ON
 LOT 1164 (#265) LAMBETH CIRCLE, WELLARD**

CITY OF KWINANA
 D.PLAN 403864 VOL. 2871 FOL. 168
 DATE 8/06/2015, SCALE 1:200 AT A3

**COTTAGE & ENGINEERING
 SURVEYS**

87-81 Gullible Street, Osborne Park, Western Australia
 Postal: P.O. Box 1611 Osborne Park Business Centre WA 6917
 Telephone: (08) 9446 7361 Facsimile: (08) 9446 2908
 Email: perth@cottage.com.au Website: www.cottage.com.au

J/N: SK369512 8/06/2015

15.3 Consideration to Adopt Draft Local Development Plan– Oakebella Stage 1, Lot 900 Johnson Road, Wellard

SUMMARY:

A draft Local Development Plan (“LDP”) Oakebella Stage 1, Lot 900 Johnson Road, Wellard has been received for consideration under the City of Kwinana’s Town Planning Scheme No. 2 (“Scheme”) (refer Attachments A - C).

The draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries within the Wellard East Local Structure Plan (LSP) area. These requirements apply in addition to normal Scheme and State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*) (“R-Codes”) requirements, and will permit certain variations in order to achieve an optimal form of development. There are no lots in the LDP with a frontage of 10m or less.

The draft LDP (refer Attachment B) has been assessed and supported by City Officers. It is recommended that Council approves the draft LDP in accordance with Clause 6.17.6.1(c) (i) of the Scheme.

OFFICER RECOMMENDATION:

1. Council approves the Draft Local Development Plan Oakebella Stage 1; Lot 900 Johnson Road, Wellard (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

DISCUSSION:

Land Status

Town Planning Scheme No 2:	Residential R25 Residential R30
Metropolitan Region Scheme:	‘Urban’ Zone

LDPs are planning tools which allow certain design requirements, either in addition to or in variance to those stipulated under the Scheme and the R-Codes, to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing, store areas and service provision. Requirements vary depending on the type of land and design outcome trying to be achieved.

Most importantly is the LDP’s ability to vary Scheme and R-Code provisions, where such variations are needed in achieving the most optimal design outcome. The draft LDP has been prepared in accordance with previously approved LDPs for cottage and traditional style lots within the Wellard East LSP area which are immediately to the north of the subject site.

15.3 CONSIDERATION TO ADOPT DRAFT LOCAL DEVELOPMENT PLAN– OAKEBELLA STAGE 1, LOT 900 JOHNSON ROAD, WELLARD

The draft LDP (Attachment B) applies to an area of the development which is situated close to the Kwinana Freeway and has been specifically required as a condition of the Western Australian Planning Commission's (WAPC's) subdivision approval for the subject land. This draft LDP establishes design requirements relating to:

1. Dwelling setbacks;
2. Open space;
3. Vehicular access and garages/carports.

There are no lots in the LDP with a frontage of 10m or less.

It is considered that the LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers. The City's Officers have assessed the provisions and requirements of the draft LDP and are supportive of the draft.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering financial or impartiality interests, the land owner is the LWP Wellard Pty Ltd and the applicant is Taylor Burrell Barnett Town Planning & Design.

The following strategic and policy based documents were considered in assessing the application;

- City of Kwinana Town Planning Scheme No. 2
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy 2007
- WAPC Planning for Bushfire Protection Guidelines (Edition 2) (2010)
- WAPC Draft Planning for Bushfire Risk Management Policy
- Local planning and other related policies

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ENVIRONMENTAL IMPLICATIONS:

The LDPs encourage the use of passive solar urban design.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots, particularly smaller lots. The use of such mechanism is common practice, and is encouraged to allow for the most optimal form of urban development to occur.

15.3 CONSIDERATION TO ADOPT DRAFT LOCAL DEVELOPMENT PLAN– OAKEBELLA STAGE 1, LOT 900 JOHNSON ROAD, WELLARD

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality.

The LDP seeks to include the construction standards required for bushfire protection. It is anticipated that compliance with the stipulated BAL ratings would reduce the occurrence of and minimise the impact of bushfires thereby reducing the threat to life, property and the environment.

COUNCIL DECISION

316

MOVED CR B THOMPSON

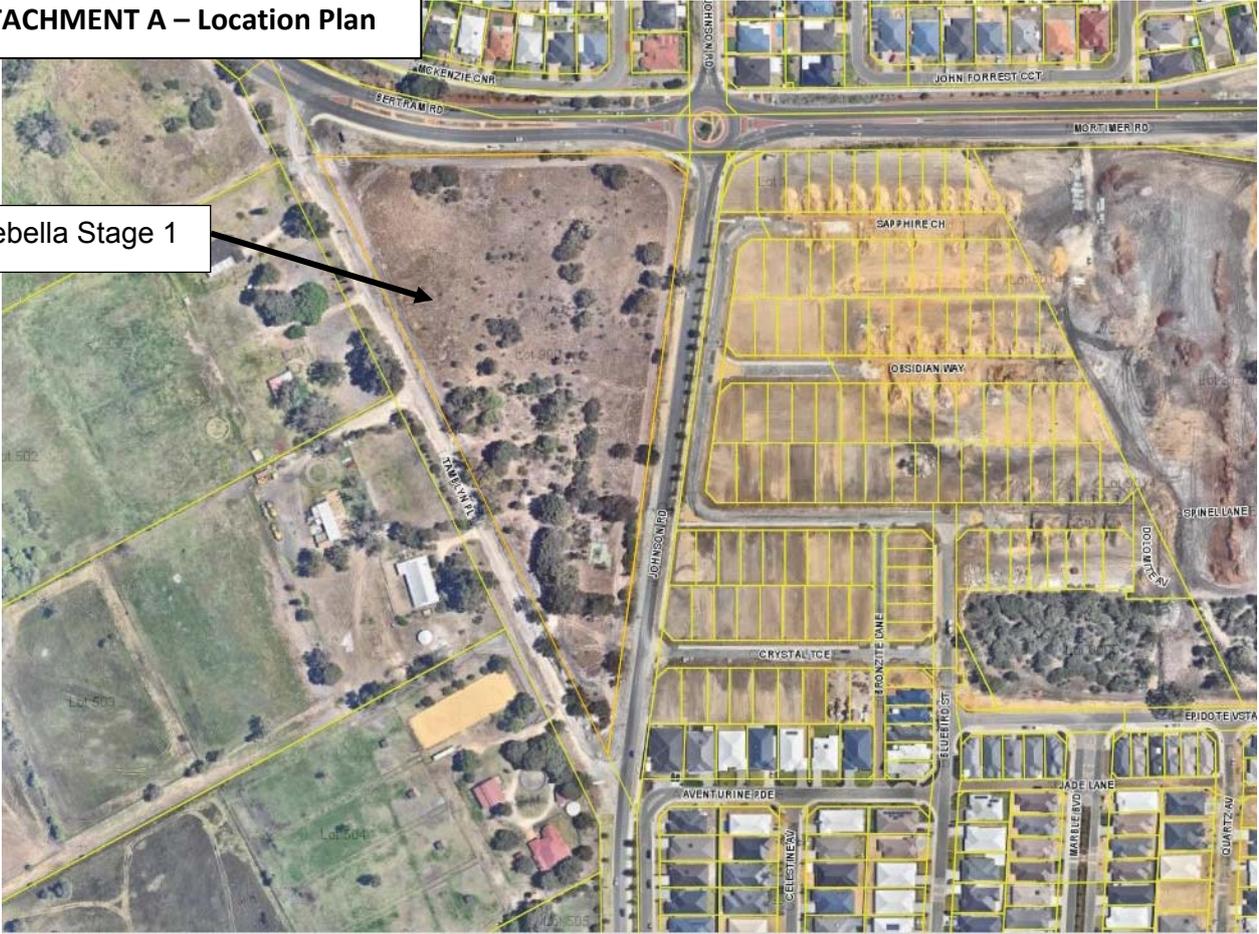
SECONDED CR R ALEXANDER

- 1. Council approves the Draft Local Development Plan Oakebella Stage 1; Lot 900 Johnson Road, Wellard (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**

**CARRIED
7/0**

ATTACHMENT A – Location Plan

Oakebella Stage 1



ATTACHMENT B



Legend

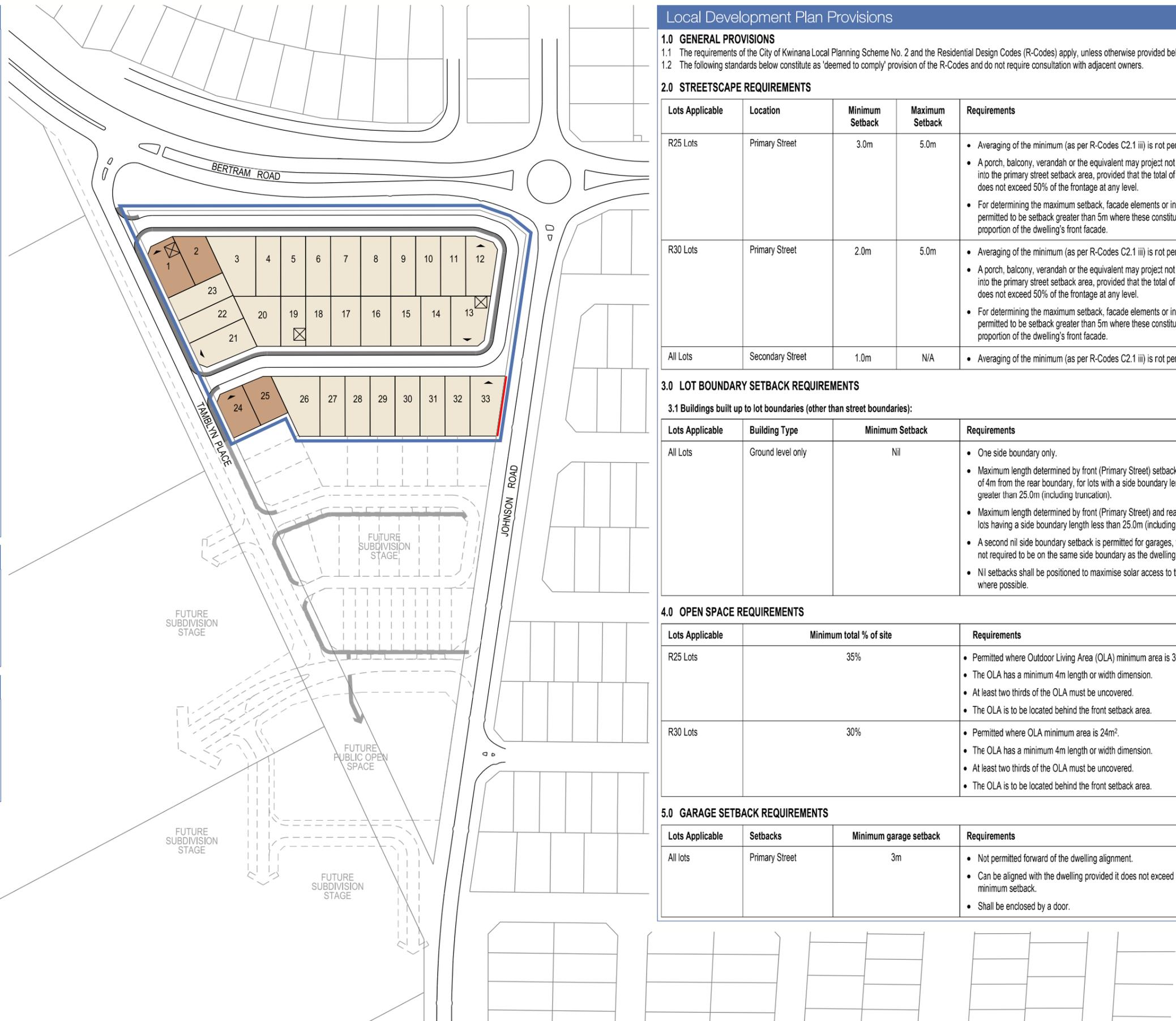
- Extent of Local Development Plan
- R25 Subject Lots
- R30 Subject Lots
- No Vehicle Access Permitted
- Primary Dwelling Orientation (where applicable)
- Mandatory Garage Location (where applicable)
- Footpath Alignment (Planned)

Endorsement Table

This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Local Planning Scheme No. 2

Principal Planner _____

Date _____



Local Development Plan Provisions

1.0 GENERAL PROVISIONS

- 1.1 The requirements of the City of Kwinana Local Planning Scheme No. 2 and the Residential Design Codes (R-Codes) apply, unless otherwise provided below.
- 1.2 The following standards below constitute as 'deemed to comply' provision of the R-Codes and do not require consultation with adjacent owners.

2.0 STREETScape REQUIREMENTS

Lots Applicable	Location	Minimum Setback	Maximum Setback	Requirements
R25 Lots	Primary Street	3.0m	5.0m	<ul style="list-style-type: none"> Averaging of the minimum (as per R-Codes C2.1 iii) is not permitted. A porch, balcony, verandah or the equivalent may project not more than 1m into the primary street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level. For determining the maximum setback, facade elements or indentations are permitted to be setback greater than 5m where these constitute a minor proportion of the dwelling's front facade.
R30 Lots	Primary Street	2.0m	5.0m	<ul style="list-style-type: none"> Averaging of the minimum (as per R-Codes C2.1 iii) is not permitted. A porch, balcony, verandah or the equivalent may project not more than 1m into the primary street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level. For determining the maximum setback, facade elements or indentations are permitted to be setback greater than 5m where these constitute a minor proportion of the dwelling's front facade.
All Lots	Secondary Street	1.0m	N/A	<ul style="list-style-type: none"> Averaging of the minimum (as per R-Codes C2.1 iii) is not permitted.

3.0 LOT BOUNDARY SETBACK REQUIREMENTS

3.1 Buildings built up to lot boundaries (other than street boundaries):

Lots Applicable	Building Type	Minimum Setback	Requirements
All Lots	Ground level only	Nil	<ul style="list-style-type: none"> One side boundary only. Maximum length determined by front (Primary Street) setback and a minimum of 4m from the rear boundary, for lots with a side boundary length equal or greater than 25.0m (including truncation). Maximum length determined by front (Primary Street) and rear setbacks for lots having a side boundary length less than 25.0m (including truncation). A second nil side boundary setback is permitted for garages, this location is not required to be on the same side boundary as the dwelling setback. Nil setbacks shall be positioned to maximise solar access to the dwelling where possible.

4.0 OPEN SPACE REQUIREMENTS

Lots Applicable	Minimum total % of site	Requirements
R25 Lots	35%	<ul style="list-style-type: none"> Permitted where Outdoor Living Area (OLA) minimum area is 30m². The OLA has a minimum 4m length or width dimension. At least two thirds of the OLA must be uncovered. The OLA is to be located behind the front setback area.
R30 Lots	30%	<ul style="list-style-type: none"> Permitted where OLA minimum area is 24m². The OLA has a minimum 4m length or width dimension. At least two thirds of the OLA must be uncovered. The OLA is to be located behind the front setback area.

5.0 GARAGE SETBACK REQUIREMENTS

Lots Applicable	Setbacks	Minimum garage setback	Requirements
All lots	Primary Street	3m	<ul style="list-style-type: none"> Not permitted forward of the dwelling alignment. Can be aligned with the dwelling provided it does not exceed the garage minimum setback. Shall be enclosed by a door.



LOCAL DEVELOPMENT PLAN | OAKEBELLA STAGE 1
 Lot 900 Johnson Road, Wellard
 An LWP Wellard Pty Ltd Project

SCALE 1:2000 @ A3

0m 10 20m

designed: MB
 checked: MB
 20/07/2016
 project: POCG 94
 drawn: MH

Taylor Burrell Barnett Town Planning and Design
 187 Roberts Road Subiaco Western Australia 6008
 p: (08) 9382 2911 f: (08) 9382 4586
 e: admin@tbbplanning.com.au

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15.4 Adoption of Local Development Plan – Stages 2 and 3 – Lot 64 Woolcoot Road, Wellard

SUMMARY:

A Draft Local Development Plan (LDP) for Stages 2 and 3 of Lot 64 Woolcoot Road, Wellard (Living Edge Estate) has been received for consideration under the City of Kwinana Town Planning Scheme No. 2 (Scheme) (refer Attachment A for Location Plan).

The Draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries. These requirements apply in addition to normal Scheme and State Planning Policy No. 3.1 (Residential Design Codes of Western Australia) (R-Codes) requirements and will permit certain variations in order to achieve an optimal form of development.

Subdivision approval was granted for Lot 64 Woolcoot Road, Wellard by the Western Australian Planning Commission (WAPC) on 29 June 2016 with a condition requiring preparation of an LDP for the subject lots.

The draft LDP stipulates mandatory two storey development for all lots with a frontage of less than 7.5m. There are approximately 45 lots with a frontage of 6m that are required to comply with this provision. In addition, the draft LDP includes a provision that requires that all lots with a frontage of between 7.5m and 10m meet design criteria that will contribute to achieving a good quality of streetscape amenity. There are approximately seven lots with a frontage of between 7.5m and 10m on this LDP. This is a positive outcome in the context of the draft Urban Amenity Strategy work (and associated policies) currently being undertaken by the City

The Draft LDP (refer Attachments B and C) has been assessed and supported by City Officers. It is recommended that Council approves the Draft LDP in accordance with Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

OFFICER RECOMMENDATION:

1. That Council approves the Local Development Plan for Stages 2 and 3, Lot 64 Woolcoot Road, Wellard (as per Attachments B and C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

DISCUSSION:

Land Status

Metropolitan Region Scheme:

Town Planning Scheme No. 2:

‘Urban’ Zone

Residential R25, R30, R40 and R60

A LDP is a planning tool which allows certain design requirements, either in addition to or in variance to those stipulated under the Scheme and R-Codes to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing, store areas and service provision. Requirements vary depending on the type of land and design outcome trying to be achieved.

15.4 ADOPTION OF LOCAL DEVELOPMENT PLAN – STAGES 2 AND 3 – LOT 64 WOOLCOOT ROAD, WELLARD

Most important is the LDP's ability to vary R-Code provisions, where such variations are needed to achieve the most optimal design outcome.

The Draft LDP (Attachment B and C) has been specifically required as a condition of the WAPC's subdivision approval for the subject land. Consistent with the Scheme, the Draft LDP establishes design requirements relating to:

1. Dwelling setbacks
2. Open space
3. Built form addressing public open space; and
4. Vehicular access and garages/carports.

The draft LDP stipulates mandatory two storey development for all lots with a frontage of less than 7.5m. There are approximately 45 lots with a frontage of 6m that are required to comply with this provision. In addition the draft LDP includes a provision that requires that all lots with a frontage of between 7.5m and 10m meet design criteria that will contribute to achieving a good quality of streetscape amenity. There are approximately seven lots with a frontage of between 7.5m and 10m on this LDP.

This is a positive outcome in the context of the preparation of the draft Urban Amenity Strategy currently being undertaken by the City. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City. One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development.

The draft LDP also specifies quiet house design provisions for lots with a frontage of 7.5m or less. The purpose of the quiet house design provisions is to mitigate noise transfer between dwellings on narrow lots. The proposed provisions are consistent with those that have been applied to other LDPs within the City of Kwinana containing narrow lots.

The draft LDP also indicates the lots that are subject to specific building design requirements for bushfire in accordance with the Bush Fire Attack Level (BAL) ratings as specified in the Fire Management Plan for this area. The proposed BALs were reviewed by the City's Fire Consultant who agreed with its findings.

In addition, a provision has been included which requires that all garages have doors to enclose them. Garages can often be places where residents store unsightly materials. This initiative is aimed at maximising visual amenity of these areas via the capacity of all landowners to be able to enclose their garages.

It is considered that the LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering financial or impartiality interests, the land owner is Sienna Properties Pty Ltd, and the applicant is Rowe Group.

15.4 ADOPTION OF LOCAL DEVELOPMENT PLAN – STAGES 2 AND 3 – LOT 64 WOOLCOOT ROAD, WELLARD

The following strategic and policy based documents were considered in assessing the application;

- City of Kwinana Town Planning Scheme No. 2
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy
- WAPC Planning for Bushfire Protection Guidelines (Edition 2) (2010)
- WAPC Draft Planning for Bushfire Risk Management Policy
- Local planning and other related policies

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ENVIRONMENTAL IMPLICATIONS:

The LDP encourages the use of passive solar urban design. Quiet house design provisions are included in the LDP.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots, particularly smaller lots. The use of such mechanisms is common practice, and is encouraged to allow for the most optimal form of urban development to occur.

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality.

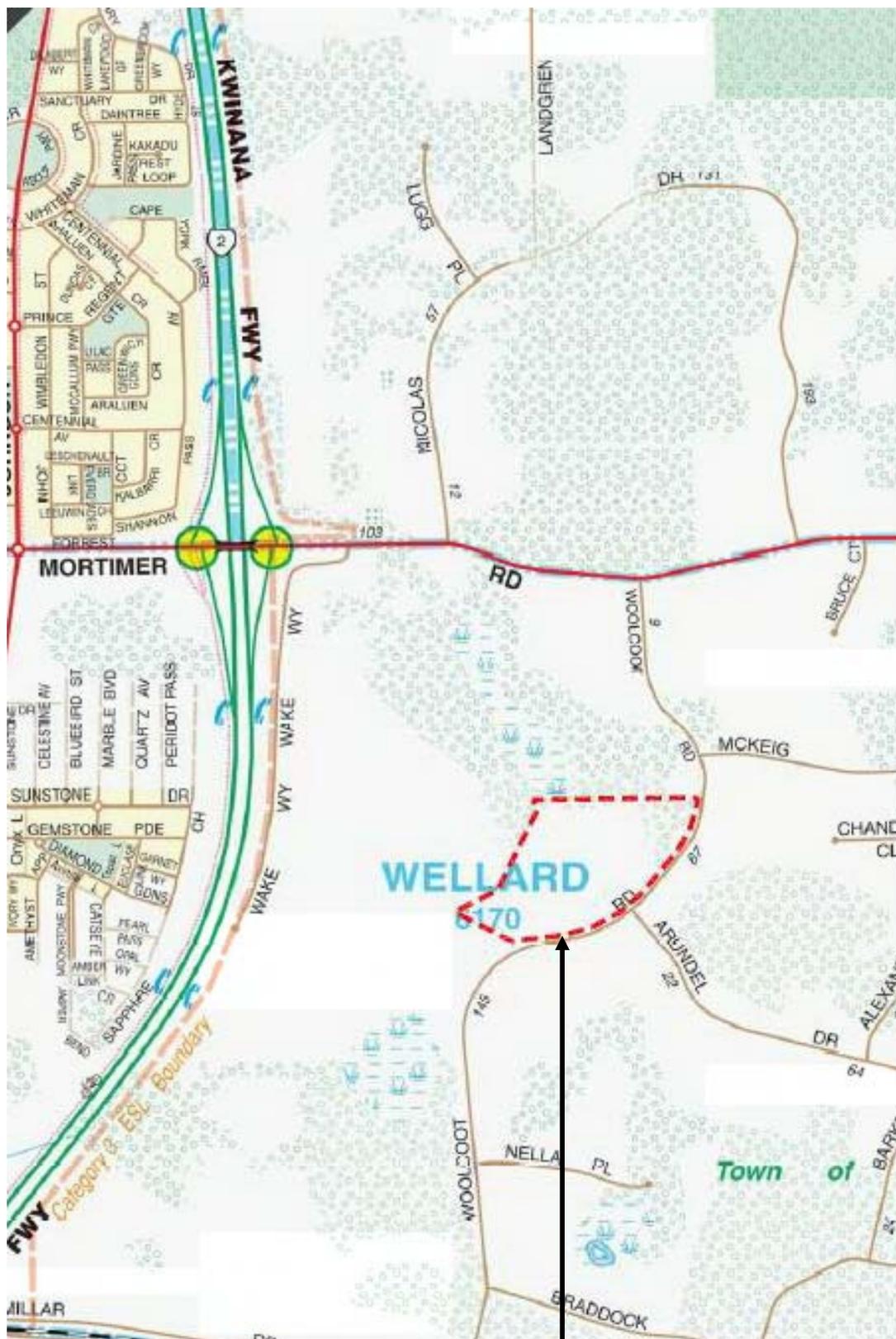
The Draft LDP seeks to include the construction standards required for bushfire protection. It is anticipated that compliance with the stipulated BAL ratings would reduce the occurrence of and minimise the impact of bushfires thereby reducing the threat to life, property and the environment.

COUNCIL DECISION**317****MOVED CR S LEE****SECONDED CR S MILLS**

1. That Council approves the Local Development Plan for Stages 2 and 3, Lot 64 Woolcoot Road, Wellard (as per Attachments B and C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

**CARRIED
5/2**

ATTACHMENT A - LOCATION PLAN



Lot 64 Woolcoot Road, Wellard
(Living Edge Estate)

LIVING EDGE AT WELLARD



- LEGEND**
- Living Edge Estate Boundary
 - Lots Subject to this LDP (Stage 2 & 3 Boundary)
 - 1.0m Setback Line
 - 1.5m Setback Line
 - 2.0m Setback Line
 - 3.0m Setback Line
 - 4.0m Setback Line
 - Dwellings to be constructed to comply with BAL rating 12.5 in accordance with AS3959
 - Dwellings to be constructed to comply with BAL rating 19 in accordance with AS3959
 - Dwellings to be constructed to comply with BAL rating 29 in accordance with AS3959
 - X Designated Garage Locations
 - * Single Garage Only
 - ➔ Dwelling Orientation
 - Public Open Space
 - R25
 - R30
 - R40
 - R60
 - Common Property

0 50 100 Metres

This Local Development Plan has been approved by Council under the provisions of the City of Kwinana, Town Planning Scheme No.2 and the Wandl South Local Structure Plan.

Principal Planner: _____
Date: _____

REVISIONS

Rev	Date	Drawn
I	2016.07.27	W. Clements
J	2016.07.28	W. Clements
K	2016.08.03	W. Clements
L	2016.08.04	W. Clements

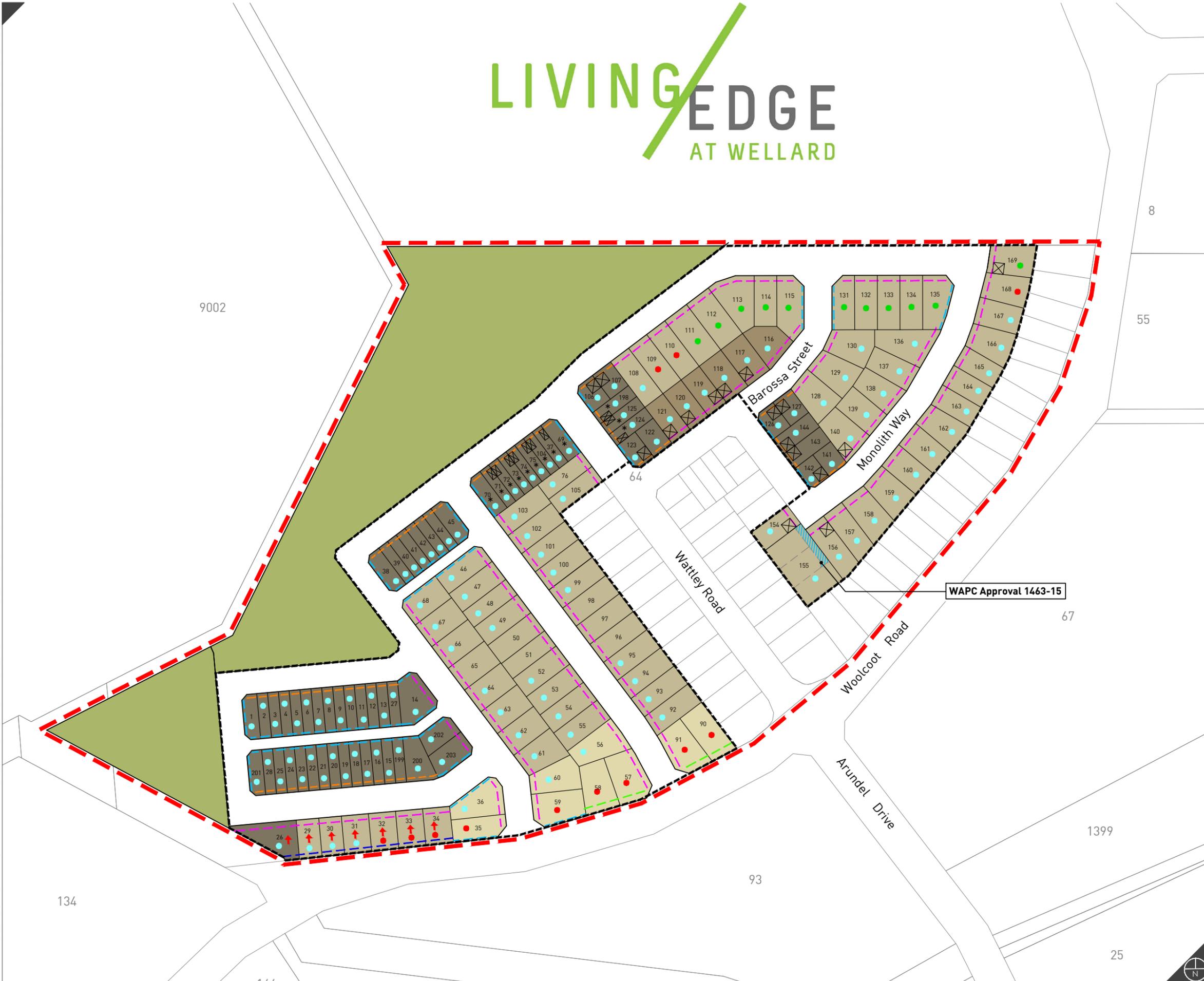


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p: 08 9221 1991

Date Drawn: 2015-12-23
Job Ref: 8035
Scale: 1:2,000 @ A3
Client: ABN Group
Designer: P. Caddy
Drawn: M. Sullivan
Projection: MGA50 GDA94
Plan ID: 8035-LDP-03-L

ATTACHMENT B

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Local Development Plan

Stages 2 & 3 (Page 1 of 2)
Lot 64 Woolcoat Rd, Wellard East



LIVING EDGE AT WELLARD

This Local Development Plan (LDP) applies to all lots contained within Stage 2 and 3 of Lot 64 Woolcot Road, Wellard (East) area.

Unless otherwise defined on this LDP, all development shall be in accordance with the City of Kwinana Town Planning Scheme No. 2, the Residential Design Codes, and the Lot 64 Woolcot Road, Wellard (East) Local Structure Plan.

Unless otherwise varied on this LDP, the relevant density code provisions of the Residential Design Codes (R-Codes) apply to all lots subject to this LDP. The Residential Design Codes do not apply where varied below.

Compliance with the provisions of this LDP negates the need for planning approval for lots of 260m² or less.

Minimum Open Space and Outdoor Living

1. Site cover may be increased to 60% (for R25 Lots) subject to the provision of 30m² of outdoor living area with a minimum dimension of 4 metres, two thirds of this area uncovered and located behind the street setback area.
2. Site cover may be increased to 65% (for R30 Lots) subject to the provision of 24m² of outdoor living area with a minimum dimension of 4 metres, two thirds of this area uncovered and located behind the street setback area.
3. Site cover may be increased to 65% (for R40 Lots) subject to the provision of 24m² of outdoor living area with a minimum dimension of 4 metres, two thirds of this area uncovered and located behind the street setback area.
4. Site cover may be increased to 70% (for R60 Lots) subject to the provision of 20m² of outdoor living area with a minimum dimension of 4 metres, two thirds of this area uncovered and located behind the street setback area.

*NOTE: Site Coverage includes the floor area of all buildings.

Garages

5. Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.
6. All garages shall be enclosed with a door.
7. Garages may be forward of the dwelling alignment to a maximum of 1m for two storey dwellings where the following requirements are met:
 - a) The garage alignment complies with the primary setback;
 - b) A balcony with a minimum depth of 1.5m is provided to th the front facade of the dwelling; and
 - c) A veranda or portico feature is provided to the front facade of the dwelling which extends in front of the garage.

Setbacks

Dwelling Setbacks	Minimum (m)	Maximum (m)
Primary Street (R25 - Woolcot Road)	4.0	5.0
Primary Street (R25)	3.0	5.0
Primary Street (R30)	3.0	5.0
Primary Street (R40)	3.0	5.0
Primary Street (R60)	2.0	-
Primary Street (R60 - Lots 14, 202,203,26)	3.0	-
Secondary Street	1.0	-

8. For all lots, a nil side setback is permissible behind the primary street setback line to a minimum of 4 metres from the rear boundary, unless otherwise designated on the LDP or where this boundary is to a secondary street. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes. Lots zoned R60 or with frontages less than 11m wide are permitted to have a nil setback to both side boundaries simultaneously.
9. Garages are permitted to have a nil side setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.

10. Where a nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-Codes.
11. For corner lots, where the major dwelling entry (front door) is oriented toward the secondary street, secondary street setbacks still apply. Primary street setbacks apply to the other street, as designated on this LDP.
12. Setbacks may be varied at the discretion of the Manager - Planning and Development, for corner lots or where otherwise the configuration of the lots limits compliance with setback requirements.
13. A porch, balcony, verandah or the equivalent may project not more than 1m into the Primary Street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level.

