

Ordinary Council Meeting

14 June 2017

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 W COOPER
CR S MILLS
CR B THOMPSON
CR D WOOD

MS M BELL	-	Acting Chief Executive Officer
MS C MIHOVLOVICH	-	Director City Strategy
MR P NEILSON	-	A/Director City Development
MRS B POWELL	-	Director City Living
MR E LAWRENCE	-	Director Corporate and Engineering Services
MISS A MCKENZIE	-	Council Administration Officer

Members of the Press	0
Members of the Public	0

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 Ruth Alexander 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 Sandra Lee from 12 June 2017 to 18 June 2017 inclusive.

4 Public Question Time:

Nil

5 Applications for Leave of Absence:

COUNCIL DECISION

505

MOVED CR P FEASEY

SECONDED CR B THOMPSON

That Councillor Sheila Mills be granted a leave of absence from 3 August 2017 to 17 August 2017 inclusive.

**CARRIED
7/0**

6 Declarations of Interest by Members and City Officers:

Mayor Carol Adams declared an impartiality interest in item 12.1, Metropolitan Library Courier Service – Memorandum of Understanding due to her nephew being a courier driver for the Library Courier Services for the Library Board of Western Australia.

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 24 May 2017:

COUNCIL DECISION

506

MOVED CR S MILLS

SECONDED CR R ALEXANDER

That the Minutes of the Ordinary Meeting of Council held on 24 May 2017 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

12.1 Metropolitan Library Courier Service – Memorandum of Understanding

SUMMARY:

The Western Australian Local Government Association (WALGA) proposes to establish an agreement represented as a Memorandum of Understanding (MOU) between each metropolitan WALGA member and WALGA for the purpose of providing a contracted metropolitan library courier service, which would:

- Enable the exchange of books between various libraries in the metropolitan area; and
- Transport discarded books to a separately contracted service provider for disposal of discarded stock.

As the inter-library loan service is a valued and well used service provided by the library, it is recommended that Council authorise the Chief Executive Officer to sign the Metropolitan Library Courier Service Memorandum of Understanding, as detailed in Attachment A.

OFFICER RECOMMENDATION:

That Council authorise the City of Kwinana Chief Executive Officer to sign the Metropolitan Library Courier Service Memorandum of Understanding between the City of Kwinana and the Western Australian Local Government Association, as detailed in Attachment A.

DISCUSSION:

In May 2016 the Western Australian Local Government Association (WALGA) was approached by the State representatives of the State Library of Western Australia (SLWA) and Public Libraries WA (PLWA) in relation to budget reductions to SLWA, which would result in reduced services to Local Government libraries.

The core of the issue was the removal of the 'Library Van Service', which was operated by the SLWA to transport inter-library loans (i.e. books between various Local Government libraries and the State Library of WA), Books in Languages Other Than English (LOTE) and discard books (i.e. books that are no longer suitable as public library stock, and managed through a contracted provider).

As a result of discussions between the SLWA, PLWA and the previous Minister for Culture and the Arts, WALGA was requested to take the lead role in the development and creation of a new contractual arrangement to provide these services. In the interim, the Spine and Limb Foundation (ParaQuad), contracted as a disability enterprise, would provide services to 30 June 2017 under the direction and contract management of the State Library, and in consultation with the Library Van Working Group.

12.1 METROPOLITAN LIBRARY COURIER SERVICE – MEMORANDUM OF UNDERSTANDING

Since then WALGA has been working to establish a Metropolitan Library Courier Service contract for metropolitan Local Government members. In order to ensure viability and sustainability of the contract, WALGA is seeking to have the MOU ratified. By signing the MOU, the City of Kwinana will be:

- Committing to the Metropolitan Library Courier Service for an initial period of two years;
- Ensuring continuity of services;
- Ensuring the best value is achieved through the aggregation of buying power;
- Entering into a 'standing order' arrangement for services with the service provider; and
- Providing agreement to receive invoices for services directly from the service provider for the services provided to the City of Kwinana.

WALGA has undertaken market research for the purpose of determining the most cost effective procurement method. This included researching various service providers, including those registered under the Australian Disability Enterprise initiative, registered Aboriginal businesses, and commercial providers. To ensure the pricing was considered appropriately, prices were sought from State Government Common Use Arrangement providers to benchmark pricing and ascertain the best value for money options available.

As a result of this research, WALGA will seek to undertake a closed Request for Tender process, by only seeking submissions from Australian Disability Enterprise registered organisations. This represents a good outcome from a social procurement perspective thereby providing ongoing opportunity and benefits to the disability sector in general, and the disability enterprises more specifically.

WALGA will be applying its own resources to establish this contract and will subsidise a significant portion of the ongoing contract management costs associated with this arrangement.

It is important to note that the end cost to each WALGA member and the ultimate viability and success of the proposed contract is dependant on metropolitan local governments signing the MOU.

It is recommended that the MOU be entered into by the City of Kwinana as it is the most cost effective method of providing this necessary library service.

LEGAL/POLICY IMPLICATIONS:

State and Local Governments have undertaken the joint provision of public library services in Western Australia since the 1950's, with various formal agreements having been put into place over the years.

Both spheres of government continue to recognize that the library service delivers significant benefits to Western Australian communities, with libraries seen as primary points of access for an extensive and diverse range of current information, to meet the business, recreational, cultural and life-long learning needs of the communities they serve.

12.1 METROPOLITAN LIBRARY COURIER SERVICE – MEMORANDUM OF UNDERSTANDING**FINANCIAL/BUDGET IMPLICATIONS:**

WALGA is proposing a Preferred Supplier Arrangement that can be accessed for an initial period of two years, with the opportunity to extend each year thereafter, up to a total of five years. Participating metropolitan WALGA Local Government members must agree to commit to the contract for the initial two years, in the first instance.

The current operating cost of the service is \$200,000 per annum and the minimum estimated percentage payable by the City of Kwinana under the proposed arrangement is 3.23%. The final cost is dependent on the number of subscribers to the service, and the estimated percentage cost of 3.23% would be the cost if all proposed participants sign the MOU. If there are fewer participants than those listed in Schedule 1 of the MOU, the percentage will increase proportionately. Therefore the estimated cost to the City of Kwinana would be \$6,460 per annum if all participants sign the MOU.

This exceeds the \$2,500 proposed in the City's Library Service Operating Budget for 2017/2018 for this service by \$3,960. However, it is a necessary service and the budget will be revised to allow for the increased cost.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan.

Plan	Objective	Strategy
Strategic Community Plan	<p>1.2 Inspire and strengthen community spirit.</p> <p>1.4 All sections of the community are supported by the provision of relevant community and human services.</p>	<p>1.2.1 Support and provide a range of cultural and community development activities and events the recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity and celebrate the City's diversity.</p> <p>1.4.2 Community facilities and public spaces are enlivened by a variety of activities and programs for all ages.</p>

12.1 METROPOLITAN LIBRARY COURIER SERVICE – MEMORANDUM OF UNDERSTANDING

Corporate Business Plan	9.4 Library	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.
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COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	The library courier service ceases.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Service Delivery
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Enter into MOU with WALGA for provision of contracted courier service.
Rating (after treatment)	Low

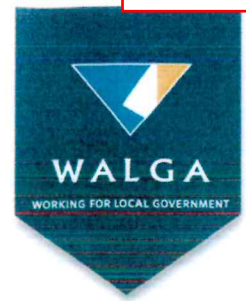
COUNCIL DECISION

507

MOVED CR W COOPER**SECONDED CR D WOOD**

That Council authorise the City of Kwinana Chief Executive Officer to sign the Metropolitan Library Courier Service Memorandum of Understanding between the City of Kwinana and the Western Australian Local Government Association, as detailed in Attachment A.

**CARRIED
7/0**



Metropolitan Library Courier Service **Memorandum of Understanding**

May 2017

Metropolitan Library Courier Service Memorandum of Understanding
Between WALGA and
Metropolitan Local Government WALGA Members
and Associate Members

1. Statement and Purpose

This document is to establish an agreement represented as a Memorandum of Understanding (MOU) between each Metropolitan WALGA Local Government Member and WALGA for the purpose of arranging contracted services to provide for the:

- Exchange of books between various libraries in the Metropolitan Area; and
- Transportation of discard books to a separately contracted service provider to dispose of discard stock.

2. Parties to the Agreement

Parties to this MOU will consist of:

- The Western Australian Local Government Association (WALGA); and
- The respective individual metropolitan Local Government Member, as listed in Schedule 1 of this MOU.

3. Deliverables

The Deliverables of this MOU will enable a binding contract otherwise referred to as a Preferred Supplier Arrangement (PSA) between WALGA and the contracted service provider to provide:

- A standing offer arrangement between the contracted service provider and the metropolitan WALGA Members for the provision of courier services;
- A Head Agreement between the contracted service provider and WALGA to allow for continued contract management, due diligence and relationship management.

4. Objective

The objective of this MOU is to outline the relationship between WALGA, its Members and the proposed services.

The PSA will provide services to each metropolitan Member on a 'user pays' basis, whereby Members will be able to nominate the number of locations and frequency of service at each location and payment will be commensurate with the service received.

5. Agreement

The Member agrees to WALGA undertaking a procurement process (in accordance with the Local Government Act 1995) in order to create:

- A Head Agreement Contract (or PSA) between WALGA and the service provider;
- An arrangement that can be accessed through the PSA by all Metropolitan WALGA Local Government Members for an initial period of two (2) years, with further extension options available for up to a total of five (5) years.

The PSA will provide for the flexibility for Local Governments to alter their services beyond the minimum standard. The proposed contract will operate under a 'user pays' arrangement, whereby each Member may seek to alter their scope (e.g. by increasing the number of pickups or pick up locations) of services by negotiation with the Contractor, beyond the

minimum standard. Should participants opt to alter their scope of services, it must not be altered to a standard lower than the minimum standard.

WALGA will not be responsible for any financial transactions, and each WALGA Member will have an account with the service provider and will be billed independently for the services provided. The estimated percentage payable by each participant Local Government is listed at Schedule 1, for the purpose of estimating prices, the current arrangement is operated at \$200,000 per annum.

Each party to this MOU agrees to participate in the ongoing contract management, including performance measurement and contract review.

Each party to this MOU will reach agreement at the end of the initial term and at the end of each further contract term on whether to extend or terminate their ongoing involvement in the PSA.

6. Term

This MOU will remain in place from the date of execution, until the expiry of the Contract, inclusive of extension options.

For the purpose of clarity, this MOU will operate concurrently with the resultant Head Agreement Contract and will endure until the Head Agreement Contract expires or is terminated.

Should the Member opt to discontinue the agreed arrangement with WALGA and withdraw from this MOU at the end of a term, the PSA will be reviewed to ensure continued viability and only continuing parties will be a party to the MOU.

Additional WALGA Members are able to enter into a similar MOU arrangement and contract on the basis of mutual agreement.

Withdrawal from the MOU may result in charges being made to the withdrawing Member for services across the balance of the Term of Contract.

7. Governance

A working group has been established to oversee the implementation of this partnership, the procurement process and the resultant contract(s). This working group has been established under the auspices of Public Libraries Western Australia's Operational Management Group.

8. Resolution of Disputes

In the event of any disputes under this MOU, should the disputing parties not be able to resolve their dispute(s) through appropriate communication collaboration and co-operation, the dispute(s) may be referred to an independent arbitrator, with costs to be assumed equally between the disputing parties.

Schedule 1 – Participants

The following are proposed participants of this Memorandum of Understanding arrangement, and will be participants to the proposed PSA.

The percentage of cost provided is for consideration only and is subject to agreement with all proposed participants. If there are fewer participants than listed below, the percentage will increase proportionately.

Participant	Indicative percentage of cost
City of Armadale	3.23%
City of Bayswater	3.23%
Town of Bassendean	3.23%
City of Belmont	3.23%
Town of Cambridge	3.23%
City of Canning	3.23%
Town of Claremont	3.23%
City of Cockburn	6.45%
Town of Cottesloe	3.23%
City of Fremantle	3.23%
City of Gosnells	6.45%
City of Joondalup	3.23%
Shire of Kalamunda	3.23%
City of Kwinana	3.23%
City of Mandurah	3.23%
City of Melville	3.23%
Shire of Mundaring	3.23%
City of Perth	3.23%
City of Rockingham	3.23%
Shire of Serpentine Jarrahdale	3.23%
City of South Perth	3.23%
City of Stirling	6.45%
City of Subiaco	3.23%

Participant	Indicative percentage of cost
City of Swan	3.23%
Town of Victoria Park	3.23%
City of Vincent	3.23%
City of Wanneroo	3.23%
State Library of Western Australia	3.23%

Agreement

I, Ms Joanne Abbis, Chief Executive Officer of the City of Kwinana, hereby agree to this memorandum of understanding, and agree for the LG to commit to the contract for an initial period of two (2) years.

Agreed

City of Kwinana

Signed for

City of Kwinana by its representative:

Sign here ►

Full name

Ms Joanne Abbis

Title

Chief Executive Officer

Executed

WALGA

Signed for

Western Australian Local Government Association
by its representative:

Sign here ►

Full name

Ricky Burges

Title

Chief Executive Officer

13 Reports – Economic

Nil

14 Reports – Natural Environment

Nil

15 Reports – Built Infrastructure

Nil

16 Reports – Civic Leadership

16.1 Appointment of voting delegates and proxy voting delegates at the Annual General Meeting of the Western Australian Local Government Association on behalf of the City of Kwinana

SUMMARY:

A request has been received that two voting delegates and two proxy voting delegates be appointed to exercise voting entitlements on behalf of the City of Kwinana at the Annual General Meeting of the Western Australian Local Government Association.

OFFICER RECOMMENDATION:

That Council:

Appoint Mayor Carol Adams and Councillor.....to act as voting delegates and Councillors..... and.....to act as proxy voting delegates, at the Annual General Meeting of the Western Australian Local Government Association.

DISCUSSION:

The Western Australian Local Government Association represents the interests of the Local Government sector, provides leadership on key Local Government issues, delivers products and services that provide significant benefits to its Members and promotes a positive profile for Local Government within the wider community. The Western Australian Local Government Association will be holding their Annual General Meeting on Wednesday 2 August 2017 as part of the 2017 WA Local Government Convention and Trade Exhibition.

It has been requested that two voting delegates and two proxy voting delegates be appointed by Council, to vote on behalf of the City of Kwinana. It is recommended that Mayor Carol Adams is appointed as a voting delegate along with another Elected Member and two Elected Members to act as proxy voting delegates, to ensure appropriate representation at the Annual General Meeting.

LEGAL/POLICY IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

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

16.1 APPOINTMENT OF VOTING DELEGATES AND PROXY VOTING DELEGATES AT THE ANNUAL GENERAL MEETING OF THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ON BEHALF OF THE CITY OF KWINANA

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

The City's adopted "**Plan for the Future - Kwinana 2030**" includes a **Civic Leadership** section in the Corporate Business Plan which states:

Plan	Objective	Strategy
Corporate Business Plan	5.1 An active and engaged Local Government, focussed on achieving the community's vision	5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision.
		5.1.2 - Councillors vigorously represent the community, participate in activities and events, advocate the community's vision, encourage stakeholder involvement, as well as promote the opportunities and attributes the area offers.

RISK IMPLICATIONS:

Risk Event	Not being represented at the Annual General Meeting and a particular matter is raised that contradicts current City of Kwinana Council Policy
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Service Delivery Reputation
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Ensure Delegates are available to attend to vote
Rating (after treatment)	Low

16.1 APPOINTMENT OF VOTING DELEGATES AND PROXY VOTING DELEGATES AT THE ANNUAL GENERAL MEETING OF THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ON BEHALF OF THE CITY OF KWINANA

COUNCIL DECISION

508

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council:

Appoint Mayor Carol Adams and Deputy Mayor Peter Feasey to act as voting delegates and Councillors Wendy Cooper and Ruth Alexander to act as proxy voting delegates, at the Annual General Meeting of the Western Australian Local Government Association.

**CARRIED
7/0**

EMAIL BACK

Voting Delegate Information 2017 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, **2 August 2017** at the Perth Convention Centre.

Please complete and return this form to the Association by Monday, **3 July 2017** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
For (Local Government Name): Shire/Town/City of	
Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)	
Date _____	

ON COMPLETION PLEASE EMAIL TO: afernandez@walga.asn.au

Ana Fernandez, Executive Officer Governance

16.2 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 Council approves the required budget variations to the Adopted Budget for 2016/2017 as outlined in the report.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	LEDGER ACCOUNT	DESCRIPTION	OPERATING BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	600007.1561	Capital Expense	(2,997,089)	(75,738)	(3,072,827)
	600007.1562	Capital Expense	(135,000)	31,134	(103,866)
	300137.1003	Capital Revenue	1,978,313	44,604	2,022,917
	Reason:	<i>Transport Development – additional funds required for asphalt reseal works to Lee Road which will include penalty rates for night time works and traffic management to rectify damaged base course. This will be funded by additional revenue from Main Roads urban road grant for Lee Road, transfer of savings from Chisham Square city centre paving and Gilmore Avenue road reseal.</i>			
2	400243.1600	Operating Expense	(839,971)	(27,250)	(867,221)
	600002.1001	Capital Expense	(535,782)	27,250	(508,532)
	Reason:	<i>Computing Infrastructure - transfer of funds from capital to operating to engage Civica to commence the migration out of the Civica cloud.</i>			
3	600013.1000	Capital Expense	(840,700)	(26,290)	(866,990)
	300151.1000	Capital Revenue	Nil	26,290	26,290
	Reason:	<i>Depot Operating Overheads - revenue received in addition to the adopted budget from Road Safety Commission for a speed alert mobile trailer for driver speed education.</i>			
4	400467.1144	Operating Expense	(29,340)	(26,000)	(55,340)
	600013.1000	Capital Expense	(866,990)	26,000	(840,990)
	Reason:	<i>Depot Operating Overheads - transfer of funds from capital to operating for purchase of individual GPS tracking devices for plant and equipment that fall under the capital threshold.</i>			
5	400261.1144	Operating Expense	Nil	(559)	(559)
	600004.1002	Capital Expense	(55,000)	559	(54,441)
	Reason:	<i>Recquatic Admin - transfer of funds from capital to operating for purchase of office chairs that fall under the capital threshold.</i>			
6	400466.1037	Operating Expense	(79,042)	(52,632)	(131,674)
	700047.1993	Transfer from Reserve	Nil	52,632	52,632
	Reason:	<i>Depot Operating Overheads - transfer of funds from Workers Compensation reserve for the payment to LGIS Workcare scheme as a result of a previous fund year claim that has exceeded the deposit contribution for that fund year.</i>			

16.2 BUDGET VARIATIONS

7	600012.1000	Capital Expense	(87,000)	(9,091)	(96,091)
	400497.1031	Employee Expense	(968,650)	9,091	(959,559)
	Reason:	<i>Law Order and Public Safety – transfer of identified savings in salaries to capital for the purchase of four vehicle computer mounting systems for City Assist vehicles to ensure legislative and occupational health and safety standards are met.</i>			
8	600019.1002	Capital Expense	(1,050,406)	31,437	(1,018,969)
	300147.1002	Capital Revenue	Nil	74,113	74,113
	750004.1614	Loan Transfer	105,550	(105,550)	Nil
	Reason:	<i>Recreation and Culture Facility - The Solar panel capital expenditure for the Darius Wells has come under budget by \$31,437 therefore resulting in savings for the capital expense. The City is proposing that the 1931 Small Scale Technology Certificates equating to \$74,112.50 to be sold as part of the Australian Government Small Scale Technology Certificates Program for a 14 year term to a third party in which the City will enter into an agreement once the terms have been reached. As a result of the savings in expenditure and the additional revenue, the proposed loan identified in the adopted budget is not required to be drawn down.</i>			
9	600019.1001	Capital Expense	(27,000)	(10,000)	(37,000)
	400732.1220	Operating Expense	(2,000)	1,200	(800)
	400732.1106	Operating Expense	(8,000)	2,600	(5,400)
	400732.1144	Operating Expense	(4,500)	1,200	(3,300)
	400733.1106	Operating Expense	(8,000)	2,500	(5,500)
	400733.1144	Operating Expense	(4,500)	1,500	(3,000)
	400733.1220	Operating Expense	(2,000)	1,000	(1,000)
	Reason:	<i>Recreation and Culture Facility – transfer of identified savings in operating to capital for the purchase of two coffee machines for William Bertram and John Wellard Community Centres as a place activation strategy to promote the use of the centres by community members.</i>			
10	400461.1976	Operating Expense	(275,000)	(69,959)	(344,959)
	600007.1561	Capital Expense	(2,997,089)	69,959	(2,927,130)
	Reason:	<i>Infrastructure Management Overheads – transfer of identified savings in Bertram Road dual carriageway as the Western Power quote came under budget due to not needing to replace a transformer, to Cedar Woods as a contribution towards the cost of constructing Emerald Park oval.</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:

The financial implications are detailed in this report.

16.2 BUDGET VARIATIONS**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:

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan.

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future.	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report or recommendation.

RISK IMPLICATIONS:

Risk Event	The City does not manage it's finances adequately and allows budget expenditure to exceed allocation and the City then finds itself unable to fund it's services that have been approved through the budget process
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce (mitigate risk)
Response to risk treatment required/in place	Submit budget variation requests to Council as they arise, identifying financial implications and ensuring there is nil effect on the budget adopted
Rating (after treatment)	Low

16.2 BUDGET VARIATIONS

COUNCIL DECISION

509

MOVED CR R ALEXANDER

SECONDED CR P FEASEY

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

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

16.3 Monthly Statement of Financial Activity for the Period Ending 30 April 2017

SUMMARY:

The Monthly Statement of Financial Activity and explanation of material variances for the period ending 30 April 2017 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council accepts:

1. The Monthly Statements of Financial Activity for the period ending 30 April 2017; and
2. The explanations for material variances for the period ending 30 April 2017.

DISCUSSION:

Variance percentages between budget estimates to the end of April and actual amounts to the end of April 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 Development Revenue	3,389,874	2,835,627	▲	19.55%
Directorate Corporate and Engineering Services Expenditure	(16,990,209)	(24,127,762)	▼	29.58%
Directorate City Living Expenditure	(21,757,778)	(24,714,585)	▼	11.96%
Directorate City Development Expenditure	(2,662,503)	(3,412,313)	▼	21.97%
Depreciation of Assets	4,408,846	9,430,848	▼	53.25%
Contributions for the Development of Assets	2,894,176	3,908,966	▼	(25.96%)
Proceeds from Disposal of Assets	394,422	508,013	▼	(22.36%)
Purchase Plant and Machinery	(667,615)	(929,211)	▼	28.15%

16.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2017

Description	Actual	Y-T-D Budget		Variance (%)
Purchase Transportation Vehicles	(428,344)	(600,600)	▼	28.68%
Purchase Land and Buildings	(633,737)	(1,578,910)	▼	59.86%
Purchase Reserve Development	(389,194)	(847,437)	▼	54.07%
Purchase Playground Equipment	(2,255,467)	(3,363,555)	▼	32.94%
Purchase Infrastructure – Roads to Recovery	(516,032)	(669,398)	▼	22.91%
Purchase Infrastructure – Road Resurfacing	(74,221)	(202,000)	▼	63.26%
Purchase Infrastructure – Footpaths	(24,203)	(150,000)	▼	83.86%
Purchase Infrastructure – Drainage	(269,568)	(380,000)	▼	29.06%
Purchase Infrastructure – Municipal Roadworks	(144,754)	(300,279)	▼	51.79%
Purchase Infrastructure – Car Parks	(59,069)	(200,000)	▼	70.47%
Transfers from Reserves	2,294,239	4,843,074	▼	52.63%

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 Development Revenue – 19.55%

This area shows increased revenue mainly due to the following area:

- Planning and Building Services (*Developer Contributions Administration*) – Year to date budget allocations have resulted in a timing variance for the actual contributions received towards the Wandi and Wellard areas.

Directorate Corporate and Engineering Services Expenditure – 29.58%

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

- Financial Services (*Finance*) – Resourcing issues have resulted in a timing delay for the processing of assets and depreciation.

Directorate City Living Expenditure – 11.96%

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

- Community Centres (*Community Centres Admin*) – Recruitment of vacant positions is delayed pending the outcome of the Community Services and Development service review. The request for Consultant has been issued and closed during the month. Evaluation of submissions now underway.
- Community Development (*Youth Centre*) – Recruitment of vacant positions is delayed pending the outcome of the Community Services and Development service review. The request for Consultant has been issued and closed during the month. Evaluation of submissions now underway.
- Community Services (*Community Services Admin*) – Due mainly to the allocation of overheads.

16.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2017

- d. Environmental Health Services (*Waste Management*) – Consultancy costs associated with waste management planning are yet to be realised. In addition, delayed receipt of invoices for waste and resource recycling has resulted in timing variances.

Directorate City Development Expenditure – 21.97%

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

- a. Planning and Building Services (*Building Control/Approvals*) – recruitment of vacant positions has been deferred and are dependant upon the outcome of a business case.
- b. Planning and Building Services (*Developer Contributions Administration*) – City contributions required under the Wellard Village Agreement are payable upon request for clearance by Developers, however no applications had been lodged at reporting date.
- c. Planning and Building Services (*Statutory Planning/Approvals*) – recruitment of the vacant Planning Compliance Technical position was deferred due to Officer secondment however is now dependant upon the outcome of a business case.
- d. Planning and Building Services (*Strategic Planning*) – recruitment of vacant positions has been deferred and are dependant upon the outcome of a business case.

Depreciation of Assets – 53.25%

Depreciation less than budgeted due to depreciation only being processed to end of October 2016 resulting in a timing variance with nil effect on rates as non-cash.

Contributions for the Development of Assets – (25.96%)

Urban Road grant funds and the final payment for the Adventure Park were anticipated to have been received resulting in a timing variance.

Proceeds from Disposal of Assets – (22.36%)

Processing of asset disposals has only been processed up to the end of October 2016 resulting in a timing variance.

Purchase Plant and Machinery – 28.15%

Purchase orders are in the system for the new GPS Tracking systems, the Horticulture truck and the Graffiti truck. Purchase of portable steps for the 25m pool has been delayed and is expected to be purchased prior to 30 June.

Purchase Transportation Vehicles – 28.68%

Purchase orders are in the system for remaining vehicle purchases and delivery is now expected.

Purchase Land and Buildings – 59.86%

Much of the budgeted expenditure at Callistemon Court and Banksia Park Retirement Village is contingent upon units becoming vacant or when repairs are required. Purchase orders are in the system for painting works; air conditioning projects are being combined for quote whilst other works are scheduled resulting in a timing variance. Pending the feasibility of the administration building, all administration building projects are on hold. Resealing of the tennis courts commenced during the month of April and invoices are expected. Installation of the Darius Wells solar panels has commenced and due for completion by May 2017. Projects associated with the Developer Contributions Scheme are multi year projects that will not be complete this financial year. Purchase orders are in the system for most year-to-date scheduled projects and invoices are expected.

16.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2017

The signage project will be incomplete this financial year. Planning is underway and detailed design will be complete by July 2017.

Purchase Reserve Development – 54.07%

Various projects including those relating to the Parks for People Strategy have been delayed due to the completion and opening of the Adventure Playground. Design is now underway with purchase orders raised and construction expected to commence. Thomas Oval Netball Court renewal works had been delayed pending Department of Sport and Recreation funding approval; however purchase orders are in the system and works have now commenced. The project is unlikely to be completed by end of June and will likely be carried forward. Purchase orders are in the system for beautification works within the Medina Revitalisation area and works are complete; invoices are yet to be received.

Purchase Playground Equipment – 32.94%

The purchase of playground equipment and completion of landscaping at the Bright Futures Family Day Care Centre has been delayed. A forum will be conducted with educators in the following weeks and quotes will then need to be sourced. This is unlikely to be completed by the end of 30 June 2017. Purchase orders are in the system for the Kwinana Outdoor Youth Space Skate Park and works are underway.

Purchase Roads to Recovery – 22.91%

Barter Road works commenced and were completed in March; invoices are expected. Purchase orders are in the system for Brownell Place; works commenced in March and are due for completion in April. Chisham Avenue pedestrian crossing works are due to commence in May and completed by end of June.

Purchase Roads Resurfacing – 63.26%

Purchase orders are in the system for most resurfacing projects and works are substantially complete. Invoices are now expected. Kwinana Beach Road works are now postponed until May 2017.

Purchase Footpaths – 83.86%

Works to replace faulty natural stone in the City Centre have been undertaken at no additional cost to the City by the Contractor during the defects liability period. The footpath from Walgreen Crescent to the Adventure Playground is scheduled to commence towards the end of May 2017 and is anticipated to be completed by end of June 2017.

Purchase Drainage – 29.06%

Purchase orders are in the system for all works and invoices are now expected.

Purchase Municipal Roadworks – 51.79%

The City is awaiting design and costing from Western Power in relation to the Bertram Road Dual Carriageway works and the tender for Johnson Road realignment works will be advertised in May 2017. The Johnson Road project will be carried forward to 2017/18.

Purchase Car Parks – 70.47%

Construction of the Kwinana Outdoor Youth Space Car Park is due to commence in May and will not be completed in 16/17 and will therefore be carried forward to 17/18 for completion.

Transfers from Reserves – 52.63%

Transfers from Reserves are processed monthly as costs are incurred.

16.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2017

Investment activity April 2017

- *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 1996 – Regulation 34

34 Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.

16.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2017

- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

FINANCIAL/BUDGET IMPLICATIONS:

As outlined in the 'Discussion' section.

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:

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future.	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

RISK IMPLICATIONS:

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low

16.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2017

Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

COUNCIL DECISION

510

MOVED CR W COOPER**SECONDED CR D WOOD****That Council accepts:**

- 1. The Monthly Statements of Financial Activity for the period ending 30 April 2017; and**
- 2. The explanations for material variances for the period ending 30 April 2017.**

**CARRIED
7/0**



CITY OF KWINANA

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

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CITY OF KWINANA
RATE SETTING STATEMENT by DIRECTORATE
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	NOTE	April 2017 Actual \$	April 2017 Y-T-D Budget \$	2016/17 Revised Budget \$	Variance Budget to Actual	
					YTD \$	Y-T-D %
Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,844,089	2,844,089	2,844,089		
Revenues	1					
Directorate City Strategy		592,364	501,775	660,395		
Directorate Corporate & Engineering Services		4,267,259	4,090,053	5,258,833		
Directorate City Living		15,486,149	14,550,114	16,739,170		
Directorate City Development		3,389,874	2,835,627	5,030,872	▲	(19.55%)
		<u>23,735,646</u>	<u>21,977,569</u>	<u>27,689,270</u>		
Expenses	1					
Directorate City Strategy		(3,435,666)	(3,639,206)	(4,628,711)	▼	
Directorate Corporate & Engineering Services		(16,990,209)	(24,127,762)	(29,917,745)	▼	29.58%
Directorate City Living		(21,757,778)	(24,714,585)	(29,780,210)	▼	11.96%
Directorate City Development		(2,662,503)	(3,412,313)	(3,996,185)	▼	21.97%
		<u>(44,846,156)</u>	<u>(55,893,866)</u>	<u>(68,322,851)</u>		
NET OPERATING RESULT EXCLUDING RATES		<u>(21,110,510)</u>	<u>(33,916,297)</u>	<u>(40,633,581)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
(Profit) on Asset Disposals	4	(42,354)	(214,497)	(214,497)		
Loss on Asset Disposals		62,563	20,557	20,557		
Movement in Deferred Pensioner Rates		39,103	-	-		
Movement in Employee Leave Provision		-	-	-		
Depreciation on Assets		<u>4,408,846</u>	<u>9,430,848</u>	<u>11,316,975</u>	▼	53.25%
		<u>4,468,158</u>	<u>9,236,908</u>	<u>11,123,035</u>		
Capital Revenue						
Grants/Contributions for Development of Assets		2,894,176	3,908,966	3,975,966	▼	25.96%
Proceeds from Disposal of Assets	4	<u>394,422</u>	<u>508,013</u>	<u>513,013</u>	▼	22.36%
		<u>3,288,598</u>	<u>4,416,979</u>	<u>4,488,979</u>		
Capital Expenditure						
Purchase Furniture and Equipment	3	(73,427)	(107,320)	(109,320)		
Purchase Computing Equipment	3	(151,322)	(220,294)	(701,907)		
Purchase Plant and Machinery	3	(667,615)	(929,211)	(1,009,211)	▼	28.15%
Purchase Transportation Vehicles	3	(428,344)	(600,600)	(600,600)	▼	28.68%
Purchase Land and Buildings	3	(633,737)	(1,578,910)	(1,832,566)	▼	59.86%
Purchase Reserve Development	3	(389,194)	(847,437)	(925,437)	▼	54.07%
Purchase Playground Equipment	3	(2,255,467)	(3,363,555)	(3,823,555)	▼	32.94%
Purchase Infrastructure - Urban Road Grant	3	(1,128,813)	(1,109,133)	(1,109,133)		
Purchase Infrastructure - Black Spot Grant	3	(24,238)	(22,000)	(22,000)		
Purchase Infrastructure - Roads to Recovery	3	(516,032)	(669,398)	(669,398)	▼	22.91%
Purchase Infrastructure - Road Resurfacing	3	(74,221)	(202,000)	(202,000)	▼	63.26%
Purchase Infrastructure - Street Lights	3	(2,159)	-	-		
Purchase Infrastructure - Bus Shelters	3	(3,120)	(50,000)	(50,000)		
Purchase Infrastructure - Footpaths	3	(24,203)	(150,000)	(150,000)	▼	83.86%
Purchase Infrastructure - Drainage	3	(269,568)	(380,000)	(380,000)	▼	29.06%
Purchase Infrastructure - Other Structures	3	-	-	-		
Purchase Infrastructure - Municipal Roadworks	3	(144,754)	(300,279)	(994,558)	▼	51.79%
Purchase Infrastructure - Car Parks	3	(59,069)	(200,000)	(255,000)	▼	70.47%
Purchase of Land held for resale	3	-	-	-		
		<u>(6,845,283)</u>	<u>(10,730,137)</u>	<u>(12,834,685)</u>		
Financing Expenditure & Revenue						
Repayment of Loans Principal	5	(319,214)	(298,591)	(605,151)		
Repayment of Liquidity Advance	5	(2,500,000)	(2,500,000)	(2,500,000)		
Proceeds from New Loan Borrowings	5	2,500,000	2,605,550	2,605,550		
Self-Supporting Loan Principal Revenue	5	31,262	31,324	37,590		
Transfer from Loan Fund for Capital	5	58,370	-	62,705		
Transfers to Reserves (Restricted Assets)	6	(4,471,822)	(2,133,127)	(6,583,036)		
Transfers from Reserves (Restricted Assets)	6	<u>2,294,239</u>	<u>4,843,074</u>	<u>7,322,974</u>	▼	52.63%
		<u>(2,407,165)</u>	<u>2,548,230</u>	<u>340,632</u>		
Estimated Surplus/(Deficit) Year to Date	7	14,613,776	9,071,303	-		
Amount Required to be Raised from Rates	8	<u>(34,375,889)</u>	<u>(34,671,531)</u>	<u>(34,671,531)</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 2016 TO 30 APRIL 2017

	NOTE	April 2017 Actual \$	April 2017 Y-T-D Budget \$	2016/17 Revised Budget \$
Revenues	1			
General Purpose Funding		37,710,426	37,707,760	38,616,888
Governance		328,879	201,363	301,895
Law, Order, Public Safety		368,088	342,948	374,851
Health		82,727	127,394	243,632
Education and Welfare		6,048,097	5,426,332	6,854,614
Community Amenities		9,488,627	8,479,453	10,698,906
Recreation and Culture		2,501,170	2,389,723	2,942,608
Transport		237,948	224,151	304,157
Economic Services		1,125,684	1,338,148	1,494,439
Other Property and Services		177,535	197,331	314,314
		<u>58,069,181</u>	<u>56,434,603</u>	<u>62,146,304</u>
Expenses Excluding Finance Costs	1			
General Purpose Funding		(932,238)	(1,210,225)	(1,549,562)
Governance		(3,708,850)	(3,600,911)	(4,871,512)
Law, Order, Public Safety		(1,999,171)	(2,470,659)	(2,936,662)
Health		(955,470)	(1,086,440)	(1,269,605)
Education and Welfare		(7,326,459)	(7,673,243)	(9,559,207)
Community Amenities		(6,428,828)	(8,625,174)	(10,328,652)
Recreation & Culture		(11,832,978)	(15,043,489)	(17,677,088)
Transport		(6,633,880)	(10,271,107)	(12,440,680)
Economic Services		(1,473,390)	(1,741,918)	(2,091,406)
Other Property and Services		(2,873,483)	(3,485,425)	(4,363,323)
		<u>(44,164,747)</u>	<u>(55,208,591)</u>	<u>(67,087,697)</u>
Finance Costs	1			
General Purpose Funding		-	-	-
Governance		(31,443)	(35,313)	(63,009)
Law, Order, Public Safety		-	-	-
Health		-	-	-
Education and Welfare		(47,384)	(54,369)	(96,765)
Community Amenities		-	-	-
Recreation & Culture		(445,697)	(509,864)	(877,261)
Transport		(94,322)	(65,172)	(177,562)
Economic Services		-	-	-
Other Property and Services		-	-	-
		<u>(618,846)</u>	<u>(664,718)</u>	<u>(1,214,597)</u>
		<u>13,285,588</u>	<u>561,294</u>	<u>(6,155,990)</u>
Grants/Contributions for the Development of Assets		2,894,176	3,908,966	3,975,966
Profit on Disposal of Assets	4	42,354	214,497	214,497
(Loss) on Disposal of Assets	4	(62,563)	(20,557)	(20,557)
NET RESULT		<u>16,159,555</u>	<u>4,664,200</u>	<u>(1,986,084)</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>16,159,555</u>	<u>4,664,200</u>	<u>(1,986,084)</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 2016 TO 30 APRIL 2017

	NOTE	April 2017 Actual \$	April 2017 Y-T-D Budget \$	2016/17 Revised Budget \$
Revenues	1			
Rates	8	34,375,890	34,671,531	34,671,531
Operating Grants, Subsidies & Contributions		9,007,782	7,254,652	11,277,185
Reimbursements and Donations		629,554	565,345	742,782
Fines & Penalties		44,160	92,830	116,000
Fees and Charges		10,576,145	10,689,804	11,554,094
Interest Earnings		1,855,805	1,668,170	2,000,000
Income from Property		1,536,038	1,465,901	1,752,512
Other Revenue		43,807	26,370	32,200
		<u>58,069,181</u>	<u>56,434,603</u>	<u>62,146,304</u>
Expenses Excluding Finance Costs	1			
Employee Costs		(20,392,711)	(22,398,193)	(26,291,056)
Materials and Contracts		(16,479,624)	(20,018,626)	(25,204,921)
Utilities Charges (gas, electricity, water, etc)		(1,774,628)	(2,056,768)	(2,564,418)
Leases		(222,674)	(267,460)	(320,935)
Depreciation on Non-current Assets		(4,408,846)	(9,430,848)	(11,316,975)
Insurance Expenses		(538,910)	(546,984)	(573,600)
Other Expenditure		(347,354)	(489,712)	(815,792)
		<u>(44,164,747)</u>	<u>(55,208,591)</u>	<u>(67,087,697)</u>
Finance Costs				
Interest Expenses	5	(618,846)	(664,718)	(1,214,597)
		<u>13,285,588</u>	<u>561,294</u>	<u>(6,155,990)</u>
Grants/Contributions for the Development of Assets				
Non-operating Grants, Subsidies & Contributions		2,867,202	3,896,966	3,963,966
Non-operating Reimbursements & Donations		26,974	12,000	12,000
		<u>2,894,176</u>	<u>3,908,966</u>	<u>3,975,966</u>
Profit/(Loss) on Disposal of Assets	4			
Profit on Asset Disposals		42,354	214,497	214,497
Loss on Asset Disposals		(62,563)	(20,557)	(20,557)
		<u>(20,209)</u>	<u>193,940</u>	<u>193,940</u>
NET RESULT		<u>16,159,555</u>	<u>4,664,200</u>	<u>(1,986,084)</u>
Other Comprehensive Income		-	-	-
TOTAL COMPREHENSIVE INCOME		<u>16,159,555</u>	<u>4,664,200</u>	<u>(1,986,084)</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 2016 TO 30 APRIL 2017

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 local government 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 2016 TO 30 APRIL 2017

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%
	Minor Plant & Equipment	3 to 10	33.33% to 10%
Furniture & Equipment	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%
Infrastructure - Other Structures	Jetties	20 to 40	5% to 2.5%
	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 2016 TO 30 APRIL 2017

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!"

City of Kwinana 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 2016 TO 30 APRIL 2017

3. ACQUISITION OF ASSETS

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

<u>By Directorate</u>	April 2017 Actual \$	2016/17 Revised Budget \$
City Strategy		
Furniture & Equipment	-	-
Transportation Vehicles	(38,855)	(39,000)
Land & Buildings	-	-
	(38,855)	(39,000)
Corporate & Engineering Services		
Furniture & Equipment	-	(7,000)
Computing Equipment	(151,322)	(701,907)
Plant & Equipment	(654,222)	(877,252)
Transportation Vehicles	(64,463)	(168,600)
Land & Buildings	-	-
Reserve Development	(389,194)	(925,437)
Playground Equipment	(2,255,467)	(3,703,555)
Urban Road Grant	(1,128,813)	(1,109,133)
Black Spot Grant	(24,238)	(22,000)
Roads to Recovery Grant	(516,032)	(669,398)
Road Resurfacing	(74,221)	(202,000)
Street Lighting	(2,159)	-
Bus Shelter Construction	(3,120)	(50,000)
Footpath Construction	(24,203)	(150,000)
Drainage Construction	(269,568)	(380,000)
Municipal Roadworks	(144,754)	(994,558)
Carpark Construction	(59,069)	(255,000)
	(5,760,845)	(10,215,840)
City Living		
Furniture & Equipment	(73,427)	(102,320)
Plant & Equipment	(10,684)	(129,250)
Transportation Vehicles	(158,210)	(193,000)
Land & Buildings	(633,737)	(1,832,566)
Playground Equipment	-	(120,000)
	(876,058)	(2,377,136)
City Development		
Plant & Equipment	(2,709)	(2,709)
Transportation Vehicles	(166,816)	(200,000)
	(169,525)	(202,709)
	<u><u>(6,845,283)</u></u>	<u><u>(12,834,685)</u></u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

3. ACQUISITION OF ASSETS (Continued)

<u>By Class</u>	April 2017 Actual \$	2016/17 Revised Budget \$
Furniture and Equipment	(73,427)	(109,320)
Computing Equipment	(151,322)	(701,907)
Plant and Equipment	(1,095,959)	(1,609,811)
Land and Buildings	(633,737)	(1,832,566)
Infrastructure - Urban Road Grant	(1,128,813)	(1,109,133)
Infrastructure - Black Spot Grant	(24,238)	(22,000)
Infrastructure - Roads to Recovery	(516,032)	(669,398)
Infrastructure - Road Resurfacing	(74,221)	(202,000)
Infrastructure - Street Lights	(2,159)	-
Infrastructure - Bus Shelters	(3,120)	(50,000)
Infrastructure - Footpaths	(24,203)	(150,000)
Infrastructure - Drainage	(269,568)	(380,000)
Infrastructure - Municipal Roadworks	(144,754)	(994,558)
Infrastructure - Carpark	(59,069)	(255,000)
Infrastructure - Parks & Ovals	(2,644,661)	(4,748,992)
	<u>(6,845,283)</u>	<u>(12,834,685)</u>

4. DISPOSALS OF ASSETS

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

<u>By Class</u>	Net Book Value April Actual \$	Sale Proceeds April Actual \$	Profit(Loss) April Actual \$
Furniture and Equipment	(1,292)	-	(1,292)
Plant and Equipment	(413,339)	394,422	(18,917)
Land and Buildings	-	-	-
Infrastructure - Parks & Ovals	-	-	-
Land	-	-	-
Other	-	-	-
	<u>(414,631)</u>	<u>394,422</u>	<u>(20,209)</u>

Summary

	April Actual \$
Profit on Asset Disposals	42,354
(Loss) on Asset Disposals	(62,563)
	<u>(20,209)</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

5. INFORMATION ON BORROWINGS

(a) Loan Repayments

Particulars	Principal 1-Jul-16	Interest Rate	Maturity Date	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Apr-17 Actual \$	Apr-17 Actual \$	2016/17 Budget \$	Apr-17 Actual \$	2016/17 Budget \$	Apr-17 Actual \$	2016/17 Budget \$
Governance										
Loan 99 - Administration Office Renovations	925,362	6.25%	25-Jun-25	-	39,077	79,376	886,285	845,986	31,443	63,009
Education & Welfare										
Loan 96 - Youth Specific Space	193,278	7.53%	19-Jun-23	-	10,738	21,880	182,540	171,398	7,493	15,486
Loan 100 - Youth Specific Space	1,521,312	4.67%	25-Jun-28	-	-	-	1,521,312	1,521,312	39,891	81,279
Recreation & Culture										
Loan 94 - Wellard Sports Pavilion	289,483	6.38%	04-May-22	-	41,000	41,000	248,483	248,483	15,896	19,836
Loan 95 - Orelia Oval Pavilion	463,867	7.53%	19-Jun-23	-	25,771	52,512	438,096	411,355	17,984	37,166
Loan 97 - Orelia Oval Pavilion Extension	2,047,558	6.25%	25-Jun-25	-	86,467	175,636	1,961,091	1,871,922	69,574	139,419
Loan 102 - Resource & Knowledge Centre	7,421,567	4.54%	28-Jun-29	-	-	-	7,421,567	7,421,567	189,902	386,856
Loan 103 - Kwinana Golf Club	297,904	4.07%	25-Jun-23	-	18,606	37,590	279,298	260,314	6,943	13,815
Loan 104 - Recquatic Upgrade	3,350,000	4.05%	26-Jun-30	-	-	-	3,350,000	3,350,000	78,184	159,318
Loan 105 - Bertram Community Centre	1,296,840	3.25%	27-Mar-30	-	-	-	1,296,840	1,296,840	35,528	50,851
Loan 106 - Calista Destination Park	1,700,000	3.14%	24-Jun-31	-	44,801	90,000	1,655,199	1,700,000	31,686	70,000
New - Darius Wells Building Solar Panels	-			-	-	-	-	191,360	-	-
Transport										
Loan 98 - Streetscape Beautification	1,249,239	6.25%	25-Jun-25	-	52,754	107,157	1,196,485	1,142,082	42,448	85,062
Loan 101 - City Centre Road Network**	2,500,000	2.18%	27-Sep-16	-	2,500,000	2,500,000	-	-	51,874	-
Loan 101 - City Centre Road Network	-	2.47%	27-Sep-21	2,500,000	-	-	2,500,000	2,500,000	-	92,500
	23,256,410			2,500,000	2,819,214	3,105,151	22,937,196	22,932,619	618,846	1,214,597

Principal Repayments - Debentures	298,392	640,453
Liquidity Advance Repayments	2,500,000	2,500,000
	<u>2,798,392</u>	<u>3,140,453</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 2016 TO 30 APRIL 2017

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	
Darius Wells Building Solar Panels	-	105,550	WA Treasury	Debenture	10	4,960	4.0% & 0.7%	-	105,550	-
Loan 101 - City Centre Redevelopment	2,500,000	2,500,000	WA Treasury	Debenture	5	101,750	2.47% & 0.7%	2,500,000	2,500,000	-
	2,500,000	2,605,550				106,710		2,500,000	2,605,550	-

The City has a \$12,578,433 Short Term Loan Facility with Western Australian Treasury Corporation (WATC) that expires on 30 June 2017

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1-Jul-16 \$	Borrowed During Year \$	Expended During Year	Liquidity Repayment \$	Balance 31-Jan-17 \$
Loan 99 - Administration Office Renovations	25-Jun-10	62,705	-	58,370	-	4,335
		62,705	-	58,370	-	4,335

(d) Self Supporting Loan Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Apr-17 Actual \$	2016/17 Budget \$	Apr-17 Actual \$	2016/17 Budget \$	Apr-17 Actual \$	2016/17 Budget \$
Recreation & Culture								
Loan 103 - Kwinana Golf Club	297,904	-	31,262	37,590	266,642	260,314	9,151	13,815
	297,904	-	31,262	37,590	266,642	260,314	9,151	13,815

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

6. RESERVES

Reserve Accounts Transactions

RESERVE FUND DETAILS	Opening Balance 1 July 2016	Transfers			Movements	Closing Balance 30 April 2017
		To Reserve	Interest	From Reserve		
Aged Persons Units Reserve	528,629	-	11,676	(121,030)	-	419,275
Asset Management Reserve	1,212,394	-	24,652	(287,695)	-	949,351
Asset Replacement Reserve	531,373	-	8,539	(335,874)	-	204,038
Banksia Park Reserve	72,480	-	1,401	(42,741)	-	31,140
CLAG Reserve	246,658	-	5,690	-	-	252,348
Community Services & Emergency Relief Reserve	25,299	-	584	-	-	25,883
Employee Leave Reserve	4,100,853	-	-	-	-	4,100,853
Family Day Care Reserve	1,423,011	-	32,723	(13,744)	-	1,441,990
Future Community Infrastructure Reserve	2,571,524	-	55,833	(305,440)	-	2,321,917
Golf Course Cottage Reserve	26,469	-	611	-	-	27,080
Infrastructure Reserve	119,703	-	2,761	-	-	122,464
Rates Strategy Reserve	-	819,692	-	-	-	819,692
Refuse Reserve	8,385,016	-	193,412	-	-	8,578,428
Restricted Grants & Contributions Reserve	2,303,075	-	-	(919,064)	-	1,384,011
Settlement Agreement Reserve	157,743	-	-	-	-	157,743
Youth Engagement Reserve	-	270,000	-	-	-	270,000
Un-Restricted Reserves Sub Total	21,704,227	1,089,692	337,882	(2,025,588)	-	21,106,213

RESERVE FUND DETAILS	Opening Balance 1 July 2016	Transfers			Movements	Closing Balance 30 April 2017
		To Reserve	Interest	From Reserve		
DCA 1 - Hard Infrastructure - Bertram	1,483,289	255,260	36,078	-	-	1,774,627
DCA 2 - Hard Infrastructure - Wellard East	1,530,683	353,745	41,456	-	-	1,925,884
DCA 5 - Hard Infrastructure - Wandi	2,846,531	169,019	67,553	-	-	3,083,103
DCA 7 - Hard Infrastructure - Mandogalup (West)	-	8,413	96	-	-	8,509
DCA 8 - Soft Infrastructure - Mandogalup	-	-	-	-	-	-
DCA 9 - Soft Infrastructure - Wandii/Anketell	9,116,394	592,619	216,061	(63,533)	-	9,861,541
DCA 10 - Soft Infrastructure - Casuarina/Anketell	-	-	-	-	-	-
DCA 11 - Soft Infrastructure - Wellard East	3,647,606	591,364	91,525	(35,455)	-	4,295,040
DCA 12 - Soft Infrastructure - Wellard West	5,779,219	346,166	137,475	(8,082)	-	6,254,778
DCA 13 - Soft Infrastructure - Bertram	286,381	-	6,518	(6,816)	-	286,083
DCA 14 - Soft Infrastructure - Wellard/Leda	406,289	6,832	8,697	(65,197)	-	356,621
DCA 15 - Soft Infrastructure - Townsite	137,457	112,103	3,268	(89,568)	-	163,260
Developer Contribution Reserves Sub Total	25,233,849	2,435,521	608,727	(268,651)	-	28,009,446
Reserves Total	46,938,076	3,525,213	946,609	(2,294,239)	-	49,115,659

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 2016 TO 30 APRIL 2017

6. RESERVES

	April Actual \$	2016/17 Budget \$
Cash Backed Reserves		
(a) Aged Persons Units Reserve		
Opening Balance	528,629	528,629
Amount Set Aside / Transfer to Reserve	-	279,314
Interest Applied to Reserve	11,676	9,488
Amount Used / Transfer from Reserve	(121,030)	(210,315)
	<u>419,275</u>	<u>607,116</u>
(b) Asset Management Reserve		
Opening Balance	1,212,394	1,212,394
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	24,652	24,193
Amount Used / Transfer from Reserve	(287,695)	(807,174)
	<u>949,351</u>	<u>429,413</u>
(c) Asset Replacement Reserve		
Opening Balance	531,373	531,374
Amount Set Aside / Transfer to Reserve	-	250,000
Interest Applied to Reserve	8,539	11,767
Amount Used / Transfer from Reserve	(335,874)	(539,200)
	<u>204,038</u>	<u>253,941</u>
(d) Banksia Park DMF Reserve		
Opening Balance	72,480	72,479
Amount Set Aside / Transfer to Reserve	-	110,000
Interest Applied to Reserve	1,401	1,869
Amount Used / Transfer from Reserve	(42,741)	(87,900)
	<u>31,140</u>	<u>96,448</u>
(e) CLAG Reserve		
Opening Balance	246,658	246,658
Amount Set Aside / Transfer to Reserve	-	72,306
Interest Applied to Reserve	5,690	4,593
Amount Used / Transfer from Reserve	-	(56,620)
	<u>252,348</u>	<u>266,937</u>
(f) Community Services & Emergency Relief Reserve		
Opening Balance	25,299	25,299
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	584	561
Amount Used / Transfer from Reserve	-	-
	<u>25,883</u>	<u>25,860</u>
(g) Employee Leave Reserve		
Opening Balance	4,100,853	4,100,853
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>4,100,853</u>	<u>4,100,853</u>
(h) Family Day Care Reserve		
Opening Balance	1,423,011	1,423,011
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	32,723	28,997
Amount Used / Transfer from Reserve	(13,744)	(170,570)
	<u>1,441,990</u>	<u>1,281,438</u>
(i) Future Community Infrastructure Reserve		
Opening Balance	2,571,524	2,571,524
Amount Set Aside / Transfer to Reserve	-	197,396
Interest Applied to Reserve	55,833	33,752
Amount Used / Transfer from Reserve	(305,440)	(1,600,449)
	<u>2,321,917</u>	<u>1,202,223</u>
(j) Golf Course Cottage Reserve		
Opening Balance	26,469	26,469
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	611	577
Amount Used / Transfer from Reserve	-	-
	<u>27,080</u>	<u>27,046</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

6. RESERVES

	April Actual \$	2016/17 Budget \$
Cash Backed Reserves		
(k) Infrastructure Reserve		
Opening Balance	119,703	119,703
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	2,761	2,586
Amount Used / Transfer from Reserve	-	-
	<u>122,464</u>	<u>122,289</u>
(l) Rates Strategy Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	819,692	819,692
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>819,692</u>	<u>819,692</u>
(m) Refuse Reserve		
Opening Balance	8,385,016	8,385,016
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	193,412	148,242
Amount Used / Transfer from Reserve	-	(710,119)
	<u>8,578,428</u>	<u>7,823,139</u>
(n) Restricted Grants & Contributions Reserve		
Opening Balance	2,303,075	2,303,075
Amount Set Aside / Transfer to Reserve	-	241,890
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	(919,064)	(2,541,363)
	<u>1,384,011</u>	<u>3,602</u>
(o) Settlement Agreement Reserve		
Opening Balance	157,743	157,743
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>157,743</u>	<u>157,743</u>
(p) Youth Engagement Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	270,000	270,000
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	-
	<u>270,000</u>	<u>270,000</u>
Un-Restricted Reserves Sub Total	<u>21,106,213</u>	<u>17,487,740</u>
Developer Contributions Reserve - DCA 1 - Hard		
(q) Infrastructure Bertram		
Opening Balance	1,483,289	1,483,289
Amount Set Aside / Transfer to Reserve	255,260	255,259
Interest Applied to Reserve	36,078	27,970
Amount Used / Transfer from Reserve	-	(54,000)
Movement	-	-
	<u>1,774,627</u>	<u>1,712,518</u>
Developer Contributions Reserve - DCA 2 - Hard		
(r) Infrastructure Wellard		
Opening Balance	1,530,683	1,530,683
Amount Set Aside / Transfer to Reserve	353,745	653,339
Interest Applied to Reserve	41,456	34,269
Amount Used / Transfer from Reserve	-	-
	<u>1,925,884</u>	<u>2,218,291</u>
Developer Contributions Reserve - DCA 5 - Hard		
(s) Infrastructure Wandii		
Opening Balance	2,846,531	2,846,531
Amount Set Aside / Transfer to Reserve	169,019	169,019
Interest Applied to Reserve	67,553	58,736
Amount Used / Transfer from Reserve	-	-
	<u>3,083,103</u>	<u>3,074,286</u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