Streetscape

14. Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
15. Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
 - a. A clear indication of the dwelling entrance.
 - b. The dwelling entrance shall be the dominant feature of the facade, and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
 - c. Garages are to be set back at least 0.5 metres behind the dwelling alignment, with the exception of two storey dwellings.
16. All lots with a frontage of less than 7.5 m are to include the following design criteria:
 - Two storey development;
 - Appropriate noise requirements for quiet house design; and
 - Fencing within the front setback (including boundary fencing) to be a maximum height of 1.2m, and 50% visually permeable above 600mm.
17. All lots with a frontage of between 7.5m and 10m are to include the following design criteria:
 - Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;
 - Promotes design variety through design features and use of materials;
 - Mitigates the potentially dominating visual presence of any garage structures;
 - Promotes visual presence of the dwelling to the street (i.e. gable end).

18. Fencing abutting public open space shall be uniform and visually permeable above 1.2 metres.

Design Elements

19. Where sheds and outbuildings do not match the construction materials and colours of the dwelling they are to be screened from public view.
20. For lots with an area of 260m² or less, storage areas with a minimum internal area of 4m² and with a minimum dimension of 1.5 metres are to be provided at the time of construction of the dwelling. Storage areas shall be constructed under the main roof of the residence or garage, and shall be accessible from either the exterior or within the garage.

Fire Management

21. All properties are subject to compliance with the approved Fire Management Plan. Dwellings constructed on lots identified as being at risk of bushfire attack under the approved Fire Management Plan, or within 100 metres from any bushland greater than 1 hectare in area, shall be constructed to the appropriate BAL rating in accordance with Australian Standard 3959.
22. This LDP shall be read in conjunction with the approved Fire Management Plan.
23. A proposed reduction to the nominated BAL rating for any development will require a planning application for consideration. The Applicant will be required to undertake a new BAL assessment by a suitably qualified consultant, as part of the building and planning approval process to determine the BAL in accordance with AS3959 and WAPC guidelines for Bushfire Protection Policy.
24. For those lots identified on this LDP, where an incursion (including minor incursions such as a porch, balcony or verandah) into the building setback area is proposed, a reassessment of the BAL is required.

Noise Management

25. All dwellings on Lots 1-25, 27, 28, 37-45, 69-75, 104, 124, 125 and 198-201 shall be constructed with the following minimum quiet house design requirements:
 - a. Walls shall be double leaf cavity brickwork, such as two leaves of 90mm thick bricks with 50mm air gap. Any alternatives shall achieve a minimum Rw50 acoustic rating.
 - b. Windows shall be minimum 4mm laminated glazing in high quality residential grade frame to achieve a minimum Rw+Ctr23 acoustic rating.
 - c. Roof/ Ceiling - to be minimum 10mm thick plasterboard with R2.0 insulation between ceiling joists. Combined with roof, acoustic performance to be a minimum of Rw42.
 - d. Eaves are to be enclosed using a minimum 4mm thick compressed cement sheeting or equivalent.
 - e. Air conditioning units, or the like, must be selected on the basis of quiet operation and units shall be roof mounted on appropriate anti-vibration mounts, or be no more than 1.5m above ground level.
 - f. Any alternative construction methods shall be supported by a report undertaken by a suitable qualified acoustic consultant.

This Local Development Plan has been approved by Council under the provisions of the City of Kwinana. Town Planning Scheme No.2 and the Wandri South Local Structure Plan.

Principal Planner: _____

Date: _____

REVISIONS

Rev	Date	Drawn
I	2016.07.27	W. Clements
J	2016.07.28	W. Clements
K	2016.08.03	W. Clements
L	2016.08.04	W. Clements



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Date Drawn: 2015-12-23
 Job Ref: 8035
 Scale: 1:2,000 @ A3
 Client: ABN Group
 Designer: P. Caddy
 Drawn: M. Sullivan
 Projection: MGA50 GDA94
 Plan ID: 8035-LDP-03-L
 Cadastre

ATTACHMENT C

Local Development Plan



15.5 Adoption of Amended Local Development Plan – Cassia Rise Estate – Lot 9237 Parmelia Avenue, Parmelia

SUMMARY:

A Draft Local Development Plan (LDP) for Stage 1 (Cassia Rise), Lot 9237 Parmelia Avenue, Parmelia has been received for consideration under the City of Kwinana's Town Planning Scheme No. 2 (Scheme) (refer Attachments A - C). The LDP was originally adopted by Council at its Ordinary Meeting held on the 8 July 2015.

Subdivision approval was granted for Stage 2 Cassia Rise (WAPC Ref: 151592) and one of the conditions of approval required the preparation of an LDP. The proponent has opted to amend the approved Stage 1 LDP to include Stage 2 of the Cassia Rise development. Having one LDP for this development allows for consistency in the built form provisions across the development stages. By having all provisions on the same document, it provides clarity and ease of reference for officers, property owners and builders.

The lots created as a result of this subdivision (with the exception of two battle axe lots) have lot frontages greater than 10m. There are no 7.5m wide lot frontages as part of this LDP. This is important as City Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City. One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development.

The Draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries. These requirements apply in addition to normal Scheme and State Planning Policy No. 3.1 (Residential Design Codes of Western Australia) (R-Codes) requirements and will permit certain variations in order to achieve an optimal form of development.

The Draft LDP (refer Attachment B) has been assessed and supported by City Officers. It is recommended that Council approves the Draft LDP in accordance with Clause 6.17.6.1(c)(i) of the Scheme.

OFFICER RECOMMENDATION:

1. That Council approves the amended Local Development Plan for Stage 1 (Cassia Rise), Lot 9237 Parmelia Avenue, Parmelia (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

15.5 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN – CASSIA RISE ESTATE – LOT 9237
PARMELIA AVENUE, PARMELIA

DISCUSSION:

Land Status

Metropolitan Region Scheme: 'Urban' Zone
Town Planning Scheme No. 2: Residential R20

A LDP is a planning tool which allows certain design requirements, either in addition to or in variance to those stipulated under the Scheme and R-Codes to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing, store areas and service provision. Requirements vary depending on the type of land and design outcome trying to be achieved.

Most importantly is the LDP's ability to vary Scheme and R-Code provisions, where such variations are needed to achieve the most optimal design outcome.

The Draft LDP (Attachment B) has been specifically required as a condition of the WAPC's subdivision approval for the subject land. Consistent with the Scheme, the Draft LDP establishes design requirements relating to:

1. Dwelling setbacks;
2. Open space;
3. Built form addressing public open space; and
4. Vehicular access and garages/carports.

The draft LDP also indicates the lots that are subject to specific building design requirements for bushfire in accordance with the Bush Fire Attack Level (BAL) ratings as specified in the Fire Management Plan for this area. The proposed BALs were reviewed by the City's Fire Consultant who agreed with the findings.

A number of lots in Stage 2 are subject to Quiet House Design provisions, being in close proximity to the rail line and Challenger Avenue. A Noise Assessment was undertaken by Lloyd George Acoustics which identifies the lots that are subject to Noise Package requirements. The details of the quiet house design requirements for the affected lots are shown on Attachment C to this report.

In addition, a provision has been included which requires that all garages have doors to enclose them. Garages can often be places where residents store unsightly materials. This initiative is aimed at maximising visual amenity of these areas via the capacity of all landowners to be able to enclose their garages.

The lot sizes subject to this LDP vary from what Council has been considering recently on LDPs across the City. The lots subject to this LDP are coded residential R20 and as such the lot sizes are larger than what is currently being delivered in other areas which are of a higher R-Code. The lot areas in this LDP range from 375m² to 675m², with lot frontages ranging from 12.5 – 17.5 metres.

**15.5 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN – CASSIA RISE ESTATE – LOT 9237
PARMELIA AVENUE, PARMELIA**

This is important as Elected Members will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City. One response being considered by Council has been the application of mandatory two storey development of lots at or less than 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development.

It is considered that the LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering financial or impartiality interests, the land owner is the Department of Housing with Satterley Property Group developing the site, and the applicant is CLE Planning.

The following strategic and policy based documents were considered in assessing the application;

- City of Kwinana Town Planning Scheme No. 2
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy
- WAPC Planning for Bushfire Protection Guidelines (Edition 2) (2010)
- WAPC Draft Planning for Bushfire Risk Management Policy
- Local planning and other related policies

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ENVIRONMENTAL IMPLICATIONS:

The LDP encourages the use of passive solar urban design.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots, particularly smaller lots. The use of such mechanisms is common practice, and is encouraged to allow for the most optimal form of urban development to occur.

**15.5 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN – CASSIA RISE ESTATE – LOT 9237
PARMELIA AVENUE, PARMELIA**

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality.

The Draft LDP seeks to include the construction standards required for bushfire protection. It is anticipated that compliance with the stipulated BAL ratings would reduce the occurrence of and minimise the impact of bushfires thereby reducing the threat to life, property and the environment.

COUNCIL DECISION

318

MOVED CR S MILLS

SECONDED CR R ALEXANDER

- 1. That Council approves the amended Local Development Plan for Stage 1 (Cassia Rise), Lot 9237 Parmelia Avenue, Parmelia (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**

**CARRIED
7/0**

ATTACHMENT A- Location Plan





cassia RISE



RESIDENTIAL DESIGN CODE VARIATIONS

- The provisions detailed below constitute as 'deemed-to-comply' provisions of the Residential Design Codes (R-Codes).
- Unless provided for below, the provision of the City of Kwinana Town Planning Scheme 2 and the R-Codes apply.
- Compliance with the Local Development Plan (LDP) provisions will not require consultation with adjoining and/or nearby landowners.
- The City may vary the provisions of the LDP where considered appropriate to achieve a specific design outcome.
- The density coding of the lots contained within the LDP is R20.
- This LDP shall be read in conjunction with the approved Fire Management Plan.

Street Setback

1. 3m minimum and 5m maximum (no average) from the primary street to the dwelling (as defined by the R-Codes, excluding garages and carports).
2. 1m minimum to a secondary street.

Garage/Carport Setback

3. Minimum of 0.5m behind the dwelling (as defined by the R-Codes, including any porch, verandah or balcony).
4. Garages shall have doors that enclose them.

Site Cover

5. Site cover may be increased to 60% subject to the provision of 30m² of outdoor living area with a minimum dimension of 4m, two thirds of this area uncovered and located behind the street setback area.

Fire Management

6. All properties are subject to compliance with the approved Fire Management Plan. Dwellings constructed on lots identified as being at risk of bushfire attack under the approved Fire Management Plan or within 100m from any bushland, equal to or greater than 1ha in area, shall be constructed to the appropriate BAL rating, in accordance with AS3959.
7. A proposed reduction to the nominated BAL rating as specified within the Fire Management Plan for any development will require a planning application for consideration. The applicant will be required to undertake a new BAL assessment by a suitably qualified consultant, as part of the building and planning approval process to determine the bushfire attack level in accordance with AS3959 and WAPC Guidelines Planning for Bushfire Protection Policy.
8. For all lots, where an incursion into the building setback area is proposed, a reassessment of the Bushfire Attack Level is required.

Public Open Space Interface

9. Where lots abut Public Open Space the design of the dwelling shall consist of at least one major opening to a habitable room overlooking the Public Open Space and its view not obstructed by visually impermeable fencing.

Noise Affected Lots

10. Quiet house design requirements are applicable to all noise affected lots identified on this Local Development Plan. Details of quiet house design requirements (A & B) are included as Attachment 1.
11. Modifications to the quiet house design requirements may be approved by the City where it can be demonstrated that proposed development will be provided within the acceptable level of acoustic amenity and subject to the development proposal being accompanied by a Noise Assessment undertaken by a suitably qualified professional.

LEGEND

- Subject Area
- Public Open Space
- Bushfire Attack Level 12.5
- Bushfire Attack Level 19
- Bushfire Attack Level 29
- Retaining Wall
- Designated Garage Location

QUIET HOUSE DESIGN

- Upper Floor - Package B
Ground Floor - Not Required
- Upper Floor - Package B
Ground Floor - Package B
- Upper Floor - Package B
Ground Floor - Package A

This Local Development Plan has been adopted by Council and signed by the Manager Planning and Development.

City of Kwinana

Date

PROVISIONS IN ACCORDANCE WITH LLOYD GEORGE PASSENGER TRAIN NOISE & VIBRATION AND ROAD TRAFFIC ASSESSMENTS, DATED JUNE 2016

Package A: Noise levels within the "margin"
 The following noise insulation package is designed to meet indoor noise standards for residential developments in areas where noise levels exceed the noise "target" but are within the "limit".

Area	Orientation to Road/Rail Corridor	Noise Control Measures
Bedrooms	Facing road/rail corridor	<ul style="list-style-type: none"> 6mm (minimum) laminated glass Fixed, casement or awning windows with seals No external doors Closed eaves No vents to outside walls/eaves Mechanical ventilation/air conditioning¹
	Side-on to corridor	<ul style="list-style-type: none"> 6mm (minimum) laminated glass Closed eaves Mechanical ventilation/air conditioning¹
	Away from corridor	No requirements
Living and work areas ²	Facing corridor	<ul style="list-style-type: none"> 6mm (minimum) laminated glass Fixed, casement or awning windows with seals 35mm (minimum) solid core external doors with acoustic seals³ Sliding doors must be fitted with acoustic seals Closed eaves No vents to outside walls/eaves Mechanical ventilation/air conditioning¹
	Side-on to corridor	<ul style="list-style-type: none"> 6mm (minimum) laminated glass Closed eaves Mechanical ventilation/air conditioning¹
	Away from Corridor	No requirements
Other indoor areas	Any	No requirements

Package B: Noise levels within 3dB of the "limit"
 The following noise insulation package is designed to meet the indoor noise standards for residential developments in areas where noise levels exceed the "limit" but by no more than 3dB.

Area	Orientation to Road/Rail Corridor	Noise Control Measures
Bedrooms	Facing road/rail corridor	<ul style="list-style-type: none"> 10mm (minimum) laminated glass Fixed, casement or awning windows with seals No external doors Closed eaves No vents to outside walls/eaves Mechanical ventilation/air conditioning¹
	Side-on to corridor	<ul style="list-style-type: none"> 10mm (minimum) laminated glass Closed eaves Mechanical ventilation/air conditioning¹
	Away from corridor	No requirements
Living and work areas ²	Facing corridor	<ul style="list-style-type: none"> 10mm (minimum) laminated glass Fixed, casement or awning windows with seals 40mm (minimum) solid core external doors with acoustic seals³ Sliding doors must be fitted with acoustic seals Closed eaves No vents to outside walls/eaves Mechanical ventilation/air conditioning¹
	Side-on to corridor	<ul style="list-style-type: none"> 6mm (minimum) laminated glass Closed eaves Mechanical ventilation/air conditioning¹
	Away from Corridor	No requirements
Other indoor areas	Any	No requirements

NOTES

- See section on Mechanical ventilation/air-conditioning for further details and requirements.
- These deemed-to-comply guidelines adopted the definitions of indoor spaces used in AS2107-2000. A comparable description for bedrooms, living and work areas is that defined by the Building Code of Australia as a "habitable room". The Building Code of Australia may be referenced if greater clarity is needed. A living or work area can be taken to mean any "habitable room" other than a bedroom. Note that there are no noise insulation requirements for utility areas such as bathrooms. The Building Code of Australia describes these utility spaces as "non-habitable rooms".
- Glazing panels are acceptable in external doors facing the transport corridor. However, these must meet the minimum glazing requirements.

Mechanical Ventilation Requirement

Where outdoor noise levels are above the "target", both Packages A and B require mechanical ventilation or air-conditioning to ensure that windows can remain closed in order to achieve the indoor noise standards.

In implementing Packages A and B, the following must be observed:

- Evaporative air conditioning systems will not meet the requirements for Packages A and because windows need to be opened.
- Refrigerative air conditioning systems need to be designed to achieve fresh air ventilation requirements.
- Air inlets need to be positioning facing away from the transport corridor where practicable.
- Duct needs to be provided with adequate silencing to prevent noise intrusion.

16 Reports – Civic Leadership

16.1 Budget Variations

SUMMARY:

To amend the 2016/2017 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

OFFICER RECOMMENDATION:

That the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report be approved.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	LEDGER ACCOUNT	DESCRIPTION	OPERATING BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	600009.1568	Capital Expense	(100,000)	(34,501)	(134,501)
	300213.1003	Capital Revenue	Nil	34,501	34,501
	Reason:	<i>Transport Grounds – revenue in excess of adopted budget. Receipt of balance of funds as per conditions of sale agreement from Niche as part of the Medina Revitalisation project. These funds will be used to carry out improvement works the Medina town centre .</i>			
2	600019.1001	Capital Expense	Nil	(27,000)	(27,000)
	400743.1600	Operating Expense	(126,920)	11,000	(115,920)
	400001.1570	Operating Expense	(92,000)	16,000	(76,000)
	Reason:	<i>Recreation and Culture Facility – transfer of funds from Operating and additional funds from identified savings in catering budget to purchase a Christmas tree and decorations for the Darius Wells building. All funding includes the cost of erecting, dismantling and storing of tree and decorations.</i>			
3	600004.1001	Capital Expense	(32,500)	(5,000)	(37,500)
	600004.1001	Capital Expense	(37,500)	5,000	(32,500)
	Reason:	<i>Recquatic Admin – Adopted budget was for breathing apparatus that were replaced in 2015/2016 as they were unserviceable. Officer's request is to use these funds to purchase Chlorine gas regulators that have been identified as needing urgent replacement.</i>			
4	400243.1600	Operating Expense	(837,771)	(4,000)	(841,771)
	300009.1364	Operating Revenue	Nil	4,000	4,000
	Reason:	<i>Software Applications – revenue in excess of adopted budget. Transfer of refund of workers compensation premium for 2011/2012 to purchase additional licences for Attain software from Governance subscriptions.</i>			
5	400094.1600	Operating Expense	(316,517)	(1,000)	(317,517)
	400002.1125	Operating Expense	(125,000)	1,000	(124,000)
	Reason:	<i>CDO Recreation and Leisure – transfer of funds from Executive Management consultancy to Health promotion programs for a Food Safety/ Labelling program.</i>			
6	400461.1195	Operating Expense	(500)	(1,000)	(1,500)
	300106.1297	Operating Revenue	Nil	1,000	1,000
	Reason:	<i>Infrastructure Management Overheads - revenue in excess of adopted budget. Contribution from WALGA to assist with Road Safety action plan delivery.</i>			

16.1 BUDGET VARIATIONS

7	600015.1002	Capital Expense	(344,705)	(78,000)	(422,705)
	300009.1364	Operating Revenue	4,000	78,000	82,000
		<i>Government Facility – revenue in excess of adopted budget. Transfer of refund of workers compensation premium for 2005/2006 and 2013/2014 being for additional costs relating to the Feilman Building as per the tender and construction processes, and costs for concept design of Administration building and preliminary quantity surveyor estimates.</i>			
	Reason:	<i>being for additional costs relating to the Feilman Building as per the tender and construction processes, and costs for concept design of Administration building and preliminary quantity surveyor estimates.</i>			

LEGAL/POLICY IMPLICATIONS:

The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its municipal fund for an additional purpose except where the expenditure-

(b) is authorised in advance by resolution*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

*requires an absolute majority of Council.

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Various items as listed above.
Budgeted Amount:	
Expenditure to Date:	
Proposed Cost:	Nil effect.
Balance:	

*NOTE: All figures are exclusive of GST

ASSET MANAGEMENT IMPLICATIONS:

The allocation of funds towards the upgrading and renewal of existing City assets in the capital expenditure items is in line with the Asset Management Strategy and will reduce the current asset management gap.

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Council’s Strategic Community Plan for the period 2015 to 2025 provides that Council will ensure the future sustainability of the City of Kwinana through the implementation of sound revenue and expenditure policies, and seeking additional revenue sources.

RISK IMPLICATIONS:

Refer to Legal/Policy comments for risk implications.

16.1 BUDGET VARIATIONS

COUNCIL DECISION

319

MOVED CR S LEE

SECONDED CR B THOMPSON

That the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report be approved.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

7/0

16.2 Monthly Statement of Financial Activity for the Period Ending 30 June 2016

SUMMARY:

The Monthly Statement of Financial Activity and explanation of material variances for the period ending 30 June 2016 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council accepts:

1. The Monthly Statements of Financial Activity for the period ending 30 June 2016; and
2. The explanations for material variances for the period ending 30 June 2016.

DISCUSSION:

Variance percentages between budget estimates to the end of June and actual amounts to the end of June have been presented in the attached Statement of Financial Activity.

The material variances that are required to be reported on are:

Description	Actual	Y-T-D Budget		Variance (%)
Directorate City Strategy Revenue	495,432	388,935	▲	27.38%
Directorate Corporate and Engineering Services Revenue	6,061,291	5,218,598	▲	16.15%
Directorate City Living Revenue	17,616,905	15,648,378	▲	12.58%
Directorate City Development	5,167,683	5,781,273	▼	(10.61%)
Directorate Corporate and Engineering Services Expenditure	(20,953,379)	(28,204,314)	▼	25.71%
Directorate City Development Expenditure	(3,529,676)	(4,477,022)	▼	21.16%
Depreciation on Assets	6,541,694	11,558,780	▼	43.40%
Grants and Contributions for the Development of Assets	4,955,321	11,074,011	▼	55.25%

16.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2016

Description	Actual	Y-T-D Budget		Variance (%)
Proceeds from Disposal of Assets	360,296	467,200	▼	22.88%
Purchase Plant and Machinery	(280,190)	(583,503)	▼	51.98%
Purchase Transportation Vehicles	(931,901)	(1,059,225)	▼	12.02%
Purchase Land and Buildings	(1,355,824)	(2,616,545)	▼	48.18%
Purchase Reserve Development	(1,028,012)	(1,516,934)	▼	32.23%
Purchase Playground Equipment	(2,317,743)	(6,048,944)	▼	61.68%
Purchase Infrastructure – Roads to Recovery	(907,468)	(1,159,269)	▼	21.72%
Purchase Infrastructure – Drainage	(888,320)	(1,102,840)	▼	19.45%
Transfer from Reserves (Restricted Assets)	4,392,961	9,979,105	▼	55.98%

Note: A negative (%) variance indicates additional expenditure or reduced revenue than budgeted. A positive % variance indicates additional revenue or reduced expenditure than budgeted.

Directorate City Strategy Revenue – 27.38%

This area shows increased income mainly due to the following areas:

- a. Economic Development (*Waste Management Services*) – higher than anticipated rent has been received for the Thomas Road Landfill as a result of a lease review and indexation.
- b. Human Resource Management (*Risk Management*) – reimbursements for Workers Compensation claims are higher than had been forecasted.

Directorate Corporate and Engineering Services Revenue – 16.15%

This area shows increased income mainly due to the following areas:

- a. Financial Services (*Finance*) – a final dividend relating to matter number NSD 656 of 2013 was received on 30 June. No budget was included as it was uncertain whether the Class action would be successful or finalised; nor was the likely value of any payment known at the setting of the budget.

Directorate City Living Revenue – 12.58%

This area shows increased income mainly due to the following areas:

- a. Arts Centre (*Arts Centre*) – electricity costs for the Arts Centre were higher than forecasted. The City is reimbursed for these costs resulting in higher income.
- b. Community Development (*CDO Recreation*) – grant income for the SilverSport Program due to commence in July 2016/17 has resulted in additional income
- c. Community Development (*Youth*) – reimbursement of an Officer's Long Service Leave costs from the City of Fremantle and City of Bayswater resulted in additional income.
- d. Environmental Health (*Waste Management*) – reimbursement of funds paid to the City of Rockingham (\$190,466) and the South Metropolitan Regional Council (\$7,939) relating to the Carbon Tax resulted in additional income for which no budget had been included. This additional income has been included in the end of year reconciliation and transferred to the Refuse Reserve.

16.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2016

- e. Family Day Care (*FDC General*) – higher than anticipated participation rate.
- f. Family Day Care (*FDC In-Home*) – higher than anticipated participation rate.

Directorate City Development Revenue – (10.61%)

This area shows reduced income mainly due to the following areas:

- a. Planning and Building Services (*Developer Contributions Administration*) – contributions towards the Developer Contributions Scheme were less than had been forecasted due mainly to the development market environment.
- b. Planning and Building Services (*Statutory Planning/Approvals*) – fees relating to Development approvals were lower than had been forecasted. In addition, fines and penalties for contravention of legislation were less than had been forecasted. Due to the nature of this income, this is difficult to predict at the time of setting of the budget.

Directorate Corporate and Engineering Expenditure – 25.71%

This area shows reduced expenditure mainly due to the following:

- a. Engineering Services (*Engineering Services Overheads*) – due to the allocation of overheads.
- b. Financial Services (*Finance*) – due to the delayed processing of depreciation.

Directorate City Development Expenditure – 21.16%

This area shows reduced expenditure mainly due to the following areas:

- a. Planning and Building Services (*Building Control/Approvals*) – due to the allocation of overheads.
- b. Planning and Building Services (*Developer Contributions Administration*) – Consultants have been engaged with funds committed. Partial payments paid.
- c. Planning and Building Services (*Strategic Planning*) – Consultants have been engaged to finalise the Local Planning Strategy and undertake related planning studies. The updates required from these studies are unlikely to take place this financial year and have been budgeted for the 2016/2017 financial year.

Depreciation on Assets – 43.40%

Nil effect on rates as non-cash item. Less than budgeted due to the delayed processing of depreciation resulting in a timing variance.

Grants/Contributions for the Development of Assets – 55.25%

The Department of Education contribution towards the Moombaki Avenue extension was expected to have been received by May however delays in the completion of the project have resulted in a timing variance. In addition, State funding for the Calista Oval Destination Park is yet to be received.

Proceeds from Disposal of Assets – 22.88%

Delayed delivery of the depot trucks has resulted in delayed sale of current plant. These sales will now not occur until the 2016/17 year.

Purchase Plant and Machinery – 51.98%

Purchases of the 4.5T and 6T trucks for the Depot are delayed due to supply issues. The purchase orders have been raised however the trucks will not be delivered until July 2016.

Purchase Transportation Vehicles – 12.02%

The invoice for the supply and installation of a dog lift and accessories to a City Assist vehicle had not been received during the reporting period however is expected. Further, the purchase of a replacement vehicle for the Family Day Care Manager has not occurred as a leased vehicle was considered more appropriate.

16.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2016**Purchase Land and Buildings – 48.18%**

The Family Day Care extension will now not occur this financial year as all tenders exceeded the available budget. This will now be reviewed in 2016/17. Chalk Hill Lookout remedial repairs are further delayed due to vandalism that has changed the project. Specialist services are now being sought and the possibility of an insurance claim investigated. Revolving Energy projects that include the Darius Wells Solar project will now not occur this financial year due to technical issues with tender documentation. A new tender will be advertised in the 2016/17 financial year.

Purchase Reserve Development – 32.23%

The Kwinana Beach streetscape beautification project is now complete and invoices are expected.

Purchase Playground Equipment – 61.68%

Environmental Industries were awarded the contract for construction of the Calista Oval Destination Adventure Playground. Works are now underway with purchase orders raised in the system. The budget had been allocated mostly to the months of May and June 2016 as it was unclear when the project would commence, resulting in a timing variance. This project will be carried forward to 2016/17 when it is expected to be complete in late August.

Infrastructure – Roads to Recovery – 21.72%

The Moombaki Avenue extension project is now complete and invoices are expected.

Infrastructure – Drainage – 19.45%

All projects are now complete however invoices are still to be presented for the Casserley Way and Office Road projects.

Transfers from Reserves – 55.98%

Transfers from Reserves are processed monthly as costs are realised. End of year processing is still underway and transfers will be processed as required.

Investment activity June 2016

- *Tier 1* – Investment rates available to the City were not favourable therefore no funds were invested in this tier.
- *Tier 2* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 3* – Funds were allocated in accordance with the guidelines of the Investment Policy.
- *Tier 4* – Funds were allocated in accordance with the guidelines of the Investment Policy.

LEGAL/POLICY IMPLICATIONS:

Local Government (Financial Management) Regulations – Clause 34.
FM Reg (34)(a) requires that the statements be presented at an Ordinary Council Meeting within 2 months of the period end date. The presentation of the statements did not meet the requirement of the regulations. This will be identified in the annual independent financial audit and CEO review of the systems and procedures (Local Government (Audit) Regulations 1996 – Reg 17).

16.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2016

FINANCIAL/BUDGET IMPLICATIONS:

As outlined in the 'Discussion' and 'Risk' sections.

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:

Continuous monitoring and review ensures the future sustainability of the City through the implementation of sound revenue and expenditure policies, and seeking additional revenue sources.

RISK IMPLICATIONS:

The report is provided to highlight 'over' and 'under' provisions, revenues and expenditures. Monitoring the City's financials enables the City to suitably manage these financial risks by allowing for suitable responsible adjustments to be proposed if necessary. No such adjustments are considered to be required at this point in time.