6. RESERVES

Cash Backed Reserves	April Actual \$	2016/17 Budget \$
Developer Contributions Reserve - DCA 7 - Hard		
(t) Infrastructure Mandogalup (West)		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	8,413	8,413
Interest Applied to Reserve	96	-
Amount Used / Transfer from Reserve	-	-
	<u>8,509</u>	<u>8,413</u>
Developer Contributions Reserve - DCA 9 -Soft		
(u) Infrastructure Wandil/Anketell		
Opening Balance	9,116,394	9,116,394
Amount Set Aside / Transfer to Reserve	592,619	585,303
Interest Applied to Reserve	216,061	192,062
Amount Used / Transfer from Reserve	(63,533)	(98,534)
	<u>9,861,541</u>	<u>9,795,225</u>
Developer Contributions Reserve - DCA 10 -Soft		
(v) Infrastructure Casuarina/Anketell		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	234,835
Interest Applied to Reserve	-	-
Amount Used / Transfer from Reserve	-	(15,875)
	<u>-</u>	<u>218,960</u>
Developer Contributions Reserve - DCA 11 -Soft		
(w) Infrastructure Wellard East		
Opening Balance	3,647,606	3,647,605
Amount Set Aside / Transfer to Reserve	591,364	1,064,455
Interest Applied to Reserve	91,525	80,796
Amount Used / Transfer from Reserve	(35,455)	(77,182)
	<u>4,295,040</u>	<u>4,715,674</u>
Developer Contributions Reserve - DCA 12 -Soft		
(x) Infrastructure Wellard West		
Opening Balance	5,779,219	5,779,218
Amount Set Aside / Transfer to Reserve	346,166	346,166
Interest Applied to Reserve	137,475	122,810
Amount Used / Transfer from Reserve	(8,082)	(45,102)
	<u>6,254,778</u>	<u>6,203,092</u>
Developer Contributions Reserve - DCA 13 -Soft		
(y) Infrastructure Bertram		
Opening Balance	286,381	286,381
Amount Set Aside / Transfer to Reserve	-	-
Interest Applied to Reserve	6,518	6,580
Amount Used / Transfer from Reserve	(6,816)	(6,738)
	<u>286,083</u>	<u>286,223</u>
Developer Contributions Reserve - DCA 14 -Soft		
(z) Infrastructure Wellard/Leda		
Opening Balance	406,289	406,290
Amount Set Aside / Transfer to Reserve	6,832	60,118
Interest Applied to Reserve	8,697	7,270
Amount Used / Transfer from Reserve	(65,197)	(132,816)
	<u>356,621</u>	<u>340,862</u>
Developer Contributions Reserve - DCA 15 -Soft		
(aa) Infrastructure Townsite		
Opening Balance	137,457	137,458
Amount Set Aside / Transfer to Reserve	112,103	165,531
Interest Applied to Reserve	3,268	2,882
Amount Used / Transfer from Reserve	(89,568)	(169,017)
	<u>163,260</u>	<u>136,854</u>
Developer Contributions Reserves Sub Total	<u>24,926,343</u>	<u>28,710,398</u>
Total Cash Backed Reserves	<u>49,115,659</u>	<u>46,198,138</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 2016 TO 30 APRIL 2017

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

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 provided by the asset

Rates Strategy Reserve

This Reserve was established to provide funds to assist in the future management of the City's rating strategy

Refuse Reserve

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

Restricted Grants & Contributions Reserve

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

Settlement Agreement Reserve

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

Youth Engagement Reserve

This Reserve was established to provide funds to assist with youth engagement and diversion initiatives

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 - Wandí

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

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 8 - Soft Infrastructure Mandogalup

DCA 9 - Soft Infrastructure - Wandí/Anketell

This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 - Soft Infrastructure Wandí/Anketell

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

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 14 - Soft Infrastructure Wellard/Leda

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 DCA 15 - Soft Infrastructure Townsite

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

	April 2017 Actual \$	Brought Forward 1-Jul \$
CURRENT ASSETS		
Cash - Unrestricted	15,321,126	8,356,933
Cash - Restricted (Reserves)	49,115,659	46,938,076
Cash - Restricted (Unspent Loan Funds)	4,335	62,705
Rates - Current	3,744,595	1,590,578
Sundry Debtors	534,382	1,139,001
GST Receivable	167,753	554,076
Accrued Receivables	-	410,710
Inventories	91,886	26,163
	<u>68,979,736</u>	<u>59,078,242</u>
 LESS: CURRENT LIABILITIES		
Sundry Creditors	(1,684,485)	(4,674,862)
Bonds and Deposit Creditors	(3,561,481)	(3,408,346)
Accrued payables - Current	-	(1,150,164)
Current Borrowings	(605,457)	(3,105,457)
Provisions - Current	(4,545,806)	(4,545,806)
	<u>(10,397,229)</u>	<u>(16,884,635)</u>
 Net Current Asset Position (Prior to Adjustment)	58,582,507	42,193,607
Less:		
Cash Restricted - (Unspent Loan Funds)	(4,335)	(62,705)
Cash Restricted - (Reserves)	(49,115,659)	(46,938,076)
	<u>(49,119,994)</u>	<u>(47,000,781)</u>
 Add Back:		
Cash Backed Leave Reserve - Current	4,545,806	4,545,806
Current Loan Liability	605,457	3,105,457
	<u>5,151,263</u>	<u>7,651,263</u>
	<u><u>\$ 14,613,776</u></u>	<u><u>\$ 2,844,089</u></u>

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Actual Rate Revenue \$	2016/17 Actual Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Total Budget \$
Differential General Rate								
<i>Gross Rental Value (GRV)</i>								
Improved Residential	0.07303	10,615	184,561,500	13,478,527	967,683	-	14,446,210	13,899,543
Vacant Residential	0.17974	555	8,674,147	1,559,091	(284,479)	-	1,274,612	1,559,091
Improved Special Residential	0.06385	716	16,868,756	1,077,070	151,977	-	1,229,047	1,077,070
Light Industrial and Commercial	0.09082	146	22,148,306	2,011,509	33,240	-	2,044,749	2,011,509
General Industry and Service Commercial	0.07961	318	33,469,413	2,664,500	113,942	-	2,778,442	2,664,500
Large Scale General Industry and Service Commercial	0.08260	48	52,329,591	4,322,424	(309,697)	-	4,012,727	4,322,424
<i>Improved Value (UV)</i>								
General Industrial	0.02639	3	121,200,000	3,198,468	-	-	3,198,468	3,198,468
Rural	0.00464	187	184,212,000	854,744	(361,239)	-	493,505	854,744
Mining	0.00793	13	27,291,000	216,418	13,923	-	230,341	216,418
Urban/Urban Deferred	0.00612	65	171,510,000	1,049,641	(199,976)	-	849,665	1,049,641
		12,666	822,264,713	30,432,392	125,374	-	30,557,766	30,853,408

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

.. RATING INFORMATION (Continued)

	Minimum \$	Number of Properties	Rateable Value \$	2016/17 Actual Rate Revenue \$	2016/17 Actual Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Total Budget \$
Minimum Payments								
Gross Rental Value (GRV)								
Improved Residential	943	2,679	31,546,688	2,526,297	-	-	2,526,297	2,526,297
Vacant Residential	943	1,220	5,290,264	1,150,460	-	-	1,150,460	1,150,460
Improved Special Residential	943	5	68,260	4,715			4,715	4,715
Light Industrial and Commercial	1226	18	168,008	22,068	-	-	22,068	22,068
General Industry and Service Commercial	1226	37	299,688	45,362	-	-	45,362	45,362
Large Scale General Industry and Service Commercial	1226	0	-	-			-	-
Improved Value (UV)								
General Industrial	1226	0	-	-	-		-	-
Rural	943	11	1,453,000	10,373			10,373	10,373
Mining	1226	1	15,000	1,226	-		1,226	1,226
Urban/Urban Deferred	1226	47	7,786,600	57,622	-	-	57,622	57,622
Sub-Totals		4,018	46,627,508	3,818,123	-	-	3,818,123	3,818,123
							34,375,889	34,671,531
Specified Area Rates							-	-
Totals		16,684	868,892,221	34,250,515	125,374	-	34,375,889	34,671,531

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 2016/17 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 2016 TO 30 APRIL 2017

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-16 \$	Amounts Received \$	Amounts Paid \$	Balance 2016/17 \$
Contiguous Local Authorities Group CLAG	-	200	-	200
	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>

City of Kwinana
Statement of Investments
For the Period Ending 30 April 2017



Rating

Compliance Indicators



Tier 1 - AAA rated authorised institutions

Direct Investment Maximum 100%

Per Institution Maximum Limit 45% of Total Portfolio

AAA



Tier 1 - April 2017

0%

Indicates the distribution of funds across Tier 1 by percentage

Tier 1 - April 2017

0
Millions

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

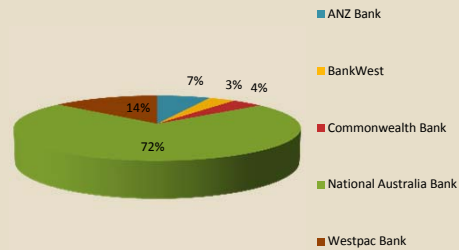
Direct Investment Maximum 100%

Per Institution Maximum Limit 35% of Total Portfolio

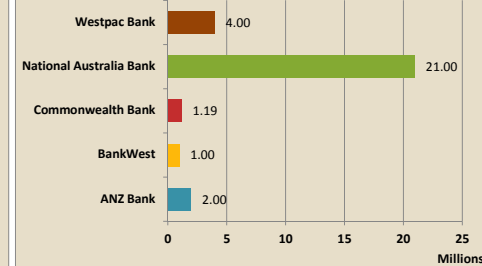
ANZ Bank	AA-	2,001,083.24	3.24%
BankWest	AA-	1,000,000.00	1.62%
Commonwealth Bank	AA-	1,191,090.48	1.93%
National Australia Bank	AA-	21,000,000.00	33.95%
Westpac Bank	AA-	4,000,000.00	6.47%

29,192,173.72 47.20%

Tier 2 - April 2017



Tier 2 - April 2017



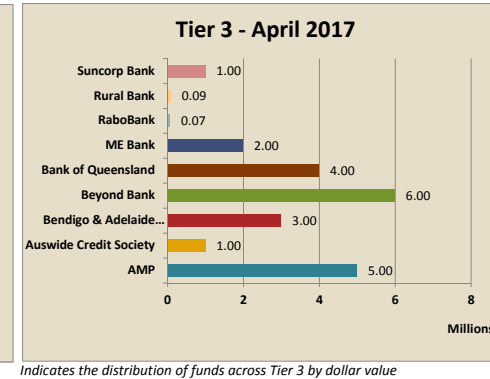
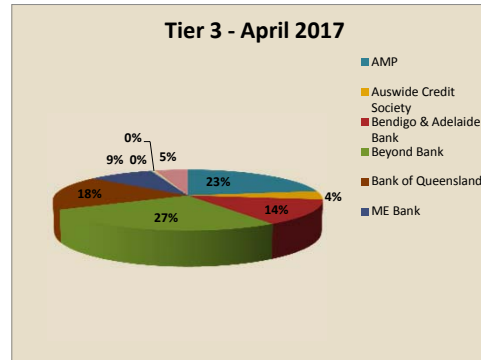
Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

City of Kwinana
Statement of Investments
For the Period Ending 30 April 2017



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

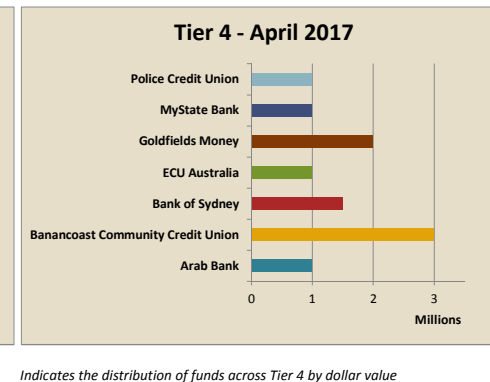
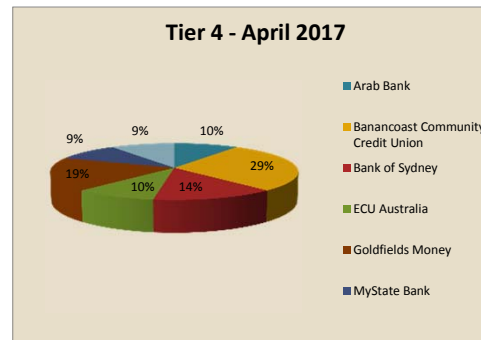
AMP	A+	5,000,195.34	8.08%
Auswide Credit Society	BBB	1,000,000.00	1.62%
Bendigo & Adelaide Bank	A-	3,000,000.00	4.85%
Beyond Bank	BBB+	6,000,000.00	9.70%
Bank of Queensland	A-	4,000,000.00	6.47%
ME Bank	BBB+	2,000,000.00	3.23%
RaboBank	AA-	68,976.05	0.11%
Rural Bank	A-	86,084.78	0.14%
Suncorp Bank	A+	1,000,000.00	1.62%
		22,155,256.17	35.82%



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			
Arab Bank	BB+	1,000,000.00	1.62%
Banancoast Community Credit Union	UR	3,000,000.00	4.85%
Bank of Sydney	UR	1,500,000.00	2.43%
ECU Australia	UR	1,000,000.00	1.62%
Goldfields Money	UR	2,000,000.00	3.23%
MyState Bank	BBB+	1,000,000.00	1.62%
Police Credit Union	UR	1,000,000.00	1.62%
		10,500,000.00	16.98%



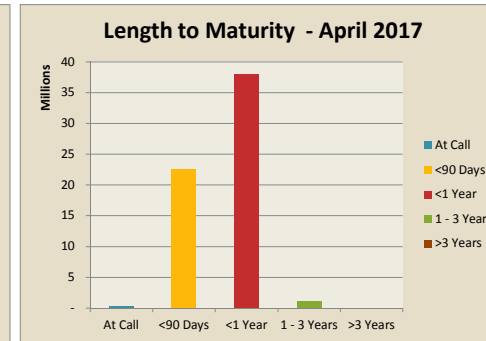
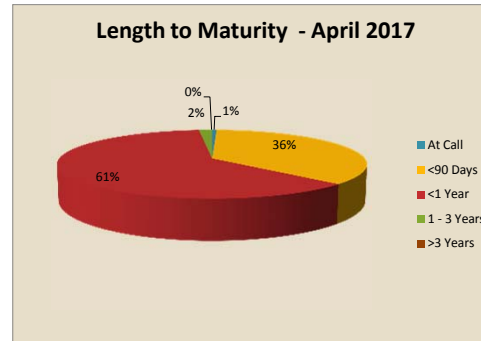
Comment: Funds were allocated in accordance with the guidelines of Investment Policy.

Total Value of Investments **\$ 61,847,429.89**

City of Kwinana
Statement of Investments
For the Period Ending 30 April 2017



At Call	347,429.89	0.56%
<90 Days	22,500,000.00	36.38%
<1 Year	38,000,000.00	61.44%
1 - 3 Years	1,000,000.00	1.62%
>3 Years	-	0.00%
\$	61,847,429.89	100.00%



Portfolio Term to Maturity Limits

At Call investment

Compliance Indicator

Funds invested for 90 days or less
100% (with 10% minimum) of Total Portfolio
Compliance Indicator

Funds invested for between 90 days and up to 1 year
100% (with 40% minimum) of Total Portfolio
Compliance Indicator

Funds invested for between 1 and 3 years
60% (Bonds Only) of Total Portfolio
Compliance Indicator

Funds invested for greater than 3 years
0% of Total Portfolio
Compliance Indicator

At Call	<90 Days	<1 Year	1-3 Years
\$ 347,429.89 0.56% ✓	\$ 22,500,000.00 36.38% ✓	\$ 38,000,000.00 61.44% ✓	\$ 1,000,000.00 1.62% ✓

Comment: Portfolio compliant with the Policy

Portfolio Credit Framework

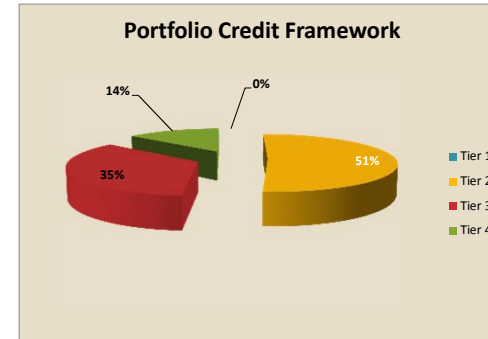
Direct Investment Maximum 100%
Per Institution Maximum Limit 45% of Total Portfolio

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

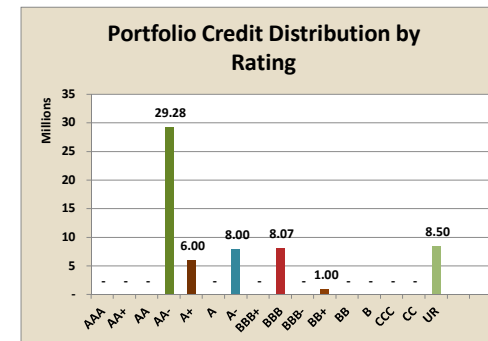
Direct Investment Maximum 40%
Per Institution Maximum Limit 20% of Total Portfolio

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

Tier 1	Tier 2	Tier 3	Tier 4
0.00% ✓			
	47.20% ✓		
		35.82% ✓	
			16.98% ✓

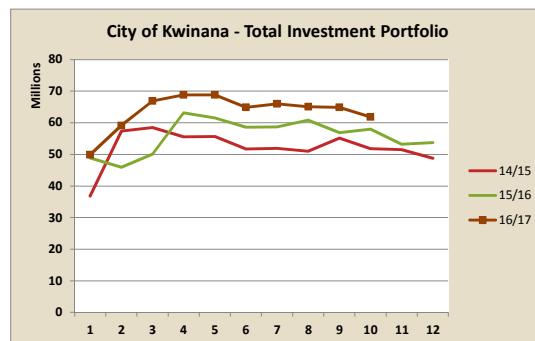


Indicates the distribution of funds across the 4 Tiers

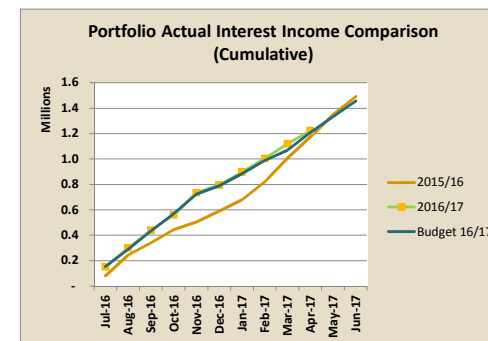


Indicates the distribution of funds by credit rating

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

16.4 Request Ministerial Approval of 2017/18 Proposed Differential Rates and Minimum Payment

SUMMARY:

At the Ordinary Council Meeting on 10 May 2017, Council endorsed to advertise the Statement of Objects and Reasons and proposed differential rates and minimum payments for the 2017/18 financial year in accordance with the *Local Government Act 1995*. The advertisement that was placed in the "Sound Telegraph" newspaper on the 17 May 2017 called for public submissions until close of business on Thursday, 8 June 2017.

Copies of the Statement of Objects and Reasons were also made available for public inspection at the City's Administration Building, Darius Wells Library and Resource Centre and on the City's website. At the expiration of the statutory advertising period, no submissions were received.

This report has been prepared for Council to request the Minister to approve the differential rates prior to the adoption of the rates through the budget process.

OFFICER RECOMMENDATION:

Authorise the Chief Executive Officer to proceed with Ministerial Approval of the advertised differential rates for:

- a. Vacant Residential rate in the dollar;
- b. Vacant Residential minimum payment; and
- c. General Industrial (UV) rate in the dollar.

DISCUSSION:

The proposed 2017/18 differential rating categories and nominated rates in the dollar continues as a strategic step in establishing a consistent and sustainable rating structure. In 2015/16 the City commenced simplifying its differential rating structure, providing fairness and equity by ensuring that like uses and ultimately zonings are rated similarly across the City of Kwinana.

In addition, the City of Kwinana made a commitment in its adopted Corporate Business Plan to review the method of valuation applied to residential / lifestyle properties with unimproved valuations. (Action 6.1.4.2 – "*Review the process to change method of rating for residential land use properties within current rating of UV to GRV*").

With growth and change in land uses within the City's rural areas, equitable rating has been an ongoing focus, particularly with properties that are rated using the property's unimproved value (UV) but are essentially residential properties in a rural area. As part of this review, improved residential / lifestyle properties that were valued using the unimproved value method were assessed and 13 properties will change to GRV. Interim approval for this change has been received from the Department of Local Government and Communities with an effective date of 1 July 2017.

16.4 REQUEST MINISTERIAL APPROVAL OF 2017/18 PROPOSED DIFFERENTIAL RATES AND MINIMUM PAYMENT

Long Term Financial Plan and 2017/18 Budget Process

Council articulates its objectives, strategies and activities through community consultation and the development of key documents such as:

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan (LTFP)

In order to achieve set initiatives, rates play a significant part of the City's revenue. The purpose of levying rates is to meet the City's budget requirements led by its objectives, strategies and activities detailed in its various plans in order to deliver services and community infrastructure each financial year.

The LTFP was adopted by Council on 28 September 2016 and outlined where projected income and expenditure, along with efficiency measures, proposed capital works, projects and new initiatives were reviewed.

In setting the 2017/18 Budget in accordance with the LTFP, the City has aspired to balance service levels in accordance with the needs and expectations of its community and set rating levels to adequately resource its roles and responsibilities. Council has also established the maintenance needs of its assets and infrastructure with regard to the City's asset management plan and the community services and facilities that will be provided in the next financial year. After considering these and other revenue sources, Council has then determined the amount required to be collected in rates to meet its financial responsibilities and achieve a balanced budget.

In implementing its 2017/18 rating strategy, Council considered the key values contained within *Rating Policy Differential Rates (s.6.33) March 2016* released by the Department of Local Government and Communities, being:

- Objectivity
- Fairness and Equity
- Consistency
- Transparency and administrative efficiency

The structure of the rating system has then been determined, considering how rates are levied between and within the various categories of ratepayers by setting differential rates i.e. the Rating Strategy.

As part of the continuing rates harmonisation program, for 2017/18 the City has continued to reduce the rates payable for General Industrial UV ratepayer's to achieve greater parity with other industrial ratepayers (as per the LTFP).

To continue to achieve the rate harmonisation process, it is also proposed that there be a 3.26% decrease in the rate in the dollar for 'Light Industry and Commercial'. This decrease is allowing for the gap in the rate in the dollar to be closed by 50% between 'Light Industry and Commercial' and 'General Industry and Service Commercial'. The remaining gap between the two rating categories will be closed during the 2018/19 financial year when the rating categories are further rationalised. The objective is for the rate in the dollar to be harmonised with the General Industry and Service Commercial in the 2018/19 financial year to ensure a more equitable payment of rates applies to industry and commercial businesses. In summary, in the 2018/19 financial year there will be two Industry and Commercial rate categories, one for properties that have a GRV value of \$500,000 or more and another category for properties that have a GRV value of less than \$500,000. This can be further explained in the following table:

16.4 REQUEST MINISTERIAL APPROVAL OF 2017/18 PROPOSED DIFFERENTIAL RATES AND MINIMUM PAYMENT

2017/2018	2018/2019
Light Industrial and Commercial	Industry and Commercial (GRV<\$500,000)
General Industry and Service Commercial	
Large Scale General Industry and Service Commercial	Large Scale Industry and Commercial (GRV=>\$500,000)

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995:

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation¹ is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

6.35. Minimum payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.

16.4 REQUEST MINISTERIAL APPROVAL OF 2017/18 PROPOSED DIFFERENTIAL RATES AND MINIMUM PAYMENT

- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

6.36. Local government to give notice of certain rates

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
 - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
 - (b) is to contain —
 - (i) details of each rate or minimum payment the local government intends to impose; and
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and
 - (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —
 - (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
 - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4), it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

16.4 REQUEST MINISTERIAL APPROVAL OF 2017/18 PROPOSED DIFFERENTIAL RATES AND MINIMUM PAYMENT

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications resulting from the 2017/18 differential rates model include an amount of \$819,692 which was transferred into the Rates Strategy Reserve at the 2016/17 budget review. Total rates amount estimated to be levied is \$34,288,046 plus \$819,692 equals \$35,107,738 in rates revenue.

The differential rates model as endorsed by Council will directly influence Council's ability to fund expenditure requirements proposed to be included in the 2017/18 budget.

Financial implications to the 2017/18 budget would occur if Council altered the rate in the dollar for a differential rate category.

ASSET MANAGEMENT IMPLICATIONS:

The allocation of funds in the 2017/18 budget 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:

The item is relevant to Council's approved Corporate Business Plan 2016-2021:

Objective 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.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Failing to request to the Minister to approve: <ol style="list-style-type: none"> 1. The number of Residential Vacant properties on the minimum rate is over 50% 2. The rate in the dollar for Residential Vacant is more than two times the lowest differential rate on GRV. 3. The rate in the dollar for General Industrial (UV) is more than two times the lowest differential rate on UV.
Risk Theme	Failure to fulfil statutory regs or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic

16.4 REQUEST MINISTERIAL APPROVAL OF 2017/18 PROPOSED DIFFERENTIAL RATES AND MINIMUM PAYMENT

Consequence	Major
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Council requests the Minister's approval
Rating (after treatment)	Low

COUNCIL DECISION**511****MOVED CR B THOMPSON****SECONDED CR R ALEXANDER**

Authorise the Chief Executive Officer to proceed with Ministerial Approval of the advertised differential rates for:

- a. Vacant Residential rate in the dollar;**
- b. Vacant Residential minimum payment; and**
- c. General Industrial (UV) rate in the dollar.**

**CARRIED
7/0**

16.5 Quarterly Strategic Community Plan, Corporate Business Plan and Organisational Risk Report (Quarter 3 – 2016/17)

SUMMARY:

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

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

OFFICER RECOMMENDATION:

That Council note:

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 for this quarter. 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 accepts the taking of calculated risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed.

LEGAL/POLICY IMPLICATIONS:

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

16.5 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 3 – 2016/17)

Integrated Planning and Reporting - Framework and Guidelines

Section 4.1 In Practice – Reporting indicates that:

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

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:

This report will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan (D16/3339).

Plan	Objective	Strategy
Corporate Business Plan	5.1 An active and engaged Local Government, focussed on achieving the community’s vision.	5.1.3 Develop, implement and review communication and marketing strategies to aid the achievement of objectives, ensure the community are informed and engaged.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

16.5 QUARTERLY STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN AND ORGANISATIONAL RISK REPORT (QUARTER 3 – 2016/17)

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.

However, the risk implications specifically related to this proposal are as follows:

Risk Event	This report is not supplied on a quarterly basis.
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The information contained in the report resides within the City's Corporate Planning Software. This information is easily obtainable and a report can be generated by any City Officer.
Rating (after treatment)	Low

COUNCIL DECISION

512

MOVED CR D WOOD

SECONDED CR B THOMPSON

That Council note:

- 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 Performance Report

Quarter 3 – 2016/17

1 Strategic Community Plan 2015-2025

01 Rich in Spirit	72
01.1 Protect and enhance community identity	85
01.2 Inspire and strengthen community spirit	73
01.3 Facilitate improved community safety and reduced crime levels	60
01.4 All sections of the community are supported by the provision of relevant community and human services	67
01.5 Actively work with the community to build local capacity	75
01.6 Increase the prevalence of volunteering in Kwinana	75
01.7 Develop and celebrate arts and culture in Kwinana	67
01.8 Respect and promote Kwinana's unique heritage	88
01.9 Improve levels of disability access and inclusion throughout the community	83
Executive Comments	
<p>Director City Living - A wide range of community engagement activities were delivered from the many community places and spaces in Kwinana including Australia Day celebrations; art exhibitions; recognition of contributions to the community by residents, Clean up Australia Day, activation of our parks through parks play, magical parks, Nightfields and pop up skate park activities, Chisham Square activation activities such as movie nights and music in the Square; activation of Wellard through the Friday night music program; skills development workshops for community groups; life long learning courses at our community centres, community safety activities and promotional events, Bike Week and Harmony Week activities, Youth activities such as dance and sports competitions and gaming activities, Tour de Wellard cycling event, and delivery of the community small grants program to enable community groups to undertake activities in their local areas. A particular highlight for the quarter was the launch of the Multicultural Action Plan during Harmony Week and the presentation of the personal life journeys of 11 migrants who settled in Kwinana – the stories are very poignant and thought provoking, and the evening was a celebration of their stories.</p> <p>Director City Strategy - An Australia Day Citizenship Ceremony was held at Calista Oval on Thursday 26 January, combining the Australia Day Breakfast and Awards Ceremony. At this special event 33 new citizens were welcomed and celebrated with their guests. Citizenship ceremonies were also held at the Darius Wells on 28 February and 28 March. These events welcomed 84 new citizens.</p> <p>Director City Development - The City Development Team continues to plan for communities to promote new suburbs and centres which encourage a strong sense of community and neighbourhood. The recent adoption by Council of the Urban Amenity Strategy and Streetscape policy, seeks to respect the unique heritage of older Kwinana with its leafy and tree lined streets.</p>	

1 Strategic Community Plan 2015-2025

02 Alive with Opportunities	75
02.1 Residents have access to a large and varied range of job opportunities that are available locally	83
02.2 The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time	92
02.3 The City Centre is home to a thriving range of specialty shops, restaurant and family entertainment venues and an active night-life while neighbourhood centres are revitalised	85
02.4 The Western Trade Coast Industrial Precinct is developed in a timely and coordinated manner with maximum leverage being gained from investments in new infrastructure	59
02.5 Stimulate economic development and encourage diversification	38
02.6 Provide a best practice development approval system that attracts and retains business investment in the area	88
Executive Comments: Director City Strategy - Economic Development activities included the commencement of the Medina Laneway revitalisation which has now been completed with a successful opening event held to celebrate the occasion. Meetings have taken place with the Department of Housing to ascertain opportunities for further development in Medina. The City of Kwinana hosted a Business Breakfast for members of the Rockingham Kwinana Chamber of Commerce held at the Darius Wells Resource Centre. Council adopted the Local Commercial Activity Centre Improvement Grant Funding Policy which recognises that Local Commercial and Activity Centres play a vital role in both the local economy and residents' quality of life. In order to ensure that this crucial sector continues to provide essential services to the community, a grant program has been developed which will compliment the City's Local Commercial and Activity Centres Strategy. The grant funds will be allocated on a competitive basis via an Expression of Interest (EOI) process. Director City Development - The City's Development team has been working closely with the Economic Development team, as well as liaising with the State Government and LandCorp (particularly for Latitude 32). Also, major commercial and residential developers continue to seek to promote and facilitate planning and development within the City.	

1 Strategic Community Plan 2015-2025

03 Surrounded by Nature	77
03.1 Improve conservation of biodiversity and protection of native vegetation	69
03.2 Ensure high levels of environmental protection are achieved in new developments	83
03.3 Educate and promote improved environmental land management	80
03.4 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible	80
03.5 Encourage and exercise best practice water management	63
03.6 Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning	90
Executive Comments:	
Director City Living - The City's Natural Areas Management Plan continues to be implemented with contracts awarded for weed control. Planning is also underway for the yearly revegetation program. Community volunteer numbers are steadily increasing with a proposed new group for Leda Nature Reserve. There has been increased liaison with State Government agencies to combat and clean up illegal dumping, access control and off road vehicle control. Of particular note the Local Planning Policy No.1 Protection of Trees and Landscape Features on Development sites is complete and is being applied to new developments.	

04 It's All Here!	73
04.1 Residents are provided with a range of multifunctional community places and accessible recreation facilities	68
04.2 The community has easy access to well-equipped, quality parks and public open spaces	71
04.3 Ensure the Kwinana community is well serviced by government and non-government services	86
04.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity	67
04.5 Actively improve the appearance of public areas and streetscapes throughout the City	73
04.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system	80
<p>Executive Comments:</p> <p>Director City Living - There have been a range of infrastructure projects progressing including design and consultation of Bertram Oval amenities building, Wellard Oval Pavilion extension. A feasibility study on further development of Wells Park/Kwinana Beach Precinct, resurfacing of tennis courts and netball courts, planning for joint community/sporting pavilion for Wellard West Oval, and construction of the Youth Outdoor Space.</p> <p>Director Corporate and Engineering Services - The Kwinana Adventure Park is now fully operational with ongoing improvements being implemented and planned, such as the construction of a bin enclosure, giving better access for waste collection. Another improvement recommended as part of the 17/18 budget is the planting of trees to provide extra shade between the park and the oval. The design of the skate park has been finalised and construction has commenced. The Works Depot Service Delivery Review Project has been completed with the final report containing 94 recommendations by the consultant. These 94 recommendations have been assessed and prioritized and presented to Depot staff. A communication and consultation plan has been implemented and management, supervisor and coordinator training has commenced in accordance with the recommendations.</p> <p>Director City Development - A key Council policy document, the adoption of the Urban Amenity Strategy and Streetscape, focuses on the promotion of high levels of amenity and the improvement of public areas and streetscapes. This policy is the outcome of over six months of close consultation with many of the City's developers.</p>	

05 Civic Leadership	77
05.1 An active and engaged Local Government, focussed on achieving the community's vision	78
05.2 Engage in meaningful consultation to understand and prioritise community needs	73
<p>Executive Comments:</p> <p>Director City Strategy - The City continued with its compliance program and completed the Compliance Audit Review, commenced local law reviews and during this quarter began preparations for the transition from ISO2008 to ISO2015 Quality Management Systems audit.</p> <p>The City completed the community visioning process that was planned as part of the major review of the Strategic Community Plan which included:</p> <ul style="list-style-type: none"> • Online surveys; • Visioning workshops; and • Visioning stalls at community events and markets. 	
06 Financing	62
06.1 Ensure the financial sustainability of the City of Kwinana into the future	41
06.2 Increase the level of Federal, State and Corporate funding	75
06.3 Maximise the value of the City's property assets	83
06.4 Build productive relationships	83
06.5 Apply best practice principles and processes to maximise efficiencies and quality	82
<p>Executive Comments: No comments for this quarter.</p>	

07 Workforce Planning	69
07.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an “Employer of Choice”	68
07.2 Develop and implement training and development programs/activities that meet current and future skills and competency needs	75
07.3 Promote and continually reinforce a culture where all employees understand and support the vision and purpose of the organisation	100
07.4 Establish a performance appraisal system that links individual and team behaviour with strategic direction	70
07.5 Develop programs and processes to encourage and formally recognise good performance	85
07.6 Ensure well developed systems are in place to manage the capacity of the HR Team to service employees	10
Executive Comments: No comments for this quarter.	

08 Asset	6
08.1 Minimise the life cycle costs of assets	6
Executive Comments: No comments for this quarter.	

2 Corporate Business Plan 2016-2017

09 Community Services	67
09.1 Waste	83
09.2 Rangers	53
09.3 Emergency Services	74
09.4 Library	80
09.5 Customer Service	24
09.6 Family Day Care	94
Executive Comments: Director City Living - The Strategic Waste Management Plan has been completed and adopted by Council. Specification for waste and recyclables collection and processing. The bulky goods and green waste collection and disposal have al-so been prepared as outlined in the Strategic Waste Management Plan. The Waste Education Officer has commenced developing a waste reduction community education program.	

10 Regulatory Services	77
10.1 Planning	75
10.2 Building Services	69
10.3 Environmental Health	88
Executive Comments: Director City Development - The City's planning and building teams continue to provide and strive for the highest levels of customer service for development applications, building approvals, subdivision and customer enquiries. The past quarter has been a busy one with a number of Joint Development Assessment Panel applications being considered.	

11 Essential Services	69
11.1 Contracts and Tenders	67
11.3 Information and Communication Technology	63
11.4 Records	93
Executive Comments: No comments this quarter.	

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.1.1 Through strong civic leadership and active citizenship, retain Kwinana's sense of place and improve perceptions of the area.					
1.1.1.02 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	<p>27/04/2017 - An Australia Day Citizenship Ceremony was held at Calista Oval on Thursday 26 January together with the Australia Day Breakfast and Awards Ceremony. At this special event 33 new citizens were welcomed and they celebrated with their guests. They enjoyed the Rotary breakfast on arrival, were welcomed by a local Indigenous Elder and after the Australia Day Awards Ceremony, the Mayor led the Citizenship Ceremony. After the ceremony a band played and the new citizens and their guests enjoyed a light buffet under 'The Patio' at the Adventure Park.</p> <p>Citizenship ceremonies were also held at the Darius Wells on 28 February and 28 March. These events welcomed 84 new citizens.</p>
1.1.1.03 Deliver the LyriK program, Youth Advisory Council and Junior Council to build active citizenship in young people	4.8 Youth Services	01/07/2016	30/06/2017	100	<p>27/04/2017 - The Youth Advisory Council (YAC) continues to meet fortnightly. The YAC have provided information and have been involved in Council policy, strategy and plans. Three members of the YAC have attended Council meetings during the period.</p>
1.1.1.04 Produce a number of exhibitions that celebrate and express Kwinana's distinctive local identity	4.3 Community Development	01/07/2016	30/06/2017	75	<p>27/04/2017 - Exhibitions held during this quarter include:</p> <ul style="list-style-type: none"> • 8 Dec - 8 Jan 2017 "In My View" by Vanessa Leibenberg • 20 Mar - 21 April 2017 "Symphony of Papercuts" by Tusif Ahmed and "Voices of Kwinana" Photography exhibition
1.1.1.05 Develop a series of visual themes which reflect the local identity of Kwinana for use in an integrated City wide signage system	4.3 Community Development	01/07/2016	30/06/2017	100	<p>27/04/2017 - Images for the signage system have been finalised. Images for Gilmore Avenue banners are yet to be finalised.</p>
1.1.1.06 Ensure design and installation of entry statements to Kwinana express the City's unique local identity - include entries by sea, road, train, foot and cycle	2.2 Marketing and Communications	01/07/2016	30/06/2019	70	<p>07/04/2017 - Stage 2 of the signage revitalisation has continued successfully this quarter. Planning and quotation has been completed for new entry statements and fingerboard signage which will be installed in Q4 2017. Concept developments have also commenced for entry statements at corner of Thomas and Rockingham Roads.</p>

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.1.07 Conduct the Thank a Volunteer Celebrations, Community and Australia Day awards to recognise achievements of the local community	4.2 CommunityCentres	01/07/2016	30/06/2017	75	<p>The Premier's Australia Day awards were issued at the Australia Day event in January at the Adventure Playground, Calista Oval.</p> <ul style="list-style-type: none"> • Citizen – Mandy Grubb • Young Citizen – Sara Shengeb • Senior Citizen – Claire Edwards • Group or Event – Medina Residents Group <p>A revised community awards program is currently being rolled out with the nominations for Volunteer of the Year nominations accepted until Monday 17 May.</p> <p>Planning for Volunteer Social Dance 12 May in progress.</p>
1.1.1.08 Investigate and if feasible, implement installation of Christmas Decorations for the City	4.2 CommunityCentres	01/07/2016	30/06/2017	100	<p>A 7.5m Christmas tree with lights and decorations together with 10 lamp post motifs were purchased and installed in Chisham Square. Traditional Christmas decorations hired for Darius Wells for the month of December.</p> <p>Launch of the decorations and turning on the lights took place on Friday 2 December with a series of Pop Up Christmas Activities:</p> <ul style="list-style-type: none"> • After school activities including elves, giant games, crafts and Christmas music at 3pm to 5pm; • Live music by TJ O'Donovan and Christmas Carols at 6.30-8.30pm; • Christmas lights turned on for the first time by Mayor Adams at 7:30pm. <p>The tree and decorations were well received and many positive comments made about the tree and the high standard of the Chisham Square grounds.</p>

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.1.09 Implement the CommunityEngagement Strategy	4.3 Community Development	01/07/2016	30/06/2017	75	<p>27/04/2017 - The Community Engagement Strategy has been adopted by Council.</p> <p>Provisions of the policy and strategy have been rolled out to each of the City's teams. Staff have attended two training sessions with regard to following the work instruction and using the template..</p>
1.1.1.10 Communicate and promote events held by the City	2.2 Marketing and Communications	01/07/2016	30/06/2017	80	<p>27/04/2017 - Event Marketing Plans have been successfully executed for the Australia Day Celebration, Multicultural Action Plan launch, Neighbour Day, Clean Up Australia Day and several other smaller events.</p> <p>A new fortnightly 'What's On' e-newsletter was launched in this quarter and planning for a refreshed 'What's On' website was progressed. Work also continued to strengthen event promotion across the City through development of new processes and databases.</p>
1.1.1.12 Introduce an annual program of Council Meetings that are conducted at various locations to encourage greater participation in the community	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	26/04/2017 - This program was introduced as a trial and will not continue next year.
1.1.1.13 Investigate and if feasible conduct City of Kwinana open days for the community	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Feasibility of holding joint Darius Wells, Recquatic, Zone and Koorliny open days in conjunction with Christmas in the Square is being assessed. William Bertram and John Wellard Community Centres are planning to hold stand alone open days.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.1.2 Produce communications that celebrate the spirit of Kwinana.					
1.1.2.1 Produce the 'Spirit of Kwinana' and other marketing materials to highlight positive aspects of Kwinana and celebrate community spirit	2.2 Marketing and Communications	01/07/2016	30/06/2017	75	27/04/2017 - The Spirit of Kwinana was produced for the last quarter. In addition, the Marketing team proactively distributed brochures aimed at improving perception of Kwinana and the promotion of migrant stories to coincide with the launch of the Multicultural Action Plan. A separate 'Spirit e-newsletter' was also introduced to broaden the City's ability to communicate community spirit.
1.1.2.2 Develop a communications plan for The Adventure Park	2.2 Marketing and Communications	01/07/2016	30/06/2017	90	07/04/2017 - The Kwinana Adventure Park Communications Plan continues to be implemented successfully. Due to overwhelming success of the initial marketing and attendance, there has been a reduction in the advertising spend. Focus was given to bolstering the professionalism of the venue as a regional destination, which included improved website content.
1.1.2.3 Develop an annual calendar of events including the City of Kwinana and Local Community Group events	4.3 Community Development	01/07/2016	30/06/2017	75	27/04/2017 - A review of events was undertaken by an external consultant and adopted by Council. Elected Members' have participated in two forums to review events and develop a new schedule of City wide and Place events. Place events to be developed in conjunction with community groups.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity.					
1.2.1.1 Deliver City of Kwinana events in line with state and national weeks of significance	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Events program currently being reviewed - local community groups to be encouraged to stage events during National Weeks of significance.
1.2.1.2 Facilitate local service providers and community groups to provide cultural and community activities in Kwinana and participate in City of Kwinana activities and events	4.3 Community Development	01/07/2016	30/06/2017	75	27/04/2017 - A simplified events toolkit for community groups has been developed. Quarterly skill development workshops will be held to upskill community groups on a range of issues. Community Development Fund grants are available to assist community groups to hold events and participate in City activities.
1.2.1.3 Develop a signage strategy	2.2 Marketing and Communications	01/07/2016	30/06/2017	60	27/04/2017 - The signage style guide is continuing to be developed in conjunction with stage 2 of signage revitalisation program. Engagement with Engineering and Community Development teams is being undertaken to ensure the signage style guide complies with legislative standard requirements. Several elements of Stage 2 are now complete and underway.
1.2.1.4 Coordinate and promote the Live! Kwinana events series	4.3 Community Development	01/07/2016	30/06/2017	75	27/04/2017 - A range of community events have been held including Australia Day celebrations, Harmony Week events, Hip to be Square in Chisham Square, Movie Nights in Chisham Square, Wellard Village night music series, pop up skate park activities, Neighbour day events and Parks Play events.
1.2.1.5 Develop and implement a Reconciliation Action Plan and Cultural Diversity Strategy	4.3 Community Development	01/07/2016	30/06/2017	75	27/04/2017 - A Multicultural Action Plan was adopted by Council and launched during Harmony Week. Reconciliation Action Plan planning sessions with Elected Members' and the Aboriginal community have been held.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.1.6 Provide Neighbour Day grants to local community groups and deliver a program of Neighbour Day events to celebrate neighbourhood unity	4.2 Community Centres	01/07/2016	30/06/2017	75	<p>27/04/2017 - Neighbour Day was again a great success with eight community events and three registered street level events held across the City on Sunday 26 March.</p> <p>Feedback forms are to be sent out and there will be an event debrief in April. Although numbers varied at each event it was noted by group organisers that there was a greater community feel this year as each group had the opportunity to spend more time developing its own event themes reflecting each local place area. Feedback received so far shows that awareness of the day is increasing and participation numbers are anticipated to grow if the project continues.</p>
1.2.1.7 Introduce new and improve existing events (Movie Nights, Food, Music, Seniors, Entertainment, Free Kids Sports, Out of hours activities)	4.3 Community Development	01/07/2016	30/06/2017	75	<p>27/04/2017 - A range of events have been held including Australia Day celebrations, Harmony Week events, Hip to be Square and Night Movies in Chisham Square, Wellard Night Music Series, pop up skate park activities, Neighbour Day activities and Parks Play activities.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.3.1 Implement the City of Kwinana Community Safety Plan in partnership with the community.					
1.3.1.1 Review Community Safety programs and resourcing requirements to prepare a sustainable City of Kwinana Community Safety Plan 2015-2019	4.3 Community Development	01/07/2016	30/06/2017	50	27/04/2017 - A review of the Community Safety and Graffiti Management plans is under way.
1.3.1.2 Work in partnership with Police and Office of Crime Prevention to raise awareness of community safety issues and initiatives	4.3 Community Development	01/07/2016	30/06/2017	75	03/04/2017 - Work with the Kwinana Police, the Community Engagement Police Team and the Community Safety Network continues.
1.3.1.3 Facilitate Community Groups to provide community safety initiatives and programs	4.3 Community Development	01/07/2016	30/06/2017	75	<p>27/04/2017 - Community safety, Neighbourhood watch and e-Watch materials have been distributed to progress associations for distribution to their communities.</p> <p>The "Please slow down - consider our kids" bin stickers were ordered and distribution has commenced.</p> <p>Homestead Ridge Progress Association has made contact to ask about initiatives. The Project officer will attend an upcoming progress association meeting.</p>
1.3.1.4 Implement Crime Prevention through Environmental Design principles in land use planning projects and development approvals	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - This action is implemented and assessed as part of each Development Application.
1.3.1.5 Advocate for an increased presence of Police in the City (including the feasibility of a 24hr Police Station)	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Liaison with local Police continues on an ongoing basis regarding behavioural issues in the City centre and other areas of the City.
1.3.1.6 Encourage and facilitate the Neighbourhood Watch	4.3 Community Development	01/07/2016	30/06/2017	50	<p>27/04/2017 - The new model of Neighbourhood Watch is to encourage people to get to know their neighbours, create local networks and decide the best way to communicate things they see with each other.</p> <p>Resources have been ordered to distribute to groups hosting Neighbour Day events and offers to present to progress associations on the new model are under way.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.3.2 Create and implement a Community Security Strategy.					
1.3.2.1 Undertake scheduled inspections of street lights including car park lighting as per Depot Works Program	1.6 Depot	01/07/2016	30/06/2017	75	27/04/2017 - Inspections have been completed and faults have been reported to responsible contractor.
1.3.2.2 Develop a Community Security Strategy, incorporating CCTV	1.5 Essential Services	01/07/2016	30/06/2017	20	27/04/2017 - Work on an Enforcement Strategy and the Community Security Strategy is progressing.
1.3.2.3 Implement the Community Security Strategy	1.5 Essential Services	01/07/2016	30/06/2017	15	27/04/2017 - The CommunitySecurity Strategy is currently being worked on.
1.3.2.4 Increase out of hours activities in Youth and Community Centres	4.8 Youth Services	01/07/2016	30/06/2017	75	<p>27/04/2017 - The youth team, in partnership with the Red Cross, provided activation activities at the Adventure Park on four occasions during the period. The team provided support services from the Darius Wells Resource Centre one day per week during the period.</p> <p>In partnership with local Elders and the Red Cross the youth team provided daily outreach Monday - Friday from the Darius Wells Resource Centre community lounge.</p>
1.3.2.5 Improve integration of programs run by community groups and the DariusWells	4.2 CommunityCentres	01/07/2016	30/06/2017	50	<p>27/04/2017 - The Fremantle Multicultural Association are continuing to work with the City to present conversational English Classes and Inspire Me Computer Class using the IT training room. Development of a partnership agreement to commence in the next quarter for 17/18 financial year.</p> <p>Befriend Group has commenced operation in the City with funding through Disability Services. With the employment of a part time coordinator based at the three community centres. Social networking and development of volunteer coordinators to establish social groups in the City.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.1 Develop and implement a range of strategies in order to ensure that well-being and support programs are provided for the community.					
1.4.1.2 Implement the Community Engagement Strategy	4.3 Community Development	01/07/2016	30/06/2017	75	<p>27/04/2017 - The Community Engagement Strategy has been adopted by Council.</p> <p>Provisions of the policy and strategy have been rolled out to each of the City's teams, two training sessions have been held with staff in regard to following the work instruction and using the template.</p>
1.4.1.3 Deliver the Community Engagement Program	4.8 Youth Services	01/07/2016	30/06/2017	75	<p>27/04/2017 - The Community Engagement Program is currently being evaluated by an external consultant. The final report and recommendations are to be considered by Council in May 2017.</p> <p>The program continues to be delivered and to date has provided support services to 113 clients presenting with a range of issues including homelessness, financial stress and mental health issues.</p>
1.4.1.4 Support service providers and agencies operating within the City to work collaboratively wherever possible	4.3 Community Development	01/07/2016	30/06/2017	75	<p>24/04/2017 - Ongoing participation by City Officers in a range of networks including Kwinana Early Years Network, Connecting Communities for Kids, Communities for Children, KRAFTY, Health Network, etc, in order to facilitate collaboration and co-ordination of services.</p>
1.4.1.6 Recquatic and Zone to collaborate and implement a range of activities to encourage young people to utilise both facilities	4.7 Recquatic	01/07/2016	30/06/2017	70	<p>26/04/2017 - This action is ongoing.</p>
1.4.1.7 Develop Place Plans to increase the level of service to the community.	4.2 Community Centres	01/07/2016	30/06/2017	25	<p>27/04/2017 - Community Engagement to increase the City's understanding of community needs, interests and priorities in each of the five localities is continuing. This data will inform the development of the Place Plans.</p> <p>Place teams are being developed through the planning and implementation of the local community projects for each locality. It will be these Place Teams who will be the guiding groups in the City's creation of the Place Plans. It is important that the community take ownership of the Place Plans in order for them to be realistic, sustainable and relevant to the specific local place.</p> <p>Internal communication and understanding of Place Management is being developed through small meetings and presentations from external professionals working in the Place Management Industry.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.2 Community facilities and public spaces are enlivened by a variety of activities and programs for all ages.					
1.4.2.1 Engage local residents in activities provided in their neighbourhood parks, ovals and walk trails	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	<p>27/04/2017 - Engagement of local residents has been achieved through the activation of our parks and reserves. Regular club sport continues to be engaged in and the winter season is commencing with pre season training underway.</p> <p>In addition there has been specific events/projects to encourage use of facilities:</p> <ul style="list-style-type: none"> • Parks Week - Use of Rhodes and Honeywood parks for Magical Parks activation • Nightfields - 19 and 24 March once again hosted at Orelia Oval • Neighbour Day - supported seven events hosted in local settings many of which used local parks • Adventure Park - The Patio continues to be booked out every weekend. The only available space for Patio bookings is mid week • Bike Week - 17 March hosted an activation at BMX Raceway
1.4.2.2 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	4.8 Youth Services	01/07/2016	30/06/2017	20	<p>27/04/2017 - The Zone Youth Space delivered 20 activation events and activities during the period. These included Girls Group, LAN Gaming, Rock and Water, Master Chef, leadership challenge excursion, basketball competitions, netball competitions, team building and games, hip hop dance event and several other activities.</p> <p>The Zone continues to work in partnership with the South Metropolitan Education Institute to deliver the GATE program, an alternative education program for disengaged youth between Monday to Wednesday.</p> <p>The Zone Youth Space Drop In service delivered from 3pm Monday to Friday and 12:00pm Saturday, this continues to attract significant numbers of youth with an average daily attendance of 30 young people.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.3 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 CommunityCentres	01/07/2016	30/06/2017	75	<p>27/04/2017 - After school programs were again very popular with children and families; there is a lot of parent participation in these groups.</p> <p>Monday Boredom Busters has 100% participation Tuesday Homework Club has 100% participation</p> <p>Adult programs during the week were fully booked, weekly art class, social group and IT training. Saturday morning craft had no bookings, so this was cancelled.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.4 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	4.2 Community Centres	01/07/2016	30/06/2017	75	<p>27/04/2017 - January:</p> <p>Educated by Nature School Holiday programs went very well with both programs almost fully booked. Positive feedback received from parents who wanted their children to explore and get back to basics (activities like when they were growing up).</p> <p>Term 1 Program released with new format with a summary printed document and full information available on the website.</p> <p>February:</p> <p>Food Sensations: doing well for Term 1 as it is booked out. Participants seem to be enjoying the sessions and it is a more modern take on the previous food sensations at the centre. The group have covered topics including healthy eating, label reading and food selection. The crèche was also open for the sessions and is utilised by the participants.</p> <p>Sew for Fun – Intimate Apparel: fully booked again and participants are enjoying the group. Looking to add a second session next term having both an advanced class on a particular sewing skill and also a sewing basics class.</p> <p>Pin It – Made It: Has a good number of registrations.</p> <p>March:</p> <p>Food Sensations: Last two sessions ran well and the Garden Session was enjoyed, with a few extra participants turning up on the final day.</p> <p>Pin It – Made It: Sewing and After School Kids Club running as scheduled.</p> <p>Wellard Crèche Service: A total of 38 children attended crèche in March. The break down of service users was as follows:</p> <ul style="list-style-type: none"> • Food Sensations 4 week program: Total attendees 10 • Sew for Fun 8 week program: Total attendees 21 • Craft play 8 week program: Total attendees 1

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.5 Activate the William Bertram Community Centre including provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2016	30/06/2017	75	<p>27/04/2017</p> <p>January: Children enjoyed the Paint by Numbers holiday program and created some impressive poster size masterpieces.</p> <p>Storytime hut workshop facilitated by Educated by Nature was cancelled due to lack of registrations.</p> <p>The new format Bertram Term Program was released and initial interest and registrations have been positive.</p> <p>February: Bertram term 1 programs had strong enrolments. Cake decorating for kids was fully booked. After school craft almost full, and Baby Music & Rhyme and Music & Story time, was also well attended.</p> <p>The Bertram over 60s group had an enjoyable February session playing "The Price is Right" facilitated by Volunteer Lyn Chalwell. The group is steadily growing, primarily by word of mouth, and now has up to 12 people.</p> <p>The Pot to Plate afternoon tea was a success with the kids planting fresh herbs then taste testing healthy dishes that incorporated those herbs. This was a joint program between Bertram Community Centre and the Healthy Lifestyles team.</p> <p>March: The Crochet Group has been very successful.</p> <p>After School Kids Craft group maintaining high numbers.</p> <p>Music and Story Time & Baby Music & Rhyme continues to have a full complement of participants.</p> <p>The Over 50s Seniors Group enjoyed a morning tea with Magician Entertainer on Friday 7th April. Attendees 12.</p> <p>Cake Decorating for Kids has been hugely successful . Next term the Weird Wacky Science Experiments for Kids will take place.</p> <p>An Easter Egg Hunt on 5 April was very successful with 29 children attending.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.2.6 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2016	30/06/2017	75	<p>01/05/2017 -</p> <p>January: Around 300 community members attended the January Lego Movie Night.</p> <p>The Science Fair on 25 January was a big success, 100 children participated there were seven stations staffed by City staff and volunteers. Activities covered centrifugal force, static electricity, mass and molecules, density, chemical reactions, and tornadoes.</p> <p>February: Approximately 150 people attended the February The Lorax Movie Night.</p> <p>The Black Cockatoo Preservation Society attended with two amazing, tame cockatoos and an informative display.</p> <p>Evaluation was positive regarding the recycled art activity.</p> <p>Summer Concert Series: About 50 community members attended. The first event occurred on a stormy day and due to the unpredictable weather, the concert was brought indoors.</p> <p>March: The Summer Twilight Concert 11 March – Two Cent Professionals (Jazz band) about 50 community members attended this concert.</p> <p>Craft activities have been added by the facilitator, to support children who prefer this to games. Between 10-30 children came through from the high school each week.</p>
1.4.2.7 Provide a range of Youth programs at various venues throughout the City	4.8 Youth Services	01/07/2016	30/06/2017	75	<p>01/05/2017 - A range of youth programs were delivered across the City of Kwinana venues. The Nightfields multi sport diversion program was delivered at Orelia Oval six times during the period. The Beatball basketball youth diversion program was delivered at the Kwinana Recquatic Centre eight times during the period. Youth Outreach Live Outdoors (YOLO) activities were delivered at the Darius Wells Chisham Square location and at the Marketplace Car Park next to McDonalds twice during the period.</p> <p>A film making and media program targeting youth was delivered at the Wellard Community Centre.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.3 Develop relationships and partnerships with other organisations to ensure the delivery of a diverse range of services and programs for Kwinana.					
1.4.3.1 Proactively seek to attract agencies not represented in Kwinana to deliver services to the community from a location within the City	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Gaps in service provision are continually being assessed and new services are being encouraged to establish in Kwinana. No new services established this quarter.
1.4.3.2 Continue to co-chair the Kwinana Early Years Network	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Continued participation in the Kwinana Early Years Network by City Officers occurs.
1.4.3.4 Implement an annual healthy lifestyles program to increase the number of outdoor Physical Activities	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	<p>01/05/2017 - The Healthy Lifestyle program supports community members being involved in physical activities such as:</p> <ul style="list-style-type: none"> Adventure Park - regular use of park - weekend hire of the Patio is fully booked; Club Sport - season sporting competition; Magical Park - Parks Week event; Neighbour Day - meeting in parks; Tour de Wellard - Cycling event. <p>In addition, planning is underway to update and upgrade facilities to encourage more participation such as:</p> <ul style="list-style-type: none"> Kwinana Loop Trail; Next series of parks to upgrade under the Parks for People strategy; Repairs and maintenance to facilities at venues such as Medina Oval and Thomas Oval.
01.4.4 Implement the Age Friendly Community Strategy in order to ensure both the City and its service providers meet the needs of older persons.					
1.4.4.1 Create an Active Ageing Strategy that reflects the needs of older people in the community, which then leads to the implementation of an Active Ageing working group	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	06/04/2017 - This action is ongoing