COUNCIL DECISION

320

MOVED CR D WOOD

SECONDED CR S LEE

That Council accepts:

- 1. The Monthly Statements of Financial Activity for the period ending 30 June 2016; and**
- 2. The explanations for material variances for the period ending 30 June 2016.**

**CARRIED
7/0**



CITY OF KWINANA

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

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CITY OF KWINANA
RATE SETTING STATEMENT by DIRECTORATE
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

	NOTE				Variance	
		June 2016 Actual \$	June 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$	YTD \$	Y-T-D %
Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,917,706	2,917,706	2,917,706		
Revenues	1					
Directorate City Strategy		495,432	388,935	388,935	▲ (106,497)	(27.38%)
Directorate Corporate & Engineering Services		6,061,291	5,218,598	5,218,598	▲ (842,693)	(16.15%)
Directorate City Living		17,616,902	15,648,378	15,648,378	▲ (1,968,524)	(12.58%)
Directorate City Development		5,167,683	5,781,273	5,781,273	▼ 613,590	10.61%
		<u>29,341,308</u>	<u>27,037,184</u>	<u>27,037,184</u>		
Expenses	1					
Directorate City Strategy		(4,422,396)	(4,874,797)	(4,874,797)	▼ (7,250,935)	25.71%
Directorate Corporate & Engineering Services		(20,953,379)	(28,204,314)	(28,204,314)	▼ (28,220,290)	
Directorate City Living		(25,544,849)	(28,220,290)	(28,220,290)	▼ (947,346)	21.16%
Directorate City Development		(3,529,676)	(4,477,022)	(4,477,022)	▼ (65,776,423)	
		<u>(54,450,300)</u>	<u>(65,776,423)</u>	<u>(65,776,423)</u>		
NET OPERATING RESULT EXCLUDING RATES		<u>(25,108,992)</u>	<u>(38,739,239)</u>	<u>(38,739,239)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
(Profit) on Asset Disposals	4	(51,694)	(110,137)	(110,137)		
Loss on Asset Disposals		20,513	132,788	132,788		
Movement in Deferred Pensioner Rates		(49,318)	-	-		
Movement in Employee Leave Provision		-	-	-		
Depreciation on Assets		6,541,694	11,558,780	11,558,780	▼ 5,017,086	43.40%
		<u>6,461,195</u>	<u>11,581,431</u>	<u>11,581,431</u>		
Capital Revenue						
Grants/Contributions for Development of Assets		4,955,321	11,074,011	11,074,011	▼ 6,118,690	55.25%
Proceeds from Disposal of Assets	4	360,296	467,200	467,200	▼ 106,904	22.88%
		<u>5,315,617</u>	<u>11,541,211</u>	<u>11,541,211</u>		
Capital Expenditure						
Purchase Furniture and Equipment	3	(107,458)	(154,980)	(154,980)		
Purchase Computing Equipment	3	(303,257)	(368,526)	(368,526)		
Purchase Plant and Machinery	3	(280,190)	(583,503)	(583,503)	▼ (303,313)	51.98%
Purchase Transportation Vehicles	3	(931,901)	(1,059,225)	(1,059,225)	▼ (127,324)	12.02%
Purchase Land and Buildings	3	(1,355,824)	(2,616,545)	(2,616,545)	▼ (1,260,721)	48.18%
Purchase Reserve Development	3	(1,028,012)	(1,516,934)	(1,516,934)	▼ (488,922)	32.23%
Purchase Playground Equipment	3	(2,317,743)	(6,048,944)	(6,048,944)	▼ (3,731,201)	61.68%
Purchase Infrastructure - Urban Road Grant	3	(2,215,762)	(2,314,135)	(2,314,135)		
Purchase Infrastructure - Black Spot Grant	3	(2,376,540)	(2,245,458)	(2,245,458)		
Purchase Infrastructure - Roads to Recovery	3	(907,468)	(1,159,269)	(1,159,269)	▼ (251,801)	21.72%
Purchase Infrastructure - Road Resurfacing	3	(230,557)	(301,825)	(301,825)		
Purchase Infrastructure - Street Lights	3	(24,285)	(25,000)	(25,000)		
Purchase Infrastructure - Bus Shelters	3	(13,164)	(24,824)	(24,824)		
Purchase Infrastructure - Footpaths	3	(95,377)	(113,000)	(113,000)		
Purchase Infrastructure - Drainage	3	(888,320)	(1,102,840)	(1,102,840)	▼ (214,520)	19.45%
Purchase Infrastructure - Other Structures	3	-	-	-		
Purchase Infrastructure - Municipal Roadworks	3	(656,272)	(722,141)	(722,141)		
Purchase Infrastructure - Car Parks	3	(2,122)	-	-		
Purchase of Land held for resale	3	-	-	-		
		<u>(13,734,252)</u>	<u>(20,357,149)</u>	<u>(20,357,149)</u>		
Financing Expenditure & Revenue						
Repayment of Loans Principal	5	(670,480)	(670,482)	(670,482)		
Repayment of Liquidity Advance	5	-	-	-		
Proceeds from New Loan Borrowings	5	1,700,000	1,891,360	1,891,360		
Self-Supporting Loan Principal Revenue	5	66,609	66,272	66,272		
Transfer from Loan Fund for Capital	5	20,792	94,435	94,435		
Transfers to Reserves (Restricted Assets)	6	(5,547,473)	(12,114,693)	(12,114,693)		
Transfers from Reserves (Restricted Assets)	6	4,392,961	9,979,105	9,979,105	▼ 5,586,144	55.98%
		<u>(37,591)</u>	<u>(754,003)</u>	<u>(754,003)</u>		
Estimated Surplus/(Deficit) Year to Date	7	9,649,656	-	-		
Amount Required to be Raised from Rates	8	<u>(33,835,973)</u>	<u>(33,810,043)</u>	<u>(33,810,043)</u>		

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

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

	NOTE	June 2016 Actual \$	June 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$
Revenues				
	1			
General Purpose Funding		38,497,783	37,755,419	37,755,419
Governance		227,552	180,391	180,391
Law, Order, Public Safety		506,097	432,196	432,196
Health		242,987	220,805	220,805
Education and Welfare		7,268,219	5,931,201	5,931,201
Community Amenities		11,588,148	11,618,382	11,618,382
Recreation and Culture		2,750,806	2,757,589	2,757,589
Transport		270,430	272,867	272,867
Economic Services		1,330,774	1,220,824	1,220,824
Other Property and Services		442,791	347,416	347,416
		<u>63,125,587</u>	<u>60,737,090</u>	<u>60,737,090</u>
Expenses Excluding Finance Costs				
	1			
General Purpose Funding		(1,485,331)	(1,797,340)	(1,797,340)
Governance		(5,071,344)	(5,460,785)	(5,460,785)
Law, Order, Public Safety		(2,129,334)	(2,390,099)	(2,390,099)
Health		(1,032,852)	(1,182,658)	(1,182,658)
Education and Welfare		(8,768,572)	(8,350,536)	(8,350,536)
Community Amenities		(7,942,697)	(11,349,954)	(11,349,954)
Recreation & Culture		(14,462,116)	(16,991,970)	(16,991,970)
Transport		(7,681,824)	(11,711,632)	(11,711,632)
Economic Services		(1,474,969)	(1,668,514)	(1,668,514)
Other Property and Services		(3,305,951)	(3,579,088)	(3,579,088)
		<u>(53,354,990)</u>	<u>(64,482,576)</u>	<u>(64,482,576)</u>
Finance Costs				
	1			
Governance		(63,882)	(67,973)	(67,973)
Education and Welfare		(91,118)	(98,385)	(98,385)
Recreation & Culture		(764,426)	(822,599)	(822,599)
Transport		(153,845)	(169,766)	(169,766)
Economic Services		(1,526)	(2,336)	(2,336)
		<u>(1,074,797)</u>	<u>(1,161,059)</u>	<u>(1,161,059)</u>
		<u>8,695,800</u>	<u>(4,906,545)</u>	<u>(4,906,545)</u>
Grants/Contributions for the Development of Assets		4,955,321	11,074,011	11,074,011
Profit on Disposal of Assets	4	51,694	110,137	110,137
(Loss) on Disposal of Assets	4	(20,513)	(132,788)	(132,788)
NET RESULT		<u>13,682,302</u>	<u>6,144,815</u>	<u>6,144,815</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>13,682,302</u>	<u>6,144,815</u>	<u>6,144,815</u>

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

CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

	NOTE	June 2016 Actual \$	June 2016 Y-T-D Budget \$	2015/2016 Revised Budget \$
Revenues	1			
Rates	8	33,835,973	33,810,043	33,810,043
Operating Grants, Subsidies & Contributions		11,903,536	11,096,815	11,096,815
Reimbursements and Donations		1,083,670	601,672	601,672
Fines & Penalties		136,034	175,500	175,500
Fees and Charges		11,655,659	11,410,104	11,410,104
Interest Earnings		2,041,748	1,958,409	1,958,409
Income from Property		1,727,946	1,588,405	1,588,405
Other Revenue		741,021	96,142	96,142
		<u>63,125,587</u>	<u>60,737,090</u>	<u>60,737,090</u>
Expenses Excluding Finance Costs	1			
Employee Costs		(23,416,916)	(24,708,163)	(24,708,163)
Materials and Contracts		(19,486,177)	(24,012,012)	(24,012,012)
Utilities Charges (gas, electricity, water, etc)		(2,314,067)	(2,263,757)	(2,263,757)
Leases		(283,640)	(342,951)	(342,951)
Depreciation on Non-current Assets		(6,541,694)	(11,558,780)	(11,558,780)
Insurance Expenses		(524,890)	(541,187)	(541,187)
Other Expenditure		(787,606)	(1,055,726)	(1,055,726)
		<u>(53,354,990)</u>	<u>(64,482,576)</u>	<u>(64,482,576)</u>
Finance Costs				
Interest Expenses	5	(1,074,797)	(1,161,059)	(1,161,059)
		<u>8,695,800</u>	<u>(4,906,545)</u>	<u>(4,906,545)</u>
Grants/Contributions for the Development of Assets				
Non-operating Grants, Subsidies & Contributions		4,672,019	10,800,212	10,800,212
Non-operating Reimbursements & Donations		283,302	273,799	273,799
		<u>4,955,321</u>	<u>11,074,011</u>	<u>11,074,011</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Asset Disposals		51,694	110,137	110,137
Loss on Asset Disposals		(20,513)	(132,788)	(132,788)
		<u>31,181</u>	<u>(22,651)</u>	<u>(22,651)</u>
NET RESULT		<u>13,682,302</u>	<u>6,144,815</u>	<u>6,144,815</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>13,682,302</u>	<u>6,144,815</u>	<u>6,144,815</u>

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

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statement, but a separate statement of those monies appears at Note 9 to this budget.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

ASSET CLASS	ASSET DESCRIPTION	Economic Life	Depreciation Rate	
Land	Land	Nil		
	Vested Land	Nil		
	Other Vested Land	Nil		
Buildings	Fencing	20 to 50	5% to 2%	
	Building Structure	40 to 60	2.5% to 1.67%	
	Air conditioning	10 to 30	10% to 3.33%	
	Soft Furnishings	10	0.10%	
	Fixtures	10	0.10%	
	Other	10 to 30	10% to 3.33%	
	Alarms	3 to 10	33.33% to 10%	
Plant & Equipment	Vehicles	5 to 10	20% to 10%	
	Major Plant	5 to 10	20% to 10%	
Furniture & Equipment	Minor Plant & Equipment	3 to 10	33.33% to 10%	
	Computing Equipment	2 to 7	50% to 14.29%	
	Office Furniture	7 to 13	14.29% to 7.69%	
	Office Equipment	3 to 10	33.33% to 10%	
	Audio Visual Equipment	3 to 10	33.33% to 10%	
	Specialised Equipment	7 to 13	14.29% to 7.69%	
	White Goods	7 to 13	14.29% to 7.69%	
	Art Works	Nil		
	Infrastructure - Roads		50	0.02%
	Infrastructure - Footpaths		50	0.02%
Infrastructure - Drainage	Drainage	75	0.0133%	
	Sewerage	75	0.0133%	
Infrastructure - Crossovers		50	0.02%	
Infrastructure - Car Parks		20 to 40	5% to 2.5%	
Infrastructure - Bus Shelters		20	0.05%	
Infrastructure - Street Lights	Street Lights	30	0.0333%	
	Other Lights	30	0.0333%	
Infrastructure - Parks & Ovals	Playground Equipment	5 to 15	20% to 6.67%	
	Bores/Pumps/Irrigation	8 to 20	12.5% to 5%	
	BBQ's	10 to 20	10% to 5%	
	Streetscapes	20 to 50	5% to 2%	
	Landscape Surrounds	10 to 50	10% to 2%	
	Sportsgrounds - Reticulated	15 to 25	6.67% to 4%	
	Public Open Space Not Reticul	20 to 50	5% to 2%	
	Jetties	20 to 40	5% to 2.5%	
Infrastructure - Other Structures	Other Structures	20 to 50	5% to 2%	
	Tennis Courts	30 to 50	3.33% to 2%	

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the City has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Vision, and for each of its broad activities/programs.

CITY'S VISION

"Kwinana 2030: Rich in spirit, alive with opportunities, surrounded by nature - it's all here!"

Council operations as disclosed in this budget encompass the following service orientated activities/programmes:

GENERAL PURPOSE FUNDING

Rates Income and Expenditure, Grants Commission and Pensioner Deferred Rates interest and interest on Investments. Principal and Interest payments on borrowing's.

GOVERNANCE

Members of Council and Governance (includes Audit and other costs associated with reporting to council). Administration, Financial and Computing Services are included.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention and animal control.

HEALTH

Prevention and treatment of human illness, including inspection of premises/food control, immunisation and child health services.

EDUCATION AND WELFARE

Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, day and after school care, assistance to schools, senior citizens support groups, meals on wheels provision and Aged Persons Units and Resident Funded Units.

COMMUNITY AMENITIES

City planning and development, rubbish collection services, stormwater drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.

RECREATION AND CULTURE

Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate. This includes maintenance of halls, aquatic centre, recreation and community centres, parks, gardens, sports grounds and the operation of Libraries.

TRANSPORT

Construction, maintenance and cleaning of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City depot, including plant purchase and maintenance.

ECONOMIC SERVICES

Rural services and pest control and the implementation of building controls.

OTHER PROPERTY & SERVICES

Private works, public works overheads, council plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the council.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

3. ACQUISITION OF ASSETS

The following assets are budgeted to be acquired during the period under review:

By Class	June 2016 \$	2015/16 Revised \$
Furniture and Equipment	(107,458)	(154,980)
Computing Equipment	(303,257)	(368,526)
Plant and Equipment	(280,190)	(583,503)
Transportation Vehicles	(931,901)	(1,059,225)
Land and Buildings	(1,355,824)	(2,616,545)
Reserve Development	(1,028,012)	(1,516,934)
Playground Equipment	(2,317,743)	(6,048,944)
Infrastructure - Urban Road Grant	(2,215,762)	(2,314,135)
Infrastructure - Black Spot Grant	(2,376,540)	(2,245,458)
Infrastructure - Roads to Recovery	(907,468)	(1,159,269)
Infrastructure - Road Resurfacing	(230,557)	(301,825)
Infrastructure - Street Lights	(24,285)	(25,000)
Infrastructure - Bus Shelters	(13,164)	(24,824)
Infrastructure - Footpaths	(95,377)	(113,000)
Infrastructure - Drainage	(888,320)	(1,102,840)
Infrastructure - Municipal Roadworks	(656,272)	(722,141)
Infrastructure - Carpark	(2,122)	-
	<u>(13,734,252)</u>	<u>(20,357,149)</u>

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review

By Class	Net Book Value	Sale Proceeds	Profit(Loss)
	June Actual \$	June Actual \$	June Actual \$
Furniture and Equipment	(6,392)	5,700	(692)
Plant and Equipment	-	17,394	17,394
Transportation Vehicles	(322,723)	337,202	14,479
Buildings	-	-	-
Reserve Development	-	-	-
Land	-	-	-
Other	-	-	-
	<u>(329,115)</u>	<u>360,296</u>	<u>31,181</u>

Summary

	June Actual \$
Profit on Asset Disposals	51,694
(Loss) on Asset Disposals	(20,513)
	<u>31,181</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

5. INFORMATION ON BORROWINGS

(a) Loan Repayments

Particulars	Principal 1-Jul-15	Interest Rate	Maturity Date	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Jun-16 Actual \$	Jun-16 Actual \$	2015/16 Budget \$	Jun-16 Actual \$	2015/16 Budget \$	Jun-16 Actual \$
Governance										
Loan 99 - Administration Office Renovations	1,000,000	6.25%	25-Jun-25	-	74,638	74,638	925,362	925,362	63,882	67,973
Education & Welfare										
Loan 96 - Youth Specific Space	213,599	7.53%	19-Jun-23	-	20,321	20,321	193,278	193,278	15,899	17,107
Loan 100 - Youth Specific Space	1,521,312	4.67%	25-Jun-28	-	-	-	1,521,312	1,521,312	75,219	81,278
Recreation & Culture										
Loan 90 - Kwinana Bowling Club*	29,996	6.42%	30-Apr-16	-	29,996	29,996	-	-	1,196	1,576
Loan 94 - Wellard Sports Pavilion	327,987	6.38%	04-May-22	-	38,505	38,505	289,482	289,482	18,161	22,449
Loan 95 - Orelia Oval Pavilion	512,637	7.53%	19-Jun-23	-	48,770	48,770	463,867	463,867	38,157	41,055
Loan 97 - Orelia Oval Pavilion Extension	2,212,711	6.25%	25-Jun-25	-	165,153	165,153	2,047,558	2,047,558	141,352	150,404
Loan 102 - Resource & Knowledge Centre	7,421,567	4.54%	28-Jun-29	-	-	-	7,421,567	7,421,567	357,431	386,856
Loan 103 - Kwinana Golf Club	334,010	4.07%	25-Jun-23	-	36,106	36,106	297,904	297,904	14,167	15,409
Loan 104 - Recquatic Upgrade	3,350,000	4.05%	26-Jun-30	-	-	-	3,350,000	3,350,000	147,496	154,000
Loan 105 - Bertram Community Centre	1,296,840	3.25%	27-Mar-30	-	-	-	1,296,840	1,296,840	46,465	50,850
New - Calista Destination Park	-			1,700,000	-	-	1,700,000	1,700,000	-	-
New - Darius Wells Building Solar Panels	-			-	-	-	-	191,360	-	-
Transport										
Loan 92 - Sulphur Rd Bridge	87,880	5.94%	19-Oct-15	-	87,880	87,880	-	-	1,962	3,003
Loan 98 - Streetscape Beautification	1,350,000	6.25%	25-Jun-25	-	100,760	100,762	1,249,240	1,249,238	86,241	91,763
Loan 101 - City Centre Road Network**	2,500,000	2.33%	24-Jun-16	-	-	-	2,500,000	2,500,000	65,643	75,000
Economic Services										
Loan 93 - DOE Building	68,351	5.94%	18-Oct-15	-	68,351	68,351	-	-	1,526	2,336
	22,226,890			1,700,000	670,480	670,482	23,256,410	23,447,768	1,074,797	1,161,059

Principal Repayments - Debentures	670,480	670,482
Liquidity Advance Repayments	-	-
	<u>670,480</u>	<u>670,482</u>

(*) Self Supporting loan financed by payments from third parties

(**) Short Term Facility Loans

All loan repayments were financed by general purpose revenue.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate	Amount Used		Balance Unspent \$
	Actual	Budget						Actual	Budget	
Calista Destination Park	1,700,000	1,700,000	WA Treasury	Debenture	15	144,902	4.0% & 0.7%	1,700,000	1,700,000	-
Darius Wells Building Solar Panels	-	191,360	WA Treasury	Debenture	15	8,994	4.0% & 0.7%	-	191,360	-
	1,700,000	1,891,360				153,896		1,700,000	1,891,360	-

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1-Jul-15 \$	Borrowed During Year \$	Expended During Year	Liquidity Repayment \$	Balance 31-May-16 \$
Loan 99 - Administration Office Renovations	25-Jun-10	94,435	-	20,792		73,643
		94,435	-	20,792	-	73,643

(d) Self Supporting Loan Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Jun-16 Actual \$	2015/16 Budget \$	Jun-16 Actual \$	2015/16 Budget \$	Jun-16 Actual \$	2015/16 Budget \$
Recreation & Culture								
Loan 90 - Kwinana Bowling Club	30,166	-	30,166	30,166	-	-	1,155	1,483
Loan 103 - Kwinana Golf Club	334,010	-	36,443	36,106	297,567	297,904	14,887	13,455
	364,176	-	66,609	66,272	297,567	297,904	16,042	14,938

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

6. RESERVES

Reserve Accounts Transactions

RESERVE FUND DETAILS	Opening Balance 1 July 2015	Transfers			Movements	Closing Balance 30 June 2016
		To Reserve	Interest	From Reserve		
Aged Persons Units Reserve	404,358	-	10,545	(185,320)	-	229,583
Asset Management Reserve	1,277,498	-	35,344	(453,418)	-	859,424
Asset Replacement Reserve	457,328	-	10,510	(179,385)	-	288,453
Banksia Park Reserve	173,273	-	3,813	(85,222)	-	91,864
CLAG Reserve	180,211	60,831	5,616	-	-	246,658
Community Services & Emergency Relief Reserve	24,542	-	757	-	-	25,299
Employee Leave Reserve	3,695,958	-	-	-	-	3,695,958
Family Day Care Reserve	1,282,200	-	39,117	-	-	1,321,317
Future Community Infrastructure Reserve	2,215,240	455,333	75,479	-	-	2,746,052
Golf Course Cottage Reserve	25,677	-	792	-	-	26,469
Infrastructure Reserve	167,558	-	4,239	(55,371)	-	116,426
Refuse Reserve	6,351,966	-	193,373	(23,115)	-	6,522,224
Restricted Grants & Contributions Reserve	4,065,475	-	-	(2,733,757)	-	1,331,718
Settlement Agreement Reserve	150,000	150,042	-	-	-	300,042
Un-Restricted Reserves Sub Total	20,471,284	666,206	379,585	(3,715,588)	-	17,801,487

RESERVE FUND DETAILS	Opening Balance 1 July 2015	Transfers			Movements	Closing Balance 30 June 2016
		To Reserve	Interest	From Reserve		
DCA 1 - Hard Infrastructure - Bertram	1,758,122	214,190	53,194	-	(542,218)	1,483,288
DCA 2 - Hard Infrastructure - Wellard East	816,633	673,592	40,459	-	-	1,530,684
DCA 5 - Hard Infrastructure - Wandii	2,634,885	130,386	81,260	-	-	2,846,531
DCA 9 - Soft Infrastructure - Wandii/Anketell	8,422,111	446,294	260,963	(12,973)	-	9,116,395
DCA 11 - Soft Infrastructure - Wellard East	2,513,635	1,064,455	100,141	(30,625)	-	3,647,606
DCA 12 - Soft Infrastructure - Wellard West	4,651,447	488,817	150,116	(53,380)	542,218	5,779,218
DCA 13 - Soft Infrastructure - Bertram	260,897	23,829	8,318	(6,663)	-	286,381
DCA 14 - Soft Infrastructure - Wellard/Leda	268,434	564,286	10,327	(436,758)	-	406,289
DCA 15 - Soft Infrastructure - Townsite	83,377	187,372	3,683	(136,974)	-	137,458
Developer Contribution Reserves Sub Total	21,409,541	3,793,221	708,461	(677,373)	-	25,233,850
Reserves Total	41,880,825	4,459,427	1,088,046	(4,392,961)	-	43,035,337

All of the above reserve accounts are to be supported by money held in financial institutions.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

6. RESERVES

	June Actual \$	2015/16 Budget \$
Cash/Investment Backed Reserves		
(a) Aged Persons Units Reserve		
Opening Balance	404,358	404,358
Amount Set Aside / Transfer to Reserve	-	287,984
Interest Applied to Reserve	10,545	8,997
Amount Used / Transfer from Reserve	<u>(185,320)</u>	<u>(275,315)</u>
	<u>229,583</u>	<u>426,024</u>
(b) Asset Management Reserve		
Opening Balance	1,277,498	1,277,498
Amount Set Aside / Transfer to Reserve	-	500,000
Interest Applied to Reserve	35,344	20,692
Amount Used / Transfer from Reserve	<u>(453,418)</u>	<u>(817,377)</u>
	<u>859,424</u>	<u>980,813</u>
(c) Asset Replacement Reserve		
Opening Balance	457,328	457,328
Amount Set Aside / Transfer to Reserve	-	250,000
Interest Applied to Reserve	10,510	7,308
Amount Used / Transfer from Reserve	<u>(179,385)</u>	<u>(434,900)</u>
	<u>288,453</u>	<u>279,736</u>
(d) Banksia Park DMF Reserve		
Opening Balance	173,273	173,273
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	3,813	2,705
Amount Used / Transfer from Reserve	<u>(85,222)</u>	<u>(126,047)</u>
	<u>91,864</u>	<u>49,931</u>
(e) CLAG Reserve		
Opening Balance	180,211	180,211
Amount Set Aside / Transfer to Reserve	60,831	48,450
Interest Applied to Reserve	5,616	4,176
Amount Used / Transfer from Reserve	<u>-</u>	<u>(36,620)</u>
	<u>246,658</u>	<u>196,217</u>
(f) Community Services & Emergency Relief Reserve		
Opening Balance	24,542	24,542
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	757	664
Amount Used / Transfer from Reserve	<u>-</u>	<u>-</u>
	<u>25,299</u>	<u>25,206</u>
(g) Employee Leave Reserve		
Opening Balance	3,695,958	3,695,958
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	<u>-</u>	<u>-</u>
	<u>3,695,958</u>	<u>3,695,958</u>
(h) Family Day Care Reserve		
Opening Balance	1,282,200	1,282,200
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	39,117	26,674
Amount Used / Transfer from Reserve	<u>-</u>	<u>(590,000)</u>
	<u>1,321,317</u>	<u>718,874</u>
(i) Future Community Infrastructure Reserve		
Opening Balance	2,215,240	2,215,240
Amount Set Aside / Transfer to Reserve	455,333	600,239
Interest Applied to Reserve	75,479	62,898
Amount Used / Transfer from Reserve	<u>-</u>	<u>(1,383,017)</u>
	<u>2,746,052</u>	<u>1,495,360</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

6. RESERVES

	June Actual \$	2015/16 Budget \$
Cash/Investment Backed Reserves		
(j) Golf Course Cottage Reserve		
Opening Balance	25,677	25,677
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	792	262
Amount Used / Transfer from Reserve	-	-
	<u>26,469</u>	<u>25,939</u>
(k) Infrastructure Reserve		
Opening Balance	167,558	167,558
Amount Set Aside / Transfer to Reserve	-	3,765,864
Interest Applied to Reserve	4,239	11,848
Amount Used / Transfer from Reserve	(55,371)	(75,343)
	<u>116,426</u>	<u>3,869,927</u>
(l) Refuse Reserve		
Opening Balance	6,351,966	6,351,966
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	193,373	139,221
Amount Used / Transfer from Reserve	(23,115)	(685,533)
	<u>6,522,224</u>	<u>5,805,654</u>
(m) Restricted Grants & Contributions Reserve		
Opening Balance	4,065,475	4,065,475
Amount Set Aside / Transfer to Reserve	-	1,336,515
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	(2,733,757)	(4,065,475)
	<u>1,331,718</u>	<u>1,336,515</u>
(n) Settlement Agreement Reserve		
Opening Balance	150,000	150,000
Amount Set Aside / Transfer to Reserve	150,042	150,042
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	(300,042)
	<u>300,042</u>	<u>-</u>
Un-Restricted Reserves Sub Total	<u>17,801,487</u>	<u>18,906,154</u>
Developer Contributions Reserve - DCA 1 - Hard		
(o) Infrastructure Bertram		
Opening Balance	1,758,122	1,758,122
Amount Set Aside / Transfer to Reserve	214,190	214,189
Interest Applied to Reserve	53,194	39,885
Amount Used / Transfer from Reserve	-	(308,167)
Movement	(542,218)	-
	<u>1,483,288</u>	<u>1,704,029</u>
Developer Contributions Reserve - DCA 2 - Hard		
(p) Infrastructure Wellard		
Opening Balance	816,633	816,633
Amount Set Aside / Transfer to Reserve	673,592	999,723
Interest Applied to Reserve	40,459	22,298
Amount Used / Transfer from Reserve	-	-
	<u>1,530,684</u>	<u>1,838,654</u>
Developer Contributions Reserve - DCA 5 - Hard		
(q) Infrastructure Wandii		
Opening Balance	2,634,885	2,634,885
Amount Set Aside / Transfer to Reserve	130,386	-
Interest Applied to Reserve	81,260	2,187
Amount Used / Transfer from Reserve	-	-
	<u>2,846,531</u>	<u>2,637,072</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

6. RESERVES

Cash/Investment Backed Reserves	June Actual \$	2015/16 Budget \$
Developer Contributions Reserve - DCA 8 -Soft		
(r) Infrastructure Mandogalup		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	(54,782)
	<u>-</u>	<u>(54,782)</u>
Developer Contributions Reserve - DCA 9 -Soft		
(s) Infrastructure Wandii/Anketell		
Opening Balance	8,422,111	8,422,111
Amount Set Aside / Transfer to Reserve	446,294	58,531
Interest Applied to Reserve	260,963	189,773
Amount Used / Transfer from Reserve	(12,973)	(47,347)
	<u>9,116,395</u>	<u>8,623,068</u>
Developer Contributions Reserve - DCA 10 -Soft		
(t) Infrastructure Casuarina/Anketell		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	710
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>710</u>
Developer Contributions Reserve - DCA 11 -Soft		
(u) Infrastructure Wellard East		
Opening Balance	2,513,635	2,513,635
Amount Set Aside / Transfer to Reserve	1,064,455	1,544,937
Interest Applied to Reserve	100,141	75,035
Amount Used / Transfer from Reserve	(30,625)	(97,131)
	<u>3,647,606</u>	<u>4,036,476</u>
Developer Contributions Reserve - DCA 12 -Soft		
(v) Infrastructure Wellard West		
Opening Balance	4,651,447	4,651,447
Amount Set Aside / Transfer to Reserve	488,817	677,771
Interest Applied to Reserve	150,116	157,233
Amount Used / Transfer from Reserve	(53,380)	(34,529)
Movement	542,218	-
	<u>5,779,218</u>	<u>5,451,922</u>
Developer Contributions Reserve - DCA 13 -Soft		
(w) Infrastructure Bertram		
Opening Balance	260,897	260,897
Amount Set Aside / Transfer to Reserve	23,829	142,972
Interest Applied to Reserve	8,318	18,715
Amount Used / Transfer from Reserve	(6,663)	(53,243)
	<u>286,381</u>	<u>369,341</u>
Developer Contributions Reserve - DCA 14 -Soft		
(x) Infrastructure Wellard/Leda		
Opening Balance	268,434	268,434
Amount Set Aside / Transfer to Reserve	564,286	506,716
Interest Applied to Reserve	10,327	6,595
Amount Used / Transfer from Reserve	(436,758)	(430,352)
	<u>406,289</u>	<u>351,393</u>
Developer Contributions Reserve - DCA 15 -Soft		
(y) Infrastructure Townsite		
Opening Balance	83,377	83,377
Amount Set Aside / Transfer to Reserve	187,372	230,760
Interest Applied to Reserve	3,683	2,124
Amount Used / Transfer from Reserve	(136,974)	(163,886)
	<u>137,458</u>	<u>152,375</u>
Developer Contributions Reserves Sub Total	<u>25,233,850</u>	<u>25,110,258</u>
Total Cash/Investment Backed Reserves	<u>43,035,337</u>	<u>44,016,412</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

6. RESERVES

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Aged Persons Units Reserve

This Reserve has been established to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court

Arts Centre Reserve

This Reserve was established to cover any increases in the cost of operations and maintenance for the Kwinana Arts Centre

Asset Management Reserve

This Reserve is utilised to provide funds for renewal projects for the City's building and infrastructure assets.

Asset Replacement Reserve

This Reserve is utilised to replace existing fleet, plant and other City assets

Banksia Park Reserve

This Reserve has been established to provide funds for the capital acquisition and maintenance of the Banksia Park Retirement Village

Carried Forward Projects Reserve

The Reserve is utilised to restrict funds required to complete projects from prior financial years

CLAG Reserve

This Reserve has been established to provide funds for the prevention and education of Mosquito management.

Community Services & Emergency Relief Reserve

This Reserve is established to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to develop

Employee Leave Reserve

This Reserve is established for the purpose of ensuring that adequate funds are available to finance employee leave entitlements

Family Day Care Reserve

This Reserve provides for the capital acquisitions and maintenance of this facility

Future Community Infrastructure Reserve

This Reserve is established to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2

Golf Course Cottage Reserve

This Reserve was established to provide funds for the maintenance of this building

Infrastructure Reserve

This Reserve was established to be used to provide funds to create new City assets or for the major upgrade of City assets to increase the service level

Refuse Reserve

This Reserve was established to provide funds for the costs and subsidy of Waste Management in the City

Settlement Agreement Reserve

This Reserve was established to provide funds to account for future negotiated settlement agreement payments.

DCA 1 - Hard Infrastructure - Bertram

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 - Hard Infrastructure Bertram

DCA 2 - Hard Infrastructure - Wellard

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 - Hard Infrastructure Wellard

DCA 5 - Hard Infrastructure - Wandii

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 - Hard Infrastructure Wandii

DCA 8 - Soft Infrastructure - Mandogalup

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for

DCA 9 - Soft Infrastructure - Wandii/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for

CITY OF KWINANA

NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
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6. RESERVES

DCA 10 - Soft Infrastructure - Casuarina/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 - Soft Infrastructure Casuarina/Anketell

DCA 11 - Soft Infrastructure - Wellard East

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 - Soft Infrastructure Wellard East

DCA 12 - Soft Infrastructure - Wellard West

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 - Soft Infrastructure Wellard West

DCA 13 - Soft Infrastructure - Bertram

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 - Soft Infrastructure Bertram

DCA 14 - Soft Infrastructure - Wellard/Leda

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for

DCA 15 - Soft Infrastructure - Townsite

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	June 2016 Actual	Brought Forward 1-Jul
Cash - Unrestricted	8,860,276	6,397,721
Cash - Restricted (Reserves)	43,035,337	41,880,825
Cash - Restricted (Unspent Loan Funds)	73,643	94,435
Cash - Restricted (Restricted Creditors)	3,408,346	5,628,468
	-	
Rates - Current	1,545,935	1,429,979
Sundry Debtors	475,637	508,044
GST Receivable	-	531,719
Accrued Receivables	-	676,467
Inventories	26,116	20,926
	<u>57,425,290</u>	<u>57,168,584</u>
LESS: CURRENT LIABILITIES		
Sundry Creditors	(1,258,308)	(5,019,833)
Accrued payables - Current	-	(1,627,317)
Current Borrowings	-	(3,170,480)
Provisions - Current	(4,101,552)	(4,101,552)
	<u>(5,359,860)</u>	<u>(13,919,182)</u>
Net Current Asset Position (Prior to Adjustment)	52,065,430	43,249,402
Less:		
Cash Restricted - (Unspent Loan Funds)	(73,643)	(94,435)
Cash Restricted - (Restricted Creditors)	(3,408,346)	(5,628,468)
Cash Restricted - (Reserves)	(43,035,337)	(41,880,825)
	<u>(46,517,326)</u>	<u>(47,603,728)</u>
Add Back:		
Cash Backed Leave Reserve - Current	4,101,552	4,101,552
Current Loan Liability	-	3,170,480
	<u>4,101,552</u>	<u>7,272,032</u>
	<u>\$ 9,649,656</u>	<u>\$ 2,917,706</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Actual Rate Revenue \$	2015/16 Actual Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Total Budget \$
Differential General Rate								
Gross Rental Value (GRV)								
Improved Residential	0.07090	9,505	164,440,828	11,658,854	1,046,598	-	12,705,452	12,679,205
Vacant Residential	0.17450	582	8,342,505	1,455,767	283,549	-	1,739,316	1,455,767
Improved Special Rural	0.06199	712	16,742,680	1,037,879	7,310	-	1,045,189	1,037,879
Light Industrial and Commercial	0.08817	151	22,840,315	2,013,831	(35,791)	-	1,978,040	2,013,831
General Industry and Service Commercial	0.07510	311	33,179,469	2,491,778	20,866	-	2,512,644	2,491,778
Large Scale General Industry and Service Commercial	0.07792	47	50,218,935	3,913,059	164,462	-	4,077,521	3,913,059
Improved Value (UV)								
General Industrial	0.03464	3	121,200,000	4,198,368	-	-	4,198,368	4,198,368
Rural	0.00450	188	182,787,000	822,542	(24,210)	-	798,332	822,542
Mining	0.00770	13	27,291,000	210,141	11,757	-	221,898	210,141
Urban/Urban Deferred	0.00594	294	229,856,000	1,365,345	(428,260)	-	937,085	1,365,345
		11,806	856,898,732	29,167,564	1,046,281	-	30,213,845	30,187,915

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

.. RATING INFORMATION (Continued)

	Minimum \$	Number of Properties	Rateable Value \$	2015/16 Actual Rate Revenue \$	2015/16 Actual Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Total Budget \$
Minimum Payments								
Gross Rental Value (GRV)								
Improved Residential	916	2,655	31,262,248	2,431,980	-	-	2,431,980	2,431,980
Vacant Residential	916	1,117	5,038,102	1,023,172	-	-	1,023,172	1,023,172
Improved Special Rural	916	5	68,260	4,580	-	-	4,580	4,580
Light Industrial and Commercial	1190	19	168,058	22,610	-	-	22,610	22,610
General Industry and Service Commercial	1190	36	287,043	42,840	-	-	42,840	42,840
Large Scale General Industry and Service Commercial	1190	0	-	-	-	-	-	-
Improved Value (UV)								
General Industrial	1190	0	-	-	-	-	-	-
Rural	916	11	1,453,000	10,076	-	-	10,076	10,076
Mining	1190	1	15,000	1,190	-	-	1,190	1,190
Urban/Urban Deferred	1190	72	13,589,600	85,680	-	-	85,680	85,680
Sub-Totals		3,916	51,881,311	3,622,128	-	-	3,622,128	3,622,128
Specified Area Rates							33,835,973	33,810,043
Totals		15,722	908,780,043	32,789,692	1,046,281	-	33,835,973	33,810,043

The City of Kwinana raises rates on all land within its boundaries, except exempt land, using a combination of dual rating and differential rating. Generally land within the urban area is rated at Gross Rental Value (GRV) and land within the rural area being rated with Unimproved Valuations (UV). Certain Town Planning zonings have attracted different rates so as to achieve greater equity within the urban and rural sectors.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this financial statements are as follows:

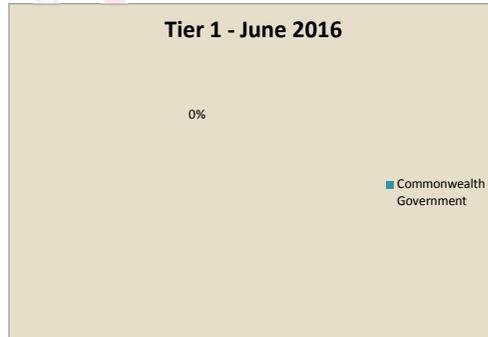
	Balance 1-Jul-15 \$	Amounts Received \$	Amounts Paid \$	Balance 2015/16 \$
Apex - Kwinana Carols by Candlelight	1,403	-	(1,403)	-
Kwinana Basketball Courts	1,813	-	(1,813)	-
	<u>3,216</u>	<u>-</u>	<u>(3,216)</u>	<u>-</u>

City of Kwinana
Statement of Investments
For the Period Ending 30 June 2016

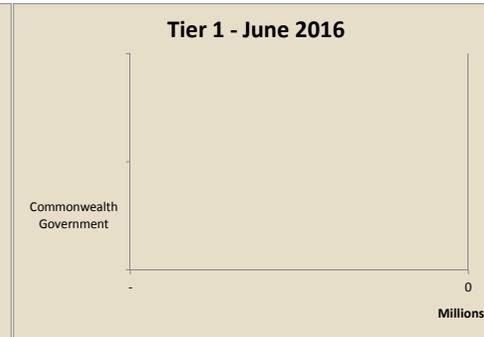


Rating	Compliance Indicators
Tier 1 - AAA rated authorised institutions Direct Investment Maximum 100% Per Institution Maximum Limit 45% of Total Portfolio	

Item	Rating	Value
1 Commonwealth Government	AAA	-
2		



Indicates the distribution of funds across Tier 1 by percentage

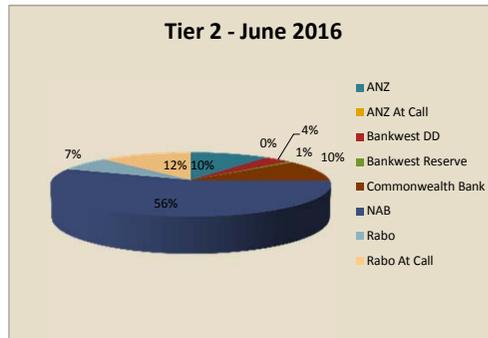


Indicates the distribution of funds across Tier 1 by dollar value

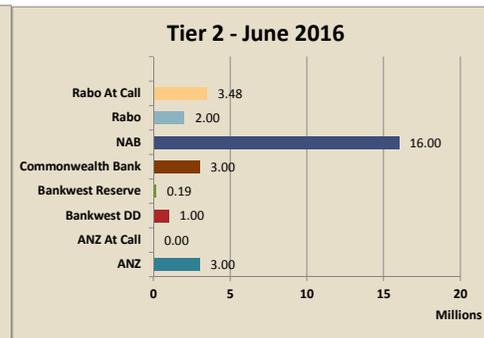
Comment: Tier 1 rates available to the City were not favourable and therefore no funds were invested in this tier.