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.4.5 Implement the City of Kwinana's Healthy Lifestyle Plan encouraging community engagement with healthy lifestyle opportunities.					
1.4.5.1 Implement the City of Kwinana's Healthy Lifestyle Plan	4.1 HealthyLifestyles	01/07/2016	30/06/2017	75	<p>01/05/2017 - The Healthy Lifestyles team recognises that there are challenges in assisting community to meet our 'Healthy People - Rich in Spirit' goal.</p> <p>Effort has been made to:</p> <ul style="list-style-type: none"> • Maximise healthy food options at City hosted events; • Minimise unhealthy food options at City hosted events; • Provide affordable events and activities. <p>We are achieving some progress in achieving Healthy Places by:</p> <ul style="list-style-type: none"> • Being part of a team that is developing a walking and cycling plan for the City; • Upgrading and maintenance of existing parks etc; • Planning for the next Parks for People park to be upgraded.
1.4.5.2 Facilitate sustainable and accessible community health programs at the Recquatic with the assistance of various supporting agencies	4.7 Recquatic	01/07/2016	30/06/2017	70	26/04/2017 - This action is ongoing.
1.4.5.3 Implement a structured Corporate Health package	4.7 Recquatic	01/07/2016	17/06/2025	30	26/04/2017 - This action is ongoing.
1.4.5.4 Finalise the Public Open Space Policy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	30/03/2017 - This action has been deferred and work will commence in the 17/18 financial year.
1.4.5.6 Implement and annually review the City's Public Health Plan	4.5 Environmental Health	01/07/2016	30/06/2017	100	01/05/2017 - The Public Health Plan has been created, reviewed and is satisfactory under existing statutory requirements, however stage 5 of the new Health Act implementation plan (due in three years) has provisions relating to Health Plans and further reviews await the provisions of the new Health Act implementation stage 5 scheduled for 2020.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.5.1 Develop community capacity, encourage self-management of shared use facilities and enable access to funding opportunities in order to assist the sustainability of community.					
1.5.1.1 Deliver the Community Development Fund in two funding rounds per annum	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	<p>01/05/2017 - The Community Development Fund was advertised and applications received, collated and assessed. An assessment panel was established to consider the applications, they then made their determination and advised all applicants accordingly.</p> <p>A review has been undertaken of the previous round's successful applicants to provide evidence their of Community Development Fund expenditure.</p>
1.5.1.2 Implement the Club Development Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	<p>01/05/2017 - The Club Development Officer has their own plan identifying six critical pillars.</p> <p>This plan has been implemented in the first quarter through such items as:</p> <ol style="list-style-type: none"> 1. Organisational Development - hosted management group meetings of clubs to discuss and address issues, introduced Club Meetings with Healthy Lifestyles Coordinator where Clubs had to provide evidence of documentation; 2. Participation - coordinated KidSport and SilverSport to help increase participation. Hosted an expo to assist Clubs in marketing themselves; 3. Membership - coordinated KidSport and SilverSport to increase membership; 4. People Development - conducted a series of four seminars to focus on upskilling volunteers in clubs; 5. Infrastructure - maintenance to Thomas Oval, Medina Oval, planning for new facilities at Bertram Oval and Wellard Oval; 6. Talent Development - supported local elite talent with access to funding support.
1.5.1.3 Encourage shared use arrangements with Clubs	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	<p>06/04/2017 - Shared use arrangements continue to be supported.</p> <p>There are management group meetings central to this sharing at Thomas Oval, Orelia Oval, Wandi and Magenup.</p> <p>Clubs share space, ovals, light etc.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.1.4 Continue to facilitate forums which connect individuals and groups and build community networks	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - A place management model has been implemented and community connections are being made through skill development workshops, place based events, neighbour day activities and other such initiatives.
1.5.1.5 Continue to support emerging community groups with information, resources and development opportunities	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Skill development workshops and resources are made available on a regular basis, new and emerging groups are supported as appropriate.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.6.1 Encourage the attraction and retention of volunteers in the community through the provision of information and support, linking volunteers with community groups and agencies.					
1.6.1.1 Provide support initiatives and programs to volunteers through the Volunteer Centre	4.2 Community Centres	01/07/2016	30/06/2017	75	<p>01/05/2017 - There continues to be a number of referrals coming through from Centrelink who require their clients to participate in volunteering programs. Recruited several volunteers for the Brackish Rising Art Project in February/March.</p> <p>During the month of February the volunteer centre met with 64 potential volunteers, who were then referred on to 84 volunteer positions.</p> <p>An application for a \$1,000 grant for The National Volunteer Week 2017 Grants Program, has been successful. The \$1,000 will assist the City to hold an event on 12 May during National Volunteers Week. The event is a social dance at Medina Hall. National Volunteers Week 8-14 May 2017.</p> <p>Planning for an Insurance Workshop for Not for Profits - 12 April.</p>
1.6.1.2 Recognise and support volunteer and community groups through awards and functions	4.3 Community Development	01/07/2016	30/06/2017	75	<p>24/04/2017 - A volunteer recognition event was held and community awards presented at various functions throughout the year including Citizen of the Year Awards on Australia Day.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.7.1 Implement the City of Kwinana's Cultural Plan in order to build the capacity of local artists, encourage awards and exhibitions, facilitate the installation of public art.					
1.7.1.1 Develop, run and support arts programs, activities and exhibitions in Kwinana	4.3 Community Development	01/07/2016	30/06/2017	75	01/05/2017 - A range of arts based activities held including public art working group for the Kwinana Industrial Area, three exhibitions at the Darius Wells, work with the Aboriginal community on NAIDOC Week events, public art design work to be incorporated into the Youth Outdoor Space, Medina Laneway public art mural, and public art policy review work.
1.7.1.2 Present a Local Planning Policy for public art contributions to be mandatory	3.1.2 Strategic Planning	01/07/2016	30/06/2017	50	14/03/2017 - Draft Policy prepared and referred to City Living for comment.
01.7.2 Ensure the City of Kwinana's Cultural Plan incorporates the support and provision of a range of cultural development initiatives that enhance Kwinana's cultural identity and diversity.					
1.7.2.1 Review the Cultural Plan 2015-2019	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Format and scope of plan is currently being assessed before work on new plan commences.
01.8.1 Ensure that Kwinana's cultural heritage is suitably respected, interpreted and shared with the community in a variety of formats.					
1.8.1.1 In partnership with the Kwinana Heritage Group provide historical, curatorial and educational activities through the Smirk Cottage and Sloan Cottage heritage sites	4.3 Community Development	01/07/2016	30/06/2017	75	01/05/2017 - Our Heritage Day event is currently being planned for Sloans Cottage. Capacity building work with Kwinana Heritage Group is continuing, including a review of the current management agreement. A visioning workshop for heritage properties currently being planned for July.
1.8.1.3 Further develop the Local History Collection at the Darius Wells Library and Resource Centre, including an Aboriginal Resource Section	4.6 Library	01/07/2016	30/06/2017	100	26/04/2017 - Local History Collection: <ul style="list-style-type: none"> • 126 items obtained for the collection; • 2,409 views of the Voices of Kwinana online portal; • 5 oral histories catalogued; • 1 photograph catalogued; • 9 local history events held, with 227 attendees in total.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
01.9.1 Implement Disability Access initiatives in order to ensure best practice standards of all new and existing facilities and services.					
1.9.1.1 Review the Disability Access and Inclusion Plan	4.1 HealthyLifestyles	01/07/2016	30/06/2017	75	06/04/2017 - The Disability Access and Inclusion Plan is due for reporting at the end of June 2017
1.9.1.2 Implement the Disability Access and Inclusion Plan	4.1 HealthyLifestyles	01/07/2016	30/06/2017	75	01/05/2017 - The Disability Access and Inclusion Plan continues to be implemented through: <ul style="list-style-type: none"> • Bi-monthly meetings continuing to be hosted; • Issues from meetings being addressed; • New partners encouraged to join the working group; • Events and activities are being planned - eg all abilities walk; • Disability Access and Inclusion Plan reports provided; • Healthy Lifestyles met with Leda Education Support to open up communication.
1.9.1.3 Ensure Disability Access and Inclusion Plan compliance with respect to Cityprojects	1.1 Engineering	01/07/2016	30/06/2017	100	12/04/2017 - Ongoing work, progress is on target.
02.1.1 Through use of strategic partnerships, identify and attract investment in key employment generating initiatives in order to create shifts in jobmarkets to meet future needs.					
2.1.1.1 Implement the EconomicDevelopment Strategy	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - The Economic Development Plan will be replaced by a work plan which outlines quarterly projects and opportunities.
2.1.1.2 Identify opportunities for building the economy, through land use planning, employment generators and business incubators (including entertainment and restaurant businesses)	2.4 Economic Development	01/07/2016	30/06/2017	75	01/05/2017 - City officers have been working to identify businesses that are well suited to the area. Once completed, City staff will begin the process of attempting to find companies interested in the opportunity to operate within the City.
02.2.1 Lobby the State Government to improve the standard of existing schools and ensure the timely construction of new schools as well as work with private schools, university, TAFE.					
2.2.1.1 Lobby Federal, State and other Education Providers to enhance education as part of land use planning	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - This action is ongoing and occurs when needed.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
02.2.2 Develop partnerships that support people to participate in education, training or employment opportunities that result in sustainable workopportunities.					
2.2.2.1 Work with employment, education and training providers to ensure Kwinana residents have access to learning opportunities that result in them becoming competitive in the employment market	4.3 Community Development	01/07/2016	30/06/2017	75	01/05/2017 - Ongoing liaison occurs with employment/training providers - large regional "expo" type event currently being planned.
02.3.1 Actively promote opportunities for retail and commercial investment in the City Centre in accordance with the adopted City Centre Master Plan, Town Planning Scheme No 3.					
2.3.1.1 Identify and promote commercial opportunities for development projects in the City Centre	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - Several meetings have taken place to identify development opportunities within the City.
2.3.3.1 Implement the City Centre Master Plan	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Implemented as part of Development Application assessment and approvals.
02.3.4 Revitalise and develop neighbourhood centres so they are economically viable and the best design outcomes for the community are achieved.					
2.3.4.1 Finalise the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - Meetings have taken place with the Department of Housing to ascertain opportunities for further development.
2.3.4.2 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2016	30/06/2017	100	26/04/2017 - This project has been completed.
2.3.4.4 Implement Place Plans for City areas	5.1 Executive	01/07/2016	30/06/2017	75	24/04/2017 - Considerable consultation/liaison has occurred in the community on local priorities - place plans currently being developed for ongoing feedback and local community capacity building.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
02.4.1 Actively work with partners to facilitate the coordinated development and improvement of the Kwinana Industrial Area and the prompt development of Latitude 32.					
2.4.1.1 Work with LandCorp and the Western Australian Planning Commission to provide assistance and facilitate timely and effective decision making for the prompt development of Latitude 32 and the KIA	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	30/03/2017 - City officers attend regular meetings with LandCorp and the Department of Planning for Latitude 32 matters.
2.4.1.2 Examine opportunities for coordinated progress of the Western Trade Coast Area including proceeding with the Indian Ocean Gateway	5.1 Executive	01/07/2016	30/06/2017	60	01/05/2017 - Labor have committed \$20 million to the planning of a port in Kwinana as part of election commitments. The City have engaged with relevant stakeholders to gauge interest in being involved in the planning process and officers continued to attend stakeholder meetings in relation to the Western Trade Coast Area land development.
02.4.2 Lobby for the upgrade, early design and construction of the Western Trade Coast transport network.					
2.4.2.2 Complete business case for Council to lobby for the feasibility and detailed design of the Fremantle to Rockingham controlled access highway	2.4 Economic Development	01/07/2016	30/06/2018	0	26/04/2017 - This action has been deferred until the 17/18 financial year.
2.4.2.4 Secure funding for the design of Gilmore Avenue to extend to connect with Abercrombie Road	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - This action is ongoing.
02.4.3 Promote the development of new port and intermodal facilities to stimulate further industrial and bulk goods investment, business activity and employment opportunities.					
2.4.3.1 Engage with relevant stakeholders including the Fremantle Port Authority to promote Kwinana's interest in port developments in the district	5.1 Executive	01/07/2016	30/06/2017	60	31/03/2017 - Stakeholder briefings were conducted to discuss the benefits of a new port in Kwinana.
02.5.1 Develop and implement an Economic Development Strategy that identifies priority projects to act as stimuli to the local economy.					
2.5.1.1 Implement the Economic Development Strategy	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - The economic development plan has been replaced by an economic development work plan which will be updated quarterly.
2.5.1.2 Assess and review the current Industrial Development Strategy and Policies for the Kwinana Industrial Area against the current economic profile and situation	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	01/05/2017 - This project is yet to be scoped.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
02.6.1 Pursue an approval system that is integrated across the City of Kwinana to ensure planning, building and environmental health applications are processed in a timely manner to reduce costs.					
2.6.1.1 Encourage registration of home occupation business and offer assistance to businesses with growth and development	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - A Home Based Business Incentive has been developed and is planned to be implemented in the first half of 2017 in cooperation with Business Foundations.
2.6.1.3 Assess planning and approval processes for Development Applications and revise system to encourage and retain business investment in the City	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Development application processes are closely monitored on an ongoing basis to ensure an effective and efficient approval/assessment system is in place.
03.1.1 Develop and implement a Local Biodiversity Strategy for the City of Kwinana to preserve strategically important natural areas.					
3.1.1.1 Include the City's Local Biodiversity Plan in Planning Guidelines for Biodiversity Conservation	3.1.2 Strategic Planning	01/07/2016	30/06/2017	20	30/03/2017 - A draft policy has been prepared and will be reviewed upon greater clarification of the State Government led Green Growth Plan and Commonwealth listing of Banksia Woodlands as a Threatened Ecological Community. This project has been deferred and will be completed during the 2017/18 year.
3.1.1.2 Work towards Lake Magenup Rehabilitation	4.4 Environment	01/07/2016	30/06/2017	80	27/03/2017 - Yearly revegetation planned for June. Trials underway investigating weed control.
03.1.2 Investigate long term strategies for protection of the 'Kwinana Industrial Buffer'.					
3.1.2.1 Continue supporting Council to lobby for the legislative protection of the Kwinana Industrial Buffer	3.1.2 Strategic Planning	01/07/2016	30/06/2017	30	30/03/2017 - No specific work was undertaken on this action during the previous quarter, however opportunities for engagement following the changes in State Government will be evaluated.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
03.1.3 Continue to implement the Natural Areas Management Plan and participate in the South Metropolitan Coastcare Program in order to improve conservation outcomes.					
3.1.3.1 Implement the Natural Areas Management Plan for the City of Kwinana managed natural areas (e.g. bushland, wetlands)	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Contracts for Weed Control awarded and awaiting approval to commence spraying.
3.1.3.2 Continue to secure the South Metropolitan Coastcare Program	4.4 Environment	01/07/2016	30/06/2017	100	01/05/2017 - This action is complete for this financial year.
03.1.4 Build community and City capacity to assist in managing coastal and bushland reserves.					
3.1.4.1 Develop and encourage volunteer participation in Coastal and Bushland Reserves care programs	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Community volunteering numbers are steady. Proposed new group at Leda Nature Reserve is working with Kwinana and the Department of Parks and Wildlife.
3.1.4.2 Maintain, improve and create new relationships with outside professional, commercial and volunteer organisations to improve work efficiency	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - An external consultant provided a fee proposal for investigation of wave mitigating offshore structure at Kwinana Beach. There is ongoing engagement with State Government Departments concerning illegal dumping, access control and offroad vehicle control.
03.1.5 Encourage a multi-agency response to the protection of natural bushland from inappropriate and unauthorised use.					
3.1.5.1 Bushland reserves fences installed or upgraded to reduce illegal rubbish dumping	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Homestead Ridge access control chicanes are complete.
03.2.1 Ensure that development approvals result in best practice environmental outcomes.					
3.2.1.1 Advocate for, and improve environmental standards for the wellbeing of the community by developing good working relationships with stakeholders	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Local Planning Policy No.1 Protection of Trees and Landscape Features on Development Sites is complete and is being applied to new developments.
3.2.1.2 Increase Aboriginal consultation before clearing land	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Undertaken as part of the subdivision and development application processes.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
03.2.2 Review and amend the City of Kwinana's Town Planning Scheme and land use planning policies to provide the statutory power.					
3.2.2.1 Engage with universities to improve research (targeted monitoring programs, vulnerability study to identify trigger points) and knowledge	4.4 Environment	01/07/2016	30/06/2017	80	04/04/2017 - Urban Amenity Policy development and subsequent strategies, particularly with regards to street trees, are being developed.
3.2.2.2 Incorporate the Biodiversity Strategy into the Town Planning Scheme and Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	30	30/03/2017 - Recommendations from the Local Biodiversity Plan will be considered in the context of the Local Planning Strategy. Further work is to be undertaken as the Local Planning Strategy, and new scheme, progresses over the next 12-24 months.
3.2.2.3 Ensure that dust management plans are provided by applicants where necessary and that waste minimisation and energy use are encouraged to be addressed within development applications	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Undertaken and required as part of the development application and subdivision assessment and approval process.
03.2.3 Ensure, where practicable, retention of remnant vegetation and natural systems within new residential subdivisions.					
3.2.3.1 Ensure retention, where practicable, of remnant vegetation and encourage the retention of trees and other flora within new residential subdivisions above the 10% minimum required	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Negotiations in development areas continue as guided by City and State policy. Green Growth Plan review due April 2017.
3.2.3.2 Implement Preservation strategies (e.g. collecting seeds) as part of the Natural Areas Management Plan	4.4 Environment	01/07/2016	30/06/2017	90	01/05/2017 - This action is ongoing.
3.2.3.3 Prepare a Planning Policy which focuses on the retention of trees	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	23/01/2017 - Local Planning Policy No. 1: Landscape Features and Tree Retention was adopted by Council on 28 September 2016. This action is now complete.
03.3.1 Liaise with Government agencies to improve management of Crown lands and reserves in the City of Kwinana, particularly with regard to fire prevention and mitigation activities.					
3.3.1.1 Implement the Emergency Services Business Plan	1.5 Essential Services	01/07/2016	30/06/2017	90	27/04/2017 - Due to the Community Emergency Services Coordinator position becoming vacant, the Emergency Services Business Plan is being reviewed with Department of Fire and Emergency Services and a draft will be prepared.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
03.3.2 Develop nature-based awareness raising projects and activities, including expansion of the Walking Trails Network and co-ordinate bush care programs with local schools.					
3.3.2.1 Coordinate a Bushcare Schools Program as part of the Natural Areas Management Plan	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Additional programs are being developed for the Wandí area.
3.3.2.2 Coordinate a Guided Bushwalk/Nightstalk program as part of the Natural Areas Management Plan	4.4 Environment	01/07/2016	30/06/2017	100	01/05/2017 - Completed with full participation.
3.3.2.3 Provide free street tree mulch to residents	4.4 Environment	01/07/2016	30/06/2017	50	01/05/2017 - The City is currently planning for the 2017 mulch giveaway.
03.4.1 Continue retrofitting energy inefficient City of Kwinana assets through the City's Revolving Energy Fund and ensure new buildings are designed to be energy efficient.					
3.4.1.1 Retrofit City buildings with updated codes and actively engage in the design process of new council buildings to ensure energy efficiency is maximised	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - The Darius Wells solar power system installation has commenced.
03.5.1 Implement the City of Kwinana Water Conservation Plan, the Peel and Cockburn Catchment Regional Water Program and adopt Water Sensitive Urban Design Technical Guidelines.					
3.5.1.1 Implement the Depot Team actions within the Sustainable Water Management Plan	1.6 Depot	01/07/2016	30/06/2017	25	01/05/2017 - January and February water meters read and recorded.
3.5.1.3 Develop and implement an educting program for the cleaning of side entry pits, GPTs and bubble up pits	1.6 Depot	01/07/2016	30/06/2017	25	01/05/2017 - Gross Pollutant Traps schedule has been passed on to contractor.
3.5.1.4 Implement the schedule/program for the inspection and maintenance of sumps and compensating basins	1.6 Depot	01/07/2016	30/06/2017	50	26/04/2017 - A schedule of sumps to be inspected has been prepared with inspections having commenced in March 2017.
3.5.1.5 Ensure the City complies with IPEWA subdivision guidelines for stormwater retention	1.1 Engineering	01/07/2016	30/06/2017	100	06/04/2017 - Storm water retention standards have been incorporated into development guidelines.
3.5.1.6 Implement the Water Conservation Plan	4.4 Environment	01/07/2016	30/06/2017	80	04/04/2017 - The monitoring of water meter flow rates, volumes and times continues with leak detection becoming easier and faster, saving water and money.
3.5.1.7 Ensure that mosquito management plans are provided where necessary as part of drainage and water management planning	4.5 Environmental Health	01/07/2016	30/06/2017	100	27/04/2017 - This action is ongoing.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
03.6.1 Implement, where practicable, the recommendations of the Southern Metropolitan Regional Council "Climate Change Risk Assessment Report(2009)".					
3.6.1.1 Ensure the future bushland reserves that are acquired are of sufficient size and quality to be resilient to bushfires	1.5 Essential Services	01/07/2016	30/06/2017	60	27/04/2017 - Future bush lands have been assessed when required and enforcement of the Bushfire Act in regards to fire breaks will occur.
3.6.1.2 Ensure that strategic land use planning incorporates emergency riskmanagement.	1.5 Essential Services	01/07/2016	30/06/2017	100	26/04/2017 - The Western Australian Planning Commission has the Rural and Urban Interface Requirements and has produced the following documents: <ul style="list-style-type: none"> Planning for Bushfire Protection Guidelines (Edition 2) May 2010; Guidelines for Planning in Bushfire Prone Areas - December 2015; Planning in Bushfire Prone Areas - Bushfire Policy Framework Factsheet - December 2015.
3.6.1.3 Develop, implement and periodically update Urban Bushfire Fire Plans for all High Priority City of Kwinana Bushland Reserves	1.5 Essential Services	01/07/2016	30/06/2017	100	26/04/2017 - Both Volunteer Brigades have reviewed or established new bush fire pre-plans for the rural and urban high risk areas.
3.6.1.5 Implement the Strategic Waste Management Plan	4.5 Environmental Health	01/07/2016	30/06/2017	100	27/04/2017 - The Strategic Waste Management Plan draft is complete, which will be reported to Council in early 2017.
3.6.1.6 Implement the Climate Change Adaptation and Mitigation Strategy	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Solar power systems are being investigated for nine buildings. Some smaller systems on club buildings may be eligible for a feed in tariff (being investigated).
03.6.2 Adopt and implement, where required, any State and Federal government policies related to climate change.					
3.6.2.1 Ensure that coastal developments are assessed against the most current version of State Planning Policy 2.6 and any associated guidelines and position statements	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Undertaken and required as part of the development application and subdivision assessment and approval process.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.1.1 Implement the City of Kwinana's Community Infrastructure Plan that identifies the location, nature and anticipated construction date of new community and recreation facilities.					
4.1.1.1 Annually review the Community Infrastructure Plan to ensure it remains relevant and responsive to new communities and where appropriate involves consultation with all sectors of the community	4.3 Community Development	01/07/2016	30/06/2017	75	01/05/2017 - The Community Infrastructure Plan has been reviewed.
4.1.1.19 Design and construct Stage 2 of the Wells Beach Foreshore Upgrade (Park and Boating Facility)	1.1 Engineering	01/07/2016	30/06/2018	25	01/05/2017 - Awaiting the outcome from Community Needs Assessment.
4.1.1.2 Ensure Developer Contribution Schemes are aligned with the Community Infrastructure Plan	3.1.2 Strategic Planning	01/07/2016	30/06/2017	70	30/03/2017 - Amendment to align the Community Infrastructure Plan. Has been advertised and a report is being prepared for Council consideration in the coming quarter.
4.1.1.26 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	4.3 Community Development	01/07/2016	30/06/2018	75	24/04/2017 - Location and design of facility has been determined, local community engagement has occurred on the proposal. Project ready to go to tender.
4.1.1.27 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	1.3 Building Assets	01/07/2016	30/06/2017	65	01/05/2017 - Ready to go to market for design and construction.
4.1.1.29 Design and construct a Local Sporting Ground with Pavilion Extension for Wellard/Leda	4.3 Community Development	01/07/2016	30/06/2018	75	24/04/2017 - Location and design of extension has been completed, consultation with stakeholders has occurred. Project ready to go to tender.
4.1.1.30 Design and construct a Local Sporting Ground with Pavilion Extension for Wellard/Leda	1.3 Building Assets	01/07/2016	30/06/2017	65	01/05/2017 - Ready to go to market for design.
4.1.1.31 Design and construct a Local Sporting Ground with a Community Sports Building in Wellard/Leda	1.3 Building Assets	01/07/2016	30/06/2017	0	01/05/2017 - Recent review of the Community Infrastructure Plan has re-evaluated the need for this facility and moved to the 24/25 financial year.
4.1.1.36 Design and construct Stage 1 of the Civic Administration Building Upgrade	1.1 Engineering	01/07/2016	30/06/2017	100	12/04/2017 - No further progress has been made during the reporting period.
4.1.1.4 Work collaboratively with other South Western Metro Local Governments to plan for regional level sporting and recreation infrastructure	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - Coordinator Healthy Lifestyles and Club Development Officer have: <ul style="list-style-type: none"> attended Sports Forum in Peel; attended DSR Peel working Group; attended CDO networking meeting.
4.1.1.5 Reach a formal agreement with public and private education providers for shared use of facilities in accordance with the Community Infrastructure Plan	4.3 Community Development	01/07/2016	30/06/2017	75	01/05/2017 - Discussion is continuing with Department of Education on broad shared use agreement for all future school/community facilities. Shared use agreements for Wellard and Honeywood Primary Schools are also progressing.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.1.6 Conduct a feasibility study to include future dog parks in the Community Infrastructure Plan	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - This action is ongoing.
4.1.1.7 Conduct a feasibility study for the construction of a Community Garden	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - This action is ongoing.
4.1.1.8 Conduct a feasibility study for the upgrade of Wells Beach Foreshore	4.3 Community Development	01/07/2016	30/06/2018	75	24/04/2017 - Brief completed and in marketplace for quotes to be received for feasibility study to be undertaken.
04.1.2 Continue to improve the standard, and maximise the utility, of existing community and recreation infrastructure through implementation of maintenance and refurbishment programs.					
4.1.2.1 Encourage the refurbishment of existing Council buildings to address energy, water and waste minimisation	4.4 Environment	01/07/2016	30/06/2017	75	01/05/2017 - Extensive work was completed on the Recquatic Switchboards to allow them to have real time monitoring installed. 100KW solar panels have been installed on the Darius Wells Library and Resource Centre.
4.1.2.2 Upgrade the Thomas Oval netball courts	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - Thomas Oval Netball Courts progress has occurred in the form of: <ul style="list-style-type: none"> • Support funding has been secured from the Department of Sport and Recreation; • Project brief has been developed; • Tenders have been called for; • Tenders received and successful candidate selected.
4.1.2.3 Maintain, implement and review refurbishment programs to improve sporting facilities in Kwinana	1.3 Building Assets	01/07/2016	30/06/2017	85	01/05/2017 - All refurbishment projects are undertaken in accordance with the Long Term Financial Plan, Community Infrastructure Plan and Asset Management Plans.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.2.1 In accordance with regulatory standards and the Community Infrastructure Plan, provide active recreation opportunities and develop public openspace and infrastructure in new developments.					
4.2.1.1 Implement the City's public open space development standards to ensure best practice standards are implemented and ongoing maintenance costs are minimised	1.1 Engineering	01/07/2016	30/06/2017	100	06/04/2017 - This action is ongoing. No significant updates have occurred over the last quarter.
4.2.1.2 Construct the City of Kwinana Adventure Playground	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - This project has been completed.
4.2.1.3 Activate The Adventure Playground	4.3 Community Development	01/07/2016	30/06/2017	100	01/05/2017 - Adventure Park is already operating above expectation. No further activation required.
4.2.1.4 Construct the Skate Park	1.1 Engineering	01/07/2016	30/06/2017	30	01/05/2017 - The design is 100% completed. Construction commenced 4 April and is estimated to be completed by mid August 2017.
4.2.1.5 Activate the Skate Park	4.8 Youth Services	01/07/2016	30/06/2017	50	07/04/2017 - The Pop Up Skate Park, Handford Place, Orelia is the focus of the Skate Park Activation program while the new skate park is currently under construction. A Pop Up Skate Series was delivered with 4 clinics and 2 events provided. A BMX/Scooter and Skate Series were delivered with 4 clinics and 2 events provided.
4.2.1.7 Continue to plan for walk trail connection and promotion	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - Work on this action has occurred in the form of: <ul style="list-style-type: none"> • Review of Kwinana Loop Trail - completed; • Photography of key features - completed; • Appoint consultant to develop walking/cycling plan for Kwinana; • Finalise review of Kwinana Walk Trail; • Seek costing to upgrade Kwinana Walk trail; • Seek sponsors for upgrade of trail; • Work on Tramway Trail development.
4.2.1.8 Conduct a feasibility study for the provision of a Camping area in parkland	4.4 Environment	01/07/2016	30/06/2017	80	04/04/2017 - Community and Stakeholder Consultation required to establish need, numbers and benefits.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.2.2 Implement the City's Parks for People Plan to provide the community with functional, accessible and practical open parks and play spaces for a diverse range of users.					
4.2.2.1 Implement the various Parks and Streetscapes maintenance schedules as set out in the Depot Works Program to ensure a proactive approach to maintenance	1.6 Depot	01/07/2016	30/06/2017	75	01/05/2017 - All scheduled maintenance works to parks and streetscapes for the past quarter have been undertaken to the standards required.
4.2.2.2 Implement the Parks Inspection and Continuous Improvement System	1.6 Depot	01/07/2016	30/06/2017	25	27/04/2017 - Inspections and reporting by Technical Officer Parks are on target.
4.2.2.3 Ensure parks have adequate facilities to meet community needs	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - Completed Parks for People review which included: <ul style="list-style-type: none"> • Identification of new parks for upgrade; • Working with landscape architects to upgrade parks; • Seeking new types of facilities that are in keeping with the City's Healthy Lifestyles Plan.
4.2.2.4 Continue to activate Kwinana Beach	4.1 Healthy Lifestyles	01/07/2016	30/06/2017	75	01/05/2017 - The Beach Wheelchair has been serviced and has been used on several occasions.
04.3.1 Lobby for the provision of Federal and State government services to Kwinana, including an increased police presence and improvements to the frequency and routes for public transport.					
4.3.1.1 Identify gaps, monitor service levels and advocate to Government to ensure the community is adequately serviced by government agencies	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Ongoing assessment of community need occurs. Advocacy undertaken when issues arise.
4.3.1.2 Ensure that local issues like improvements to public transport, police services and other government services are highlighted to the State Government whenever practical	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - This action is ongoing.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.3.2 Liaise with health service providers to identify community needs and ensure that planning for the City takes account of the need.					
4.3.2.1 Explore Active Transport initiatives	4.1 HealthyLifestyles	01/07/2016	30/06/2017	75	06/04/2017 - This is an issue that is planned to be addressed in the Cycling and Walking network project.
4.3.2.2 Implement and annually review the City's Public Health Plan	4.5 Environmental Health	01/07/2016	30/06/2017	75	27/04/2017 - This action is ongoing.
4.3.2.3 Lobby for increased local health services in the City	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - 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 presented.
04.3.3 Support partnerships with service providers and the community to provide health and lifestyle education.					
4.3.3.1 Meet regularly as a partner for various health projects linked to the local Aboriginal community	4.1 HealthyLifestyles	01/07/2016	30/06/2017	75	01/05/2017 - This action is ongoing.
4.3.3.2 Continue to facilitate the Kwinana Health Action Group	4.1 HealthyLifestyles	01/07/2016	30/06/2017	75	01/05/2017 - This action is ongoing.
04.3.4 Advocate for improvements to the provision of underground power, broadband and mobile coverage across the community.					
4.3.4.1 Continue to lobby providers for improved telecommunication services and facilities in Kwinana, keep abreast of opportunities to influence planning (action name continued in software)	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - The NBN rollout is now underway in Kwinana.
4.3.4.2 Lobby for the enhancement of power services to underground power	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - New developments have underground power.
04.4.1 Undertake a review the City's Local Planning Strategy, Town Planning Scheme and sub-strategies to ensure that all development is sustainable.					
4.4.1.1 Review the Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	50	01/05/2017 - The draft Local Planning Strategy was advertised for 'pre-consultation' during 2015. In early 2017 there was significant change to personnel in the Strategic Planning area. All documents are being reviewed and a plan developed for completion of the strategy.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.2 Encourage and promote the design of places of activity and enjoyment.					
4.4.2.1 Review the Liveable Neighbourhood Framework.	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Undertaken and implemented as part of local structure planning, subdivision and development application processes.
04.4.3 Develop and implement a Parking Strategy for the City that specifically addresses the City Centre and train station precincts.					
4.4.3.1 Prepare a Parking Strategy that considers parking needs and provision at key activity centres with the City Centre as a key priority	3.1.2 Strategic Planning	01/07/2016	30/06/2017	10	30/03/2017 - Preliminary work on parking in the City Centre has been undertaken, however this project as a whole has been deferred until FY 2017/18.
04.4.4 Seek to provide a variety of housing choices in the City as part of the development of the Local Planning Strategy.					
4.4.4.1 Implement the Local Housing Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	0	30/03/2017 - This action has been deferred and work will commence in FY 2017/18.
4.4.4.3 Encourage Department of Housing/Landcorp to develop vacant government owned land	2.4 Economic Development	01/07/2016	30/06/2017	100	26/04/2017 - This action is ongoing.
4.4.4.4 Manage and maintain City of Kwinana Aged Persons Accommodation	4.3 Community Development	01/07/2016	30/06/2017	75	26/04/2017 - The City continues to maintain its Aged Care Facilities.
04.4.6 Ensure that an appropriate density of development is achieved that accommodates projected population growth and is balanced against community expectations.					
4.4.6.1 Conduct consultation as part of the preparation of the Local Planning Strategy to review the community views regarding appropriate densities of development	3.1.2 Strategic Planning	01/07/2016	30/06/2017	25	01/05/2017 - The draft Local Planning Strategy (LPS) was advertised for 'pre-consultation' during 2015. The draft documentation and a plan to deliver the LPS is currently being developed by Strategic Planning. It is noted that further community consultation will occur following Western Australian Planning Commission consent to advertise.
04.4.7 Take a proactive and strategic approach to planning for significant infrastructure needed for the future such as major road networks, waste disposal/recycling facilities.					
4.4.7.3 Implement the State Waste Plan and develop a strategic direction for the future of waste services in the City of Kwinana	4.5 Environmental Health	01/07/2016	30/06/2017	100	27/04/2017 - Awaiting the adoption of the Strategic Waste Management Plan before implementation.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.4.8 Ensure that the City has significant input on planning and strategic growth decisions at the Regional and State level.					
4.4.8.1 Provide advice and comments on Regional and Strategic issue papers in relation to the social impacts of a changing community such as FIFO work and multicultural immigration	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Advocacy occurs as issues arise.
4.4.8.2 Make detailed submissions to State Government Planning Strategies and engage with the Department of Planning or other Government Authorities to promote the City's interests	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	14/03/2017 - City officers are continuing to monitor Strategic State Government Plans and Policies and provide comment when applicable.
04.4.9 Engage with developers on infrastructure and sustainability issues.					
4.4.9.1 Regularly engage with developers to communicate the City's priorities as part of new development	3.1.2 Strategic Planning	01/07/2016	30/06/2017	100	14/03/2017 - Recurring and one-off meetings with developers are held as a matter of course by officers.
04.5.1 Promote a clean City by ensuring that public areas and streetscapes are developed and maintained to a high standard.					
4.5.1.1 Remove rubbish from the City as part of the parks and reserves maintenance programs	1.6 Depot	01/07/2016	30/06/2017	75	10/04/2017 - All scheduled litter collection in urban and rural areas have been undertaken and completed for the past quarter.
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	1.1 Engineering	01/07/2016	30/06/2017	100	12/04/2017 - Work is ongoing and progress is on target.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.5.2 Develop and implement a Landscape and Streetscape Strategy.					
4.5.2.1 Review every two years the existing landscape maintenance agreements held with Main Roads Western Australia.	1.6 Depot	01/07/2016	30/06/2017	40	01/05/2017 - Agreements are currently under review with proposed amendments to be communicated with Main Roads Western Australia.
4.5.2.2 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.6 Depot	01/07/2016	30/06/2017	20	07/04/2017 - A decision on a database for street trees will be outlined within the Tree Management Strategy currently being developed by the Environment Transformation working group.
4.5.2.3 Implement the actions of the Landscaping Strategy for the City of Kwinana	1.1 Engineering	01/07/2016	30/06/2017	100	06/04/2017 - Design is complete for street tree planting for Johnson Road in Bertram and Thorpe Way, Butcher Street and Yeates Road in the Kwinana Industrial Area. Planting will occur in May when weather conditions are desirable.
04.5.3 Implement the strategies outlined in the City of Kwinana's Graffiti Management Plan.					
4.5.3.1 Monitor and administer the Mobile Graffiti Reporting System	1.6 Depot	01/07/2016	30/06/2017	75	18/04/2017 - The new Graffiti Tough Pads are now functioning and data is being uploaded to the WA Police website on a regular basis.
04.5.4 Encourage the maintenance of verges and enforce the upkeep of private properties to reflect a high level of community pride in the area.					
4.5.4.1 Actively apply the City's local laws related to the maintenance and upkeep of private properties to prevent nuisance	4.5 Environmental Health	01/07/2016	30/06/2017	75	27/04/2017 - This action is ongoing.
04.5.5 Develop and implement urban design guidelines to achieve a good standard of built form in the City.					
4.5.5.2 Complete the Residential Development Policy and Guidelines	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Review of documentation currently being undertaken with a view to present possible modifications to Council in May 2017.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.6.1 Construct and maintain a safe system of roads that will account for future traffic volumes with an emphasis on improved design of intersections and traffic calming.					
4.6.1.1 Implement an inspection of rural road verges for encroaching vegetation and update annual pruning program	1.6 Depot	01/07/2016	30/06/2017	75	01/05/2017 - Verge inspection has been completed and the budget for 2017/2018 has been submitted.
4.6.1.2 Develop and implement a Road Shouldering Program	1.6 Depot	01/07/2016	30/06/2017	75	01/05/2017 - Summer rains have caused some wash outs, impeding progress on this action.
4.6.1.3 Implement an annual inspection of high priority roads and identify any maintenance tasks	1.6 Depot	01/07/2016	30/06/2017	75	01/05/2017 - Annual inspections have been completed and maintenance is now taking place.
4.6.1.4 Implement the Depot Annual Maintenance Works Program	1.6 Depot	01/07/2016	30/06/2017	75	07/04/2017 - Major maintenance programs still to be completed include, road shouldering, gully educting and crack sealing.
4.6.1.5 Implement the 10 year road resurfacing and road rehabilitation programs	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - Work is ongoing, road resurfacing and rehabilitation forward works program to have an in-depth review following the appointment of Assets Coordinator.
04.6.2 Construct and maintain a network of footpaths and cycle routes that enable residents to get where they need to go safely and easily.					
4.6.2.1 Coordinate the repairs of high priority defects identified from the 2015 footpath audit	1.6 Depot	01/07/2016	30/06/2017	75	26/04/2017 - Footpath repairs are ongoing with remaining defects to be completed in the next three months.
4.6.2.2 Implement the footpath, trails and cycleways forward works program	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - Work is ongoing and progress is on target. Footpath projects identified for construction, as per the program, have been submitted as part of the 2017/18 capital budget proposal for consideration.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
04.6.3 Advocate for continuous improvement of the State's public transport networks with increased frequency of bus services throughout the City and increased parking capacity at the train station.					
4.6.3.1 Carry out annual inspection of Bus Shelters and identify any maintenance tasks	1.6 Depot	01/07/2016	30/06/2017	20	01/05/2017 - Inspections of bus shelters has commenced. Currently progressing towards an end of May completion.
4.6.3.2 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority	1.1 Engineering	01/07/2016	30/06/2017	100	06/04/2017 - Three bus shelters have been installed in Honeywood. Additional shelter identified to be upgraded at skate park location. Proposed relocation of bus stop currently being reviewed by Public Transport Authority.
4.6.3.3 Lobby for the continual improvement of public transport in the City	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - This action is ongoing and occurs when needed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision.					
5.1.1.1 Undertake biennial review of the City's Strategic Community Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	75	01/05/2017 - The City's integrated planning review is 50% complete with extensive community engagement that is required to review the Strategic Community Plan completed in this quarter.
5.1.1.2 Undertake a full review of the City's Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	20	01/05/2017 - The annual review of the Corporate Business Plan will commence in detail once the draft Strategic Community Plan has been created. This project will commence 1 May 2017.
5.1.1.3 Ensure the Corporate Plan and Strategic Community Plan are integrated into the Long Term Financial Plan, Workforce Plan and Asset Management Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	50	06/04/2017 - The most recent Corporate Business Plan is reflective of the City's Long Term Financial Plan and Workforce Plan. The Asset Management Plans are currently being worked on to increase their integration into the Plan for the Future.
5.1.1.4 Demonstrate achievements against the City's Plan for the Future in the Annual Report	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	31/03/2017 - The Annual Report was endorsed by Council in December 2016 and achievements were documented. This action is completed.
5.1.1.5 Conduct a biennial Community Perception Survey and utilise the results to inform the regular review of the Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	06/04/2017 - The community perception survey was completed last financial year, the results are being used to inform future planning at the City.
5.1.1.6 Complete the Strategy Integration Project	2.1 Governance and Civic Services	01/07/2016	30/06/2017	25	06/04/2017 - Initial mapping has taken place and a register has been created to indicate key relationships between strategically important documents. The project group is currently working through the register.

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.2 Councillors enthusiastically represent the community, participate in activities and events, advocate the community’s vision, encourage stakeholder involvement.					
5.1.2.1 Host key stakeholder functions throughout the year	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	<p>01/05/2017 - A stakeholder function was held on the 16 March. This event was to thank local volunteers from the local emergency services for all of their hard work in the local community. This event was attended by 36 members of the local associations and hosted by the Mayor and Elected Members’. The Mayor spoke about the changes being made to the City and there was also a question and answer session for the attendees.</p> <p>On Tuesday 21 February a New Teachers Afternoon Tea was held to welcome all new teachers to the City. 13 new teachers attended this event and were given a presentation by the Director of City Living followed by afternoon tea. They were then taken on a bus tour of the local area.</p>
5.1.2.2 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	5.2 Elected Members	01/07/2016	30/06/2017	100	26/04/2017 - Briefings to stakeholders in relation to the Indian Ocean Gateway are ongoing.
5.1.2.3 Facilitate Council Meetings in alternate locations to encourage community attendance	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	26/04/2017 - This action has been completed and will not continue in 2017/18.
05.1.3 Develop, implement and review communication and marketing strategies to aid the achievement of objectives, ensure the community are informed and engaged.					
5.1.3.2 Establish a Community Communications Plan and review biennially	2.2 Marketing and Communications	01/07/2016	30/06/2017	80	07/04/2017 - The Community Communications Strategy is now in final stages of development, following consultation with the Transformation Team. The Strategy has been amended to better align with the objectives of the Strategic Community Plan. Many of the actions deriving from the Communications Strategy are already underway.

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.4 Pursue continual improvement in Council facilities and services.					
5.1.4.1 Implement the findings of the Depot operations review	5.1 Executive	01/07/2016	30/06/2018	50	24/04/2017 - Implementation will commence in April 2017.
5.1.4.2 Create and implement a Local Law Renewal Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2018	50	<p>01/05/2017 - Status of Local Law Review is:</p> <p>Complete:</p> <ul style="list-style-type: none">• Extractive Industries Local Law;• Fencing Local Law;• Dogs Local Law. <p>In progress:</p> <ul style="list-style-type: none">• Parking and Parking Facilities Local Law - Elected Members' Forum 05/04/17;• Local Government Property Local Law - completed Officers' Forum late March, working on a few issues and expected to be ready for Elected Members' Forum in a few weeks;• Activities in Thoroughfares and Public Places and Trading Local Law - completed Officers' forum, preparing for Elected Members' Forum in a few weeks;• Standing Orders Local Law - complete new local law developed - with Director City Strategy;• By-law relating to Signs and Bill Postings - to be deleted as an amendment to the Town Planning Scheme is being made - with Coordinator Strategic Planning - time allocated two years for review with meetings programmed quarterly.

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.1.5 Actively participate in regional planning, partnerships and projects in order to deliver better outcomes for the Kwinana community.					
5.1.5.1 Continue to support the South West Group and the National Growth Areas Alliance	5.1 Executive	01/07/2016	30/06/2017	100	26/04/2017 - The City has continued to support the South West Group in its lobbying program, briefing key political parties in the lead up to the March State election and in continuing research, workshop and conference activities. The City remains a member of the National Growth Areas Alliance.
05.1.6 Retain Quality Accreditation and participate in relevant benchmarking opportunities.					
5.1.6.1 Review ISO 9001 accreditation and consider the Business Excellence Framework	2.3 Human Resources	01/07/2016	30/06/2017	90	01/05/2017 - The City will undertake an internal audit (scheduled for May 2017). This audit will further identify gaps in the transition to the ISO 2015 standard.
5.1.6.2 Complete a compliance audit return each year	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	01/05/2017 - Compliance Audit Review 2016 completed 28 March 2017.
05.1.7 Lead the City through the organisation wide Transformation Program.					
5.1.7.1 Implement the Transformation Program	5.1 Executive	01/07/2016	30/06/2017	100	26/04/2017 - Multiple projects are currently underway and the content of the Transformation Program Blueprint has been reviewed and endorsed by the Transformation Team and is awaiting formatting. Projects have also been added to the City's corporate planning software to enable highlight reports to the Transformation Team.
05.2.1 Undertake community visioning processes to ensure that the Strategic Community Plan is aligned to community aspirations.					
5.2.1.1 Undertake community visioning processes to formulate the new strategic community plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	<p>06/04/2017 - This action is complete.</p> <p>The City undertook the following to complete the community visioning process required in the review of the Strategic Community Plan:</p> <ul style="list-style-type: none">• Online Survey;• Visioning Workshops;• Visioning Stall at community events and markets.

Action	Business Unit	Start Date	Finish Date	Status	Comments
05.2.2 Develop strong relationships with stakeholders and encourage open feedback on priority areas for the City of Kwinana.					
5.2.2.1 Undertake community consultation before significant new services are implemented	5.1 Executive	01/07/2016	30/06/2017	100	26/04/2017 - The new Community Engagement Policy has been developed and adopted by Council and a work procedure has been developed to assist with the implementation of the policy across the organisation. This is now being rolled out across the organisation and is being embedded into documents such as the Council report template and is required to be considered in all projects.
05.2.3 Conduct an annual review of the City's Corporate Plan					
5.2.3.1 Oversee the annual review of the City's Corporate Plan and provide direction to staff on Council's areas of priority	2.1 Governance and Civic Services	01/07/2016	30/06/2017	20	01/05/2017 - The annual review of the Corporate Business Plan will commence in detail once the draft Strategic Community Plan has been created. This project will commence 1 May 2017.
06.1.1 Develop, implement and continuously review the City's Long Term Financial Plan.					
6.1.1.3 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2016	30/06/2017	44	06/04/2017 - All submissions returned. Collating data for reporting to Executive and Council.
6.1.1.4 Ensure that the City of Kwinana articulates its debt strategy within the Long Term Financial Plan	2.7 Finance	01/07/2016	30/06/2017	100	10/04/2017 - The Long Term Financial Plan 2016 - 2035 adopted by Council on 28 September 2016.
06.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management systems.					
6.1.2.1 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13.	2.7 Finance	01/07/2016	30/06/2017	0	01/05/2017 - Fair Value Valuations will occur in the next quarter.
6.1.2.3 Undertake Financial Management Review of the appropriateness and effectiveness of the financial management systems and procedures in accordance with Local Government (Financial Management) Reg	2.7 Finance	01/07/2016	30/06/2017	90	10/04/2017 - Final audit report is expected to be received at the end of April.
6.1.2.4 Distribute debtor invoices electronically to improve processing and customer service	2.7 Finance	01/07/2016	30/06/2017	30	01/05/2017 - Testing is complete. Waiting on alterations to standard email that will accompany electronic invoice and alterations to automatically generated invoice.

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.1.3 Ensure 'value for money' in purchasing and tendering.					
6.1.3.1 Create a Procurement Strategy	1.2 Contracts and Procurement	01/07/2016	30/06/2017	20	01/05/2017 - An Organisational Procurement Strategy is being considered in line with the progress of a number of other procurement initiatives.
06.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all.					
6.1.4.1 Implement new software to automate the fortnightly and weekly direct debit payment options	2.7 Finance	01/07/2016	30/06/2017	90	06/04/2017 - This action is ongoing.
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	2.7 Finance	01/07/2016	30/06/2017	10	06/04/2017 - This action is in the initial stages of review.
6.1.4.3 Commence investigation of properties with a commercial or industrial land use within current rating of UV	2.7 Finance	01/07/2016	30/06/2017	10	06/04/2017 - This action is in the initial stages of review.
6.1.4.4 Conduct a land use audit for the City of Kwinana	2.7 Finance	01/07/2016	30/06/2018	0	26/04/2017 - This action is awaiting completion of land data project.
6.1.4.4 Conduct a land use audit for the City of Kwinana	2.7 Finance	01/07/2016	30/06/2018	0	06/04/2017 - Awaiting completion of land data project.
06.1.5 Maximise external funding of infrastructure projects.					
6.1.5.1 Make applications to funding bodies to maximise external funding for the City's projects	5.1 Executive	01/07/2016	30/06/2017	100	20/04/2017 - This is an ongoing action.
06.2.1 Lobby to increase the level of State, Federal and Corporate funds for projects of local and regional significance to assist with sustainable infrastructure and program development in the City.					
6.2.1.1 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	5.1 Executive	01/07/2016	30/06/2017	75	24/04/2017 - Ongoing liaison with relevant agencies occurs and partnerships developed as opportunities arise.

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.3.1 Develop the City's Land Asset Management Plan and acquire, manage and dispose of Council land assets on the basis of the adopted recommendations.					
6.3.1.1 Finalise the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - This action is ongoing.
6.3.1.2 Implement the Land Asset Retention and Disposal Strategy	2.4 Economic Development	01/07/2016	30/06/2017	75	26/04/2017 - City staff have reviewed the previous work completed and determined that many of the identified properties would take significant amounts of work to make "sale ready".
06.3.2 Review lease systems and property management processes.					
6.3.2.1 Annually review the lease management Policy and procedures	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	26/04/2017 - Specifically reviewed and revised the leasing policy of community facilities. Also, lease management procedures were reviewed in the form of revising the leasing work instructions.
06.4.1 Continue to manage and develop good working relationships with stakeholders to achieve improved and beneficial outcomes for the community.					
6.4.1.1 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	5.1 Executive	01/07/2016	30/06/2017	75	01/05/2017 - Opportunities to develop partnerships are actively pursued and developed.
6.4.1.2 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2016	30/06/2017	75	01/05/2017 - Teams including Economic Development, Marketing, Governance and the Executive worked alongside the Rockingham/Kwinana Chamber of Commerce, to host a Business Breakfast at the Darius Wells on 14 February 2017 to promote the outer harbour.
06.4.2 Maximise efficiencies by actively promoting resource sharing with Local Governments.					
6.4.2.1 Continue to actively seek resource sharing opportunities with the other organisations	5.1 Executive	01/07/2016	30/06/2017	100	26/04/2017 - Resource sharing opportunities in the areas of Emergency Services, Environment, Community Development and Environmental Health are continuing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
06.5.1 Ensure internal organisational policies and procedures are aligned to the achievement of the community and corporate vision.					
6.5.1.1 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	2.1 Governance and Civic Services	01/07/2016	30/06/2017	100	26/04/2017 - All Council Reports include consideration of implications for the Strategic Community Plan and Corporate Business Plan.
6.5.1.2 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	2.7 Finance	01/07/2016	30/06/2017	100	10/04/2017 - The Long Term Financial Plan 2016 - 2035 adopted by Council on 28 September 2016.
6.5.1.3 Engineering design cost estimates to be revised and updated annually	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - This action is ongoing.
6.5.1.4 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	2.7 Finance	01/07/2016	30/06/2017	10	01/05/2017 - Improvements will be made over the next 12 months.
6.5.1.5 Review the establishment of an internal audit services for consideration by Council for inclusion in the City's Workforce Plan and Long Term Financial Plan	5.1 Executive	01/07/2016	30/06/2017	100	31/03/2017 - Council endorsed the advertising for an independent external audit committee member and advertising will commence shortly. Council approved changes to the Audit Committee Terms of Reference and adopted an Internal Audit Charter in order to implement an internal audit service.
07.1.1 Workforce Planning					
7.1.1.1 Review and implement the Workforce Plan on an annual basis ensuring outcomes are included into the Long Term Financial Plan	2.3 Human Resources	01/07/2016	30/06/2017	50	01/05/2017 - Annual review to commence in February with the view to complete the Workforce Plan by May 2017.
07.1.2 Retention of current staff					
7.1.2.1 Implement the Retention Strategy	2.3 Human Resources	01/07/2016	30/06/2017	70	13/01/2017 - Retention strategy written and forms part of the Staff Values Strategy/Action Plan for implementation.
7.1.2.3 Explore promoting greater work flexibility for all employees	2.3 Human Resources	01/07/2016	30/06/2017	60	13/01/2017 - EBA negotiated and implemented. Vacancy advertisements (including via social media) include the City's flexibility.

Action	Business Unit	Start Date	Finish Date	Status	Comments
07.1.3 Attraction, selection recruitment of future staff					
7.1.3.1 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	2.3 Human Resources	01/07/2016	30/06/2017	80	13/01/2017 - Task for HR team to collate data on a weekly basis. (Predominately senior/management positions).
07.1.4 Feedback Systems					
7.1.4.1 Measure employee satisfaction through employee surveys and incorporate results into supporting strategies and plans	2.3 Human Resources	01/07/2016	30/06/2017	80	13/01/2017 - Ongoing process of Exit interviews. Information assessed and placed in action plan/strategies (eg. Retention Strategy, Staff Values Strategy).
7.1.4.2 Review and improve employee exit processes to ensure major issues are identified and used to facilitate improvements within the organisation	2.3 Human Resources	01/07/2016	30/06/2017	80	30/01/2017 - Exit interview information applied to appropriate City Strategies.
07.1.5 Safe Work					
7.1.5.1 Maintain and improve OSH policies and procedures	2.3 Human Resources	01/07/2016	30/06/2017	25	01/05/2017 - Ongoing improvements are underway.
7.1.5.2 Continue to implement an ongoing monitoring and treatment program for any City assets that may contain asbestos	1.3 Building Assets	01/07/2016	30/06/2017	100	12/04/2017 - Asbestos treatment is being carried out in accordance with the Asbestos Management Plan, risk rating and Long Term Financial Plan.
07.2.1 A workforce that meets current and future skills need					
7.2.1.1 On an annual basis conduct a Training Needs Analysis (TNA)	2.3 Human Resources	01/07/2016	30/06/2017	75	01/05/2017 - As the Staff Development Review is nearing completion the Training Needs Analysis is also near completion.
07.2.2 Succession Planning					
7.2.2.1 Prepare individual career development plans for staff and implement career succession plans	2.3 Human Resources	01/07/2016	30/06/2017	75	01/05/2017 - This action is ongoing.
07.3.1 Culture Appreciation & Staff Values.					
7.3.1.1 Continue to embed the organisational values that drive the development of the desired organisational culture needed to implement the Transformation Program	5.1 Executive	01/07/2016	30/06/2017	100	26/04/2017 - A second round of "Living Our Values" workshops was held and a report prepared for the Executive with recommendations for action provided.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
07.4.1 Integrated Performance Management					
7.4.1.1 Review and update staff appraisals to link Strategic and Corporate Actions and KPIs with individual work plans and performance	2.1 Governance and Civic Services	01/07/2016	30/06/2017	70	06/04/2017 - This has almost been achieved through the Team Business Planning process. When assigning actions to staff, Managers should consider the actions highlighted in performance reviews.
07.5.2 Innovative Management					
7.5.2.1 Actively promote programs within the current reward and recognition guidelines	2.3 Human Resources	01/07/2016	30/06/2017	85	04/04/2017 - The City is using the intranet and staff newsletter to further promote the rewards and recognition program.
07.6.1 Systems development					
7.6.1.1 Develop the eLearning component of Civica	2.3 Human Resources	01/07/2016	30/06/2018	10	30/01/2017 - Currently scheduling a meeting with other Local Governments (who have developed their own eLearning systems) to ascertain how this was achieved.
08.1.1 Improve the long term sustainability of City of Kwinana plant, facilities and infrastructure through detailed planning and design prior to construction.					
8.1.1.1 Conduct an analysis of the appropriate software system for the recording of plant and fleet servicing and repairs history	1.6 Depot	01/07/2016	30/06/2017	75	01/05/2017 - The Depot Service Delivery Review has been completed by external consultants provided recommendations for this software application.
8.1.1.2 Annually review the 20 Year CivilWorks Program	1.1 Engineering	01/07/2016	30/06/2017	30	12/04/2017 - Civil works program review to be completed by June 2017.
8.1.1.3 Ensure energy, water and waste minimisation strategies are considered when planning, designing and constructing new City buildings	4.4 Environment	01/07/2016	30/06/2017	80	01/05/2017 - Solar power systems and water metering are being added systematically. Policy being tested regarding new facility sustainability inclusions (Green Building Policy).