Tier 2 - AA rated issuers that are incorporated in Australia
Direct Investment Maximum 100%
Per Institution Maximum Limit 35% of Total Portfolio

Item	Rating	Value	Compliance Indicators
1 ANZ	AA-	3,000,000.00	
2 ANZ At Call	AA-	1,083.24	
3 Bankwest DD	AA-	1,000,000.00	
4 Bankwest Reserve	AA-	189,872.99	
5 Commonwealth Bank	AA-	3,000,000.00	
6 NAB	AA-	16,000,000.00	
7 Rabo	AA-	2,000,000.00	
8 Rabo At Call	AA-	3,478,925.26	
		28,669,881.49	



Indicates the distribution of funds across Tier 2 by percentage



Indicates the distribution of funds across Tier 2 by dollar value

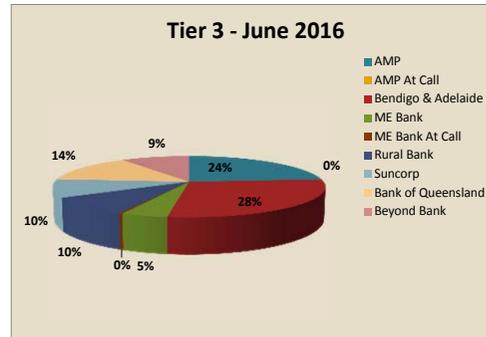
Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

**City of Kwinana
Statement of Investments
For the Period Ending 30 June 2016**

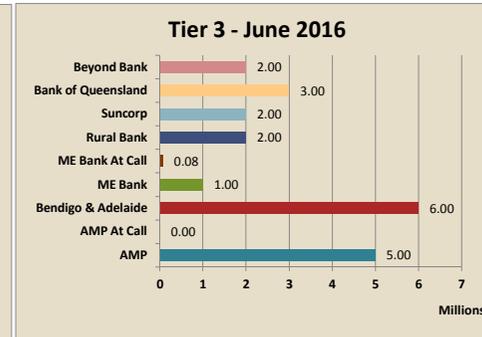


Tier 3 - other investment grade authorised institutions
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

1 AMP	A+	5,000,000.00	●
2 AMP At Call	A+	167.38	●
3 Bendigo & Adelaide	A-	6,000,000.00	●
4 ME Bank	BBB	1,000,000.00	●
5 ME Bank At Call	BBB	75,201.16	●
6 Rural Bank	A-	2,000,000.00	●
7 Suncorp	A+	2,000,000.00	●
8 Bank of Queensland	A-	3,000,000.00	●
9 Beyond Bank	BBB	2,000,000.00	●
		21,075,368.54	



Indicates the distribution of funds across Tier 3 by percentage



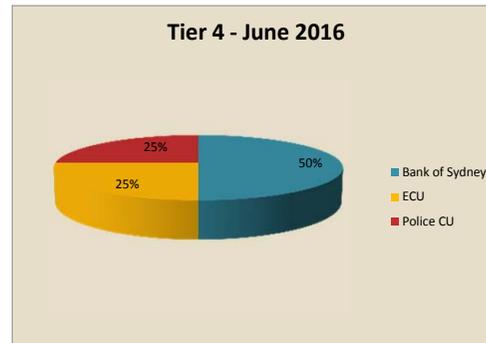
Indicates the distribution of funds across Tier 3 by dollar value

Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

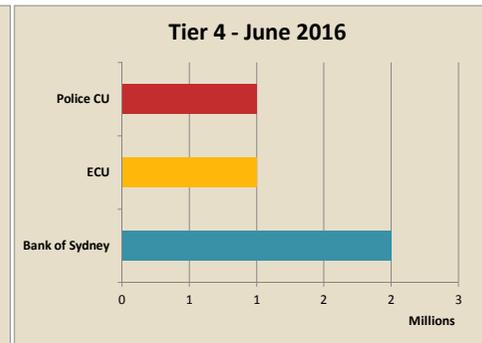
Tier 4 - other compliant authorised institutions

Direct Investment Maximum 30%
Per Institution Maximum Limit 5% of Total Portfolio

Term Deposits			
1 Bank of Sydney	UR	2,000,000.00	●
2 ECU	UR	1,000,000.00	●
3 Police CU	UR	1,000,000.00	●
FRNs		-	
CDOs		-	
MA S6-7 (Parkes IA'AAA')	NR		
MA S6-7 (Parkes IA'AAA')	NR		
		4,000,000.00	
		\$ 53,745,250.03	



Indicates the distribution of funds across Tier 4 by percentage



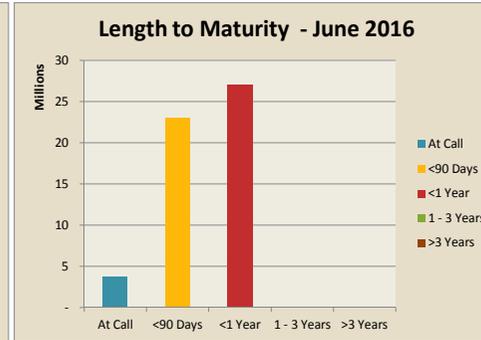
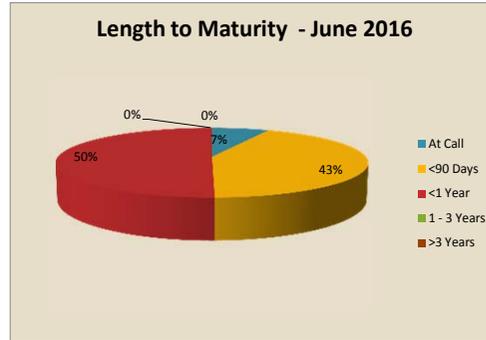
Indicates the distribution of funds across Tier 4 by dollar value

Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

Legend

FRNs Floating Rate Notes
CDOs Collateralised Debt Obligations

At Call	3,745,250.03	●
<90 Days	23,000,000.00	●
<1 Year	27,000,000.00	●
1 - 3 Years	-	●
>3 Years	-	●
\$	53,745,250.03	



Portfolio Term to Maturity Limits

At Call investment

	At Call	<90 Days	<1 Year	1-3 Years	>3 Years
\$	3,745,250.03				
	6.97%				
Compliance Indicator	✓				
Funds invested for 90 days or less		\$ 23,000,000.00			
100% (with 10% minimum) of Total Portfolio		42.79%			
Compliance Indicator		✓			
Funds invested for between 90 days and up to 1 year			\$ 27,000,000.00		
100% (with 40% minimum) of Total Portfolio			50.24%		
Compliance Indicator			✓		
Funds invested for between 1 and 3 years				\$ -	
60% (Bonds Only) of Total Portfolio				0.00%	
Compliance Indicator				✓	
Funds invested for greater than 3 years					\$ -
0% of Total Portfolio					0.00%
Compliance Indicator					✓

Comment: Portfolio compliant with the Policy

Portfolio Credit Framework

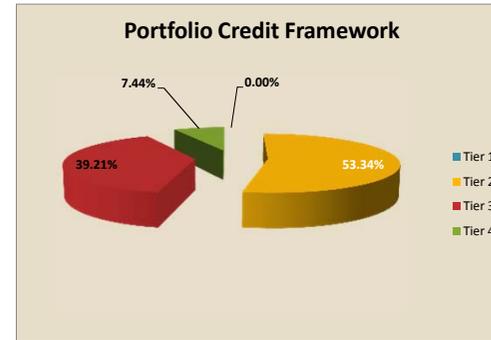
Direct Investment Maximum 100%
 Per Institution Maximum Limit 45% of Total Portfolio

Direct Investment Maximum 100%
 Per Institution Maximum Limit 35% of Total Portfolio

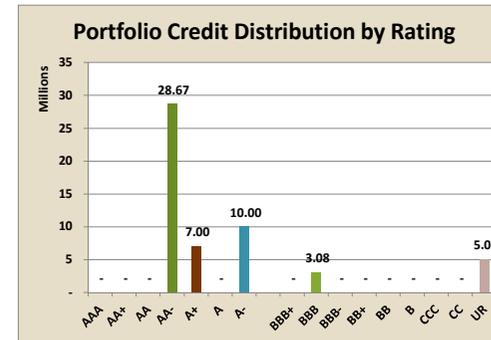
Direct Investment Maximum 40%
 Per Institution Maximum Limit 20% of Total Portfolio

Direct Investment Maximum 30%
 Per Institution Maximum Limit 5% of Total Portfolio

Tier 1	Tier 2	Tier 3	Tier 4
0.00% ✓			
	53.34% ✓		
		39.21% ✓	
			7.44% ✓

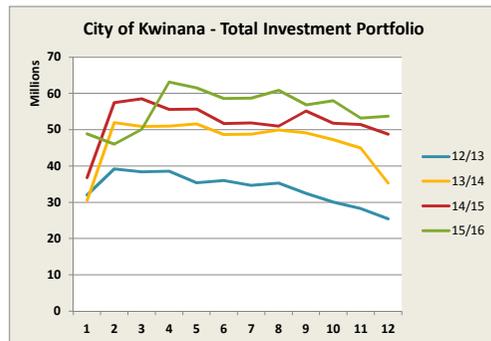


Indicates the distribution of funds across the 4 Tiers

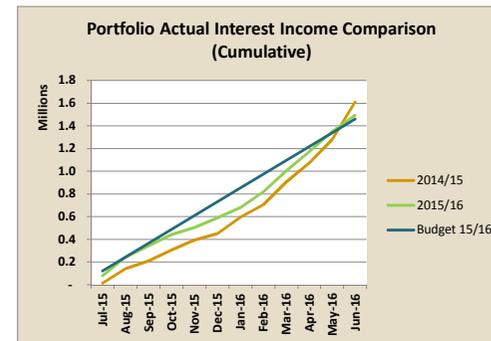


Indicates the distribution of funds by credit rating

Comment: Portfolio compliant with the Policy



Indicates the total amount invested at the report date compared to prior years



Indicates the amount of interest earned on investments for the period to report date

16.3 Amendment to Council Policy - Procurement

SUMMARY:

The purpose of this report is to make an amendment to the Procurement Policy by including clauses requiring that any training, endorsements or qualifications required by Officers as a result of a procurement, is identified and dealt with accordingly, as well as clarifying to Officers that they can enter into agreements for purchase of goods and services if the whole of life cost is within their authorisation limit and other minor textual changes.

OFFICER RECOMMENDATION:

That Council adopt the amended Policy – Procurement, contained within Attachment A.

NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

A copy of the Policy as recommended for amendment is detailed in Attachment A with the new text highlighted in blue and deletions in red text. A summary of changes recommended to the Policy are included below.

Policy recommended for amendment **Procurement**

The recommended changes include the following:

1. Minor textural changes including reference to 'Contract and Procurement Services', in lieu of 'Contract Management Services'.
2. In the clause regarding 'State Government Use Agreements', some further explanation and clarification of this clause.
3. Rewording and further explanation of the clause – Sustainable Procurement and Corporate Social Responsibility.
4. Inclusion of an explanation for Officers when considering 'whole of life' purchasing costs.
5. Inclusion of a clause – Agreements within Authorisation Limits, to assist Officers in understanding their authority limits.
6. Inclusion of a clause - Training, endorsement and qualifications. The recommendation for this inclusion in the Procurement Policy was brought about by discussions in recent Occupational Safety and Health (OSH) Committee meetings where some incidents have been identified as being related to a lack of training, insufficient qualifications or endorsements of staff when a decision has been made to purchase plant and equipment.

16.3 AMENDMENT TO COUNCIL POLICY - PROCUREMENT

While the original discussions centred around plant and machinery where it may be a requirement that officers are required to be officially endorsed and/or trained to operate such plant or machinery, it was also recognised that other procurements such as software or other technology based procurements may also require training to ensure that officers are suitably skilled to efficiently use the technology.

It was also recognised that any training, endorsement or qualification as a result of a procurement may have some financial or resource implications to ensure that staff obtain the necessary skills.

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.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications for this report. Individual procurement as a result of this Policy 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.

16.3 AMENDMENT TO COUNCIL POLICY - PROCUREMENT

RISK IMPLICATIONS:

Setting Policy positions that guide the operations of the City will play a valuable role in reducing risk to levels acceptable to Council. The inclusion of this clause will help to reduce the City's risk as a result of a procurement.

COUNCIL DECISION

321

MOVED CR B THOMPSON

SECONDED CR P FEASEY

That Council adopt the amended Policy – Procurement, contained within Attachment A.

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



**POLICY
PROCUREMENT**



PROCUREMENT

To provide a transparent, equitable and competitive framework for all procurement.

The City of Kwinana will adopt a value for money approach in the procurement process when purchasing goods and services. The level of effort expended to achieve value for money will be commensurate with the nature of the purchase and the level of associated risk.

Adopted:	27/09/2006 #519
Last reviewed:	11/07/2012 #163 13/05/2015 #452 14/10/2015 #592
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council Local Government (Functions and General) Regulations Part 4 Division 1 – Purchasing Policies for Local Governments

Policy:

Value for money requires a systematic approach to ensure that all relevant factors are taken into account before a final purchasing decision is made.

All factors (including costs and benefits) that are relevant to the procurement must be considered and the relative importance of each factor determined on a case-by-case basis.

All procurement decisions, including the contract award recommendation, should be justifiable in terms of achieving best value for money.

The Chief Executive Officer and relevant Officers will ensure compliance with legislative requirements is maintained, that procedures implemented are capable of withstanding scrutiny and provide appropriate transparency of the City's practices toward the procurement of goods and services.

The Chief Executive Officer and relevant Officers will implement competent procedures and ensure that qualified staff, resources and training are provided in support of these procedures.

Value for Money Considerations

Value for money is an overarching principle for purchasing that allows the best possible outcome to be achieved for the City of Kwinana. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

Appropriate value for money considerations will be addressed in the evaluation criteria. The most significant of these include:

- Technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;

- Whole of life cycle costs (for goods) and whole of contract life costs (for services), including transaction costs associated with acquisition, delivery, distribution, holding, consumables, maintenance and disposal;
- Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- Financial viability and capacity to supply without risk of default; and
- Other risk factors that may impact on life-cycle costs and value.

Value for Money Assessment

Value for money assessment requires the comparison and evaluation of suitable conforming offers.

- All offers must be evaluated in a consistent manner against evaluation criteria for the procurement.
- All offers must be evaluated in accordance with the documented compliance and qualitative criteria to determine conforming and non-conforming offers.
- Price consideration – Value for Money is not necessarily selecting a bid based on price alone.
- A due diligence investigation of the preferred or short listed bidders must be undertaken for all high value or complex purchases.

Supplier Management and Relationships

Value for money considerations is not only relevant to the selection of a successful supplier but applies to the ongoing management of the contract for the life of the procurement.

The Chief Executive Officer or delegated Officer will ensure that:

- Harmonious and co-operative relationships with suppliers are maintained;
- Ongoing and effective contract management is undertaken to monitor contract performance against agreed performance measures and indicators. This is to ensure that agreed outcomes are delivered and value for money is achieved across the life of the contract; ~~and~~
- The City will not enter into any agreement that requires the City of Kwinana to provide in writing notification to terminate the current contract within a specific time period before the expiry of the contract. The expiry date of any new contract is the date the City of Kwinana will terminate. The City will not enter into 'rolling contracts' that automatically renew; and
- Supply arrangements and supplier performance are periodically reviewed and reported against visible performance measures to ensure that they are continuing to provide best value for money.

Open and Effective Competition

The City of Kwinana applies open and effective competition when purchasing goods and services in accordance with the following monetary thresholds for quotations and public tenders:

Monetary Threshold	Purchasing Method Required
Up to \$5,000	One verbal quotation required if rates are reasonable and consistent with similar products/services (refer to the City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services Procedure 1 – Goods & Services to the value of \$5,000).
\$5,001 - \$19,999	Two verbal or written quotations to be sought (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services Procedure 2 – Goods & Services with a value of \$5,001 to \$19,999).
\$20,000 - \$69,999	Three written quotations to be sought (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services Procedure 3 – Goods & Services with a value of \$20,000 to \$69,999).
\$70,000 to \$150,000	Formal Request for Quotation Process (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services Procedure 4 – Goods & Services with a value of \$70,000 to \$150,000).
\$0 - \$150,000 Engagement of Consultants and Personnel Not on Payroll	Request must be referred to Contract Management and Procurement Services (refer to the City of Kwinana's Purchasing Procedures for the Procurement of Goods and/or Services Procedure 5 - Engagement of Consultants, Agency/Temporary Personnel, Hosted Staff and Single Event Personnel).
More than \$150,000	Requests for Public Tender to be issued (Complete Formal Request Form for Tenders and Quotations and forward to Contract Management Services (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services Procedure 6 – Goods & Services more than \$150,000).
\$0 - \$150,000 Operational Leasing Arrangements (Finance/Plant/Equipment) and Service Level Agreements	Request must be forwarded to Contract and Procurement Services (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services Procedure 7 – Operational Leasing Arrangements (Finance/Plant/Equipment) and Service Level Agreements).

These monetary thresholds represent only the minimum requirements. To ensure value for money, Officers must consider the nature and risk of the purchase and determine whether a more rigorous procurement process is required to encourage the appropriate level of competition.

Note: When considering the monetary threshold Officers must include the total cost of the life of the agreement which may span over multiple years.

Petty Cash

Petty cash transactions be authorised by the appropriate Manager (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services).

State Government Common Use Agreements (CUA) and WALGA Preferred Suppliers:
Officers purchasing goods and services utilising State Government CUA's or WALGA's

preferred supplier arrangements may invite quotations from a single supplier or a number of State Government or WALGA preferred suppliers. Officers are encouraged to source a number of quotes from preferred suppliers on the panel, to ensure value for money is obtained.

In most instances, Contract and Procurement Services will conduct the procurement process for purchases utilising the State Government Common Use Arrangements or WALGA Preferred Supplier Program.

The procurement process for low value, low risk purchases (e.g. media advertising, general hardware, industrial and automotive supplies) obtained under a City of Kwinana purchase order (no formal contract required) may be conducted by the relevant Officer in accordance with the City's monetary thresholds (refer to City of Kwinana Purchasing Procedures for the Procurement of Goods and/or Services [Procedure 8 – State Government Common Use Agreements \(CUA\) and WALGA Preferred Supplier Program Purchases](#)).

Integrity, Ethics and Probity

All officers and employees of the City of Kwinana will observe the highest standards of integrity, ethics and probity in undertaking procurement activity and act in an honest and professional manner that does not compromise the standing of the City.

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability must be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all procurement practices must comply with legal, operational and ethical requirements consistent with relevant Government legislation, regulations and Council policies;
- procurement is to be undertaken on a competitive basis (except where otherwise authorised) in which potential suppliers are treated impartially, honestly and consistently regarding all information, advice, preferences and concessions;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policy and audit requirements;
- any actual or perceived conflicts of interest are to be identified, declared and the officer removed from the respective procurement process; and
- appropriate processes for the receipt and management of supplier information must be maintained in accordance with legal requirements.

~~Sustainable Procurement~~

~~Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.~~

~~The City of Kwinana is committed to sustainable procurement and where appropriate will include and assign a suitable weighting to goods, services and/or processes that minimise environmental and negative social impacts in quotations and tenders.~~

Sustainable Procurement and Corporate Social Responsibility

The City is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the City shall endeavour to provide an advantage to suppliers demonstrating

that they minimise environmental and social negative impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the City's sustainability objectives.

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social negative impacts than competing products and services.

Sole Source of Supply (Monopoly Suppliers)

The purchasing method (that is, the number and method of quotes required depending on monetary thresholds) is not required when an officer has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier. Every endeavour to find alternative sources must be made. Written confirmation of this must be retained on file for later audit.

Note: The application of provision "sole source of supply" must only occur in limited circumstances and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Local Content

Wherever practicable and in compliance with relevant legislation the City of Kwinana will invite local suppliers from within the Kwinana Local Government area to provide applicable goods and services.

A local supplier is defined by Council as an organisation that operates from permanently staffed premises within the boundaries of Kwinana's Local Government area.

Authorisation of Requisitions and Orders

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

Level	Indicative Nominated Organisational Position	Authorisation Limit*	Rationale
1	Chief Executive Officer	As delegated	As per delegated authority and in accordance with Council awarded tender amounts.
2	Director	\$150,000	Below tender threshold.
3	Manager	\$40,000	Accommodates most day to day operational requirements.
4	Co-ordinator/ Supervisor/ Executive Assistant/ Building Maintenance Officer	\$10,000	Accommodates most day to day operational requirements.
5	Administration Support Officer	\$5,000	Aligns with \$5,000 threshold and accommodates low risk purchases.
6	Mechanic	\$1,000	Accommodates most day to day operational requirements.

Note: The above dollar limits exclude GST.

* An Officer must take into account the total cost over the life of the agreement when considering whether the purchase is within their authorisation limit. For example, a Manager purchases a three year subscription for the City for \$20,000 per annum. The Manager must

take into account the total cost of the purchase which is \$60,000 over the three years and because this is outside of their authorisation limit they must request their Director to approve the purchase.

Agreements within Authorisation Limits

An Officer may sign an agreement of behalf of the City of Kwinana relating to the purchase if they are acting in accordance with:

1. Authorisation limit of this Council Policy, as amended from time to time;
2. Approved budget;
3. No rolling contract and that the agreement will terminate at the expiry date with no termination notification required by the City of Kwinana; and
4. Being satisfied the contractual terms do not put the City at risk (if in doubt seek advice from Contracts and Procurement Services).

Organisational Financial Delegation Positions

Any officer who has an actual or perceived conflict of interest must disclose the interest and can not exercise any discretion allowed by this policy without the prior approval of the Chief Executive Officer. Approval is to be sought via a memorandum to the Chief Executive Officer prior to raising a requisition and/or purchase order for the creditor to be appointed to carry out works. The approved memo is then to be attached to the signed and authorised requisition, purchase order, and invoice and forwarded to Finance for processing.

For each requisition and purchase order the approving officer must sign the declaration on it which states:

“I declare that I have no knowledge of other staff or myself having an interest and / or are related in any way to the supplier. I have satisfied the procurement policy requirements.”

Note: Organisational positions descriptions that do not contain purchasing authorisation limits do not have delegation to approve purchase requisitions and orders.

The Chief Executive Officer may, at his or her discretion, approve a variation to the standard level approval limit for nominated organisational positions. Variations to the standard level approval limit will be noted on the relevant position description with justification.

Training, endorsement and qualifications

It is a requirement that consideration of training, endorsements and/or qualifications form part of the procurement process, prior to the creation of a purchase order. This is to ensure that employees undertake the necessary training, qualifications and/or provided with information in respect to the operations of any plant, machinery, equipment, services delivery, technology or any other purchase that will be required in order to use the good/service effectively, efficiently and safely.

If such a requirement is identified, then the HR Development Coordinator is to be notified to ensure that the necessary training (initial and/or ongoing) is to be factored into the overall cost of the purchase and that the employees have obtained the required training, endorsement or qualifications.

16.4 Quarterly Strategic Community Plan, Corporate Business Plan and Organisational Risk Report (Quarter 4 - 2015/16)

SUMMARY:

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

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

OFFICER RECOMMENDATION:

That Council endorse:

1. The Quarterly Strategic Community Plan and Corporate 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 it's objectives provided that the risks are properly identified, evaluated and managed.

LEGAL/POLICY IMPLICATIONS:

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

Integrated Planning and Reporting - Framework and Guidelines

Section 4.1 In Practice – Reporting indicates that:

16.4 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 4 - 2015/16)

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.

16.4 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 4 - 2015/16)

COUNCIL DECISION

322

MOVED CR B THOMPSON

SECONDED CR R ALEXANDER

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.**

**CARRIED
7/0**



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.1.1 Through strong civic leadership and active citizenship, retain Kwinana's sense of place and improve perceptions of the area. Community Development 15/16									
1.1.1.03 Deliver the Lyrik program, Youth Advisory Council and Junior Council to build active citizenship in young people	Quarterly	%	100	100	●	100	100	●	The Leadership Youth Respect in Kwinana (LYRiK) program achieved strong results across all key program elements. The following key deliverables were achieved: - Educational Scholarships fully subscribed - Youth Advisory Council retains 13 members - Freakfest Annual Youth Festival delivered - National Youth Week event delivered - 55 Youth Award nominations received - 200 young people and their family and friends attended the Annual Youth Awards at Kooliny Arts Centre
1.1.1.04 Produce a number of exhibitions that celebrate and express Kwinana's distinctive local identity	Quarterly	%	100	100	●	100	100	●	The Harry McGuigan Upgrade project finalised the collection of stories from residents and prepared ways to promote and distribute them across programs and platforms.
1.1.1.05 Develop a series of visual themes which reflect the local identity of Kwinana for use in an integrated City wide signage system	Quarterly	%	100	100	●	100	100	●	The public artwork for the Harry McGuigan Upgrade project was finalised, reflecting on the local history of place through unique designs.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.1.1.07 Conduct the Thank a Volunteer Celebrations, City and Australia Day awards to recognise achievements of the local community	Quarterly	%	100	100		100	100		The annual Australia Day Awards (held on 26 January 2016) and Thank a Volunteer event (held on 12 May 2016) were successfully delivered, with increased attendance and participation relative to 2015.
1.1.1.09 Develop a Community Engagement Strategy	Quarterly	%	100	100		100	100		The operational implementation of the Community Engagement Policy is progressing appropriately, with a Community Engagement Work Instruction and Community Engagement Plan Template having been developed and presented to senior management.
1.1.1.12 Investigate and if feasible conduct City of Kwinana open days for the community	Quarterly	%	100	100		100	100		A periodic tour of City facilities will be incorporated into the Multicultural Action Plan as an initiative for welcoming newcomers to the community. This has been identified as a best-practice approach.
Marketing and Communications 15/16									
1.1.1.06 Ensure design and installation of entry statements to Kwinana express the City's unique local identity - include entries by sea, road, train, foot and cycle	Quarterly	%	100	100		100	100		The Marketing and Engineering teams have completed initial audits and have prioritised signage by urgency and prominence. The first phase of replacement works is due for completion in the City Centre around August 2016.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.1.1.10 Communicate and promote events held by the City	Quarterly	%	100	100		100	100		The City's Marketing Team successfully delivered an annual program of event marketing and promotional activities which resulted in increased attendance for the majority of events run by the City.
1.1.2 Produce communications that celebrate the spirit of Kwinana. Marketing and Communications 15/16									
1.1.2.1 Produce the 'Spirit of Kwinana' and other marketing materials to highlight positive aspects of Kwinana and celebrate community spirit	Quarterly	%	100	100		100	100		Four editions of the Spirit of Kwinana community newsletter were issued to all households in Kwinana for the financial year.
1.1.2.2 Develop an annual Calendar of events including City of Kwinana and Local Community Group events	Quarterly	%	100	100		100	100		The Marketing Team is working closely with Community Development to investigate the value of a What's On website which will consolidate event advertising across the City.
1.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity. Community Development 15/16									



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.2.1.1 Deliver City of Kwinana events in line with state and national weeks of significance	Quarterly	%	100	100		100	100		The City's annual Live! Kwinana event series was successfully delivered with increased attendance and participation relative to 2015. Events included: Children's Party (as part of Children's Week); Festival Fair Day; Freakfest (as part of Youth Week); NAIDOC Week festivities; Our Heritage (as part of Heritage Week); PETscapade; and Sunset Fiesta (as part of Harmony Day). Further, a review of events has been initiated, with comprehensive elected members, community and stakeholders consultation currently underway.
1.2.1.2 Facilitate local service providers and community groups to provide cultural and community activities in Kwinana and participate in City of Kwinana activities and events	Quarterly	%	100	100		100	100		Community groups continued to be facilitated to provide cultural and community activities in Kwinana. As part of this, local residents associations were funded and facilitated to present Neighbour Day activities; and the Medina Residents Group was funded by the Community Development Fund to present Medina Festival.
1.2.1.4 Coordinate and promote the Live! Kwinana events series	Quarterly	%	100	100		100	100		Consultation with community groups have started for Our Heritage and Kwinana NAIDOC Week events, and will support the development of programs responding to the community's needs and aspirations.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.2.1.5 Develop and implement a Reconciliation Action Plan and Cultural Diversity Strategy	Quarterly	%	100	50		100	50		The project and community engagement plans for the development of the reconciliation and cultural diversity plans and strategies have been completed and community consultation will commence in August 2016 in order to collect the data which will form the basis of the plans and strategies.
1.2.1.6 Provide Neighbour Day grants to local community groups and deliver a program of Neighbour Day events to celebrate neighbourhood unity	Quarterly	%	100	100		100	100		This action has been completed for this financial year.
1.2.1.7 Introduce new and improve existing events (Movie Nights, Food, Music, Seniors, Entertainment, Free Kids Sports, Out of hours activities)	Quarterly	%	100	100		100	100		The weekly Wellard Activation was received well by residents who are looking forward for more free entertainment in their neighborhood.
1.3.1 Implement the City of Kwinana Community Safety Plan in partnership with the community. Community Development 15/16									
1.3.1.1 Review Community Safety programs and resourcing requirements to prepare a sustainable City of Kwinana Community Safety Plan 2015-2019	Quarterly	%	100	50		100	50		The Community Safety Plan will be developed pending results of the Wellbeing Survey currently being conducted.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.3.1.2 Work in partnership with Police and Office of Crime Prevention to raise awareness of community safety issues and initiatives	Quarterly	%	100	100		100	100		The City has had a recent meeting with community policing officer. Home security packs are to be provided by the City for distribution to Seniors who suffer home invasion and no longer feel safe in their homes. There are also tentative plans to hold a safety forum at Banksia park later in the year. 3 x officers are tentatively booked to attend Community Safety and Crime Prevention conference in September 2016
1.3.1.3 Facilitate Community Groups to provide community safety initiatives and programs	Quarterly	%	100	100		100	100		This information is provided on an as needed basis. Support provided to new Bertram Progress Association 1st quarter 2016
1.3.1.5 Advocate for an increased presence of Police in the City (including the feasibility of a 24hr Police Station)	Quarterly	%	100	100		100	100		Regular meetings have been held between the Mayor and OIC Kwinana Police Station with a view to increasing communication and liaison between the Police and the City. Officers from a number of teams - City Assist, Youth, Community Centres have regular contact with Police on operational matters.
1.3.1.6 Encourage and facilitate the Neighbourhood Watch	Quarterly	%	100	100		100	100		No current active neighbourhood watch network in Kwinana. Advice is provided to community members who show an interest in participating. Beach Watch is scheduled to be rolled out at Wells Park this summer



Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Statutory Planning 15/16 1.3.1.4 Implement Crime Prevention through Environmental Design principles in land use planning projects and development approvals	Quarterly	%	100	100	●	100	100	●	Undertaken and considered as part of each Development Application.
1.3.2 Create and implement a Community Security Strategy. Depot 15/16 1.3.2.1 Undertake scheduled inspections of street lights including car park lighting as per Depot Works Program	Quarterly	%	100	100	●	100	100	●	The streetlights inspection has been completed for Wellard Village and Leda. Remaining areas are currently being scheduled for inspection.
Essential Services 16/17 1.3.2.2 Develop a Community Security Strategy, incorporating CCTV	Quarterly	%	100	50	●	100	50	●	Initial research is being carried out by reviewing current systems and contacting other councils and key stake holders (office of crime prevention) to ensure the City is using best practice. A recent review of the City Assist team also indicated a Surveillance Strategy should also be incorporated into the City.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.3.2.4 Install CCTV (City Centre, parks, Bertram, Bushland)	Quarterly	%	100	80		100	80		The City Centre project has been extended with approval granted from the Federal Government until September 2016. This will see the Recquatic, Zone and Darius Wells systems link to the main system. The City has gained the State CCTV Strategy Grant for the Wellard area. CCTV will be installed in the Adventure Play Ground project and will link into the City's CCTV systems.
City Living 15/16									
1.3.2.5 Increase out of hours activities in Youth and Community Centres	Quarterly	%	100	100		100	100		A range of Youth activities occurred over the last quarter, including: - The Youth hip hop dance program has been delivered at Darius Wells and Kwinana Recquatic - The Youth and Library team partnership program has been delivered at the Kwinana Library - Youth movie making workshops are delivered on Wednesday evenings at Wellard Community - Centre - Youth outreach live outdoors (YOLO) sessions are delivered at Wellard Train Station and Market Place Car Park near McDonalds - The Pop Up Skate Park was also delivered.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.3.2.6 Improve integration of programs run by community groups and the Darius Wells	Quarterly	%	100	100	●	100	100	●	This action is ongoing.
1.4.1 Develop and implement a range of strategies in order to ensure that well-being and support programs are provided for the community. Community Development 15/16									
1.4.1.1 Review and implement the Family and Children Plan 2015-2019	Quarterly	%	100	100	●	100	100	●	The Connecting Community for Children collective impact initiative has been launched in partnership with Child Australia, City of Cockburn, Department of Local Government and Communities, KEYS, Woodside, and several NGOs. As part of this initiative, data is being collected and analysed in relation to early years issues in the Kwinana-Cockburn area. This will inform the develop of a sector-wide action plan, which will provide strategic focus for the City's early years activities (thus serving as the City's strategic plan for children and families).
1.4.1.2 Develop a Community Engagement Strategy	Quarterly	%	0		—	100	100	●	
1.4.1.3 Deliver the Community Engagement Program	Quarterly	%	100	100	●	100	100	●	The Community Engagement Program achieved strong results.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.1.4 Support service providers and agencies operating within the City to work collaboratively wherever possible	Quarterly	%	100	100		100	100		Service providers are supported through a broad array of offerings, including funding through the Community Development Fund, subsidised use of City-owned community facilities (e.g. Darius Wells), and data gathering and strategic planning (e.g. the Community Wellbeing Scorecard and Healthy Lifestyles Plan). Moreover, officers work closely with service providers and agencies on a wide range of initiatives (e.g. the Club Development Officer's work with sporting clubs).
Healthy Lifestyles 15/16									
1.4.1.5 Review the Healthy Lifestyles Plan	Quarterly	%	100	100		100	100		
Recquatic 15/16									
1.4.1.6 Recquatic and Zone to collaborate and implement a range of activities to encourage young people to utilise both facilities	Quarterly	%	100	100		100	100		The Recquatic is currently working with the zone to facilitate Beatball and assisting the community engagement team.
1.4.2 Community facilities and public spaces are enlivened by a variety of activities and programs for all ages.									
Healthy Lifestyles 15/16									



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.1 Engage local residents in activities provided in their neighbourhood parks, ovals and walk trails	Quarterly	%	100	100		100	100		This has occurred in the form of recent Prince Regent Park Consultation. - Conducted letterbox drop 4 July to invite residents to meeting - Established survey for residents to provide input - Conducted community meeting at John Bertram Community Centre to discuss issues - Survey responses will be collated and report presented
Community Development 15/16									
1.4.2.2 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	Quarterly	%	100	100		100	100		The Zone Youth Space continues to be a popular youth destination. Young people are accessing the Zone for a range of reasons including social and recreation, alternative education pathways, referral and advocacy support and leadership development. Youth contacts remain high with over 1200 contacts made each month within the Zone. Zone programming is continually changing to meet the needs of young people in the community. Stand out programs and events include; Computer Gaming, Rock and Water (anger management) and Girls Group.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.3 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	Quarterly	%	100	100		100	100		<p>Darius Wells Library and Resource Centre activities include:</p> <ul style="list-style-type: none"> - After school activities - Every Monday - 6 to 12 years - Homework Club - Every Thursday - 6 to 12 years - Adult Drawing Class - Tuesdays - Writing- Group - Saturdays - Technology: Computer Basics, Keeping in touch with Skype, Make the Most of Your Tablet <p>Community Programs:</p> <ul style="list-style-type: none"> - Act-Belong-Commit MonkeyFunk - Fremantle Multicultural Centre: Settlement Grants Program, Conversational English, Computer Classes (Inspire Me) <p>Tenant Services:</p> <ul style="list-style-type: none"> - Counselling, programs and activities: including Relationships Australia, Communicare, KEYS, Bridging the Gap, Palmerston, Citizens Advice Bureau & SMYLE



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

1.4.2.4 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	Quarterly	%	100	100	●	100	100	●	<p>Monday</p> <ul style="list-style-type: none"> - Mums n Kids Fitness Class 9.30am - 10.30 am (ongoing) <p>Tuesdays</p> <ul style="list-style-type: none"> - Boogie Babes 9.30am (during school terms only) - Mums n Kids Fitness Class 9.30am - 10.30 am (ongoing) - Sew Part B Intermediate, Sew Part A Basics - e-Friends - Connect with others online, safely - Iyengar Yoga 6:00pm - 7:30pm (ongoing) <p>Wednesdays</p> <ul style="list-style-type: none"> - Iyengar Yoga 9:30am - 11:00am (ongoing) - Creative Crèche: Developmental & Creative Play Sessions 9:30am - 11:30am - Wellard Ladies Over 60 Group 10:30am - 3:00pm weekly (ongoing) - Film Making - Pin It - Made It! 7:00pm - 9:00pm <p>Thursdays</p> <ul style="list-style-type: none"> - Mums n Kids Fitness Class 9.30am - 10.30 am (ongoing) - Sisters Society Women's Group/ Mother's Group - Drop In 10:30am - 12:30pm - Creative Crèche: Developmental & Creative Play Sessions 10:30am - 12:30pm) - After School Club 3.30pm - 4.30pm - Living Smart - Iyengar Yoga 6:30pm - 8:00pm (ongoing) <p>Saturdays</p> <ul style="list-style-type: none"> - Iyengar Yoga 10.30am -12.00am (ongoing) - Community, Coffee, Wi-Fi & Kids Craft Table 9.00am - 12.00noon (ongoing)
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Quarterly Summary Action Report 1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

<p>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</p>	<p>Quarterly</p>	<p>%</p>	<p>100</p>	<p>100</p>	<p></p>	<p>100</p>	<p>100</p>	<p></p> <p>Sundays - Iyengar Yoga Sun 8.00am - 9.30 am (ongoing) Term 2 Program</p> <p>Tuesdays - Karate - Kids Cooking Healthy Snacks - Web Design - Clever Craft - Healthy Kids Lunch boxes - Adult workshop</p> <p>Wednesdays - Bertram Community Playgroup 9:00am - 11:00am (ongoing, during the school term) - Bertram After School Club 3:30pm - 4:30pm</p> <p>Thursdays - Storytime (0-2yrs) 9:00am - 9:30am - Baby Rhymetime (2-5yrs) 9:30am - 10:00am - Karate</p> <p>Fridays - Bertram Over 50's Group 10:00am - 12:00noon - Cake Decorating for Kids</p> <p>April School holidays - Hey Presto Magic Show - Outdoor Laser Tag</p>
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1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.2.6 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	Quarterly	%	100	100		100	100		April School holiday program Circus Skills in the Square Hip to be in the Square 80's Disco Darius Wells Birthday Event Chisham Square Games - Weekly NAIDOC Week Opening Event Live Music Mornings: Nesian Mana Polynesian Dance, Gumnut Stompers, Pirateman Roving Entertainment, Guy Tucker Solo performer, 7th Heaven Vocal Duo
1.4.2.7 Provide a range of Youth programs at various venues throughout the City	Quarterly	%	100	100		100	100		Youth programming is expanding across the City of Kwinana with programs now occurring at the following locations; Wellard Community Centre Recquatic Orelia Oval Zone Youth Space Pop Up Skate Park



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1 Strategic Community Plan 2015-2025

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.3 Develop relationships and partnerships with other organisations to ensure the delivery of a diverse range of services and programs for Kwinana. Community Development 15/16									
1.4.3.1 Proactively seek to attract agencies not represented in Kwinana to deliver services to the community from a location within the City	Quarterly	%	100	100	●	100	100	●	Agencies such as Fremantle Multicultural Centre and SMYL are now providing services from Kwinana and discussions have occurred with other agencies such as Street Doctor - unfortunately office accommodation is now at a premium again. In addition to attracting new agencies to Kwinana, the focus has also been on service collaboration and co-ordination, for example the Connecting Communities for Kids initiative.
1.4.3.2 Continue to co-chair the Kwinana Early Years Network	Quarterly	%	100	100	●	100	100	●	The Manager Community Development has continued to co-chair the Kwinana Early Years Network, which has met approximately once per month on average.
1.4.3.3 Continue to coordinate the Kwinana Action Group	Quarterly	%	100	100	●	100	100	●	The Kwinana Action Group has expanded its membership and met on a monthly basis for most of the year, it has now gone to quarterly meetings.



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1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.3.4 Implement an annual healthy lifestyles program to increase the number of outdoor Physical Activities	Quarterly	%	100	100	●	100	100	●	<p>Parks Play</p> <ul style="list-style-type: none"> - Next seasons Parks Play calendar has been created - Features sessions on midweek and sunday times - Partnerships with Keys, Ngala, KSCN <p>Wellard Activation</p> <ul style="list-style-type: none"> - Hosted a series of Friday night events through April and May at Wellard train station that included band, Healthy Lifestyle activities, vox pop surveys <p>Spectacles Walking Tours</p> <ul style="list-style-type: none"> - Hosted a series of Walking Tours in Spectacles. Partnered with local indigenous leaders <p>Nightfields</p> <ul style="list-style-type: none"> - Developed and hosted a Friday evening social engagement strategy for at risk youth. Partnered with WA Football Commission to bring together support agencies, local Clubs and State Sport Associations Club Development Officers to host sport at Orelia Oval.
1.4.4 Implement the Age Friendly Community Strategy in order to ensure both the City and its service providers meet the needs of older persons.									



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1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Healthy Lifestyles 15/16 1.4.4.1 Create an Active Ageing Strategy that reflects the needs of older people in the community, which then leads to the implementation of an Active Ageing working group	Quarterly	%	100	10		100	10		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 Aging Strategy - Deliver the Senior Sational program through weekly activities hosted at Recquatic
1.4.5 Implement the City of Kwinana's Healthy Lifestyle Plan encouraging community engagement with healthy lifestyle opportunities. Healthy Lifestyles 15/16									



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1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.5.1 Implement the City of Kwinana's Healthy Lifestyle Plan	Quarterly	%	100	100		100	100		Health Promotion Activities - Hosted Mens Health Week activities 13-19 June - Partnered with Kwinana Knights Football Club to host Mens Health Check Up 16 June - Partnered with City Rockingham to present Mens Health Check Up 19 June - Partnered with Anglicare to host Suicide prevention training 21 June - Partnered with FoodRedi for a series of workshops to educate participants on healthy eating issues - Host Kwinana Health Action Group meeting 26 May - Follow up Tobacco Signage Installation plan - Hosted Cross Functional Health Promotion meetings - Deliver the Senior Sational program through weekly activities hosted at Recquatic - Deliver the Active Womens program through weekly activities hosted at Recquatic
Recquatic 15/16									
1.4.5.2 Facilitate sustainable and accessible community health programs at the Recquatic with the assistance of various supporting agencies	Quarterly	%	100	100		100	100		This action is ongoing.



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.4.5.3 Implement a structured Corporate Health package Strategic Planning 15/16	Quarterly	%	100	50		100	50		Corporate Health Packages have commenced and is in the initial stages.
1.4.5.4 Finalise the Public Open Space Policy Environmental Health 15/16	Quarterly	%	0	0		100	0		This action has been deferred and work will commence in the 16/17 financial year.
1.4.5.6 Develop the City's Public Health Plan	Quarterly	%	100	100		100	100		The City's Public Health Plan was completed in February 2016.
1.5.1 Develop community capacity, encourage self-management of shared use facilities and enable access to funding opportunities in order to assist the sustainability of community. Community Development 15/16									
1.5.1.1 Deliver the Community Development Fund in two funding rounds per annum	Quarterly	%	100	100		100	100		The Community Development Fund was successfully administered in two rounds, and received significantly more applications than in previous years.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.5.1.4 Continue to facilitate forums which connect individuals and groups and build community networks	Quarterly	%	100	100		100	100		The City has continued to facilitate forums connecting individuals and groups. For example, the City launched a new series of Speed Networking & Training events for community groups, held quarterly. Furthermore, the City's new Community Engagement Officer position now liaises with and brings together individuals and groups on a continuous basis.
1.5.1.5 Continue to support emerging community groups with information, resources and development opportunities	Quarterly	%	100	100		100	100		The City continues to support emerging community groups with information and resources. As part of this, a new What's On website (whatsonkwinana.com) and SMS service has been developed to keep groups and the broader community informed about events and other initiatives and offerings.
Healthy Lifestyles 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.5.1.3 Encourage shared use arrangements with Clubs	Quarterly	%	100	100		100	100		<p>Wellard Oval - Negotiate line marking needs and timings between school and Kwinana Athletics Club</p> <p>Bertram Oval - Approved Community Development Fund finances to install exercise equipment around perimeter of oval</p> <p>Mandogalup - Work with Planning the sporting infrastructure requirements for new school site</p> <p>Johnson Rd - Work with Planning the sporting infrastructure requirements for new school site</p> <p>Orelia Oval - Work between School and Depot to mark fields for winter sports of football and hockey</p>
1.6.1 Encourage the attraction and retention of volunteers in the community through the provision of information and support, linking volunteers with community groups and agencies. Community Development 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.6.1.1 Provide support initiatives and programs to volunteers through the Volunteer Centre	Quarterly	%	100	100	●	100	100	●	<p>April</p> <ul style="list-style-type: none"> - 86 new volunteer applications, and 93 referrals. - 26 (approx. 30%) new enquiries where required to find volunteer work as part of their Centrelink obligations - 8 new or renewed volunteer organisations. <p>May</p> <ul style="list-style-type: none"> - National Volunteer Week celebrated 9th – 16th May. - Volunteer event – Celebrating the Magic of Volunteering on Thursday the 12th. 61 attendees and good night had by all, with really positive feedback. - Registered 3 new volunteer organisations and promoted their volunteer positions - 16 people attended a workshop on the changes to the Associations Act effective 1st July - 84 new volunteer enquiries for the month of June. 55 of these enquiries were from on-line, 12 referred from Job Active Agencies and 17 from word of mouth, library or brochure
1.6.1.2 Recognise and support volunteer and community groups through awards and functions	Quarterly	%	100	100	●	100	100	●	The City's annual Thank a Volunteer event was held on 12 May 2016.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.7.1 Implement the City of Kwinana's Cultural Plan in order to build the capacity of local artists, encourage awards and exhibitions, facilitate the installation of public art. Community Development 15/16 1.7.1.1 Develop, run and support arts programs, activities and exhibitions in Kwinana	Quarterly	%	100	100		100	100		The second instalment of the Answering the Call exhibition is under way, part of ANZAC Centenary Commemoration. The exhibition and associated website will continue to promote and reflect on the experience of our community in wars and conflicts since WWI.
Strategic Planning 15/16 1.7.1.2 Present a Local Planning Policy for public art contributions to be mandatory	Annual	%	100	0		100	0		Project to be completed during 2016/17 year.
1.7.2 Ensure the City of Kwinana's Cultural Plan incorporates the support and provision of a range of cultural development initiatives that enhance Kwinana's cultural identity and diversity. Community Development 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.7.2.1 Review the Cultural Plan 2015-2019	Quarterly	%	100	100		100	100		Strategic focus across the cultural domain has progressed through a series of targeted projects. Specifically: a review of the Koorliny Arts Centre has been completed, a review of the City's events is underway and nearing completion; and the development of a Multicultural Policy and Action Plan and Reconciliation Policy and Action Plan is underway. These strategic documents will collectively constitute a new cultural plan.
1.7.2.2 Implement the Cultural Plan 2015-2019	Quarterly	%	100	100		100	100		The update is on-going, under the responsibility of the Manager Community Development.
1.8.1 Ensure that Kwinana's cultural heritage is suitably respected, interpreted and shared with the community in a variety of formats. Community Development 15/16 1.8.1.1 In partnership with the Kwinana Heritage Group provide historical, curatorial and educational activities through the Smirk Cottage and Sloan Cottage heritage sites Strategic Planning 15/16	Quarterly	%	100	100		100	100		The Heritage Group and other relevant stakeholders were contacted to progress the development of a Conservation Plan for the WWII Bunkers.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.8.1.2 Review and implement the City's Municipal Heritage Inventory	Annual	%	100	100		100	100		The review of the Municipal Heritage Inventory is complete. New planning legislation will require that a Heritage List be adopted under the scheme to apply to new development. It is intended to adopt the reviewed MHI as a Heritage List in 2016/17.
Library 15/16 1.8.1.3 Further develop the Local History Collection at the Darius Wells Library and Resource Centre, including an Aboriginal Resource Section	Quarterly	%	100	100		100	100		Voices of Kwinana history blog launched along with presentation by a Sloan family descendant at the heritage event on 15th May at Sloan's Cottage.
1.9.1 Implement Disability Access initiatives in order to ensure best practice standards of all new and existing facilities and services. Healthy Lifestyles 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
1.9.1.2 Implement the Disability Access and Inclusion Plan	Quarterly	%	100	100	●	100	100	●	Coordinator Meeting attendance - WA NDIS Advisory Group Cockburn Kwinana 13 June, 29 Aug - AIWG Kwinana City Kwinana AIWG - More information needed to be provided Stakeholder partnership - Reconnecting with DSC Kwinana, Leda Ed Support to understand issues
Engineering 15/16									
1.9.1.3 Ensure Disability Access and Inclusion Plan compliance with respect to City projects	Quarterly	%	100	100	●	100	100	●	During last quarter there was considerable work performed involving disability access. Two projects worth noting are the upgrade of the Harlow Rd/Gilmore Ave intersection & work undertaken at the Adventure Park. The upgrade of the Harlow Rd/Gilmore Ave intersection involved significant footpath work, noting that any footpath/road works undertaken by the City are disability access compliant. The Adventure Park is being constructed with the view to being totally accessible to people with disabilities and as such any work done there will have disability access as a focus.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.1.1 Through use of strategic partnerships, identify and attract investment in key employment generating initiatives in order to create shifts in job markets to meet future needs. Economic Development 15/16									
2.1.1.1 Implement the Economic Development Strategy	Quarterly	%	100	100	●	100	100	●	The current Economic Development Strategy was completed in 2013 and is still in draft form. The Manager of City Enterprise is currently reviewing the document in order to determine which aspects of strategy are a priority and achievable.
2.1.1.2 Identify opportunities for building the economy, through land use planning, employment generators and business incubators (including entertainment and restaurant businesses)	Quarterly	%	100	100	●	100	100	●	The City's Manager of City Enterprise and the Planning Department are working jointly to progress the establishment of a new Economic Development Strategy and associated land use planning which will provide support to economic growth and initiatives.
2.1.2 Work in partnership to identify barriers to employment, strengthen local labour markets and link residents with sustainable work opportunities. Community Development 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.1.2.1 Coordinate the Kwinana Action Group	Quarterly	%	100	100		100	100		The Kwinana Action Group has expanded it's membership and has met on a monthly basis for most of the year, it has now gone to quarterly meetings.
2.2.1 Lobby the State Government to improve the standard of existing schools and ensure the timely construction of new schools as well as work with private schools, university, TAFE. Elected Members 15/16									
2.2.1.1 Lobby Federal, State and other Education Providers to enhance education as part of land use planning	Quarterly	%	100	100		100	100		This action is ongoing and occurs when needed.
2.2.2 Develop partnerships that support people to participate in education, training or employment opportunities that result in sustainable work opportunities. Community Development 15/16									
2.2.2.1 Work with employment, education and training providers to ensure Kwinana residents have access to learning opportunities that result in them becoming competitive in the employment market	Quarterly	%	100	100		100	100		Ongoing liaison with educational institutions continues and the Connections, Your Next Step Event is scheduled for July 2016.



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Description	Freq.	UOM	Result			YTD Result			Comment
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2.2.2.2 Work with the Aboriginal Employment Training Council for Challenger TAFE to provide employment skills related training opportunities within Kwinana	Quarterly	%	100	100	●	100	100	●	Ongoing liaison continues.
2.3.1 Actively promote opportunities for retail and commercial investment in the City Centre in accordance with the adopted City Centre Master Plan, Town Planning Scheme No 3.									
Executive 15/16									
2.3.1.1 Identify and promote commercial opportunities for development projects in the City Centre	Quarterly	%	100	100	●	100	100	●	Strategic Planning has completed a Land Rationalisation Inventory. The Manager of City Enterprise will expand the scope of the completed work to include additional properties and criteria.
Statutory Planning 15/16									
2.3.1.2 Review the City Centre Master Plan in TPS No. 3 to promote opportunities for further retail/commercial/residential and other mixed use opportunities	Quarterly	%	100	75	●	100	75	●	Work is continuing with the City's planning consultant to review the City Centre Master Plan and Scheme. This action should be completed by December 2016.
2.3.2 Continue to implement improvements to the City Centre through utilisation of Council assets in the City Centre to act as a catalyst for further development and community activity.									



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Description	Freq.	UOM	Result			YTD Result			Comment
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Strategic Planning 15/16									
2.3.2.1 Review the City Centre Master Plan	Quarterly	%	100	50		100	50		The City engaged a consultant to undertake a review of the Master Plan which has progressed to the draft stage and is ready for advertising. City Staff have required that prior to advertising, the draft plan must better address parking need and delivery across the City Centre to reflect and inform the new Master Planning design. This work in progress and a revised milestone chart completed.
2.3.2.3 Lobby for the provision of the NBN in City of Kwinana	Quarterly	%	100	100		100	100		Work has been completed and lobbying is ongoing.
Planning 15/16									
2.3.2.2 Implement the recommendations from the City's Land Asset Retention and Disposal Strategy and TPS No. 3 related to the City Centre	Quarterly	%	100	100		100	100		This action is to be reallocated to Manager City Enterprises and will commence in 2017/18
2.3.3 Implement and regularly review the Local Commercial & Activity Centres Strategy.									
Statutory Planning 15/16									
2.3.3.1 Implement the City Centre Master Plan	Quarterly	%	100	100		100	100		This action is undertaken and considered as part of each Development Application.
Strategic Planning 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.3.3.2 Review the Local Commercial and Activity Centres Strategy	Quarterly	%	100	100		100	100		Strategy was adopted by Council in 2014. Implementation is ongoing through development assessments, structure planning and scheme amendments.
2.3.3.3 Implement the Local Commercial and Activity Centres Strategy	Quarterly	%	100	100		100	100		Appropriate zoning is being undertaken through the Local Planning Strategy and local structure planning. The strategy is being used to advise developers through ongoing liaison.
2.3.4 Revitalise and develop neighbourhood centres so they are economically viable and the best design outcomes for the community are achieved.									
Planning 15/16									
2.3.4.1 Implement the Land Asset Retention and Disposal Strategy	Quarterly	%	100	100		100	100		The recently commenced Manager of City Enterprises is now progressing this document.
Strategic Planning 15/16									
2.3.4.2 Complete the Medina Town Centre Revitalisation Project	Quarterly	%	100	95		100	95		The project is effectively completed with Niche Living completing the built form and subdivisional works and Final Milestone Reports to the Federal Government being provided.
Executive 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
2.3.4.3 Ensure that Place Plans that are developed address the revitalisation of Neighbourhood Centres where required	Quarterly	%	100	0		100	0		This action has been deferred for commencement and completion 2017/18.
2.3.4.4 Implement Place Plans for City areas	Quarterly	%	100	0		100	0		Implementation has not commenced. Place Plans are yet to be finalised.
2.4.1 Actively work with partners to facilitate the coordinated development and improvement of the Kwinana Industrial Area and the prompt development of Latitude 32.									
Strategic Planning 15/16									
2.4.1.1 Work with Landcorp and the Western Australian Planning Commission to provide assistance and facilitate timely.	Quarterly	%	100	100		100	100		Landcorp meetings have been attended by City Officers on 21/4/16, 19/05/16 and 16/06/16. The Latitude 32 community group was hosted at the City on 31/05/16.
Executive 15/16									
2.4.1.2 Examine opportunities for coordinated progress of the Western Trade Coast Area including proceeding with the Indian Ocean Gateway	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal has been published and is currently being circulated to various stakeholders including the State Government.
2.4.2 Lobby for the upgrade, early design and construction of the Western Trade Coast transport network.									



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Description	Freq.	UOM	Result			YTD Result			Comment
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Strategic Planning 15/16									
2.4.2.04 Complete business case for Council to lobby for the commitment to develop the work already done on the outer harbour	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.05 Complete business case for Council to lobby for the commitment and design of the intermodal freight handling facility.	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.06 Complete business case for Council to lobby the State Government for completion of detailed designs of Anketell Road and Rowley Road to become physically high wide freight routes	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.07 Complete business case for Council to lobby the State Government for completion of detailed design of Anketell Road extending out to the Cockburn Sound Industrial Area	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.08 Complete business case for Council to lobby the State Government to complete the detailed design of Rowley Road, extending out to the port	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.
2.4.2.10 Prepare arguments to allow Council to lobby for the funding and implementation of a coordinated sub regional/district planning and transport framework	Quarterly	%	100	100		100	100		The Indian Ocean Gateway proposal includes this action, lobbying is ongoing.



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Description	Freq.	UOM	Result			YTD Result			Comment
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2.4.3 Promote the development of new port and intermodal facilities to stimulate further industrial and bulk goods investment, business activity and employment opportunities. Executive 15/16 2.4.3.1 Engage with Fremantle Port Authority to promote Kwinana's interest in port developments in the district	Quarterly	%	100	0	●	100	0	●	Due to the proposed sale of the Fremantle Port, communication with the Fremantle Port Authority has been postponed.
2.5.1 Develop and implement an Economic Development Strategy that identifies priority projects to act as stimuli to the local economy . Economic Development 15/16 2.5.1.1 Implement the Economic Development Strategy	Quarterly	%	100	100	●	100	100	●	The current Economic Development Strategy was completed in 2013 and is still in draft form. The Manager of City Enterprise is currently reviewing the document in order to determine which aspects of strategy are a priority and achievable.
Strategic Planning 15/16 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	Quarterly	%	100		—			—	



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Description	Freq.	UOM	Result			YTD Result			Comment
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2.6.1 Pursue an approval system that is integrated across the City of Kwinana to ensure planning, building and environmental health applications are processed in a timely manner to reduce costs. Economic Development 15/16									
2.6.1.1 Encourage registration of home occupation business and offer assistance to businesses with growth and development	Quarterly	%	100	100		100	100		Assistance has been on an "as needed" basis for last quarter.
Statutory Planning 15/16 2.6.1.2 Facilitate the implementation of Online Applications	Quarterly	%	100	100		100	100		The planning component of the project is now complete and online applications will be rolled out on the City's website in the next quarter.
2.6.1.3 Assess planning and approval processes for Development Applications and revise system to encourage and retain business investment in the City	Quarterly	%	100	100		100	100		The planning approval system and processes are under constant review to ensure the system is operating as efficiently and effectively as possible.
3.1.1 Develop and implement a Local Biodiversity Strategy for the City of Kwinana to preserve strategically important natural areas. Strategic Planning 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.1.1.1 Include the City's Local Biodiversity Plan in Planning Guidelines for Biodiversity Conservation and include as an appendix in the Local Planning Strategy Environment 15/16	Quarterly	%	100	20		100	20		Draft policy has been prepared. This project will be completed during the 2016/17 year.
3.1.1.2 Work towards Lake Magenup Rehabilitation	Quarterly	%	100	100		100	100		Site preparation for winter 2016 community plantings including rabbit proof fence construction have been completed.
3.1.2 Investigate long term strategies for protection of the 'Kwinana Industrial Buffer'. Strategic Planning 15/16									
3.1.2.1 Prepare materials for Council to lobby for the legislative protection of the Kwinana Industrial Buffer	Quarterly	%	100	100		100	100		Materials have been prepared and are currently being considered for legislation.
3.1.3 Continue to implement the Natural Areas Management Plan and participate in the South Metropolitan Coastcare Program in order to improve conservation outcomes. Environment 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
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3.1.3.1 Implement the Natural Areas Management Plan for the City of Kwinana managed natural areas (e.g. bushland, wetlands)	Quarterly	%	100	100	●	100	100	●	Additional Environmental Field Staff have been employed to implement the Natural Areas Management Plan. Equipment has been purchased to enable staff to undertake spraying and chemical controls.
3.1.3.2 Continue to secure the South Metropolitan Coastcare Program	Quarterly	%	100	100	●	100	100	●	The Coastcare program continues to be hosted by City of Kwinana
3.1.4 Build community and City capacity to assist in managing coastal and bushland reserves. Environment 15/16									
3.1.4.1 Develop and encourage volunteer participation in Coastal and Bushland Reserves care programs	Quarterly	%	100	100	●	100	100	●	Seasonal programs for both Coastcare and Bushcare have been completed (for the last quarter of 2016).
3.1.4.2 Maintain, improve and create new relationships with outside professional, commercial and volunteer organisations to improve work efficiency	Quarterly	%	100	100	●	100	100	●	The City is developing a relationship with Botanic Parks and Gardens Authority to study fire impacts and the association with weed control.
3.1.5 Encourage a multi-agency response to the protection of natural bushland from inappropriate and unauthorised use. Environment 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
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3.1.5.1 Bushland reserves fences installed or upgraded to reduce illegal rubbish dumping	Quarterly	%	100	100		100	100		Control works have been undertaken at Challenger Beach.
3.2.1 Ensure that development approvals result in best practice environmental outcomes. Environment 15/16									
3.2.1.1 Advocate for, and improve environmental standards for the wellbeing of the community by developing good working relationships with stakeholders	Quarterly	%	100	100		100	100		The Environment team is working with Strategic Planning to develop policies that guide the planning process in an appropriate direction.
Statutory Planning 15/16									
3.2.1.2 Increase Aboriginal consultation before clearing land	Quarterly	%	100	100		100	100		This action is undertaken and considered as part of each Development Application.
3.2.2 Review and amend the City of Kwinana's Town Planning Scheme and land use planning policies to provide the statutory power. Environment 15/16									
3.2.2.1 Engage with universities to improve research (targeted monitoring programs, vulnerability study to identify trigger points) and knowledge	Quarterly	%	100	90		100	90		The Tree Protection Policy is nearing final draft and will be finalised in 2016/17.
Strategic Planning 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
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3.2.2.2 Incorporate the Biodiversity Strategy into the Town Planning Scheme and Local Planning Strategy Statutory Planning 15/16	Quarterly	%	100	30		100	30		Recommendations of the Local Biodiversity Plan have been incorporated into the Local Planning Strategy. Further work is to be undertaken during 2016/17 year.
3.2.2.3 Ensure that dust management plans are provided by applicants where necessary and that waste minimisation and energy use are encouraged to be addressed within development applications	Quarterly	%	100	100		100	100		This action is undertaken and considered as part of each Development Application
3.2.3 Ensure, where practicable, retention of remnant vegetation and natural systems within new residential subdivisions. Environment 15/16									
3.2.3.1 Ensure retention, where practicable, of remnant vegetation and encourage the retention of trees and other flora within new residential subdivisions above the 10% minimum required	Quarterly	%	100	90		100	90		The Tree Protection Policy is nearing final draft and will be finalised in 2016/17.
3.2.3.2 Implement Preservation strategies (e.g. collecting seeds) as part of the Natural Areas Management Plan	Quarterly	%	100	100		100	100		Plant rescue and seed collection programs are complete.