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Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.2 In the City's Long Term Financial Plan account for the cost of construction, operation, maintenance and refurbishment of the City's assets, plant purchases and replacements.					
8.1.2.1 Implement Asset Management Plans for all of the City's Civil Infrastructure	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - This action is ongoing.
8.1.2.2 Review Asset Management Plans for all of the City's Civil Infrastructure	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - Review of Asset Management Plans for all of the civil infrastructure asset categories was completed in February 2017.
8.1.2.3 Review the Depot plant for maximum utilisation in consultation with the Finance Team	1.6 Depot	01/07/2016	30/06/2017	75	01/05/2017 - The Depot plant utilisation is as follows: Expected hours for Total Plant YTD - 23,933, Actual hours for total Plant YTD - 24,988
8.1.2.4 Review and update the 20 Year Depot Long Term Financial Plan prior to the Capital Budget process	2.4 Economic Development	01/07/2016	30/06/2017	0	01/05/2017 - To be reviewed mid-late 2017 to inform 2018/19 budget development.
8.1.2.5 Review and update the Depot 10 Year replacement program for plant and equipment prior to the Capital Budget process	1.6 Depot	01/07/2016	30/06/2017	70	27/04/2017 - Pending the amended acquisition categories to the HR vehicle Policy approval by Executive Team.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.3 Review and continue to implement the Asset Management Strategy.					
8.1.3.1 Implement the actions set out within the Parks and Reserves Asset Management Plan	1.6 Depot	01/07/2016	30/06/2017	25	01/05/2017 - This action is ongoing.
8.1.3.2 Implement GIS mapping for PublicHealth services	4.5 Environmental Health	01/07/2016	30/06/2017	100	27/04/2017 - Waste and recycling layers attached to GIS completed.
8.1.3.3 Develop a business case and proposal for a street tree database describing the species, size, age, location (GIS).	1.6 Depot	01/07/2016	30/06/2017	50	01/05/2017 - Depot Service Delivery Analysis Recommendation Report provides supporting evidence towards the business case for tree management software, which is being investigated under the Tree Management Strategy Project under the Environment Transformation Stream.
8.1.3.4 Review and update the Parks and Reserves Asset Management Plan annually	1.6 Depot	01/07/2016	30/06/2017	100	01/05/2017 - Parks and Reserves Asset Management Plan 2016 revision distributed to Asset Management Cross Functional Team.
8.1.3.5 Implement GIS mapping for drainage, bores, street lighting, footpaths, roads & busshelters	1.1 Engineering	01/07/2016	30/06/2018	5	12/04/2017 - There is a backlog of GIS related work that needs to be done for various asset categories. This work will be planned as part of the asset management systems review within the next 1-2 months.
8.1.3.6 Establish, implement and engage service and maintenance schedules at the Recquatic to comply with WA Health Department regulations and equipment compliance	4.7 Recquatic	01/07/2016	30/06/2017	50	01/05/2017 - Scope of works has been developed and the request for quotation process has been initiated.
08.1.4 Ensure land developments and associated infrastructure are designed and constructed in accordance with the City's specifications.					
8.1.4.1 Develop Landscape Construction Specifications for Developer Guidelines	1.1 Engineering	01/07/2016	30/06/2017	100	06/04/2017 - This action is ongoing. No significant updates have occurred over the last quarter.
8.1.4.2 Engineering standards and specifications will be reviewed and updated as changes and new information becomes available from Australian Standards and other relevant authorities	1.1 Engineering	01/07/2016	30/06/2017	100	01/05/2017 - Changes to be incorporated into City Standard drawings by June 2017.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
08.1.5 Optimise the use of Council owned buildings through good site selection for new facilities, ensuring facility design and fit out meets community needs.					
8.1.5.1 Lead the regular review of the Community Infrastructure Plan, ensure active engagement with the community regarding facility design and program development	4.3 Community Development	01/07/2016	30/06/2017	75	24/04/2017 - Appropriate community liaison occurs on a case by case basis, eg - development of Bertram Oval facilities, Wellard Pavilion extension, demolition of the Chisham Oval toilets and the Mandogalup Oval toilets.
08.1.6 Oversee the asset management and maintenance of Council buildings.					
8.1.6.1 Maintain and implement the Asset Management Plan for City buildings	1.3 Building Assets	01/07/2016	30/06/2017	100	01/05/2017 - The Asset Management Plan for Buildings has been reviewed and presented to an Elected Members' forum.
09.1.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse.					
9.1.1.1 Implement the recommendations of the Southern Metropolitan Regional Council's Strategic Waste Management Plan 2015-2020	4.5 Environmental Health	01/07/2016	30/06/2017	50	01/05/2017 - State Waste Plan goals have been included in the City's draft Strategic Waste Management Plan and contract specifications for waste contract renewals are due on 1 July upon awarding contract.
9.1.1.2 Implement the Garage Sale Trail program	4.5 Environmental Health	01/07/2016	30/06/2017	100	01/05/2017 - 46 residents registered with Garage Sale Trail on 22 October 2016.
9.1.1.3 Complete the Waste project from the Transformation Program	4.5 Environmental Health	01/07/2016	30/06/2017	100	01/05/2017 - This action is ongoing.
09.2.1 Provide Ranger Services in line with stakeholder expectations to ensure a safer community					
9.2.1.1 Ensure City Assist implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local government City Assist	1.5 Essential Services	01/07/2016	30/06/2017	60	01/05/2017 - This action is ongoing.
9.2.1.2 Review and improve City Assist operating systems	1.5 Essential Services	01/07/2016	30/06/2017	45	26/04/2017 - Meeting held with staff to review and improve current systems through the streamlining of processes in relation to work instructions, process maps and templates.

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.3.1 Provide Emergency Services in line with stakeholder expectations to ensure a safer community					
9.3.1.1 Ensure Local Emergency Management Plans are reviewed and maintained	1.5 Essential Services	01/07/2016	30/06/2017	95	26/04/2017 - Reviewed Local Recovery Plan with Chair of Local Emergency Management Committee (LEMC). Draft one was put up for comment at the LEMC Meeting in March 2017 and draft two is being worked on.
9.3.1.2 Investigate the necessity and legislative requirements of the Community Services and Emergency Relief Reserve	1.5 Essential Services	01/07/2016	30/06/2017	20	26/04/2017 - Only the work completed in the Business Continuity Plan and the Local Emergency Management Arrangements have been addressed.
9.3.1.3 Map and rate bushfire hazards	1.5 Essential Services	01/07/2016	30/06/2017	40	26/04/2017 - With current position being vacant, a meeting was held with Department of Fire and Emergency Services and the City are working with DFES Mitigation Branch to implement the States Bushfire Hazard Mapping into City of Kwinana processes. This means that the one system will be used by the State and City of Kwinana to map all bushfire hazards.
9.3.1.4 Update and maintain the City's firebreak plans in conjunction with Fire Management Plans	1.5 Essential Services	01/07/2016	30/06/2017	100	26/04/2017 - The City of Kwinana works program on City land has been assessed and updated and implemented by the Depot. Fire break inspection plans have also been reviewed and all properties were inspected by the City Assist Fire Control Officers and the Community Emergency Services Coordinator for compliance with about a 1.8 % non-compliant rate with notices being issued to those non-compliant properties identified. Any lessons learnt or improvements will be implemented in the City's Fire Breaks Plan for next year.
9.3.1.5 Identify, develop and review suitable programs for the Kwinana community addressing such areas as AWARE, Bushfire Ready Action Groups, smoke alarms, programmed fuel reduction burning, fire per	1.5 Essential Services	01/07/2016	30/06/2017	90	26/04/2017 - The Volunteer Bushfire Brigades completed summer safety/prevention advice at Community Street Meets with Career and Volunteer Fire and Rescue. These locations were at Wellard (Homestead Ridge), Windsor Hills (Orelia), Wandi (RUI Exercise) and the Kwinana Festival.
9.3.1.6 Assist in the preparation of plans and procedures for managing hazards on unallocated Crown Land/unmanaged Reserves	1.5 Essential Services	01/07/2016	30/06/2017	100	26/04/2017 - Fuel load assessments have been completed with Department of Fire and Emergency Services (DFES).

Action	Business Unit	Start Date	Finish Date	Status	Comments
09.4.1 Use the latest technology and partner with other agencies to provide quality services, collections and programs that meet the needs of the community.					
9.4.1.1 Further develop and implement the Library Local History Plan	4.6 Library	01/07/2016	30/06/2017	100	27/04/2017 - This action is ongoing.
9.4.1.2 Further develop and implement the Library Youth Services Strategic Plan and the provision of literacy and youth programs	4.6 Library	01/07/2016	30/06/2017	75	<p>01/05/2017 - Reading Eggs and Mathletics has been rolled out. The full quota of 20 students in Mathletics was filled and the program is being used weekly. Reading Eggs is being rolled out more slowly in conjunction with the Homework club.</p> <p>Childrens Book Week: Brochures sent out to schools and booking sheet finalised. Expression of Interest was submitted.</p> <p>Storytime: 16 Sessions. 349 Participants Rhymetime: 8 Sessions. 157 Participants</p> <p>Toy Library: 75 members used the toy library. 245 toys borrowed 58 members</p> <p>Your Tutor Service: 47 tutorials. Homework Club: 9 Sessions. 84 Participants Teen Club: 8 Sessions. 102 Participants Parenting Group: 1 session. 1 session cancelled. 5 parents attended.</p>
9.4.1.3 Further develop and implement the Library E-Services Strategic Plan	4.6 Library	01/07/2016	30/06/2017	75	01/05/2017 - Progress has been made on the Library Management System project. A Specification and Scope of Works was prepared (March 2017) and a Request for Quotation is currently being finalised.
9.4.1.4 Review and implement the Library Collection Development Guidelines	4.6 Library	01/07/2016	30/06/2017	75	26/04/2017 - Full review yet to commence, desktop review has been completed and Manager Library Services to make changes prior to full review.
9.4.1.5 Further develop and implement the Library Adult Services Plan and the provision of literacy and lifelong learning programs and potential grant funding	4.6 Library	01/07/2016	30/06/2017	75	26/04/2017 - This action is ongoing.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
09.5.1 Champion a positive work culture that leads, values and supports its people and to develop a strong team culture within the organisation to provide dynamic effective, customer-focussed services, systems and processes.					
9.5.1.1 Review the Customer Service Charter	2.6 Customer Services	01/07/2016	30/06/2017	20	26/04/2017 - This action will commence later in the year.
9.5.1.3 Review the CRM system to ensure better reporting	2.6 Customer Services	01/07/2016	30/06/2017	10	26/04/2017 - CRM Health check completed as part of Authority renewal project. Working group has been established.
9.5.1.4 Advance the use of new technology such as online lodgement of planning and building applications (eServices)	2.6 Customer Services	01/07/2016	30/06/2018	50	01/05/2017 - The provision of building applications online is complete.
9.5.1.5 Enable eServices for dog and cat registrations.	2.6 Customer Services	01/07/2016	30/06/2017	50	01/05/2017 - Online renewals complete for dogs and cats. Testing has commenced for new animal registrations.
9.5.1.6 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	2.6 Customer Services	01/07/2016	30/06/2017	5	26/04/2017 - Creation of fact sheets has begun.
9.5.1.6 Implement Call Centre Technology to improve customer service within the City	2.6 Customer Services	01/07/2016	30/06/2017	10	26/04/2017 - TiPT Premium call centre package is online, requires further set up of package features, training and resourcing of Call Centre Staff.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
09.6.1 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential.					
9.6.1.1 Achieve a National Quality Framework(NQF) compliance for Family Day Care	4.1 Family Day Care	01/07/2016	30/06/2017	100	01/05/2017 - Support officers have been working on delivering training on educational planning, and have developed a planning book to help educators achieve the best results and to ensure QA1 is being achieved to a high standard.
9.6.1.3 Provide services to support access to FDC for Aboriginal parents	4.1 Family Day Care	01/07/2016	30/06/2017	100	01/05/2017 - The Aboriginal Playgroup is continuing to provide families and children with the skills to ensure readiness of their children for school, it is also becoming a hub for the young mums and bubs to have a regular meet up while learning some valuable skills to ensure their children are developing well.
9.6.1.4 Monitor the new funding model for theFDC Service and examine the most cost effective provision of corporate services	4.1 Family Day Care	01/07/2016	30/06/2017	100	01/05/2017 - The Family Day Care is in its second year of the new funding model with everything going well. Predicted incomes should again be higher than expected due to the consistent recruitment of new educators and the growing demand for Family Day Care.
9.6.1.5 Review service policies with input from educators, staff and families	4.1 Family Day Care	01/07/2016	30/06/2017	80	01/05/2017 - The Family Day Care is still in the process of finalising the amended policies hoping to have this completed within the next few months.
9.6.1.6 Review all the systems and processes used to provide in-home care	4.1 Family Day Care	01/07/2016	30/06/2017	90	01/05/2017 - The In Home Care Coordinator is working through the required review.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City.					
10.1.1.2 Review infrastructure costs for DCA's	3.1.2 Strategic Planning	01/07/2016	30/06/2017	75	<p>30/03/2017 - This ongoing action is approximately 75% complete.</p> <p>Community infrastructure costs were reviewed in 2015 and preparation is underway for 2017 review.</p> <p>Standard infrastructure costs for DCA1 is approximately 90% complete.</p> <p>Standard infrastructure costs for DCAs 2-7 is approximately 90% complete.</p>
10.1.1.3 Undertake regular reviews of the City's Developer Contribution Schemes in accordance with State Planning Policy 3.6 and the City's Scheme	3.1.2 Strategic Planning	01/07/2016	30/06/2017	75	01/05/2017 - All of the City's Developer Contribution Plans are under review at present through Amendments 100A, 132 and 145 to Town Planning Scheme No. 2. These amendments are in various stages of completion.
10.1.1.4 Complete the review of the Local Planning Strategy	3.1.2 Strategic Planning	01/07/2016	30/06/2017	25	01/05/2017 - The draft Local Planning Strategy was advertised for 'pre-consultation' during 2015. All documents are being reviewed and a plan developed for completion of the strategy.
10.1.1.5 Complete the Land Data Project	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	13/04/2017 - Project team to finalise appropriate land data and attributes at next team meeting scheduled for mid April 2017.
10.1.1.6 Review the Residential Development Guidelines	3.1.1 Statutory Planning	01/07/2016	30/06/2017	100	01/05/2017 - A review of documentation currently being undertaken with a view to present possible modifications to Council in May 2017.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
10.2.1 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings.					
10.2.1.1 Ensure Building Compliance across the City	3.2 Building Services	01/07/2016	30/06/2017	100	26/04/2017 - This action is ongoing.
10.2.1.2 Review and ensure efficient Building processes	3.2 Building Services	01/07/2016	30/06/2017	100	01/05/2017 - Online submissions will be updated from 1 February 2017 to allow a payment within 48hrs to accommodate this and to permit the submission of verge permits in conjunction with a building application.
10.2.1.3 Complete a desktop review of City Buildings for function and use	3.2 Building Services	01/07/2016	30/06/2017	0	26/04/2017 - This action will commence in 2017/18
10.2.1.4 Review existing City Buildings and incidental structures for compliance	3.2 Building Services	01/07/2016	30/06/2017	75	26/04/2017 - This action is ongoing.
10.3.1 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment.					
10.3.1.1 Review processes in place to guarantee health compliance at all events annually	4.5 Environmental Health	01/07/2016	30/06/2017	75	27/04/2017 - This action is ongoing.
10.3.1.2 Carry out all scheduled inspections	4.5 Environmental Health	01/07/2016	30/06/2017	100	27/04/2017 - This action is ongoing.
10.3.1.3 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Plan and any associated delegations or authorisations	4.5 Environmental Health	01/07/2016	30/06/2017	100	27/04/2017 - This action is ongoing.
10.3.1.4 Prepare a Risk and Hazard Management Plan that considers the City's asbestos risk program, known contaminated sites, exclusion zones, rapid response and safety	4.5 Environmental Health	01/07/2016	30/06/2018	75	01/05/2017 - A draft Contaminated Sites Strategic Plan has been completed, further review is required before reporting to Council.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.1.1 Lead the development and management of the City's contractual arrangements.					
11.1.1.1 Implement a software system for Local Suppliers	1.2 Contracts and Procurement	01/07/2016	30/06/2017	20	01/05/2017 - Supplier options currently being investigated with the aim to implement a system within the 2017/2018 financial year.
11.1.1.2 Implement the centralised procurement function	1.2 Contracts and Procurement	01/07/2016	30/06/2017	100	04/04/2017 - This action was completed in June 2016, Request for Formal Quotations are centralised to the Contracts and Procurement Team. Operational leasing arrangements and consultancy engagement is also centralised to the Contracts and Procurement Team.
11.1.1.3 Implement and monitor a service level agreement to ensure a timely tender process	1.2 Contracts and Procurement	01/07/2016	30/06/2017	60	04/04/2017 - Monitoring of tender critical dates is reviewed and discussed at the monthly team meetings. Delays are communicated to stakeholders.
11.1.1.4 Provide training and workshops to increase the level of active contract management by staff	1.2 Contracts and Procurement	01/07/2016	30/06/2017	100	01/05/2017 - Contract Management training was held 8 February 2017. Ongoing Contract Management training will be provided internally and externally as required.
11.2.1.1 Create a Procurement Strategy	1.2 Contracts and Procurement	01/07/2016	30/06/2017	20	01/05/2017 - The Organisational Procurement Strategy is being considered in line with progress of a number of other procurement initiatives.
11.2.1.2 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	1.2 Contracts and Procurement	01/07/2016	30/06/2017	100	01/05/2017 - New staff training and refresher training provided on an ongoing basis. The re-launch of the updated purchasing procedures will facilitate a whole of organisation refresher training program.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.3.1 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value.					
11.3.1.1 Review ICT customer service and conduct a customer survey annually	1.4 ICT	01/07/2016	30/06/2017	0	01/05/2017 - A survey will be done 1-2 months after systems have been migrated from the City's external provider to on-premise. Expected to have systems back on-premise around September.
11.3.1.2 Increase business value from the 'Authority' system by maintaining staff knowledge of the system and enhancements	1.4 ICT	01/07/2016	30/06/2017	50	01/05/2017 - Authority e-services are still being worked on for online animal and building applications.
11.3.1.3 Improve the Geographical Information System (GIS)	1.4 ICT	01/07/2016	30/06/2017	75	01/05/2017 - The resolution of IntraMaps has been improved to make text and images look sharper.
11.3.1.4 Utilise ICT equipment to improve Mobile Computing and Work from Home options	1.4 ICT	01/07/2016	30/06/2017	50	01/05/2017 - Upgrade of older iphones to the new iphone 7.
11.3.1.5 Investigate opportunities for improved internal and external customer service arising from advances in technology, social media, mobility and cloud computing	1.4 ICT	01/07/2016	30/06/2017	75	07/04/2017 - Investigating alternative replacements for laptops with 2 in 1's.
11.3.1.6 Complete a 3 year IT Strategy that will facilitate achievement of the Transformation Program and an IT Disaster Recovery Plan for inclusion in the Long Term Financial Plan	1.4 ICT	01/07/2016	30/06/2017	100	01/05/2017 - This action has been completed.
11.3.1.7 Develop the new helpdesk system	1.4 ICT	01/07/2016	30/06/2017	100	01/05/2017 - This action is ongoing with tasks and job requests.
11.3.1.8 Complete the Authority Renewal project.	1.4 ICT	01/07/2016	30/06/2017	50	01/05/2017 - This action has been deferred.

2 Corporate Business Plan 2016-2017

Action	Business Unit	Start Date	Finish Date	Status	Comments
11.4.1 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities.					
11.4.1.1 Develop the TRIM document management system, promote its use throughout the organisation and integrate it with the City's other systems	2.5 Records	01/07/2016	30/06/2017	80	31/03/2017 - Work has been undertaken to enable seamless integration between Authority and TRIM in the areas of Building Applications and Planning Applications. This has required a deviation from the City's usual processes. This will be ongoing and will be revisited when the records system is upgraded.
11.4.1.2 Review the Recordkeeping Plan.	2.5 Records	01/07/2016	30/06/2017	100	01/05/2017 - The Record Keeping Plan was approved by the State Records Commission on 9 December 2016 for the maximum period of five years. The City's self evaluation highlighted areas where improvements could be made and the team will be undertaking projects in line with these observations over the five year period.
11.4.1.4 Ensure Business Continuity and Disaster Recovery Plans / Procedures remain current to comply with relevant legislation	2.5 Records	01/07/2016	30/06/2017	100	31/03/2017 - These issues were addressed as part of the update of the Record Keeping Plan and are now compliant and will be amended as changes are required.

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 Officers have updated their training in readiness for a review of the process at the City. The City is undertaking a review and developing their Conflict of Interest policy and procedures.
Business and community disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal City business	Reputation	Operational	Moderate	Unlikely	Moderate	Reduce - mitigate risk	Moderate	Investigate ability to enforce actions on land owned by Government Agencies	Manager Essential Services	Open	Discussed at the Regulatory Cross Function Team Meeting in January 2017 Teams are reviewing legislation relevant to their role to identify enforcement limitations. Will be discussed further at the next meeting on 3 May 2017.
Inadequate environmental management	Inadequate prevention, identification, enforcement and management of environmental issues.	Environment	Operational	Major	Possible	Moderate	Reduce - mitigate risk	Low	Confirm contractual obligations of parties to ensure landfill operations and Development Application approval conditions are covered.	Compliance Officer and Governance	Open	Ensure operations are in accordance with State Government agencies and Development Application approval conditions.
									Develop Contaminated Sites Management Plan	Manager Environment and Manager Environmental Health		Strategic Plan completed, plan recommendations are being implemented. Peace Park and Millar Wellard.
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	The City's annual integrated planning review is 50% complete with extensive community engagement that is required to review the Strategic Community Plan completed in this quarter.
									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 second quarter.
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	Wellard CCTV - RFQ have been advertised and uploaded to the WALGA Panel and closing date is soon.
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	Guideline developed and communicated to teams through Meeting Agenda with request for evidence from teams of compliance. Progressing with initiatives to meet these actions.
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)	Director City Strategy	Open	The governance team are working through the integration project and are testing Governance processes and implementing changes as required before the project is rolled out to other teams.
									Review the process for document reviews (internal control)	Director City Strategy		Internal control is an organisation wide responsibility. Governance and Management Systems cross functional team have put in place processes for document reviews
Providing inaccurate advice/ information	Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.	Compliance	Operational	Major	Unlikely	Moderate	Reduce - mitigate risk	Low	Review 'Work Instruction' requirements from a front counter perspective and identify any gaps	Customer Service Coordinator	Open	Customer Services work instructions are updated regularly and gaps identified as per the Quality Management System.
									Implement the 'Knowledge Base' Project	Customer Service Coordinator		This action is progressing as part of the Transformation Program PROJ61 (June 2018). Template, FAQ/Fact Sheets in TRIM CUST03. The project has commenced as part of Customer Service team BAU with additional tasks, actions and KPI's in the new business plan. This action will progress further in 2017/18
Ineffective employment practices	Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives.	People/Health	Operational	Moderate	Unlikely	Moderate	Reduce - mitigate risk	Low	Performance Development Framework Project	Manager Human Resources	Open	Project tracking - 100% of policies(i.e. some of the products of the project) reviewed and developed
									Review funding requirements for future training (Training Needs Assessment)	Coordinator Training		Training Needs Assessment is nearing completion and awaiting Staff Development Reviews to be returned. Once completed the review of outcomes from the Staff Development Reviews will allow training and development plans for staff to be created and relevant funding to be allocated based on staff requirements. With the recent changes of the State Government the City is awaiting to see if any funding is allocated from this avenue also.
									Review Staff Development Review Design for outside workers	Manager Human Resources		Staff Development Review forms for Depot have been updated. After the review period HR will re-assess effectiveness.
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	Complete
									Develop specific Key Indicators for IT system performance measurement (dependent on managed services with Civica)	ICT Coordinator		The IT Strategic Plan has been adopted and actions from this plan will influence future system KPIs.

									Provide Executive Team with update on Business Technology projects	Manager ICT and Customer Service		The Executive team receives regular ongoing updates on projects from the Business Technology Stream.
Inadequate engagement practices	Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so	Service Delivery	Operational	Moderate	Possible	Moderate	Reduce - mitigate risk	Low	Develop Community Engagement Strategy (inc. Legislative Requirements)	Director City Living	Open	The Community Engagement Strategy has been adopted by Council. Provisions of the policy and strategy have been rolled out to each of the City's teams, 2 training sessions have been held with staff with regard to following the work instruction and using the template.
									Review existing Style Guide.	Manager Marketing and Communication		Project documentation has been completed for a comprehensive review of existing branding at the City. This will encompass, among other things, a review of the existing corporate style guide. The first stage of this process, which has now commenced, is to undertake an inventory and audit of current branding elements.
									Review Customer Service Charter	Coordinator Customer Service		This action will progress further in the next financial year.
									Develop an annual Calendar of events including City of Kwinana and Local Community Group events	Manager Community Development		Content of City's annual calendar of events currently being reviewed. Annual listing of events has been developed and planning/marketing of events process has been streamlined.
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	This is on going and we will audit 6 teams per quarter. The audits are proving successful and teams receive feedback to congratulate staff or offer further training.
									Review current report for overdue records and determine whether further controls are required	Coordinator Records		This report is presented to Managers and Directors on the second Monday of each month. The success of this exercise is reliant on Managers monitoring the results and relaying them to their teams.
									Review current document management process for planning / building / health approvals (statutory timeframe requirements) for efficiency.	Coordinator Records		We are looking to address these matters with CM9 workflow and reporting, and encourage the investment from managers and teams for a successful outcome.
									Investigate above issues and provide a response to Executive Team on outcomes and recommendations	Coordinator Records		We are upgrading to CM9 in May 2017 and advised Civica that workflow installation is essential component. Our training provider Information Proficiency has been made aware that it is essential the training includes comprehensive workflow. Records and selected other staff members have attended training and we will be revisiting the training prior to going live.
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	Further investigation into the systems capability has been conducted in-house. Parameter setup and implementation needs to be investigated further. May require Civica's input and assistance.
									Review current process for the recording / tracking of contractor performance	Manager Procurement and Contracts		Purchasing procedures have been updated to include officer responsibilities for managing and recording supplier performance. Contractor management will be included in the scope of work for any request for supplier software options.
	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	Exploring best of breed Asset Management programs.
									Ensure the alignment of infrastructure assists between Financial and other Asset Management Systems	Manager Engineering Services		Ongoing work, further improvements to links between financial system and asset management system will be made following implementation of changes to asset management system as a whole.
									Review the Capital project Funding process (two elements - funding/ongoing maintenance and Performance Manager scope)	Director Corporate and Engineering Services		Preparation for the 2017/18 budget has commenced, the review of the Long Term Financial Plan will address any updates that are identified.
Ineffective management of facilities/venues/events	Failure to effectively manage the day to day operations of facilities, venues and / or events.	Service Delivery	Operational	Moderate		Low	Reduce - mitigate risk	Low	Update Risk Management Plan component of Event applications	Health, Safety and Injury Management Officer	Open	Review conducted, advice sought from LGIS Risk Management and Work Group in progress.
									Select and Implement a replacement for CLASS and AMLIB	Manager ICT and Customer Services		No progress with AMLIB. A provider has been selected for the replacement of CLASS.
									Review the internal process (engagement) for Event Notifications	Events Coordinator		Internal process for planning and marketing of events and programmes has been reviewed, simplified and streamlined.
Inadequate project/change management	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes.	Service Delivery	Operational	Major	Possible	High	Reduce - mitigate risk	Moderate	No action required at this stage, due to implementation of current Performance Management process. Review Control Adequacy in 4 months	Risk Management Officer	Open	Current controls of managing projects include using Performance Management software to track status and progress of projects.