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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.3.1 Liaise with Government agencies to improve management of Crown lands and reserves in the City of Kwinana, particularly with regard to fire prevention and mitigation activities. Emergency Services 15/16 3.3.1.1 Implement the Emergency Services Business Plan	Quarterly	%	100	100	●	100	100	●	The actions that achieve the Emergency Services Business Plan are detailed throughout the "Surrounded by Nature" section of the Strategic Community Plan.
3.3.2 Develop nature-based awareness raising projects and activities, including expansion of the Walking Trails Network and co-ordinate bush care programs with local schools. Environment 15/16 3.3.2.1 Coordinate a Bushcare Schools Program as part of the Natural Areas Management Plan 3.3.2.2 Coordinate a Guided Bushwalk/Nightstalk program as part of the Natural Areas Management Plan	Quarterly	%	100	100	●	100	100	●	Schools program complete. Tramways Trail plan complete - adoption and implementation to follow Program was completed in quarter 2, several events were held at Henley Reserve.
	Quarterly	%	100	100	●	100	100	●	



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.4.1 Continue retrofitting energy inefficient City of Kwinana assets through the City's Revolving Energy Fund and ensure new buildings are designed to be energy efficient. Environment 15/16 3.4.1.1 Retrofit Council buildings with updated codes and actively engage in the design process of new council buildings to ensure energy efficiency is maximised	Quarterly	%	100	100		100	100		A review of Darius Wells Solar Project was undertaken, further work will occur in the 2016/17 financial year.
3.5.1 Implement the City of Kwinana Water Conservation Plan, the Peel and Cockburn Catchment Regional Water Program and adopt Water Sensitive Urban Design Technical Guidelines. Depot 15/16 3.5.1.1 Implement the Depot Team actions within the Sustainable Water Management Plan 3.5.1.2 Implement the actions set out in the Groundwater Operating Strategy	Quarterly	%	100	100		100	100		The 2015/16 water season meter reading has been completed. Required bore water sampling has also been completed for 2015/2016 season.
	Quarterly	%	0	100		100	100		All actions have been completed that are applicable to this quarter.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.5.1.3 Develop and implement an educting program for the cleaning of side entry pits, GPTs and bubble up pits	Quarterly	%	100	100		100	100		Cleaning of GPTs were completed in May 2016. Other drainage infrastructure are being monitored with issues being documented for rectification. Drainage Sumps were visually inspected in May 2016 with another inspection scheduled for November 2016 The City assesses each subdivision in accordance with IPEWA Guidelines. Review of Water Management Plans undertaken. Review and reporting to Water Corporation undertaken. The City has engaged a consultant to integrate developer mosquito management plans to create a regional mosquito management plan for the City.
3.5.1.4 Implement the schedule/program for the inspection and maintenance of sumps and compensating basins Engineering 15/16	Quarterly	%	100	100		100	100		
3.5.1.5 Ensure the City complies with IPEWA subdivision guidelines for stormwater retention Environment 15/16	Quarterly	%	100	100		100	100		
3.5.1.6 Implement the Water Conservation Plan Environmental Health 15/16	Quarterly	%	100	100		100	100		
3.5.1.7 Ensure that mosquito management plans are provided where necessary as part of drainage and water management planning	Quarterly	%	100	100		100	100		
3.6.1 Implement, where practicable, the recommendations of the Southern Metropolitan Regional Council "Climate Change Risk Assessment Report (2009)".									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Emergency Services 15/16									
3.6.1.1 Ensure the future bushland reserves that are acquired are of sufficient size and quality to be resilient to bushfires	Quarterly	%	100	100		100	100		There have been no newly acquired bushland reserves for this quarter.
3.6.1.2 Ensure that strategic land use planning incorporates emergency risk management.	Quarterly	%	100	100		100	100		Emergency Risk Management is incorporated in Strategic Planning.
3.6.1.3 Develop, implement and periodically update Urban Bushfire Fire Plans for all High Priority City of Kwinana Bushland Reserves	Quarterly	%	100	100		100	100		The following plans have been updated: Western Australian Planning Commission Sicklemore Road 'Bush Forever' Reserve Henley Boulevard Reserve and Sutherland Parade Reserve - reviewed with stakeholders and mitigation measures introduced.
Environmental Health 15/16									
3.6.1.5 Implement the Strategic Waste Management Plan	Quarterly	%	100	100		100	100		Awaiting comment from South Metropolitan Regional Council to proceed with this action.
Environment 15/16									
3.6.1.6 Implement the Climate Change Adaptation and Mitigation Strategy	Quarterly	%	100	100		100	100		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.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
3.6.2 Adopt and implement, where required, any State and Federal government policies related to climate change. Statutory Planning 15/16 3.6.2.1 Ensure that coastal developments are assessed against the most current version of State Planning Policy 2.6 and any associated guidelines and position statements	Quarterly	%	100	100		100	100		This action is undertaken and considered as part of each Development Application.
4.1.1 Implement the City of Kwinana's Community Infrastructure Plan that identifies the location, nature and anticipated construction date of new community and recreation facilities. Community Development 15/16 4.1.1.01 Annually review the Community Infrastructure Plan to ensure it remains relevant and responsive to new communities and where appropriate involves consultation with all sectors of the community 4.1.1.05 Reach a formal agreement with public and private education providers for shared use of facilities in accordance with the Community Infrastructure Plan	Quarterly	%	100	100		100	100		Community Infrastructure Plan was reviewed and re-advertised for public comment. Yet to be re-presented to Council for considerations of revisions.
	Quarterly	%	100	100		100	100		Ongoing discussion with the DET and developers on the provision of shared use facilities at Wandi and Wellard West in the first instance, and shared facilities for the future as schools are brought on line in other new developments.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.1.1.06 Conduct a feasibility study to include future dog parks in the Community Infrastructure Plan Strategic Planning 15/16	Quarterly	%	100	0	●	100	0	●	Community Infrastructure Plan currently being reviewed and is out for public comment, dog park requirements will be assessed as part of this review process
4.1.1.02 Ensure Developer Contribution Schemes are aligned with the Community Infrastructure Plan Finance 15/16	Quarterly	%	100	70	●	100	70	●	Amendment 132 - was considered by the Western Australian Planning Commission during April 2016 however no formal advice has been received yet. Preparing modified Developer Contribution Plan, cost apportionment schedule and updated audited costs. Amendment 100A - preparing report on submissions and recommended modifications. Amendment 145 - preparing report on submissions and recommended modifications.
4.1.1.03 Incorporate the Capital Expenditure Plan into the City's Long Term Financial and infrastructure and investment decisions Healthy Lifestyles 15/16	Quarterly	%	0		—	100	100	●	



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.1.1.04 Work collaboratively with other South Western Metro Local Governments to plan for regional level sporting and recreation infrastructure	Quarterly	%	100	100		100	100		Tramway Trail - Met with City Cockburn and City Rockingham to progress Tramway Trail project Community Garden Wandu - Met with Wandu Residents Group to discuss concept. Consultant has been engaged to undertake a feasibility study of Wells Park including the jetty. Study was completed by the end of June 2016.
4.1.1.07 Conduct a feasibility study for the construction of a Community Garden	Quarterly	%	100	10		100	10		
Engineering 15/16 4.1.1.08 Conduct a feasibility study for the construction of a new Kwinana Jetty	Quarterly	%	100	100		100	100		
4.1.2 Continue to improve the standard, and maximise the utility, of existing community and recreation infrastructure through implementation of maintenance and refurbishment programs. Environment 15/16 4.1.2.1 Encourage the refurbishment of existing Council buildings to address energy, water and waste minimisation	Quarterly	%	100	100		100	100		Retrofitted inefficient toilets and urinals with 4 Star WELS rated water efficient toilets in the Administration building and Depot. Installed water sub-meters at the Administration Building, Parmelia House and Koorliny Arts Centre as well as at Smirks cottage at the Depot.
Engineering 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.1.2.2 Upgrade the Thomas Oval netball courts	Quarterly	%	100	20		100	20		Construction work is anticipated to be in first quarter of 2017.
Building Assets 15/16									
4.1.2.3 Undertake the improvement of Sporting Facilities to ensure better sports in Kwinana	Quarterly	%	100	100		100	100		Improvements are undertaken in line with the Community Infrastructure Plan.
4.2.1 In accordance with regulatory standards and the Community Infrastructure Plan, provide active recreation opportunities and develop public open space and infrastructure in new developments.									
Engineering 15/16									
4.2.1.1 Implement the City's public open space development standards to ensure best practice standards are implemented and ongoing maintenance costs are minimised	Quarterly	%	100	100		100	100		Development standards are considered for each application.
4.2.1.2 Construct the City of Kwinana Adventure Playground	Quarterly	%	100	30		100	30		Construction commenced in December 2015. Construction work in progress, Project is tracking well within tolerance, however project completion has been extended by 4 weeks, to be completed by September 2016. Official opening anticipated in October 2016.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.2.1.3 Construct the City of Kwinana Skate Park	Quarterly	%	100	20		100	20		Grant funding approved in April 2016, Tender for Design and Construction to be advertised late April/early May. Project is expected to be completed during the first quarter of 2017.
4.2.1.4 Implement the City's Parks for People Plan	Quarterly	%	100	100		100	100		All actions for this quarter have been completed. Upgrades to Skottowe Park and Hennessey Park earlier in 2015/16.
Healthy Lifestyles 15/16									
4.2.1.5 Continue to plan for walk trail connection and promotion	Quarterly	%	100	100		100	100		Tramway Trail - Partnership with Rockingham and Cockburn to make available and connect for use by walkers as well as mountain bike riders. Bollard Bullrush - Planning is working on the master plan to include a shared use path around Bollard Bullrush.
Environment 15/16									
4.2.1.6 Conduct a feasibility study for the provision of a Camping area in parkland	Quarterly	%	100	100		100	100		Informal investigations have been undertaken including discussions with Manager City Enterprises regarding the development of similar projects in other councils.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.2.2 Implement the City's Parks for People Plan to provide the community with functional, accessible and practical open parks and play spaces for a diverse range of users. Depot 15/16 4.2.2.1 Implement the various Parks and Streetscapes maintenance schedules as set out in the Depot Works Program to ensure a proactive approach to maintenance 4.2.2.2 Implement the Parks Inspection and Continuous Improvement System Healthy Lifestyles 15/16	Quarterly	%	100	100		100	100		All maintenance schedules have been regularly updated, issued and implemented on a weekly basis.
	Quarterly	%	100	100		100	100		Technical Officer Parks Operations conducted Parks Inspection and Continuous Improvement System as scheduled.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.2.2.3 Ensure parks have adequate facilities to meet community needs	Quarterly	%	100	100		100	100		<p>Parks for People Strategy</p> <ul style="list-style-type: none"> - Upgrade of 2 parks each year. Parks upgraded were Bournan Heights and - Consultation to upgrade Prince Regent Park <p>Adventure Park in Kwinana</p> <ul style="list-style-type: none"> - Official Opening scheduled for approx Oct 2016 - Features include nature play, accessibility features, features for community <p>No Smoking</p> <ul style="list-style-type: none"> - Parks are no smoking venues. Signage has been installed to dissuade people from smoking in parks and nearby play equipment <p>Equipment Audit</p> <ul style="list-style-type: none"> - Parks are audited for damage and repaired where appropriate
4.2.2.4 Include the activation of Kwinana Beach in the Parks for People Plan	Quarterly	%	100	100		100	100		This action is ongoing.
4.3.1 Lobby for the provision of Federal and State government services to Kwinana, including an increased police presence and improvements to the frequency and routes for public transport.									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Community Development 15/16									
4.3.1.1 Identify gaps, monitor service levels and advocate to Government to ensure the community is adequately serviced by government agencies	Quarterly	%	100	100		100	100		Ongoing liaison with government departments such as Dept Child Protection, Dept Health, Dept Educations, Police etc occurs on a regular basis, depending on presentation of community needs and issues.
Elected Members 15/16									
4.3.1.2 Ensure that local issues like improvements to public transport, police services and other government services are highlighted to the State Government whenever practical	Quarterly	%	100	100		100	100		Ongoing.
4.3.1.3 Lobby for the installation of a Post Box in Wellard	Quarterly	%	100	100		100	100		Post office now receives Mail and it is collected 4pm each afternoon.
4.3.2 Liaise with health service providers to identify community needs and ensure that planning for the City takes account of the need.									
Healthy Lifestyles 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.3.2.1 Explore Active Transport Initiatives	Quarterly	%	100	100	●	100	100	●	Kwinana Bike Plan - Planning has commenced working on Bike Plan. Consultation - Coordinator Healthy Lifestyles has commenced building a contact list database for developing a consultation group for feedback on the plan.
Environmental Health 15/16									
4.3.2.2 Implement and annually review the City's Public Health Plan	Quarterly	%	100	100	●	100	100	●	The City's Public Health Plan has been completed in February 2016.
Elected Members 15/16									
4.3.2.3 Lobby for increased local health services in the City	Quarterly	%	100	100	●	100	100	●	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.
4.3.3 Support partnerships with service providers and the community to provide health and lifestyle education.									
Healthy Lifestyles 15/16									
4.3.3.1 Meet regularly as a partner for various health projects linked to the local Aboriginal community	Quarterly	%	100	100	●	100	100	●	16 June 2016 Worked with Moortidj Koort to run Pit Stop event at Medina Football club for Men's Health Week 2016.



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Description	Freq.	UOM	Result			YTD Result			Comment
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4.3.3.2 Continue to facilitate the Kwinana Health Action Group	Quarterly	%	100	100		100	100		Kwinana Health Action Group - Hosted meetings of this group in June at Darius Wells.
4.3.4 Advocate for improvements to the provision of underground power, broadband and mobile coverage across the community. Elected Members 15/16									
4.3.4.1 Continue to lobby providers for improved telecommunication services and facilities in Kwinana	Quarterly	%	100	100		100	100		NBN rollout is now underway in Kwinana.
4.3.4.2 Lobby for the enhancement of power services to underground power	Quarterly	%	100	100		100	100		New developments now have underground power.
4.4.1 Undertake a review the City's Local Planning Strategy, Town Planning Scheme and sub-strategies to ensure that all development is sustainable. Strategic Planning 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.4.1.1 Complete the Local Planning Strategy review to promote a sustainable balance between preservation of the natural environment and development	Quarterly	%	100	90		100	90		Final Adoption of the final LPS is not anticipated until late 2016/17 or into 2018/19 as the WAPC must approve the draft LPS and formal advertising occur following which submissions will be received and assessed for Council and WAPC approval.
4.4.1.2 Review the Local Planning Strategy	Quarterly	%	100	90		100	90		<p>The process of informal advertising of the draft LPS and assessment of submissions and adoption by Council for referral to the WAPC is largely complete with a report to be placed to Council for endorsement.</p> <p>Final Adoption of the final LPS is not anticipated until late 2016/17 or into 2018/19 as the WAPC must approve the draft LPS and formal advertising occur following which submissions will be received and assessed for Council and WAPC approval.</p> <p>The process of informal advertising of the draft LPS and assessment of submissions and adoption by Council for referral to the WAPC is largely complete with a report to be placed to Council for endorsement.</p>



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Description	Freq.	UOM	Result			YTD Result			Comment
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4.4.1.3 Review TPS 2 and TPS 3	Quarterly	%	100	0		100	0		Largely subject to the progress of the LPS as it is the LPS which sets the framework and guides the new scheme. Intent is to commence in first quarter of 2016/17 such that the new scheme can be developed and assessed in a complimentary way to the LPS or at least shortly following the final adoption of the LPS.
4.4.2 Encourage and promote the design of places of activity and enjoyment. Statutory Planning 15/16 4.4.2.1 Using the Liveable Neighbourhood Framework create, activate and assess new developments to create places of high amenity by being proactive and engaged in the design process with developers	Quarterly	%	100	100		100	100		This action is undertaken and considered as part of each Development Application.
4.4.3 Develop and implement a Parking Strategy for the City that specifically addresses the City Centre and train station precincts.									
4.4.4 Seek to provide a variety of housing choices in the City as part of the development of the Local Planning Strategy. Strategic Planning 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
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4.4.4.2 Implement the Local Housing Strategy Economic Development 15/16	Quarterly	%	100	100		100	100		Several actions included in the Local Planning Strategy (residential densities, focus on neighbourhood centres) and other planning documents – eg. Local structure plans around Bollard Bulrush.
4.4.4.3 Encourage Department of Housing/Landcorp to develop vacant government owned land Community Development 15/16	Quarterly	%	100	100		100	100		City staff have been holding regular meetings with Landcorp to consider future development of industrial land including land owned by State Government. Regular meetings are also held with representatives of the Department of Housing to progress appropriate development of its land holdings.
4.4.4.4 Manage and maintain City of Kwinana Aged Persons Accommodation	Quarterly	%	100	100		100	100		The City is continuing with the management and maintenance of the aged care accommodation.
4.4.5 Ensure that land use planning strategies consider the concept of 'affordable living' and aim to facilitate local employment, improved public transport and reduce the cost of living. Strategic Planning 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
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4.4.5.1 Complete the Postans Precinct Study	Quarterly	%	100	0		100	0		This project is scheduled to be completed in 2017/18.
4.4.6 Ensure that an appropriate density of development is achieved that accommodates projected population growth and is balanced against community expectations. Strategic Planning 15/16 4.4.6.1 Conduct consultation as part of the preparation of the Local Planning Strategy to review the community views regarding appropriate densities of development	Quarterly	%	100	100		100	100		This action has been completed.
4.4.7 Take a proactive and strategic approach to planning for significant infrastructure needed for the future such as major road networks, waste disposal/recycling facilities. Environmental Health 15/16 4.4.7.3 Implement the State Waste Plan and develop a strategic direction for the future of waste services in the City of Kwinana	Quarterly	%	100	100		100	100		The City has introduced 360L recycle bins in an attempt to increase recycling rates in the community.
4.4.8 Ensure that the City has significant input on planning and strategic growth decisions at the Regional and State level.									



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			Target	Actual	Status	Target	Actual	Status	
Community Development 15/16									
4.4.8.1 Provide advice and comments on Regional and Strategic issue papers in relation to the social impacts of a changing community such as FIFO work and multicultural immigration	Quarterly	%	100	100		100	100		Advocacy and lobbying occurs as needs and issues, and opportunities for feedback, present themselves.
Strategic Planning 15/16									
4.4.8.2 Make detailed submissions to State Government Planning Strategies and engage with the Department of Planning or other Government Authorities to promote the City's interests	Quarterly	%	100	100		100	100		Currently working with Department of Education to plan for Wellard East and Wandi primary schools. Meetings at have also been held with the Department of Planning regarding Mandogalup and Bollard Bulrush local structure planning.
4.4.9 Engage with developers on infrastructure and sustainability issues.									
Planning 15/16									
4.4.9.1 Regularly engage with developers to communicate the City's priorities as part of new development	Quarterly	%	100	100		100	100		Various meetings during the quarter with several developers and other separate landowners or prospective developers have been held last quarter.
4.5.1 Promote a clean City by ensuring that public areas and streetscapes are developed and maintained to a high standard.									
Depot 15/16									



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Description	Freq.	UOM	Result			YTD Result			Comment
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4.5.1.1 Remove rubbish from the City with a focus on main arterial roads and nature areas.	Quarterly	%	100	100		100	100		Litter Collection continues to be a major focus with the City's main arterial roads regularly inspected and litter removed.
4.5.2 Develop and implement a Landscape and Streetscape Strategy. Depot 15/16 4.5.2.2 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	Quarterly	%	0	10		0	10		The Engineering Team have allocated \$120,000 in the 2017/18 financial year 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
4.5.3 Implement the strategies outlined in the City of Kwinana's Graffiti Management Plan. Depot 15/16 4.5.3.1 Monitor and administer the new Mobile Graffiti Reporting System	Quarterly	%	100	100		100	100		Currently in the process of replacing the old trimble system with 3 new tablets. ICT have to install the Graffiti Intramaps software to the tablets and get them operational before they can be utilised by the Depot and Building teams. New procedures will need to be developed so data is captured from both teams.



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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.5.4 Encourage the maintenance of verges and enforce the upkeep of private properties to reflect a high level of community pride in the area. Environmental Health 15/16 4.5.4.1 Actively apply the City's local laws related to the maintenance and upkeep of private properties to prevent nuisance	Quarterly	%	100	100		100	100		Officers continue to encourage residents to maintain their properties in accordance with local law.
4.5.5 Develop and implement urban design guidelines to achieve a good standard of built form in the City. Statutory Planning 15/16 4.5.5.1 Develop a new policy regarding use of advertising signs 4.5.5.2 Complete and review the Residential Development Policy and Guidelines	Quarterly Quarterly	% %	100 100	30 100	 	100 100	30 100	 	Due to changes in priorities, this action has been deferred to the next financial year. 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.
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.									



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Depot 15/16									
4.6.1.1 Implement an inspection of rural road verges for encroaching vegetation and update annual pruning program	Quarterly	%	0		—	100	100	●	The Depot annual works program was implemented as per supporting schedules and programs. Final actual expenditure being 97.15% of annual budget.
4.6.1.2 Develop and implement a three year Road Shouldering Program	Quarterly	%	0		—	100	100	●	
4.6.1.3 Implement an annual inspection of high priority roads and identify any maintenance tasks	Quarterly	%	0		—	100	100	●	
4.6.1.4 Update and monitor the Depot Annual Maintenance Works Program	Quarterly	%	100	100	●	100	100	●	
Engineering 15/16									
4.6.1.5 Review and reassess the conditions of the 10 year road resurfacing and road rehabilitation programs	Quarterly	%	0		—	100	100	●	This action is ongoing.
4.6.1.6 Implement a routine traffic survey program to identify locations throughout the City where routine traffic surveys will be carried out on a scheduled basis	Quarterly	%	100	100	●	100	100	●	
4.6.2 Construct and maintain a network of footpaths and cycle routes that enable residents to get where they need to go safely and easily.									



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Depot 15/16 4.6.2.1 Coordinate the repairs of high priority defects identified from the 2015 footpath audit	Quarterly	%	100		—			—	
Engineering 15/16 4.6.2.2 Develop and implement the footpath, trails and cycleways forward works program	Quarterly	%	100	100	●	100	100	●	This action is ongoing.
4.6.3 Advocate for continuous improvement of the State's public transport networks with increased frequency of bus services throughout the City and increased parking capacity at the train station.									
Depot 15/16 4.6.3.1 Carry out annual inspection of Bus Shelters and identify any maintenance tasks	Quarterly	%	0		—	100	100	●	
Engineering 15/16 4.6.3.2 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority	Quarterly	%	100	100	●	100	100	●	Last bus shelter has been ordered.
Strategic Planning 15/16									



Quarterly Summary Action Report

1 Strategic Community Plan 2015-2025

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
4.6.3.3 Conduct a feasibility of strategies to use Wellard as an experimental site to reduce dependence on cars Elected Members 15/16	Quarterly	%	100	0		100	0		This project has been deferred.
4.6.3.4 Lobby for the continual improvement of public transport in the City	Quarterly	%	100	100		100	100		This action is ongoing and occurs when needed.
4.6.4 Liaise with Main Roads for better management of the road network, including heavy haulage routes.									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

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



Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Elected Members 15/16 5.1.2.3 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	Quarterly	%	100	100		100	100		Briefings to stakeholders in relation to the Indian Ocean Gateway are ongoing.
5.1.3 Develop, implement and review communication and marketing strategies to aid the achievement of objectives, ensure the community are informed and engaged. Marketing and Communications 15/16 5.1.3.1 Introduction of a new website that allows for mobile access and GIS mapping that increases the City's online capabilities, plus further enhance the City's social media presence	Quarterly	%	100	100		100	100		New City of Kwinana corporate website completed and due for public launch on Monday 18 July 2016.
5.1.4 Pursue continual improvement in Council facilities and services. Service Delivery -Transformation Team 15/16 5.1.4.1 Undertake a review for Depot operations to determine any restructuring requirements or opportunities for improved practices	Quarterly	%	100	10		100	10		Budget carried forward for implementation from July 2016. Contractor has been selected and project has commenced.
5.1.5 Actively participate in regional planning, partnerships and projects in order to deliver better outcomes for the Kwinana community.									



Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Executive 15/16 5.1.5.1 Continue to support the South West Group and the National Growth Areas Alliance	Quarterly	%	100	100		100	100		The City has participated in a briefing Federal Candidates in relation to priority projects for the South West Group.
5.1.6 Retain Quality Accreditation and participate in relevant benchmarking opportunities. Management System XFT 15/16 5.1.6.1 Review ISO 9001 accreditation and consider the Business Excellence Framework	Quarterly	%	100	100		100	100		The City will be audited against the new ISO 9001 in October 2016. Officers have received the training to identify the amendments and enhancements to the new standard and are in the process of implementing these.
5.1.7 Lead the City through the organisation wide Transformation Program. Executive 15/16 5.1.7.1 Implement the Transformation Program	Quarterly	%	100	100		100	100		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.



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
5.2.1 Undertake community visioning processes to ensure that the Strategic Community Plan is aligned to community aspirations. Corporate Strategic Planning 15/16 5.2.1.1 Undertake community visioning processes to formulate the new strategic community plan	Quarterly	%	100	50	●	100	50	●	The City is currently in the process of creating a Strategic Community Plan community engagement timeline to facilitate the Major Strategic Community Plan review due in June 2017.
5.2.2 Develop strong relationships with stakeholders and encourage open feedback on priority areas for the City of Kwinana. Executive 15/16 5.2.2.1 Undertake community consultation before significant new services are implemented	Quarterly	%	100	100	●	100	100	●	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.
5.2.3 Conduct an annual review of the City's Corporate Plan Corporate Strategic Planning 15/16 5.2.3.1 Oversee the annual review of the City's Corporate Plan and provide direction to staff on Council's areas of priority	Quarterly	%	100	100	●	100	100	●	The review of the Corporate Business Plan has been completed and the revised plan is scheduled for adoption at Council Meeting 27 July 2016.



Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.1.1 Develop, implement and continuously review the City's Long Term Financial Plan. Finance 15/16									
6.1.1.1 Review the Long Term Financial Plan	Quarterly	%	0	80	●	100	80	●	Draft Long Term Financial Plan and associated statutory financial reports, ratios and reserve fund balances presented to Executive in June. Due date to adoption of Long Term Financial Plan revised to 28 September 2016.
6.1.1.3 Prepare the Annual Budget for adoption	Quarterly	%	0	44	●	0	44	●	Majority of data returned. Collating data, reporting and comparing to the LTFP
6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems. Finance 15/16									
6.1.2.1 Ensure implementation of Fair Value accounting for assets in line with proposed phased in period as directed by Department of Local Government and in accordance with AASB13	Quarterly	%	0		—	100	100	●	



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.1.2.4 Implement technologies and processes that will assist in improving the automation of financial reporting Executive 15/16	Quarterly	%	100	100	●	100	100	●	Over last quarter there has been automation of 1. net current assets calculation in excel for monthly financial statements and 2. extracted relevant vehicle data for part of fringe benefits tax calculation to reduce manual entry.
6.1.2.2 Provide a detailed business case to enable Council to determine whether to proceed with the Centre of Excellence concept	Quarterly	%	0		—	100	100	●	
6.1.3 Ensure 'value for money' in purchasing and tendering. Contracts and Procurement 15/16									Supplier rates are included in tender request documentation. City of Kwinana Strategic Procurement Plan programmed to be researched and developed in 2016/17 financial year.
6.1.3.1 Ensure that unit rates are included in Supplier Tenders	Quarterly	%	100	100	●	100	100	●	
6.1.3.4 Implement a City of Kwinana Procurement Plan.	Quarterly	%	100	100	●	100	100	●	
6.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all. Finance 15/16									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.1.4.1 Implement new software to automate the fortnightly and weekly direct debit payment options	Quarterly	%	100	80		100	80		Extensive testing has been undertaken.
6.1.4.2 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	Quarterly	%	100	100		100	100		
6.1.4.3 Commence investigation of properties with a commercial or industrial land use within current rating of UV	Quarterly	%	0	10		0	10		
6.1.5 Maximise external funding of infrastructure projects. Executive 15/16									
6.1.5.1 Make applications to funding bodies to maximise external funding for the City's projects	Quarterly	%	100	100		100	100		A funding application has been made prior to the Federal election for further community security improvements.
6.2.1 Lobby to increase the level of State, Federal and Corporate funds for projects of local and regional significance to assist with sustainable infrastructure and program development in the City. Executive 15/16									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.2.1.1 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	Quarterly	%	100	100		100	100		Ongoing liaison occurs resulting in partnerships such as Connecting Communities for Kids.
6.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations. Planning 15/16									
6.3.1.1 Finalise the Land Asset Retention and Disposal Strategy	Quarterly	%	100	80		100	80		This project is now being progressed (Property Strategy) by the newly commenced Manager City Enterprise who is reviewing the current working draft document.
6.3.1.2 Implement the Land Asset Retention and Disposal Strategy	Quarterly	%	100	100		100	100		The recently commenced Manager of City Enterprises is now progressing this document.
6.3.2 Review lease systems and property management processes.									
6.4.1 Continue to manage and develop good working relationships with stakeholders to achieve improved and beneficial outcomes for the community. Executive 15/16									



Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.4.1.1 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	Quarterly	%	100	100	●	100	100	●	Grants, sponsorship and partnerships are continually pursued as opportunities present themselves.
6.4.1.2 Continue to engage with stakeholders to encourage economic development in Kwinana	Quarterly	%	100	100	●	100	100	●	The Manager of City Enterprise commenced the role in early April 2016. Currently scheduling meetings with various stakeholders to begin the engagement process. These stakeholders include the Kwinana Industries Council and the Kwinana Rockingham Chamber of Commerce.
6.4.2 Maximise efficiencies by actively promoting resource sharing with Local Governments. Executive 15/16									
6.4.2.1 Continue to actively seek resource sharing opportunities with the other organisations	Quarterly	%	100	100	●	100	100	●	Resource sharing opportunities in the areas of Emergency Services, Community Development, Building Services and Environmental Health continue throughout the year.
6.5.1 Ensure internal organisational policies and procedures are aligned to the achievement of the community and corporate vision. Finance 15/16									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
6.5.1.2 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	Quarterly	%	100	100		100	100		The draft Long Term Financial Plan was provided to Corporate Planning to inform the Corporate Business Plan.
6.5.1.4 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	Quarterly	%	100	100		100	100		Over the last quarter there has been automation of 1. net current assets calculation in excel for monthly financial statements and 2. extracted relevant vehicle data for part of fringe benefits tax calculation to reduce manual entry.
Engineering 15/16									
6.5.1.3 Engineering design cost estimates to be revised and updated annually	Quarterly	%	100	100		100	100		Engineering cost estimating rates are updated regularly.
7.1.1 Workforce Planning									
Human Resources 15/16									
7.1.1.1 Review and implement the Workforce Plan on an annual basis ensuring outcomes are included into the Long Term Financial Plan	Quarterly	%	100	100		100	100		The City's Workforce Plan has been completed (awaiting formatting and design enhancements). The Workforce Plan will be presented to Council in July.
7.1.2 Retention of current staff									
Human Resources 15/16									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
7.1.2.1 Develop a Retention Strategy	Quarterly	%	100	100		100	100		The Retention Strategy has been completed and actions are now being implemented. The Retention Strategy is also included as part of the Workforce Plan and the Organisational Culture Strategy.
7.1.2.2 Commence the negotiation of the EBA for the City prior to the expiry of any agreement	Quarterly	%	0	100		0	100		Negotiations for the EBA commenced May 2016. Proceeding with fortnightly meetings.
7.1.2.3 Explore promoting greater work flexibility for all employees and lead the way for all local businesses to follow	Quarterly	%	0	100		0	100		The City is compliant with the National Employment Standards and continues to promote work flexibility as business as usual.
7.1.3 Attraction, selection recruitment of future staff									
Human Resources 15/16									
7.1.3.1 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	Quarterly	%	100	100		100	100		Monitoring of all local government jobs is undertaken on a weekly basis. This will include any Negotiated Contract positions. This task (specifically related to Negotiated Contracts) is conducted annually in March.
7.1.4 Feedback Systems									
Human Resources 15/16									
7.1.4.1 Measure employee satisfaction through employee surveys and incorporate results into supporting strategies and plans	Quarterly	%	100	100		100	100		Consideration of employee satisfaction is given via the Organisational Culture Project.



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
7.1.4.2 Review and improve employee exit processes to ensure major issues are identified and used to facilitate improvements within the organisation	Quarterly	%	100	100	●	100	100	●	This action is part of the Retention Strategy and is encompassed in the Organisational Culture Strategy. Both of these strategies are being progressed.
7.1.5 Safe Work									
Human Resources 15/16									
7.1.5.1 Maintain and improve OSH policies and procedures	Quarterly	%	100	100	●	100	100	●	Currently working to enable employees to find Occupational Safety and Health Documentation more efficiently.
Building Assets 15/16									
7.1.5.2 Continue to implement an ongoing monitoring and treatment program for any City assets that may contain asbestos	Quarterly	%	100	100	●	100	100	●	The City has a comprehensive asbestos register as well as a plan to systematically eliminate asbestos where applicable.
7.2.1 A workforce that meets current and future skills need									
Human Resources 15/16									
7.2.1.1 On an annual basis conduct a Training Needs Analysis (TNA)	Quarterly	%	0		—	100	100	●	
7.2.2 Succession Planning									
Human Resources 15/16									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
7.2.2.1 Prepare individual career development plans for staff and implement career succession plans	Quarterly	%	100	100	●	100	100	●	This action is part of the Performance Development Framework project. Progress has commenced and are currently trialing in several departments.
7.3.1 Culture Appreciation & Staff Values. Executive 15/16									
7.3.1.1 Develop a set of organisational values that drive the development of the desired organisational culture needed to implement the Transformation Program	Quarterly	%	0		—	100	100	●	
7.4.1 Integrated Performance Management Human Resources 15/16									
7.4.1.1 Review and update staff appraisals to link Strategic and Corporate Actions and KPIs with individual work plans and performance	Quarterly	%	100	100	●	100	100	●	Currently working with Human Resources to improve the cohesion between the Team Business Planning process and Staff Appraisals.
7.5.1 Staff remuneration, Recognition and Reward System Human Resources 15/16									
7.5.1.1 Review and update current staff recognition policy and processes	Quarterly	%	100	100	●	100	100	●	The policy was reviewed 2015/16 and is scheduled to be reviewed in the annual review.
7.5.2 Innovative Management									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Human Resources 15/16 7.5.2.1 Actively promote programs within the current reward and recognition guidelines	Quarterly	%	100	100	●	100	100	●	This action is now part of the Organisational Culture project and the associated strategy. This has also been included in a communications paln.
7.6.1 Systems development Human Resources 15/16 7.6.1.1 Develop the eLearning component of Civica	Quarterly	%	100	10	●	100	10	●	This project has been extended to 2016/17.
8.1.1 Improve the long term sustainability of City of Kwinana plant, facilities and infrastructure through detailed planning and design prior to construction. Depot 15/16 8.1.1.1 Conduct an analysis of the appropriate software system for the recording of plant and fleet servicing and repairs history	Quarterly	%	0		—	100	100	●	
Engineering 15/16 8.1.1.2 Annually review the 20 Year Civil Works Program	Quarterly	%	0		—	100	100	●	
Environment 15/16									



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2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.1.3 Ensure energy, water and waste minimisation strategies are considered when planning, designing and constructing new City buildings	Quarterly	%	100	100	●	100	100	●	Sustainability Policy under development to guide all future projects.
8.1.2 In the City's Long Term Financial Plan account for the cost of construction, operation, maintenance and refurbishment of the City's assets, plant purchases and replacements.									
Engineering 15/16									
8.1.2.1 Implement Asset Management Plans for all of the City's Civil Infrastructure	Quarterly	%	0		—	100	100	●	Reports are currently being finalised by the Finance Team.
Depot 15/16									
8.1.2.2 Review the Depot plant for maximum utilisation in consultation with the Finance Team	Quarterly	%	100	75	●	100	75	●	
8.1.2.3 Review and update the 20 Year Depot Long Term Financial Plan prior to the Capital Budget process	Quarterly	%	0		—	100	100	●	
8.1.2.4 Review and update the Depot 10 Year replacement program for plant and equipment prior to the Capital Budget process	Quarterly	%	0		—	100	100	●	
8.1.3 Review and continue to implement the Asset Management Strategy.									



Quarterly Summary Action Report

2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Depot 15/16									
8.1.3.1 Implement the actions set out within the Parks and Reserves Asset Management Plan	Quarterly	%	100	100	●	100	100	●	2014 Asset Management Plan currently being reviewed and will be completed in November 2016.
8.1.3.3 Review and update the Parks and Reserves Asset Management Plan annually	Quarterly	%	0	50	●	100	50	●	All Asset Management Plans are currently being reviewed and will be completed in November 2016.
Environmental Health 15/16									
8.1.3.2 Implement GIS mapping for Public Health services	Quarterly	%	100	100	●	100	100	●	New layers of waste areas on a street basis have been added to intramaps.
Engineering 15/16									
8.1.3.4 Implement GIS mapping for drainage, bores, street lighting, footpaths, roads & bus shelters	Quarterly	%	100	100	●	100	100	●	Asset registers have been updated in the GIS Information format for these asset classes.
Recquatic 15/16									
8.1.3.5 Develop an asset management plan for recquatic plant and equipment at the Recquatic	Quarterly	%	100	100	●	100	100	●	The Asset Management Plan for the recquatic plant has been completed. This document and responsibility now sits within building assets team.
8.1.3.6 Establish, implement and engage service and maintenance schedules at the Recquatic to comply with WA Health Department regulations and equipment compliance	Quarterly	%	100	100	●	100	100	●	Maintenance schedules are in place to comply with WA Health Department Regulations. These are conducted internally by operators of the equipment. Servicing for this year was covered through the warranty period process



Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.4 Ensure land developments and associated infrastructure are designed and constructed in accordance with the City's specifications. Engineering 15/16 8.1.4.2 Engineering standards and specifications will be reviewed and updated as changes and new information becomes available from Australian Standards and other relevant authorities	Quarterly	%	100	100		100	100		Over last quarter all City footpath standard drawings have been updated.
8.1.5 Optimise the use of Council owned buildings through good site selection for new facilities, ensuring facility design and fit out meets community needs. Community Development 15/16 8.1.5.1 Lead the regular review of the Community Infrastructure Plan, ensure active engagement with the community regarding facility design and program development	Quarterly	%	100	100		100	100		Community Infrastructure was reviewed and advertised for public comment. Community is engaged with facility design as facilities are brought on stream.
8.1.6 Oversee the asset management and maintenance of Council buildings. Building Assets 15/16									



Quarterly Summary Action Report 2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
8.1.6.1 Maintain, implement, review and update the Asset Management programs for all City buildings, playgrounds, park furniture and lighting assets annually	Quarterly	%	100	100		100	100		Ongoing review and updating of Asset Management Plans is being undertaken.
9.1.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse. Environmental Health 15/16									
9.1.1.1 Implement the recommendations of the Southern Metropolitan Regional Council's Strategic Waste Management Plan 2015-2020	Quarterly	%	100	100		100	100		Awaiting comment from SMRC to proceed with this action.
9.1.1.2 Implement the Garage Sale Trail program	Quarterly	%	100	100		100	100		The City has signed up for 3 years to facilitate this program.
9.1.1.3 Complete the Waste project from the Transformation Program	Quarterly	%	100	50		100	50		Awaiting finalisation of the SMRC regional Strategic Waste Management plan.
9.2.1 Provide Ranger Services in line with stakeholder expectations to ensure a safer community Rangers 15/16									



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2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.2.1.1 Ensure Rangers implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local government rangers	Quarterly	%	100	100		100	100		This action is ongoing.
9.2.1.2 Research the requirements for a new Animal Management Facility	Quarterly	%	100	100		100	100		Research has been completed. Action is now sitting with the new Depot Project Manager for inclusion into that project.
9.2.1.3 Review and improve Rangers operating systems	Quarterly	%	100	100		100	100		This action is ongoing.
9.3.1 Provide Emergency Services in line with stakeholder expectations to ensure a safer community									
Emergency Services 15/16									
9.3.1.1 Ensure Local Emergency Management Plans are reviewed and maintained	Quarterly	%	100	100		100	100		The Local Emergency Management arrangements have been updated and recovery exercise planning has been initiated.
9.3.1.2 Investigate the necessity and legislative requirements of the Community Services and Emergency Relief Reserve	Quarterly	%	100	10		100	10		This action will be investigated next quarter.
9.3.1.3 Map and rate bushfire hazards	Quarterly	%	100	100		100	100		Assisted with the updating of the Bush Fire Prone Mapping for the City as published by Department of Fire and Emergency Services.



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For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.3.1.4 Update and maintain the City's firebreak plans in conjunction with Fire Management Plans	Quarterly	%	100	100		100	100		There has been no updates over last quarter.
9.3.1.5 Identify, develop and review suitable programs for the Kwinana community addressing such areas as AWARE, Bushfire Ready Action Groups (continued)	Quarterly	%	100	100		100	100		Training offered to Bush Fire Ready Group Coordinators at brigade level and a review of the current Emergency Management brochure has been given to residents.
9.3.1.6 Assist in the preparation of plans and procedures for managing hazards on unallocated Crown Land/unmanaged Reserves	Quarterly	%	100	100		100	100		There will be a follow up with the Bushfire Risk Management Branch at the Department of Fire and Emergency (DFES) Services on outstanding High Risk areas at Millar Road, Sloan Reserve and Johnson Road, Bertram. Millar Road mitigation work was completed by the end of this quarter.
9.4.1 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community. Library 15/16									
9.4.1.1 Further develop and implement the Library Local History Plan	Quarterly	%	100	100		100	100		Implementation of plan this quarter resulting in 14 local history items digitised by staff plus 205 visits and 571 page views on the Voices of Kwinana history blog. Local history branding implemented.



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For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.4.1.2 Further develop and implement the Library Youth Services Strategic Plan and the provision of literacy and youth programs	Quarterly	%	100	100		100	100		Rhyme time sessions have progressively been increasing in numbers. This quarter we saw 311 babies in attendance.
9.4.1.3 Further develop and implement the Library E-Services Strategic Plan	Quarterly	%	100	100		100	100		April to June 2016 - New service implemented - first monthly E-resources session held with 3 members of the public - Self loans increasing, averaging 36% of total loans for each month of the quarter - Stocktake progressing using the RFID system - Planning changes to public computer use, to be implemented mid August.
9.4.1.4 Review and implement the Library Collection Development Guidelines	Quarterly	%	100	100		100	100		April to June 2016 Collection Development Guidelines reviewed 29/06/2016.



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For the quarter ending 30/06/2016

Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.4.1.5 Further develop and implement the Library Adult Services Plan and the provision of literacy and lifelong learning programs and potential grant funding	Quarterly	%	100	100		100	100		April to June 2016 - Senior's morning with the "Jukebox Lady" in May, 65 attended - 3rd Birthday celebrations at the Darius Wells on the 10th of June, resulted in 798 visitors to the library, a very successful collaboration with the Community Centres Team - first ever Saturday afternoon event at the library was held in June, "Aim to Entertain" Book Launch - 197 home library service members delivered to over the quarter - Planning underway for the 60th anniversary in July.
9.5.1 Champion a positive work culture that leads, values and supports its people and to develop a strong team culture within the organisation to provide dynamic. Customer Services 15/16									
9.5.1.1 Coordinate the Customer Service Cross Functional Team to advance the customer service culture across the organisation	Quarterly	%	100	100		100	100		The Customer Service Cross Functional Team has achieved its past projects and now meets when required to achieve specific objectives.



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2 Corporate Business Plan 2015-2020

For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.5.1.2 Develop new training initiatives to promote the use of the Customer Request Management System throughout the organisation	Quarterly	%	100	100	●	100	100	●	CRM working group has been formed to review and implement recommendations from the Authority Renewal Project. This includes review of the current system set up, business rules for its use, and knowledge/training of staff. Full review and implementation of recommendations (dependant on available resource) to be complete by June 2017
9.5.1.3 Advance the use of new technology such as online lodgement of planning and building applications (eServices)	Quarterly	%	100	100	●	100	100	●	System testing and input complete, implementation ready - awaiting internal Building Administration work processes and training to be completed.
9.5.1.4 Implement online payments for services such as dog and cat registrations	Quarterly	%	100	100	●	100	100	●	Online payments will go live in July 2016 as part of e-services project.
9.5.1.5 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	Quarterly	%	100	100	●	100	100	●	Action is recorded on the Risk Management Register.
9.5.1.7 Create a new Customer Service Charter and implement organisation wide	Quarterly	%	100	100	●	100	100	●	Project has been deferred. Action is recorded in the Risk Management Register.
9.6.1 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential. Family Day Care 15/16									
9.6.1.1 Achieve a National Quality Framework (NQF) compliance for Family Day Care	Quarterly	%	100	100	●	100	100	●	Spot visit by Regulatory Authority in January 2016 to check displayed items and reminders is compliant.



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For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
9.6.1.2 Provide services to support access to FDC for Aboriginal parents	Quarterly	%	100	100	●	100	100	●	Playgroup has been refunded for the 15/16 year.
9.6.1.3 Monitor the new funding model for the FDC Service and examine the most cost effective provision of corporate services	Quarterly	%	100	100	●	100	100	●	This action is ongoing.
9.6.1.4 Review service policies with input from educators, staff and families	Quarterly	%	100	80	●	100	80	●	Awaiting feedback from staff on proposed changes to document action to be completed next financial year.
9.6.1.5 Review all the systems and processes used to provide in-home care	Quarterly	%	100	100	●	100	100	●	Systems and processes have been reviewed for this financial year.
9.6.1.6 Complete the refurbishment of the Family Day Care playgroup building	Quarterly	%	100	25	●	100	25	●	Tender documents have been distributed and tenders are due to be submitted on 6 April 2016
10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City.									
Strategic Planning 15/16									
10.1.1.1 Review the Local Planning Policy (LPP) for administration of Developer Contributions	Annual	%	0		—			—	
Planning 15/16									
10.1.1.2 Review infrastructure costs for DCA's	Quarterly	%	0		—	100	100	●	



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For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
10.1.1.4 Complete the review of the Local Planning Strategy	Quarterly	%	100	90	●	100	90	●	Final Adoption of the final LPS is not anticipated until late 2016/17 or into 2018/19 as the WAPC must approve the draft LPS and formal advertising occur following which submissions will be received and assessed for Council and WAPC approval.
10.1.1.5 Prepare, finalise and implement the City's new Town Planning Scheme	Quarterly	%	100	0	●	100	0	●	The process of informal advertising of the draft LPS and assessment of submissions and adoption by Council for referral to the WAPC is largely complete with a report to be placed to Council for endorsement. Largely subject to the progress of the LPS as it is the LPS which sets the framework and guides the new scheme.
10.1.1.6 Review and update the Residential Development Guidelines	Quarterly	%	100	100	●	100	100	●	Intent is to commence in first quarter of 2016/17 such that the new scheme can be developed and assessed in a complimentary way to the LPS or at least shortly following the final adoption of the LPS. Review is currently being undertaken. A draft reviewed document is being prepared and will be presented to Council in September 2016.
10.2.1 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings.									



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Status	—	None		Above Target		On Target		Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
Building Services 15/16									
10.2.1.1 Ensure Building Compliance across the City	Quarterly	%	100	100		100	100		This action is ongoing.
10.2.1.2 Review and ensure efficient Building processes	Quarterly	%	100	100		100	100		Online lodgement of building applications is 85% complete and will be launched to the community directly with Planning applications online complimenting and improving the new e-services functions
10.3.1 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment.									
Environmental Health 15/16									
10.3.1.1 Review processes in place to guarantee health compliance at all events annually	Quarterly	%	100	100		100	100		As part of the annual review the process for noise exemptions for public events likely to exceed noise regulations is now assessed in accordance with the amended environmental protection noise regulations.
10.3.1.2 Carry out all scheduled inspections	Quarterly	%	100	100		100	100		All scheduled inspections have been completed for this quarter.



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For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
10.3.1.3 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Plan and any associated delegations or authorisations	Quarterly	%	100	80	●	100	80	●	All policies are reviewed and the Public Health Plan has been adopted by Council in December 2015. The Public Health Act is still before WA Parliament and the Environmental Health team are awaiting the implementation date as approved by the Governor.
11.1.1 Lead the development and management of the City's contractual arrangements. Contracts and Procurement 15/16									
11.1.1.1 Investigate the feasibility of a software system for Local Suppliers	Quarterly	%	0		—	100	100	●	
11.1.1.2 Investigate the feasibility of centralising the procurement function for formal request for quotations	Quarterly	%	100	100	●	100	100	●	This action was completed in June 2016, Request for Formal Quotations are centralised to the Contracts and Procurement Team.
11.1.1.3 Review the tender process and create a Service Level Agreement for Contracts and Tenders to ensure a timely tender process	Quarterly	%	100	100	●	100	100	●	Tender Process project completed. Service Level Agreement developed. Project is in implementation stage.
11.1.1.4 Provide training and workshops to increase the level of active contract management by staff	Quarterly	%	100	100	●	100	100	●	Contract Management Training needs analysis is currently being conducted.
11.2.1 To lead a compliant, practical and professional approach to procurement. Contracts and Procurement 15/16									



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For the quarter ending 30/06/2016

Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
11.2.1.1 Implement the City of Kwinana Procurement Plan	Quarterly	%	100	100	●	100	100	●	City of Kwinana Strategic Procurement Plan programmed to be researched and developed in 2016/2017 Financial year.
11.2.1.2 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	Quarterly	%	100	100	●	100	100	●	New staff training and refresher training provided on an ongoing basis. Online requisition enhancements continually reviewed and implemented.
11.3.1 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value.									
ICT 15/16									
11.3.1.1 Review ICT customer service and conduct a customer survey annually	Quarterly	%	100	100	●	100	100	●	This was completed earlier in the financial year.
11.3.1.2 Increase business value from the 'Authority' system by maintaining staff knowledge of the system and enhancements	Quarterly	%	100	100	●	100	100	●	e-services has been added. This will allow public to pay bills via councils website. As well as lodge building applications and planning applications.
11.3.1.3 Improve the Geographical Information System (GIS)	Quarterly	%	100	100	●	100	100	●	Public GIS has just been launched. This allows public to get bin and zoning information for their address.
11.3.1.4 Utilise ICT equipment to improve Mobile Computing and Work from Home options	Quarterly	%	100	100	●	100	100	●	Implementing tough tablets for recording of graffiti. This will replace the current smaller GPS devices.



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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
11.3.1.5 Investigate opportunities for improved internal and external customer service arising from advances in technology, social media, mobility and cloud computing	Quarterly	%	100	100	●	100	100	●	The ICT team is in contact with suppliers to investigate improvements.
11.3.1.6 Complete a 3 year IT Strategy that will facilitate achievement of the Transformation Program for inclusion in the Long Term Financial Plan	Quarterly	%	0	50	●	100	50	●	Consultants have been engaged and are currently progressing this strategy.
11.3.1.7 Develop a new helpdesk system	Quarterly	%	100	100	●	100	100	●	Implemented at new helpdesk system (KACE).
11.4.1 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities.									
Records 15/16									
11.4.1.1 Develop the TRIM document management system, promote its use throughout the organisation and integrate it with the City's other systems	Quarterly	%	100	100	●	100	100	●	This action includes Inductions for all new employees, follow ups within 2 weeks, email and face to face notifications and training on any new or updated processes.
11.4.1.2 Upgrade scanning hardware and software to increase record processing speed	Quarterly	%	100	100	●	100	100	●	To be included in the ICT Hardware Renewal.



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Status	—	None	●	Above Target	●	On Target	●	Attention Required
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Description	Freq.	UOM	Result			YTD Result			Comment
			Target	Actual	Status	Target	Actual	Status	
11.4.1.3 Ensure Business Continuity and Disaster Recovery Plans / Procedures remain current to comply with relevant legislation	Quarterly	%	100	100	●	100	100	●	Plans are being reviewed and edited in line with the Record Keeping Plan review.

City Risk Register



Risk Themes	Risk Event/ Description	Risk Effect/ Impact	Risk Assessment Context	Consequence	Likelihood	Rating (before treatment)	Risk treatments in place	Rating (after treatment)	Risk treatments required/Response	Risk 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 appropriate officers will attend training. Two more PID officers have been appointed and training scheduled.
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.
									Review Business Continuity Plan	Acting Director City Strategy		The Business Continuity Plan is in draft form, once reviewed and feedback has been received it can be presented to Council.
Inadequate environmental management	Inadequate prevention, identification, enforcement and management of environmental issues.	Environment	Operational	Major	Possible	Moderate	Reduce - mitigate risk	Low	Confirm Contract Conditions with lessee's to ensure landfill operations and Development Application approval conditions are covered.	Compliance Officer and Governance	Open	The City is liaising with State Government departments in relation to landfill development works and ensuring that all conditions are being adhered to.
									Develop Contaminated Sites Management Plan	Manager Environment and Manager Environmental Health		Consultant report nearing completion. Next stage is to review report and comment/ request changes.
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 and will be presented to Council for adoption at Council Meeting 27 July 2016.
									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	We are soon to complete the installation of 25 new camera's into the City Centre area. We are also going to link in all of the City's CCTV to one system that will be reordered through the 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 is underway. These risk assessments are being progressed. OSH Plan and Audit action plan developed, approved and actions underway. Actions continue to be progressed.
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	This project will commence in July 2016 and will include the integration of City plans, regulatory requirements and an organisation calendar which will include significant events (to be incorporated into the Business Continuity Plan).
									Review the process for document reviews (internal control)	Acting Director City Strategy		This action is to remain open as it continues to be reviewed as part of the City's quality management system.
									Develop a development application follow up list based on approval conditions	Coordinator Statutory Planning		This action has been completed. Condition follow-ups are undertaken as part of the development application process at the time of finalisation.
Providing inaccurate advice/ information	Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.	Compliance	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Review 'Work Instruction' requirements from a front counter perspective and identify any gaps	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.
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 at the	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. A training needs analysis will be prepared based on this data and will align with the Long Term Financial Plan.

	experienced people in the right roles or not having sufficient staff numbers to achieve objectives.								Review Staff Development Review Design for outside workers	Manager Human Resources		To be reviewed prior to the next Staff Development review period.
Failure of IT or systems and infrastructure	Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked	Service Delivery	Project	Moderate	Likely	High	Reduce - mitigate risk	Moderate	Complete the Internal Network Project	ICT Coordinator	Open	The network switches have been upgraded and the failing ADSL internet connection has been replaced. The supplier for replacing network cabling is about to be awarded and it is planned that the cabling is completed by end of June 2016. This will complete the project. The new cabling has been installed and operating. Switches have been moved. There are some finalisations of this project is complete. Now that we have migrated onto the new Civica Data Centre platform, Service Level Agreements can be implemented with Civica. However, this may no longer be relevant dependent on our future direction with IT service provision. An update of Business Technology projects is provided on a fortnightly basis.
									Implement the KACE software system	ICT Coordinator		
									Develop specific Key Indicators for IT system performance measurement (dependent on managed services with Civica)	ICT Coordinator		
									Provide Executive Team with update on Business Technology projects	Manager ICT and Customer Service		
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 update and communicated to the community using a variety of strategies. Review of the City's style guides occurs periodically in line with regular communication and brand audits. This action will be reviewed in 2016. This action is complete. The City communicates events through all appropriate communication channels.
									Review existing Style Guide.	Manager Marketing and Communication		
									Review Customer Service Charter	Coordinator Customer Service		
									Review Code of Conduct	Governance Officer		
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. 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. This action is reactive to changes in legislation and regulations and will be carried out where applicable. The City will be updating to RM.8.3 in the latter part of 2016 and these concerns will be revisited in light of the new system.
									Review current report for overdue records and determine whether further controls are required	Coordinator Records		
									Review current document management process for planning / building / health approvals (statutory timeframe requirements) for efficiency.	Coordinator Records		
									Investigate above issues and provide a response to Executive Team on outcomes and recommendations	Coordinator Records		
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 is being explored in terms of setup and application. Purchasing procedures have been updated to include officer responsibilities for managing and recording supplier performance. The procedures are currently being reviewed before being finalised.
									Review current process for the recording / tracking of contractor performance	Manager Procurement and Contracts		
Inadequate asset sustainability practices	Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal.	Service Delivery	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Implement Strategic Asset Module	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. 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 completed prior to the next review of the LTFP. This action is completed for the 2016 financial year and is undertaken annually as part of the Long Term Financial Plan review.
									Ensure the alignment of infrastructure assets between Financial and other Asset Management Systems	Manager Engineering Services		
									Review the Capital project Funding process (two elements - funding/ongoing maintenance and Performance Manager scope)	Director Corporate and Engineering Services		
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	Discussions underway to embed new risk management framework into event planning. The Library has selected a new software system which has been has been budgeted for 2016/17. This will be improved through the staff intranet.
									Select and Implement a replacement for CLASS and AMLIB	Manager ICT and Customer Services		
									Review the internal process (engagement) for Event Notifications	Events Coordinator		
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.

17 Urgent Business

COUNCIL DECISION

323

MOVED CR S LEE

SECONDED CR D WOOD

That Council deal with the two items of urgent business as presented in the Addendum to the Agenda.

**CARRIED
7/0**

17.1 Adoption of Local Development Plan – Stage 36 Wellard Village, Wellard

SUMMARY:

A Draft Local Development Plan (LDP) for Stage 36 Wellard Village, Wellard has been received for consideration under the City of Kwinana Town Planning Scheme No. 2 (Scheme) (refer Attachment A for Location Plan).

Subdivision approval was granted for Stage 36 Wellard Village, Wellard on 15 May 2014 with a condition requiring preparation of an LDP for the subject lots. The Draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries. These requirements apply in addition to normal Scheme and State Planning Policy No. 3.1 (Residential Design Codes of Western Australia) (R-Codes) requirements and will permit certain variations in order to achieve an optimal form of development.

Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies focused on 'Landscape and Tree Retention' and 'Built form and Streetscapes'. This work is being undertaken in conjunction with key representatives of the local development industry and the Department of Planning to seek to achieve improved urban amenity across the City.

One response being considered by Council has been the application of mandatory two storey development of lots at, or less than, 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development. City staff and Councillors have acknowledged however, that this is a complex matter and, in keeping with the City's practice, wish to partner with industry and State Government to develop the best policy framework possible with these stakeholders.

In this respect, a number of LDPs which are in process have been set aside pending the formulation of a final policy position from Council. It has become apparent however, that many of these LDPs are now urgent and further delay will adversely affect local developers and significantly impact on new lot growth in the City.

As such City Officers recommend progression of the LDPs to finalisation. In some instances, there are relatively minor modifications to previously approved LDPs (where often, lots have already been sold and approvals in place). In these cases, City Officers have not sought to introduce any additional provisions addressing built form.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – STAGE 36 WELLARD VILLAGE, WELLARD

In other instances however, where the LDPs are for newly created subdivisions, City Officers have liaised with the applicant and have sought additional provisions aimed at delivering better built form outcomes. This is the case with this LDP which has been at the City for approval since May 2016 and has been deferred to date because of the City's urban amenity concerns. This LDP was included in the Council Forum Presentation as one of the LDPs which has been subject to significant delay.

For this LDP, a total of 22 lots have frontages of 7.5m or less with 8 lots being between 7.5 metres and 10 metres in width. There are no 5m wide lots on this LDP. City Officers have liaised with the applicant who has agreed to introduce some additional provisions for built form to help contribute to achieving a good quality of streetscape and provide a mix of housing designs.

The draft LDP also specifies quiet house design provisions to mitigate noise transfer between buildings on narrower lots (7.5m wide or less). The proposed provisions are consistent with those that have been applied to other LDPs within the City of Kwinana containing narrow lots.

The Draft LDP (refer Attachments B and C) has been assessed and supported by City Officers on the basis of these amendments.

OFFICER RECOMMENDATION:

That Council approves the Local Development Plan for Stage 36 Wellard Village, Wellard (as per Attachments B and C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

DISCUSSION:

Land Status

Metropolitan Region Scheme:	'Urban' Zone
Town Planning Scheme No. 2:	Residential R25, R35 and R40

A LDP is a planning tool which allows certain design requirements, either in addition to or in variance to those stipulated under the Scheme and R-Codes to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing, store areas and service provision. Requirements vary depending on the type of land and design outcome trying to be achieved.

Most important is the LDP's ability to vary R-Code provisions, where such variations are needed to achieve the most optimal design outcome.

The Draft LDP (Attachments B and C) has been specifically required as a condition of the Western Australian Planning Commission (WAPC) subdivision approval for the subject land. Consistent with the Scheme, the Draft LDP establishes design requirements relating to:

1. Dwelling setbacks;
2. Open space;
3. Built form addressing primary and secondary street frontages; and
4. Vehicular access and garages/carports.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – STAGE 36 WELLARD VILLAGE, WELLARD

Built Form and Streetscape

There has been considerable discussion at City Officer and Councillor level about the most appropriate built form and streetscape outcomes for small lot subdivisions with narrow lot frontages. Councillors will be aware via a number of Councillor Forums that the City is presently progressing towards the completion of an Urban Amenity Strategy and a number of accompanying policies. This work is being undertaken in conjunction with key stakeholders to seek to achieve improved urban amenity across the City.

One response being considered by Council has been the application of mandatory two storey development of lots at, or less than, 7.5 metres in width, as well as additional design criteria for lots with widths between 10 metres and 7.5 metres to seek to achieve better amenity outcomes and scaled development.

In this respect, a number of LDPs which are in process have been set aside pending the formulation of a final policy position from Council. It has become apparent however, that many of these LDPs are now urgent and further delay will adversely affect local developers and significantly impact on new lot growth in the City.

As such City Officers recommend progression of the LDPs to finalisation. In some instances, there are relatively minor modifications to previously approved LDPs (where often, lots have already been sold and approvals in place). In these cases, City Officers have not sought to introduce any additional provisions addressing built form.

In other instances however, where the LDPs are for newly created subdivisions (such as this LDP), City Officers have liaised with the applicant and have sought additional provisions aimed at delivering better built form outcomes. This is the case with this LDP which has been at the City for approval since May 2016 and has been deferred to date because of the City's urban amenity concerns. This LDP was included in the Council Forum Presentation as one of the LDPs which has been subject to significant delay.

A total of 22 lots on this LDP have frontages of 7.5m or less. In this regard, the following additional provisions have been recommended for inclusion on this LDP;

- a) Articulation in the dwelling façade (i.e. varied wall setbacks);
- b) A mix of building materials, colours and finishes (e.g. render, brick, cladding);
- c) Major habitable room openings, incorporating large windows to provide street surveillance;
- d) Roof forms that incorporate either gables, eaves, veranda or a feature portico; and
- e) The wall plate height on the front elevation shall be a minimum of 28 courses.

City Officers have reviewed these provisions and believe that they will help contribute to achieving a better quality of streetscape and provide a mix of housing designs.

There are 8 lots on the LDP between 7.5 metres and 10 metres in width. No additional provisions have been applied to these lots.

Quiet House Design

The draft LDP specifies quiet house design provisions to mitigate noise transfer between buildings on narrow lots (7.5m wide or less). The proposed provisions are consistent with those that have been applied to other LDPs within the City of Kwinana containing narrow lots.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – STAGE 36 WELLARD VILLAGE, WELLARD

Conclusion

The LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering financial or impartiality interests, the land owner is Peet Limited and Department of Housing Joint Venture, and the applicant is Creative Design and Planning.

The following strategic and policy based documents were considered in assessing the application;

- City of Kwinana Town Planning Scheme No. 2
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*)
- Liveable Neighbourhoods Operational Policy
- Local planning and other related policies.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ENVIRONMENTAL IMPLICATIONS:

The LDP encourages the use of passive solar urban design. Quiet house design provisions are included in the LDP.

STRATEGIC/SOCIAL IMPLICATIONS:

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configuration of lots, particularly smaller lots. The use of such mechanisms is common practice, and is encouraged to allow for the most optimal form of urban development to occur.

RISK IMPLICATIONS:

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality. The draft LDP seeks to ensure the provisions on LDPs are appropriate and LDPs facilitate development.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – STAGE 36 WELLARD VILLAGE, WELLARD

COUNCIL DECISION

324

MOVED CR S LEE

SECONDED CR R ALEXANDER

That Council approves the Local Development Plan for Stage 36 Wellard Village, Wellard (as per Attachments B and C), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

**CARRIED
7/0**

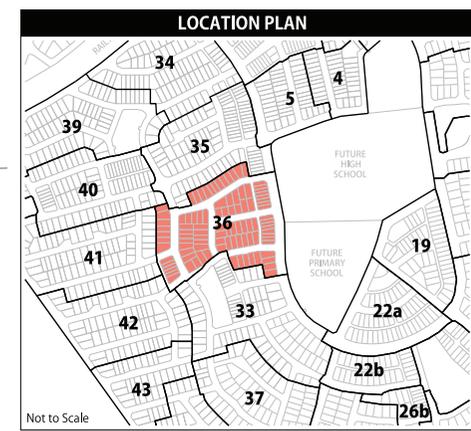
ATTACHMENT A - LOCATION PLAN





LEGEND

- Local Development Plan Boundary
- R25 Coding
- R35 Coding
- R40 Coding
- Primary Dwelling Orientation
- Secondary Dwelling Orientation
- Recommended Garage Location
- Footpaths
- Retaining Wall
- No Vehicle Access
- Retained Trees



ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

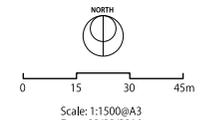
Planning Approval is not required, but a Building Permit is required, for the construction of a dwelling on any lot within the area covered by the Local Development Plan (including lots with a land area less than 260m²) except where variations to the provisions of the Local Development Plan are sought.

LOCAL DEVELOPMENT PLAN

Stage 36, The Village at Wellard Page 1 of 2

A Peet Limited and Housing Authority Joint Venture Project

DRAFT



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ATTACHMENT B

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LDP PROVISIONS – VILLAGE AT WELLARD STAGE 36

The provisions addressed below and on the reverse plan relate to Stage 36 within The Village at Wellard Estate, Wellard.

The requirements of the Residential Design Codes (R-Codes) apply unless otherwise provided for below.

The following standards represent variations to the R-Codes and constitute 'Deemed-to-Comply' requirements pursuant to the Codes.

1. R-CODE VARIATIONS

a) Minimum Open Space*:	
i. R25:	40%
ii. R35 and R40:	35%

2. SETBACK PROVISIONS

	Minimum	Maximum
a) Dwelling:		
i. Primary Street:		
- R25:	3.0m	4.0m
- R35 and R40:	2.0m	4.0m
ii. Rear Laneway:	Nil	-
b) Garage Setbacks:		
i. Primary Street:	4.5m	-
ii. Rear Laneway:	0.5m	1.5m
iii. Secondary Street:	Nil	-
c) Boundary Walls: (Parapets)	For all R35 and R40 lots and lots with a frontage of 10m or less, lot boundary walls are permitted to both side boundaries for a maximum length prescribed by the front and rear setback requirements (with the exception of side street boundaries).	

NOTES – MINIMUM OPEN SPACE

- *NB:
- For R25 lots, minimum open space may be reduced to 40%, subject to the provision of a 30m² Outdoor Living Area.
 - For R35 and R40 lots, minimum open space may be reduced to 35%, subject to the provision of a 20m² Outdoor Living Area.
 - In both instances a minimum dimension of 4m is required with two thirds of this area uncovered and located behind the street setback area.

3. BUILDING FORM & ORIENTATION

- a) The design of dwellings shall include an articulated front elevation in the direction of the 'Primary Dwelling Orientation' arrow shown on the Local Development Plan. The front elevation shall consist of at least one major opening to a habitable room overlooking the 'Primary Dwelling Orientation'.
- b) The design of dwellings on applicable lots shall include a side elevation, which has at least one major opening facing the direction of the 'Secondary Dwelling Orientation' arrow shown on the Local Development Plan.
- The part of the dwelling which includes the required major opening shall be well articulated and its view not obstructed by visually impermeable fencing.

- c) Dwellings on Lots 1360 – 1367, 1379 – 1386 and 1431 – 1436 are to provide an appropriate, high quality interface with the surrounding streetscape, through the use of the following architectural features:
- Articulation in the dwelling façade (i.e. varied wall setbacks);
 - A mix of building materials, colours and finishes (e.g. render, brick, cladding);
 - Major habitable room openings, incorporating large windows to provide street surveillance;
 - Roof forms that incorporate either gables, eaves, veranda or a feature portico; and
 - The wall plate height on the front elevation shall be a minimum of 28 courses.
- d) Where possible, dwellings are to be designed to take advantage of northern solar orientation.
- e) A 4m² store room shall be provided for all single dwellings on lots with a frontage of 7.5m in accordance with the requirements of Clause 5.4.5 C5.1 of the Residential Design Codes.

4. VEHICULAR ACCESS & GARAGES/CARPORTS

- a) All garages are to have doors to enclose them.
- b) For 10m wide front loaded lots, garage doors and supporting structures are permitted to be up to 6m wide when setback more than 1.0m behind the building facade.
- c) Recommended garage locations apply to lots identified on the Local Development Plan; this referencing the side of the lot to which the garage location is recommended. Recommended garage locations do not prescribe boundary walls.

5. UNIFORM ESTATE BOUNDARY FENCING

- a) Any Estate provided fencing/retaining on private lots shall not be modified without written approval from the City and shall be maintained as visually permeable by landowners where applicable.

6. INCIDENTAL DEVELOPMENT

- a) Outbuildings are to be screened from public view unless constructed from the same materials as the dwelling.

7. ACOUSTICS

- a) The following noise requirements will be met for Lots 1360 – 1367, 1379 – 1386 and 1431 – 1436:

BUILDING ELEMENTS	REQUIREMENTS
a) Walls:	<ul style="list-style-type: none"> All walls are to be of double brick cavity construction, minimum 90mm thick brick / 50mm cavity/ 90mm thick brick. <ul style="list-style-type: none"> Each brick must be laid with all joints fillec solid with mortar; Any alternatives are to satisfy R_w 50 airborne acoustic rating. For the wall on the zero lot boundary: <ul style="list-style-type: none"> Cavity is to be kept clean so that the bricklayer is to work neatly and minimise mortar droppings and the like. Any mortar that drops onto the anti-vibration ties is to be cleaned off immediately;

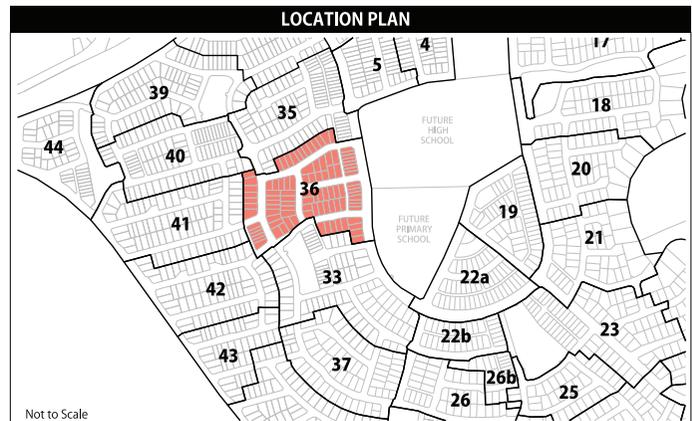
	<ul style="list-style-type: none"> The inside leaf of brickwork is to be finished with 13mm thick cement render (i.e. not direct stick plasterboard); After completing construction of the wall and assuming the neighbouring lot is vacant, the wall is to be flush so that any mortar does not protrude the line of the brickwork.
b) Windows:	<ul style="list-style-type: none"> Windows to be minimum 4mm thick glass in high quality residential grade frame achieving minimum R_w + C_r 23 acoustic rating.
c) Roof/ Ceiling:	<ul style="list-style-type: none"> Ceilings to be minimum 10mm thick plasterboard with R 2.0 insulation laid above, between the ceiling joists. Alternative roof/ceiling construction to achieve minimum R_w 42. Eaves are to be enclosed with minimum 4mm thick fibre cement sheeting.
d) Mechanical:	<ul style="list-style-type: none"> Any fans, air-conditioning or the like must be selected on the basis of quiet operation; Air-conditioning units are to be: <ul style="list-style-type: none"> Roof mounted on appropriate anti-vibration mounts and shall be located as central as practicable on the lot to maximise distance and line of site to adjoining dwellings; or Unit to be no more than 1.5m above ground level and located so that there is a dividing fence between dwellings (e.g. within alcove or rear courtyard).

8. NOTIFICATION TO PROSPECTIVE PURCHASERS

- a) The Developer is required to give prospective purchasers a complete copy of all the requirements of this Local Development Plan prior to Offer and Acceptance being made.

The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning Approval is not required, but a Building Permit is required, for the construction of a dwelling on any lot within the area covered by the Local Development Plan (including lots with a land area less than 260m²) except where variations to the provisions of the Local Development Plan are sought.



LOCAL DEVELOPMENT PLAN

Stage 36, The Village at Wellard Page 2 of 2

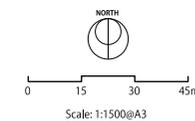
A Peet Limited and Housing Authority Joint Venture Project

DRAFT

ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____



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17.2 Donaldson Road Acquisition – “Taking Order”

SUMMARY:

As part of the development of the Sims Metal Facility on a portion of Lot 100 Donaldson Road in the Kwinana Industrial Area (KIA), road access to the site, leased from LandCorp, was required to be constructed. To facilitate this road being able to function as a public road and provide a much needed north – south link within the KIA, the City agreed with LandCorp to contribute \$450,000, being the difference in construction cost between a private road and a public road standard. At the 11 February 2015 Ordinary Council Meeting, Council resolved, item 15.1 – ‘Funding Contribution for Construction of Donaldson Road Extension’:

That Council:

1. *Authorise the required budget variations to the Adopted Budget for 2014/2015 as outlined in the report be approved to facilitate the construction of an extension to Donaldson Road to connect with Leath Road.*
2. *Authorise the Chief Executive Officer to negotiate to negotiate and execute any associated agreements with Landcorp to give effect to the construction of an extension to Donaldson Road to connect with Leath Road under the terms entertained in this report.*

CARRIED
8/0

The Council resolution did not include requirements for dedicating the relevant land as a public road outlined in section 56 of the Land Administration Act 1997. A council resolution is now required to request to the Minister to dedicate the land for use as a public road. It is the City Officer’s understanding after consultation with the Department of Land Officers, that the Council resolution must include the following approval:

1. Request to the Minister of Lands that the land acquired for use by the public as a road under the care, control and management of the City of Kwinana indicated on DP 407762, be dedicated as a road in accordance with section 56 of the Land Administration Act 1997.
2. Accept liability and indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister of Lands in considering and granting the request.
3. Request the Department of Planning comments in relation to the dedication of land as road.
4. Authorise the Chief Executive Officer to execute the letter of indemnity necessary to commence the Taking by Agreement process stating that the City of Kwinana agrees that it is responsible for arranging and securing all necessary funding required to meet any compensation payable pursuant to Parts 9 and 10 of the Land Administration Act 1997, as well as any other costs that may be payable, in relation to the acquisition of rights and interests in the lot for the purpose of dedication as road.

17.2 DONALDSON ROAD ACQUISITION – “TAKING ORDER”**OFFICER RECOMMENDATION:**

That Council:

1. Request to the Minister of Lands that the land acquired for use by the public as a road under the care, control and management of the City of Kwinana indicated on DP 407762, be dedicated as a road in accordance with section 56 of the Land Administration Act 1997.
2. Accept liability and indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister of Lands in considering and granting the request.
3. Request the Department of Planning comments in relation to the dedication of land as road.
4. Authorise the Chief Executive Officer to execute the letter of indemnity necessary to commence the Taking by Agreement process stating that the City of Kwinana agrees that it is responsible for arranging and securing all necessary funding required to meet any compensation payable pursuant to Parts 9 and 10 of the Land Administration Act 1997, as well as any other costs that may be payable, in relation to the acquisition of rights and interests in the lot for the purpose of dedication as road.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

The extension of Donaldson Road will connect with Leath Road and will be a strategic and important road that will provide a vital north-south link between two disconnected and densely built up industrial areas within the Kwinana Industrial Area (KIA). This road link has long been identified as a necessary north – south connection.

For the land to be a dedicated as a public road, the Department of Lands require the City of Kwinana to formally resolve to facilitate road dedication actions pursuant to section 56 of the Land Administration Act 1997.

Once the actions are carried out by Council by formal resolution, the Department of Lands will refer this dedication of road to the native title section to proceed with the taking process and that will involve a submission to the Department of Lands Director General and advertising in a state wide newspaper for 60 days, prior to lodgement of the taking and road dedication documents.

LEGAL / POLICY IMPLICATIONS:**Land Administration Act 1997****Section 56. Dedication of land as road**

- (1) *If in the district of a local government —*
 - (a) *land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or*

17.2 DONALDSON ROAD ACQUISITION – “TAKING ORDER”

- (b) *in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —*
 - (i) *the holder of the freehold in that land applies to the local government, requesting it to do so; or*
 - (ii) *those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;*
- or*
- (c) *land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.*
- (2) *If a local government resolves to make a request under subsection (1), it must —*
 - (a) *in accordance with the regulations prepare and deliver the request to the Minister; and*
 - (b) *provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.*
- (3) *On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —*
 - (a) *subject to subsection (5), by order grant the request; or*
 - (b) *direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or*
 - (c) *refuse the request.*
- (4) *On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.*
- (5) *To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —*
 - (a) *unallocated Crown land or, in the case of a private road, alienated land; and*
 - (b) *designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.*
- (6) *If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.*

[Section 56 amended by No. 59 of 2000 s. 16.]

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

17.2 DONALDSON ROAD ACQUISITION – “TAKING ORDER”

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

RISK IMPLICATIONS:

If the Council do not support the approval to request to the Minister to dedicate the relevant land as road then there will be no north south connection which has been identified as necessary in the Kwinana Industrial Area.

COUNCIL DECISION

325

MOVED CR S MILLS

SECONDED CR R ALEXANDER

That Council:

1. **Request to the Minister of Lands that the land acquired for use by the public as a road under the care, control and management of the City of Kwinana indicated on DP 407762, be dedicated as a road in accordance with section 56 of the Land Administration Act 1997.**
2. **Accept liability and indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister of Lands in considering and granting the request.**
3. **Request the Department of Planning comments in relation to the dedication of land as road.**
4. **Authorise the Chief Executive Officer to execute the letter of indemnity necessary to commence the Taking by Agreement process stating that the City of Kwinana agrees that it is responsible for arranging and securing all necessary funding required to meet any compensation payable pursuant to Parts 9 and 10 of the Land Administration Act 1997, as well as any other costs that may be payable, in relation to the acquisition of rights and interests in the lot for the purpose of dedication as road.**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

7/0

18 Councillor Reports

18.1 Councillor Ruth Alexander

Councillor Ruth Alexander reported that she had attended Peter McKenzie's Retirement Function and that it had been a very pleasant and fun occasion.

Councillor Alexander advised that she had attended the Kwinana Adventure Playground Site Tour and that it was amazing to see what is happening there, it is absolutely fabulous, the trees look magnificent and she is really looking forward to the opening.

18.2 Councillor Sandra Lee

Councillor Sandra Lee reported that she attended a bus tour with the South West Reference Group and they visited various sites around Cockburn and the offroad vehicle area in Kwinana, which she further reported they have great plans to try upgrade the area so it is more user friendly and that the bush areas are more protected. Councillor Lee visited Manning Park as part of the tour also and commented that they had received a grant and built a walkway with a panoramic view, which she thought would be very nice to see at Sloans Reserve.

Councillor Lee advised that she had attended Peter McKenzie's Retirement Function and wished him good luck.

Councillor Lee mentioned that she had attended the Kwinana Adventure Playground Site Tour and that it is very nice, will make many children happy and will be an asset to the community.

18.1 Councillor Bob Thompson

Councillor Bob Thompson reported that he attended the bus tour with the South West Reference Group of Cockburn and Kwinana, looking at how to technically enhance our environment.

18.1 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the Kwinana Adventure Playground Site Tour.

19 Response to Previous Questions

Questions taken on notice at the Ordinary Council Meeting held on 10 August 2016.

19.1 Mr Robert White, Mandogalup

Question 1

Considering that the Rockingham and Cockburn Councils have vigorously opposed the intrusion of the Western Trade Coast Buffer into their areas, why are Kwinana Councillors supporting its introduction when the Parliamentary Inquiry of 2012 showed that Alcoa could not prove that the buffer was required and that the Council stood to lose millions of dollars in future rateable residential housing?

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

Response

The *Kwinana Air Quality Buffer* and *Alcoa Residue Disposal Area (RDA) Buffer* has been the subject of a number of reports prepared by the State government, over a period of approximately 20 years, which sought to establish an integrated land use and environment buffer around the Kwinana Industrial Area.

The extent of the buffer was extensively investigated by the State Administrative Tribunal in *Wattleup Road Development Company Pty Ltd* and Western Australian Planning Commission [2014] WASAT 159 which was recently affirmed in *Wattleup Road Development Co Pty Ltd v State Administrative Tribunal (No.2)*[2016] WASC 279.

The City's position in relation to the extent of the buffer around the Alcoa RDA has been generally in accordance with the findings of the various reports and recommendations of the State Government and State Administrative Tribunal (SAT) for a number of years. The Western Trade Coast Protection Area (*WTCPA*) Bill is consistent with the State's recent recommendations concerning the width of the buffer and the existing zoning of the land, and, on this basis the City has supported the *WTCPA* Bill.

Question 2

Did the Councillors consider the impact on the assets and lives of ratepayers when they offered support to this legislation?

Response

The City's position in relation to the extent of the buffer around the Alcoa RDA has been generally consistent with the findings of the various reports and recommendations of the State Government and State Administrative Tribunal for a number of years. The *WTCPA Bill* is consistent with the State's recent recommendations concerning the width of the buffer and the existing zoning of the land, and, on this basis the City has supported the *WTCPA* Bill.

Question 3

What do the residents of Kwinana get to off-set this massive loss of rateable lands?

Response

The City presumes that this question is concerned with the State government's decision, in 2014, to not lift the *Urban Deferred* zoning over the land within the 1.5km Alcoa RDA buffer, thereby, preventing this land from being developed for urban purposes.

As the pre-eminent planning authority in the State, responsible for good and proper planning, the decision of the Western Australian Planning Commission (WAPC) is respected by the City. Whether or not this affects rateable income of the City is not a relevant planning consideration and a matter we are precluded from taking into account.

It is worth noting that the State Government's strategic planning document, "Perth and Peel @ 3.5 million" indicates that the State government's vision for the land inside the 1.5 kilometre buffer is "Industrial Investigation".

19.2 Mrs Margaret de Haer, Mandogalup

Question 1

Why have my rates increased this year by 81.97%? In 2015 the rates were \$1,975.23 in 2016 they are \$3,594.47 making this an increase of \$1,619.24.

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

Response

On the 15 January 2016 the City wrote to a number of land owners, including Mrs de Haer, explaining that the City was undertaking a review of the valuation methodology applied to properties in the City. During this review a number of properties being rated as unimproved value, were identified as possibly no longer being used for rural purposes. A "Land Use Declaration Form" was sent with the letter. Mrs de Haer returned the form declaring that her property was no longer used for rural purposes. The City also provided a list of 12 frequently asked questions with the letter.

The City wrote to Mrs de Haer again on 23 March 2016 acknowledging receipt of her declaration and that as a result a report would go to Council recommending that the valuation methodology for her property be changed from unimproved value (UV) to gross rental value (GRV), as her property was no longer used for rural purposes. Council approved these changes, and forwarded the change of valuation methodology request to the Minister for Local Government for approval. The Minister approved the request and the changes took effect from 1 July 2016.

Mrs de Haer's property was 1 of 67 properties that changed from UV to GRV as a result of this review. Of those 67 properties, only 9 resulted in rate increases. The balance received rate reductions. Mrs de Haer's increase is due to the Valuer General's valuation taking into account the fact that her property has two houses on it.

Question 2

What has changed in the last year in Local Government and State Government planning to account for the zoning change of our property from rural to improved special residential? We are still not connected to the metro water scheme, sewerage system, we are unable to subdivide our property and we live inside of an Air Quality Buffer Zone (which has been forced on us) that prevents our land from being developed as residential.

Response

The **zoning** for the de Haer property has not changed, it is still zoned rural. The **differential rating category** has changed from UV Rural to GRV Improved Special Residential. The rating category is determined by land use and zoning and it was determined that Improved Special Residential was the most appropriate rate category that the property applied. Following are the characteristics and the objects and reasons the City has determined for the GRV rate category Improved Special Residential:

Proposed Characteristics

This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is:

- (a) *zoned for the purpose of:*
 - (i) *Special Rural under Town Planning Scheme No 2 and is not vacant land; or*
 - (ii) *Urban or Urban Deferred under the Metropolitan Region Scheme and is not vacant land; or*
 - (iii) *Rural A under Town Planning Scheme No 2 and is not vacant land; or*
 - (iv) *Rural Water Resource under Town Planning Scheme No 2 and is not vacant land; or*
 - (v) *Development under Town Planning Scheme No 2 and is not vacant land; or*
 - (vi) *Park, Recreation and Drainage under Town Planning Scheme No 2 and is not vacant land; or*

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

- (b) *held or used for residential purposes under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup Redevelopment Act 2000; and*
- (c) *held or used for residential purposes under the zoning referred to in paragraphs (a) or (b).*

Proposed Objects and Reasons

The object of this rate category is to provide a lower differential rate for proposed characteristics under Improved Special Residential (a) (i) to (vi) which is consistent with access to and provision of services to residential properties in a rural setting.

The reason for this rate is to reflect the lower demand on City resources, such as, lower impacts on transport infrastructure, when compared to the other GRV differential rating categories. It is also lower than vacant land as the City is endeavouring to encourage landowners to develop vacant land.

The proposed rate in the dollar for this category is 6.385 cents, with a minimum payment of \$943. It will be applied to 721 of the City's rateable properties and deliver 3.16% of the proposed rate income.

19.3 Mrs Jenny Swift, Casuarina

Question 1

Why has Alcoa been able to destroy the township and community of Mandogalup and turn it into a one road racing track?

Response

As part of the closure of Postans Road due to the planned expansion of Alcoa operations, detailed traffic modelling of the local road network was undertaken to determine the effect of Postans Road closure on the other local roads. The traffic modelling did not identify any major impacts as a result of Postans Road closure, however, the City of Kwinana has undertaken various road upgrade works over an extended period between 2010 and 2015 to improve the condition and geometry of roads that were affected by Postans Road closure to better cater for the added traffic volumes. Some examples of these projects are Anketell Road realignment between Mandogalup Road and McLaughlan Road and the upgrade of Sayer Road.

Question 2

Why was Postan Road closed? Even residents of Kwinana are in a line of thirty cars trying to turn right in the evening or afternoon at Mandogalup Road turning onto Anketell Road.

Response

Postans Road was closed upon request by Alcoa to allow for the expansion of Alcoa operations in 2009. As part of the developments within LandCorp's Latitude 32 a new north – south link road is planned to be constructed. This road will be an alternative to Mandogalup Road and once it is operational, it is anticipated that the majority of non-local traffic will use this road instead of Mandogalup Road resulting in significant reduction of traffic volume along Mandogalup Road.

A traffic survey was conducted in January 2016, the volume of traffic on Mandogalup Road was around 2,600 vehicles per day in both directions which is well below the design capacity of that road.

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

Question 3

Why isn't the speed limit not 60km/hr when there are 19 driveways active within 700 meters on Mandogalup Road turning onto Anketell Road?

Response

The City of Kwinana requested from Main Roads WA (MRWA) to review the speed limit on Mandogalup Road in May 2013. The outcome of the review by MRWA resulted in the reduction of the posted speed from 80km/hr to 70km/hr in the southern section of Mandogalup Road. At the time of the review, MRWA were of the opinion that the existing 80km/hr in the mid section of Mandogalup Road was appropriate and would remain unchanged. There has been no significant change to the road environment since the review was conducted in 2013, therefore another speed review cannot be justified at this point in time. The speed along Mandogalup Road was surveyed in May 2013 and January 2016. The result of the survey showed a reduction of approximately 6km/hr in the operating speeds, however, the 85 percentile operating speed still remains higher than the posted speed and this issue was reported to WA Police for monitoring in January 2016.

Question 4

Why does the White family have to pay \$8,359.76 to the City of Kwinana in rates? This is excluding their home blocks on bush and paddocks that do not even house a rubbish bin.

Response

Should Mrs Swift or the White family wish to contact the City's Rates Department with specific details of the properties in question, we would be more than happy to provide an explanation of the reasons for the rating of those properties.

Question 5

How can land be deferred urban and change to a buffer zone overnight without consulting the land owners?

Response

The *Kwinana Air Quality Buffer and Alcoa Residue Disposal Area (RDA) Buffer* have been the subject of a number of reports prepared by the State government, over a period of approximately 20 years, which sought to establish an integrated land use and environment buffer around the Kwinana Industrial Area.

The current zoning of the land in the *Metropolitan Region Scheme (MRS)* and the City of Kwinana's (The City) *Town Planning Scheme No. 2 (TPS 2)* reflect the recommendations of these reports, as summarised below. The area included within the *Western Trade Coast Protection Area Bill 2015 (WTCPA Bill)* is consistent with the current zoning of the land.

- The *Review of the Kwinana Air Quality Buffer – Position Paper* (WAPC, 2008) identified a 1km buffer around the Alcoa RDA.
- In December 2009, MRS Amendment 1114/33 was gazetted which rezoned land mostly outside of the 1km buffer from *Rural* to *Urban Deferred*.
- In October 2011, the Western Australian Planning Commission (WAPC) wrote to the City advising that it had extended the buffer area surrounding Alcoa's RDA by an additional 500 metres to 1.5 km. This reflected a further review of the Kwinana Air Quality Buffer in 2010.

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

- In 2011, property owners, Qube and Satterley lodged an application with the WAPC to lift the *Urban Deferred* zoning in the MRS over that part of their landholdings situated outside of the 1.5km buffer. This was finally approved by the WAPC in February 2014 (MRS Amendment 1260/27). The City's TPS 2 was rezoned concurrently with the lifting of urban deferment, resulting in land outside the 1.5km Alcoa RDA buffer being zoned *Development*.

Question 6

Why are residents living in the area when it is so unhealthy?

Response

The reasons why residents choose to live in any area is personal to them.

Question 7

Why don't all the mining companies in the City of Kwinana pay rates?

Response

Mining companies do pay rates in the City of Kwinana.

Question 8

Why are my brothers 50-60 years of age still living in the area all their lives are still alive and my mother is 88 years old and has been in the area for 65 years before Alcoa, drinking the rain water and bore water?

Response

The reasons why your family choose to live in the area is personal to them.

Question 9

Why was Alcoa allowed to build their banks over the forty feet which was the plan 50 years ago to a height of 1,270.5ft higher on F Lake?

Response

It is the City's understanding that development undertaken by Alcoa has been consistent with the legislation that applies to them.

Question 10

Why was Alcoa allowed to destroy Postans house?

Response

It is understood that the house in question was actually Mortimer House located on Postans Road. The heritage value of this house was considered as part of Scheme Amendment 89 and determined to be dealt with by the Council of the day by preservation and reuse of some of the materials within the Darius Wells Library and Resource Centre.

Question 11

Why do the market gardeners grow so many above ground vegetables when the air and water are polluted? The vegetables are exported and sold all over Australia.

Response

If residents are aware of pollution incidents affecting market gardeners then it is recommended that these are reported to the State Department of Health and Department of Water.

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

Question 12

Why in December 2015 the City of Cockburn objected to the buffer zone and Western Trade Coast Protection Area (WTCPA) and City of Kwinana is backing Alcoa?

Response

The *Kwinana Air Quality Buffer and Alcoa Residue Disposal Area (RDA) Buffer* has been the subject of a number of reports prepared by the State government, over a period of approximately 20 years, which sought to establish an integrated land use and environment buffer around the Kwinana Industrial Area.

The extent of the buffer was extensively investigated by the State Administrative Tribunal in *Wattleup Road Development Company Pty Ltd and Western Australian Planning Commission [2014] WASAT 159* which was recently affirmed in *Wattleup Road Development Co Pty Ltd v State Administrative Tribunal (No.2)[2016] WASC 279*.

The City's position in relation to the extent of the buffer around the Alcoa RDA has been generally in accordance with the findings of the various reports and recommendations of the State Government and State Administrative Tribunal (SAT) for a number of years. The Western Trade Coast Protection Area (WTCPA) Bill is consistent with the State's recent recommendations concerning the width of the buffer and the existing zoning of the land, and, on this basis the City has supported the WTCPA Bill.

19.4 Mr Barry Sweeney, Kwinana

Question 1

Was there noise restrictions put on Aldi's semi trailers coming in after midnight?

Response

The Deputy Mayor referred the question to the Acting Director City Development.

The Acting Director City Development advised that he would need to take the question on notice to be able to have a look at the development approval, he did note that there were discussions about noise issues and recognising the immediacy of the residential lots.

Further response from the City of Kwinana

In regards to noise generated on the site the development is required to comply with the requirements of the Environmental Protection (Noise) Regulations 1997 in regards to acceptable noise levels. In respect to the Aldi development a Noise Impact Assessment Report was prepared and submitted as part of the application process, a condition was placed on the development requiring compliance with the recommendations of this report. The Noise Impact Assessment Report addressed the following noise control measures required for the delivery dock:

- (a) Truck engines and refrigeration to be turned off during unloading.
- (b) Large truck deliveries to be restricted to the day/evening period only (i.e. between 0700 and 2200 hours Monday to Saturday, and 0900 and 2200 hours Sundays and Public Holidays).
- (c) Bakery deliveries can occur at any time under the provision engines are turned off during unloading.

The Environmental Protection (Noise) Regulations 1997 takes into account commercial, industrial and transport activity around the receiving noise premises. Therefore, residents in Meares Avenue are generally subjected to an additional 2-4dB to the standard assigned noise limits.

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

Should the development be found to be not complying with the requirements of the Environmental Protection (Noise) Regulations 1997 and Planning Approval conditions then the City may have grounds to instigate further action.

Question 3

What conditions can be placed on that approval that the Council has power to do?

Response

The Deputy Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that in relation to your Aldi example, the Acting Director City Development is going to look into what conditions were placed on that approval that the City had power to put on, that can be looked at to see if they are complying to them.

Further response from the City of Kwinana

The City is able to place conditions on the development in accordance with the provisions and requirements of the Town Planning Scheme. The conditions placed on the Aldi development covered noise, lighting, waste management, car parking and sealing requirements, landscaping, road upgrade requirements – Chisham Avenue on street parking bays, anti graffiti treatment, retention of trees on the site, storage of goods and materials occurring in designated areas, and drainage management. The majority of the conditions imposed required works to be undertaken as part of the building works and have been complied with to the City's satisfaction. In regards to noise, lighting and waste management these conditions apply for the continuation of the development. As such, should the development be found to be not complying with the requirements of these conditions the City may have grounds to take action.

19.5 Mr Steven de Haer, Mandogalup

Question 1

What will the City of Kwinana do to allay the concerns of residents of Mandogalup in relation to the implementation of the Western Trade Coast Protection Area Legislation, and specifically regarding:

- *Limits placed on how land can be used;*
- *Loss of value of assets taken in by the Kwinana Air Quality Buffer;*
- *The requirement for a buffer and the science behind its institution.*

Response

It is not known what the final form of the WTCPA legislation will take as the matter has been referred to the Environmental Protection Authority (EPA) and has not been debated in Parliament yet.

Question 2

Will the City of Kwinana make representations to the Minister for Planning and the Department of State Development outlining these concerns? And report the results of these representations back to the residents?

Response

The City will provide the Minister for Planning and Department of State Development with a copy of the adopted minutes containing the questions and answers raised.

19 RESPONSE TO PREVIOUS QUESTIONS (CONTINUED)

There are a diverse range of concerns and positions held by owners and occupiers in Mandogalup and the City recommends each stakeholder make their own representations to the Minister for Planning and Department for State Development to ensure their concerns are reflected.

19.6 Mrs Margaret Donald, Mandogalup

Question 1

Why haven't the Kwinana Council kept their ratepayers in Mandogalup informed about the Alcoa buffer? We are still being treated like mushrooms.

Response

The community consultation in relation to the draft WTCPA legislation is being undertaken by the Department of State Development (the Department). Prior to the legislation being formally debated in Parliament, and to afford affected landowners and other stakeholders the opportunity to comment, the Department released the draft legislation and regulations for public comment in October 2015. This included the preparation of a fact sheet summarising the rationale and intent of the legislation.

The City did not undertake additional consultation with the community in preparing its response to the Department's request for comment. This was predominantly due to the State having made clear over a number of years, through a variety of planning instruments and strategies, what its intentions were with respect to the future land use for the area. The WTCPA legislation was seen as the formalisation of the State's position that was first articulated in September 2010 with the Western Australian Planning Commission's (WAPC) identification of a 1.5 kilometre separation between Alcoa's residue disposal area and future residential development.

This position of the WAPC has since been subject to a number of appeals through the State Administrative Tribunal where the science underpinning the State's position has been tested and which has not altered the separation distance to future residential development.

This was further reflected in May 2015 when the State released for public comment its peak strategic land use planning document entitled "Perth and Peel @ 3.5 million" which again indicated that the State government's vision for the land inside the 1.5 kilometre buffer was not residential development but rather designated to be "Industrial Investigation".

The community has the opportunity to provide feedback to members of Parliament during any future consideration or debate of the WTCPA legislation or to the Department of State Development.

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the Urban Development Institute of Australia (UDIA) Awards for Excellence Evening at the Crown and that it was wonderful to see several Kwinana developments coming home as category winners.

The Mayor advised that the Koorliny Arts Centre production of Spamalot is one of the best shows that she has seen there and further advised that the production has had sell out crowds and that it is good to see something of that nature at our arts centre.

20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION) CONTINUED

The Mayor mentioned that she attended the Rockingham Kwinana Chamber of Commerce (RKCC) Regional Business Awards and was very pleased to announce that Rhys Heron, Manager Marketing and Communications for the City of Kwinana won the Judges Commendation Award and that she is very proud.

The Mayor reported that she had attended the Unveiling Bridget Norton Grow Sculpture in Wellard Village and mentioned that it is a lovely piece of work.

The Mayor advised that she had attended Peter McKenzie's Retirement Function and commented that he farewells the City after 27 years, 10 months and 2 weeks and passed on her best wishes for his future.

21 Matters Behind Closed Doors

Nil

22 Meeting Closure

The Mayor declared the meeting closed 7:46pm.