16.6 Annual Review of Delegated Authority and Council Appointment of Officers

SUMMARY:

Council is required to undertake a review of all delegations each financial year. All delegations have been reviewed to ensure that the Chief Executive Officer, Officers and Committees have the discretion to exercise delegated authority under the relevant legislation. These delegations are reflected in the 'Register of Delegated Authority – Local Government to Chief Executive Officer, Officers and Committees 2017', as detailed in Attachment A.

A local government is authorised to exercise powers and duties under various Acts and Regulations, whereby they must appoint particular officers to carry out the duties of the local government. These appointments are reflected in the 'Council Appointment of Officers - Local Government to Officers 2017', as detailed in Attachment B.

An important change to the Appointment of Officers by Council and to the Register of Delegated Authority – Local Government to Chief Executive Officer and Officers 2016 has as a result of the commencement of the Public Health Act 2016. This Act will, in a staged implementation over the next 3 – 5 years, replace the Health Act 1911 which has been renamed the Health (Miscellaneous Provisions) Act 2016.

OFFICER RECOMMENDATION:

That Council:

1. Revoke the Delegated Authority to the Chief Executive Officer and Officers as per Attachment C, entitled 'Register of Delegated Authority – Local Government to Chief Executive Officer and Officers 2016'.
2. Revoke the Appointment of Officers under the relevant Acts as per Attachment D, entitled 'Council Appointment of Officers – Local Government to Officers 2016'.
3. Authorise and grant the Delegated Authority, as per Attachment A, entitled 'Register of Delegated Authority – Local Government to Chief Executive Officer, Officers and Committees 2017'.
4. Appoint Officers as per Attachment B, entitled 'Council Appointment of Officers – Local Government to Officers 2017'.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Sections 5.42 and 5.44 of the Local Government Act 1995, prescribes that Council may delegate certain powers and duties to the Chief Executive Officer and other Officers. A delegation authorises persons or a class of persons to exercise powers that the Council would ordinarily exercise. The City of Kwinana has established a Delegated Authority Register to improve the timeliness and efficiency of decision making for stakeholders.

16.6 ANNUAL REVIEW OF DELEGATED AUTHORITY AND COUNCIL APPOINTMENT OF OFFICERS

Section 5.43 of the Local Government Act 1995 prescribes the limitations on the powers that a local government can delegate to the Chief Executive Officer. There are also powers and duties that the Chief Executive Officer could have been delegated authority to perform, however due to the sensitivity of the matters, these powers and duties have not been included in the delegations and are detailed below:

Section in Local Government Act 1995	Function of the Local Government
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management
3.54(1)	A local government may do anything it could do under the Parks and Reserves Act 1895 if it were a Board appointed under the Act, to control and manage any land reserved under the control and management of the local government
5.27(2)	Discretion on calling (i.e. setting date) of the General Meeting of electors in accordance with section 5.27(2)
5.37(1)	A local government may designate employees to be senior employees
5.50(1)	A local government must prepare a policy in relation to employees whose employment with the local government is finishing setting out the circumstances in which additional payments to any amount employee is entitled to under a contract or award relates
6.26(3)	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement under section 6.26(2)(i), the local government may refer the matter to the Minister for determination
Section 2.2 Schedule 2.2 4(1)	A local government must consider any submission about ward changes made under clause 3
Section 2.2 Schedule 2.2 6	A local government which is not divided into wards may carry out reviews as to whether the district should be divided into wards and if so boundaries and number of councillors for each ward

Section in Regulations	Function of the Local Government
Local Government (Administration) Regulations 1996 19C(6)	A local government may modify its strategic community plan, including extending the period the plan is made in respect of
Local Government (Administration) Regulations 1996 29A(2)	Information that is confidential but that, under section 5.95(7), may be available for inspection if a local government so resolves

Section in Health (Miscellaneous Provisions) Act 2016	Function of the Local Government
Part 15 Section 353	A Power to take possession of and lease land or premises on which expenses are due

Section 5.16 of the Local Government Act 1995 prescribes that Council may delegate to a committee any of its powers and duties other than the power of delegation. Section 5.16 and section 7.1B allows an audit committee to be delegated some powers and duties other than a power of delegation.

16.6 ANNUAL REVIEW OF DELEGATED AUTHORITY AND COUNCIL APPOINTMENT OF OFFICERS

The Council Appointment of Officers – Local Government to Officers 2017 details the Acts and Regulations that require Council to make a direct appointment to a person or class of persons, and is in Attachment B.

Recommended changes to the Register of Delegated Authority – Local Government to Chief Executive Officer, Officers and Committees are detailed below:

Note: A summary of Council Appointment of Officers (with recommended amendments) is included within the Register of Delegated Authority – Local Government to Chief Executive Officer, Officers and Committees (Attachment A).

Delegation 1.10 – Sponsorship and grant applications, agreements and acquittals

A clause added in the Conditions and Exceptions to give some flexibility in allowing approval of a sponsorship or grant that is opportunistic in nature, not in current plans but has a clear benefit to the community.

New Delegation 1.18 - Administration of Tenancy Agreements – Callistemon Court Aged Persons Villas

The purpose of this delegation is to allow the CEO to administer leases for the Callistemon Court Aged Persons Villas in the same manner as delegation 1.7 for the administration of leases for the Banksia Park Retirement Estate.

New Delegation 1.20 - Make variations and execute legal agreements on behalf of the City of Kwinana in accordance with Local Planning Policy (LPP) No 2 - Streetscapes

This delegation is in respect to Council's Resolution #480 of 26 April 2017 to allow the CEO to make variations and execute legal agreements on behalf of the City of Kwinana in accordance with Local Planning Policy (LPP) No 2 – Streetscapes.

This delegation requires that any variations can be delegated to the Chief Executive Officer if the variation is consistent with the overall intent of LPP No 2 and achieves good amenity in the area.

New delegation 1.21 – Authorised to sign Memorandums of Understanding

Currently there is a general delegation in place under Section 9.49 of the Local Government Act 1995 that allows the Chief Executive Officer to sign documents that have been authorised by Council Resolution or an existing delegation.

The purpose of this delegation however is to improve efficiencies when dealing with certain Memorandums of Understanding (MOU) and to authorise the CEO to sign an MOU if it satisfies the following conditions –

- Formalises an existing working relationship between the City and a government agency/ies, department/s or other government/s;
- There is no additional financial contribution in excess of existing budgets required to give effect to the City's obligations under the MOU; and
- The usage of City assets or human resources in order to give effect to the City's obligations under the MOU will not unreasonably interfere with the expected provision of services to the community.

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Delegation 3.3 – Entering into legal agreements in accordance with planning policy – Administration of development plan

This delegation has been renamed to include the correct name of the policy - Local Planning Policy (LLP) No 4 – Administration of development contribution plans.

Delegation 2.6 - Expressions of interest and tenders for supply of goods and services

A minor inclusion in the function to be performed to improve efficiencies by allowing the CEO to negotiate and execute extensions to related contracts.

Delegations 4.1 and 4.2 - Public Health Act 2016

Of significance is the Health Act 1911 which has been renamed the Health (Miscellaneous Provisions) Act 2016, is being replaced by the Public Health Act 2016 in a staged implementation over the next 3 – 5 years and has an impact on the delegations and authorisations to Officers.

The key changes to delegations and appointments as a result of this significant legislative change to the management of public health are:

- Officers appointed under the new Public Health Act 2016 are now titled 'Authorised Officers' and may or may not be Environmental Health Officers (EHO's);
- Under section 312 of the Public Health Act, the City's current EHO's are automatically appointed as Authorised Officers with a commencement date of 24 January 2017, however a new Certificate of Authority Card must be produced and carried from that date;
- Council may delegate the function of appointing Authorised Officers to the Chief Executive Officer or another Officer;
- There is no longer a requirement to name individual officers, instead 'classes of officers', for example, 'environmental health officers' can be named, thereby removing the requirement to name individual officers.
- There is no longer any additional references to an officer appointed as a 'Deputy', only 'Authorised Officers', however, it will be the responsibility of the City to create specific levels of authority consistent with their role.
- Authorised Officers, other than EHO's may be appointed to undertake certain functions if they are suitably qualified. Under section 29 of the Public Health Act 2016, the Chief Health Officer – Department of Health will produce a list of the recognised qualifications and other requirements in due course. It will allow local governments to employ officers other than those qualified as environmental health officers to undertake certain functions.
- Sections of the Health (Miscellaneous Provisions) Act 2016 will gradually be deleted over the next few years as more of the Public Health Act 2016 is released for use. The current delegations under the Food Act 2008 will remain in place until further advice is received and that Act is amended accordingly under the Public Health Act 2016 (as will other Acts).

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- Section 312 of the Public Health Act 2016 automatically authorise EHO's to undertake functions under the Food Act 2008, Tobacco Products Control Act 2006, Dog Act 1976 and Cat Act 2011. However, following internal discussions with officers, the Dog Act 1976 and Cat Act 2011 have been removed as a delegation for EHO's as those Acts are administered by other officers within the City Assist Team who have the relevant qualifications and training.
- Delegation 4.1 has also been given directly to the Manager Environmental Health in the same manner as with the previous delegation under the obsolete Health Act 1911.
- Delegation 4.2 – Health Act 1911 – Duties of Environmental Health Officers has been removed as this is no longer relevant to the Public Health Act 2016. Environmental Health Officers are now designated and a new designation of Environmental Health Officers as a class has been provided for in the Council Appointment of Officers.

Delegation 4.5 - Food Act 2008 – Functions of enforcement agency

Discussions with the Manager Environmental Health has resulted in a few changes to the delegations to individual officers for certain functions to be performed to ensure that adequate levels of responsibility are reflected in the officers functions.

Delegation 5.2, 5.3 and 5.8

Minor typographical amendments that do not affect the delegated function.

Delegation 5.9 - Dampier to Bunbury Pipeline Act 1997 – Deed of indemnity

The City carries out works annually within its Capital Works Program that at times require work to be performed within the Dampier to Bunbury Natural Gas Pipeline (DBNGP) corridor that traverses through the City of Kwinana.

It is a requirement by the Department of Lands that prior to the commencement of any Works within the DBNGP corridor, that a written Access Area Application (Application) be submitted to the DBNGP Land Access Minister for approval. This is a requirement of Section 41 of the Dampier to Bunbury Pipeline Act 1997 and works cannot be undertaken without the approval of the Minister.

Any unauthorised use of land within the DBNGP corridor is an offence under section 41(4) of the Dampier to Bunbury Pipeline Act 1997 and Regulation 4A of the Dampier to Bunbury Pipeline (Corridor) Regulations 1998 and fines against these provisions of up to \$10 000 may apply.

The purpose of an application is to ensure that the Works are undertaken in a safe and technically sound manner and that an indemnity and release made in the form of a Deed Poll of Indemnity is provided by the City as follows:

Indemnity

- (a) *Indemnify and keep indemnified the Minister and the State from and against any and all liabilities, obligations, losses, damage, penalties, actions, judgements, suits, proceedings of any kind, costs, expenses or disbursements of any kind which may be imposed on, or incurred by the Minister or the State, relating to, or arising from:*

16.6 ANNUAL REVIEW OF DELEGATED AUTHORITY AND COUNCIL APPOINTMENT OF OFFICERS

- (i) any loss whatsoever (including loss of use);
 - (ii) injury or damage of, or to, any kind of property or thing (including the Access Area and the property of third parties); and
 - (iii) any death of, injury or illness sustained by, any person, caused by, contributed to or arising out of, or in connection with, whether directly or indirectly:
 - (A) the use and occupation of the Access Area by the Indemnifier or the Indemnifier's Agents;
 - (B) the performance of the Works; and
 - (C) any negligent or other tortious act or omission of the Indemnifier or the Indemnifier's Agent
- (b) The obligations of the Indemnifier under this clause are limited to twelve weeks hereof or such longer period as it takes to complete the works.

Release

- (a) The Indemnifier:
- (i) agrees that its occupancy and use of the Access Area will be at its sole risk; and
 - (ii) releases to the full extent permitted by law the Minister and the State from any:
 - (A) liability which may arise in respect of any accident or damage to property or death or injury to, or illness of, any person, of any nature in or near the Access Area; and
 - (B) loss of, or damage to, fixtures or personal property of the Indemnifier or the Indemnifier's Agents.
- (b) The obligations of the Indemnifier under this clause are limited to twelve weeks hereof or such longer period as it takes to complete the Works.

Currently, the Chief Executive Officer signs any Deeds of Indemnity under Delegation 1.2 – Execution of documents, as the Works for which the indemnity may apply would have been authorised by Council in the Capital Works Program. However, because of the extreme strategic importance of the Dampier to Bunbury Natural Gas Pipeline, it is considered appropriate for Council to delegate the function in a separate delegation and authorise the Chief Executive Officer to execute the Deed of Indemnity. No sub-delegation of this delegation would be permitted.

The requirement for this Indemnity may occur several times per year, dependent on the Capital Works Program and whether the Works take place within the DBNGP corridor. Any exercising of this delegation will be reported to Council in the exercising of delegation register.

Delegation 6.4 – Dog Act 1976 – Appointment of authorised persons and registration officers

The function of this delegation has been altered to better define the purpose of the delegation, i.e., to appoint authorised persons. Another delegation, delegation 6.10 below, has been created to address the duties, other than the appointment of authorised persons under the Dog Act 1976.

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Delegation 6.6 – Appointment of persons authorised to withdraw infringement notices

With the corporate restructure effective from 1 July 2017, the position of Director Corporate and Engineering Services has been replaced by the Director City Regulation for the purposes of this delegation.

Delegation 6.10 – Power or duty of the local government under any provisions of this Act

The purpose of this new delegation is to expand and clarify the delegation to the Chief Executive Officer to undertake any provisions of the Dog Act 1976.

Delegation 7.1 – Executive Appraisal Committee

The Conditions and Exceptions section has been reworded to better indicate the requirements of the Committee in reporting to Council, including proposed remuneration and key performance indicator recommendations for the proceeding 12 months.

Delegation 7.2 – Audit Committee

This delegation has been strengthened to include those delegations tabled in the Department of Local Government's Local Government Operational Guidelines – Number 17 of January 2007.

The guidelines recommend that the following sections of the Local Government Act 1995 may be delegated to an Audit Committee –

- s7.6(2)(f) Term of office of an auditor
- s712A(2) Meet with the auditor of the local government
- s7.12A(3) Examine the report of an auditor
- s7.12A(4) Prepare a report on actions in respect to an audit and forward it to the Minister.

Where legislation provides for the direct delegation to authorise a person or class of persons by other agencies or decision makers, no delegation is required from the local government.

For example: the Environmental Protection Act 1986 allows for the appointment by the CEO of the Department of Environment Regulation to grant delegated authority direct to local government Environmental Health Officers. The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the appointment is advertised in the Government Gazette. These delegations are detailed in the front section of the Delegated Register on pages five to eight in Attachment A.

Where the local government is able to exercise a power under an Act or Regulation but has no discretion in how that power is exercised, Officers are able to carry out that power without having a written delegation from Council. This is known as "acting through". For example, if a provision of an Act specified that a local government must refuse an application that does not contain the applicants' name, there is no need for the Council to provide delegation to Officers to refuse applications without the applicants name as Officers are unable to exercise any discretion, they must refuse it.

16.6 ANNUAL REVIEW OF DELEGATED AUTHORITY AND COUNCIL APPOINTMENT OF OFFICERS

The Delegated Authority Register has been reviewed to ensure that all powers and duties delegated are consistent with legislation, Council's authority for the Chief Executive Officer to make decisions on behalf of the Council and the requirement of the Local Government Act 1995 to review delegations at least once every financial year. The proposed Delegated Authority Register is in Attachment A. It is recommended that the City's previous delegations as detailed in Attachment C are revoked.

Recommended changes to the Council Appointment of Officers – Local Government to Officers are detailed below:**Appointments 1.1 and 1.2 – Health Act 1911**

As explained in Delegation 4.1 and 4.2 above, there is no longer any additional references to an Officer appointed as a 'Deputy', only 'Authorised Officers', however, it will be the responsibility of the City to create specific levels of authority consistent with an Environmental Health Officer's role.

The function of appointing Officers under the Health Act 1911 can now be delegated to the Chief Executive Officer under the Public Health Act 2016. It is recommended that the City's previous appointments detailed in Attachment D be revoked.

Environmental Health Officers are now designated, and a new designation of Environmental Health Officers as a class has been provided for in the Council Appointment of Officers.

Appointment 1.5 – Town of Kwinana Town Planning Scheme – Power of Entry

The designation of Officers in respect to powers of entry are now done so under Schedule 2, clause 79 of the Planning and Development (Local Planning Scheme) Regulations 2015. The Regulations allow the designation of Officers by the Chief Executive Officer, wherein subclause 79(1) it states:

***Planning and Development (Local Planning Schemes) Regulations 2015
Schedule 2 Deemed provisions for local planning schemes
Part 10 Enforcement and administration
79. Entry and inspection powers***

(1) The local government CEO may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes of this clause.

It is recommended that the City's previous appointments detailed in Attachment D be revoked.

LEGAL/POLICY IMPLICATIONS:

The Local Government Act 1995 section 5.46 states:

s5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

16.6 ANNUAL REVIEW OF DELEGATED AUTHORITY AND COUNCIL APPOINTMENT OF OFFICERS

- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications related to this report.

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.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following objectives and strategies detailed in the Corporate Business Plan:

Plan	Objective	Strategy
Corporate Business Plan 2016 - 2021	5.1 An active and engaged Local Government, focussed on achieving the community's vision	5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision. 5.1.6 Retain Quality Accreditation and participate in relevant benchmarking opportunities.

RISK IMPLICATIONS:

The risk implications in relation to this report are as follows:

Risk Event	Officers not appointed or provided with delegated authority to undertake certain functions.
Risk Theme	Failure to fulfil statutory or compliance requirements.

16.6 ANNUAL REVIEW OF DELEGATED AUTHORITY AND COUNCIL APPOINTMENT OF OFFICERS

Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Ensure officers are appointed or delegated in accordance with the relevant legislation.
Rating (after treatment)	Low

COUNCIL DECISION

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

- 1. Revoke the Delegated Authority to the Chief Executive Officer and Officers as per Attachment C, entitled 'Register of Delegated Authority – Local Government to Chief Executive Officer and Officers 2016'.**
- 2. Revoke the Appointment of Officers under the relevant Acts as per Attachment D, entitled 'Council Appointment of Officers – Local Government to Officers 2016'.**
- 3. Authorise and grant the Delegated Authority, as per Attachment A, entitled 'Register of Delegated Authority – Local Government to Chief Executive Officer, Officers and Committees 2017'.**
- 4. Appoint Officers as per Attachment B, entitled 'Council Appointment of Officers – Local Government to Officers 2017'.**

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

Register of Delegated Authority Local Government to Chief Executive Officer, Officers and Committees 2017



Introduction

Purpose of Delegating Authority

The aim of delegating is to appoint another person to exercise a power or discharge a duty to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

Where a person has been granted a delegation, any exercising of a power and discharging of a duty must be recorded in the Delegation Register. The Delegation Register record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or Committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (*Local Government (Administration) Regulations* 1996 Regulation 19).

Teams responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.

This Delegated Authority Register will be reviewed in accordance with the Act on an annual basis. The coordination of the review will be performed through the Governance area.

Legislation

The Local Government Act 1995 (the Act) allows for a local government (Council) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the Council must be by absolute majority decision (s5.42(1)).

Associated Legislation

Delegations or authorisations may occur under legislation other than the Local Government Act, its regulations and the local government's local laws including:

- Planning and Development Act 2005 including regulations;
- Dog Act 1976 and regulations;
- Bush Fires Act 1954, regulations and local law created under that Act;
- Litter Act 1979 and regulations
- Local Government (Miscellaneous Provisions) 1960 as amended;
- Caravan Parks and Camping Grounds Act 1995;
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations;

NB – This is not an exhaustive list.

Matters which cannot be Delegated

The following cannot be delegated by Council to the Chief Executive Officer under the *Local Government Act 1995* (section 5.43);

- any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of any kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

Delegation by the Chief Executive Officer

The Act allows for the Chief Executive Officer to delegate powers to another employee (s5.44 (4)). This must be done in writing and, if desired, the delegation can be subject to conditions. There is no power for a person other than the Chief Executive Officer to delegate a power. When an employee is "acting" in a position they are deemed to be authorised under those delegations relevant to that position.

Acting through another Person

Where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept (s5.45(2)). Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for a person to have that authority.

The difference between a delegated authority to exercise a discretion on behalf of the City and acting through another person to undertake a function on behalf of the City where no discretion exists is reinforced by Section 56 of the *Interpretation Act 1984* which states –

56. "May" imports discretion, "shall" is imperative

- (1) *Where in a written law the word "**may**" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
- (2) *Where in a written law the word "**shall**" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.*

Powers under the Act that could have been delegated

The following sections of the Act allow for the function to be delegated to another person, however functions are not recommended to be delegated as due to their significance it is considered that they are most appropriately exercised by the Council:

Section in Local Government Act 1995	Function of the Local Government
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management
3.54(1)	A local government may do anything it could do under the Parks and Reserves Act 1895 if it were a Board appointed under the Act, to control and manage any land reserved under the control and management of the local government
5.27(2)	Discretion on calling (i.e. setting date) of the General Meeting of electors in accordance with section 5.27(2)
5.37(1)	A local government may designate employees to be senior employees
6.26(3)	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement under section 6.26(2)(i), the local government may refer the matter to the Minister for determination
Section 2.2 Schedule 2.2 4(1)	A local government must consider any submission about ward changes made under clause 3
Section 2.2 Schedule 2.2 6	A local government which is not divided into wards may carry out reviews as to whether the district should be divided into wards and if so boundaries and number of councillors for each ward

Section in Regulations	Function of the Local Government
Local Government (Administration) Regulations 1996 19C(6)	A local government may modify its strategic community plan, including extending the period the plan is made in respect of
Local Government (Administration) Regulations 1996 29A(2)	Information that is confidential but that, under section 5.95(7), may be available for inspection if a local government so resolves

Delegations from other Agencies and Instruments of Delegation or other Acts

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers, no delegation is required from the local government for example: *the Environmental Protection Act allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.*

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

The details of these delegations are set out below and updated from time to time.

Department - Legislation	Notice Details / Conditions If Any
<p>Department of Environment</p> <p><i>Environmental Protection Act 1986</i></p> <p><i>Environmental Protection (Noise) Regulations 1997</i></p> <p><i>Pursuant to 20 Environmental Protection Act 1986 to the holder of the offices listed.</i></p>	<p>Government Gazette WA dated 16 May 2014 Delegation Number: 119 EV405*</p> <p>Delegation to:</p> <ul style="list-style-type: none"> a) CEO under Local Government Act; and b) Employee of local government, appointed as Authorised Person under s87 of the Act <p>All powers and duties in relation to noise management plans under Regulation 13 of <i>Environmental Protection (Noise) Regulations 1997</i> * other than power of delegation</p>
<p>Department of Environment</p> <p><i>Environmental Protection Act 1986</i></p> <p><i>Environmental Protection (Noise) Regulations 1997</i></p> <p><i>Pursuant to 20 Environmental Protection Act 1986 to the holder of the offices listed.</i></p>	<p>Government Gazette WA dated 22 June 2007 Delegation Number: 68 EV401*</p> <p>Delegation to the CEO under <i>Local Government Act</i>,</p> <p>Powers and duties in relation to noise management plans under Regulation 13 of <i>Environmental Protection (Noise) Regulations 1997</i> in relation to:</p> <ul style="list-style-type: none"> a) Requesting the keeping of a log recording the date, time and duration of all bell ringing or amplified calls to worship under regulation 15; b) Preparation, service, amendment and revocation of noise control notices under regulation 16; c) Requesting details of calibration laboratory, under regulation 23; and d) Approval of non-complying events under regulation subject to the following limitation – sub regulation 18(13) is NOT delegated.

Department - Legislation	Notice Details / Conditions If Any
<p><i>Planning and Development Act 2005</i></p> <p><i>In accordance with section 16 Planning and Development Act 2005</i> <i>By Resolution of WA Planning Commission (WAPC) any function may be delegated to a local government, or an employee of the local government</i></p>	<p>Government Gazette WA dated 4 February 2011 Delegation Number: 2011/01 - PL408*</p> <p><i>Powers of Local Governments (Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan)</i></p> <p>Powers and functions in accordance with the Instrument of Delegation – Schedule 1</p> <ul style="list-style-type: none"> ▪ Council of Town of Kwinana ▪ Chief Executive Officer ▪ Director of Operational and Technical Services ▪ Manager of Planning and Development
<p>Western Australian Planning Commission</p> <p><i>Planning and Development Act 2005</i></p> <p>Pursuant to section 16 of the Act (delegation) WAPC resolved on 26 May 2009 –</p>	<p>Government Gazette WA dated 9 June 2009 Delegation Number: DEL 2009/03 - PL409*</p> <p><i>Strata Titles Act 1985</i></p> <p>a) To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.</p>
<p>Western Australian Planning Commission</p> <p><i>Planning and Development Act 2005</i></p> <p>Pursuant to section 16 of the Act (delegation) WAPC Resolved on 15 December 2015 –</p>	<p>Government Gazette WA dated 18 December 2015 Delegation Number: DEL 2015/02 - PL403</p> <p>a) Delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;</p> <p>b) Revoke its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2011/02 Powers of local governments (MRS)” published in the Government Gazette on 10 June 2014, to give effect to this delegation.</p>

Department - Legislation	Notice Details / Conditions If Any
<p>Biosecurity and Agriculture Management Act 2007</p> <p>Pursuant to Section 162(2) and (4) – Appointment of Inspectors</p>	<p>To be appointed an Inspector for the purpose of the Biosecurity and Agriculture Management (Stable Fly) Management Plan 2013 in the local government district of Kwinana</p> <p>s162(2) The Director General may, by instrument in writing, appoint a person as an inspector.</p> <p>s162(4) The appointment of an inspector may specify that the appointment is subject to conditions or restrictions relating to –</p> <ul style="list-style-type: none"> (a) the functions that may be performed by the inspector: or (b) when, where and in what circumstances the inspector may perform the functions of an inspector.
<p>Freedom of Information Act 1992</p> <p>Pursuant to Section 100 - Who in agency makes its decisions</p>	<p>Glossary 1. Terms used principal officer of an agency means —</p> <p>(c) in relation to a local government — the chief executive officer of the local government;</p> <p>s100(1) Decisions made under this Act by an agency are to be made by —</p> <ul style="list-style-type: none"> (a) the principal officer of the agency; or (b) an officer of the agency directed by the principal officer, <p>for that purpose, either generally or in a particular case.</p>
<p>Litter Act 1979</p> <p>Pursuant to Section 26 – Authorised officers, appointment and jurisdiction of etc.</p>	<p>s26(1) For the purposes of this Act an authorised person is –</p> <ul style="list-style-type: none"> (c)(ii) an employee of the local government <p>s26(3) A person holding office as an authorised officer by virtue of subsection (1)(c) —</p> <ul style="list-style-type: none"> (a) has within the district in respect of which he holds office the duties of and powers of an authorised officer under this Act, and may exercise those powers within that district;

Department - Legislation	Notice Details / Conditions If Any
	<p>(b) may exercise the powers conferred on him by this Act in relation to any person whom he has reason to believe is concerned in a contravention of this Act notwithstanding that such person is not then within the district in respect of which he holds office if that person was pursued from that district or is known to have been in that district at the time of the contravention.</p>

Council Appointment of Officers

The Local Government has been authorised to exercise powers and duties under the relevant Acts and Regulations.

This section is a summary of the appointments - Council Appointment of Officers – Local Government to Officers 2016. The details of these appointments are set out below and updated from time to time.

Appointment No Description	Notice Details / Conditions If Any
1.1 Health Act 1911 Appointment of Deputy	<p>Function: To appoint a person to be the deputy of the local government.</p> <p>Authority: Health Act 1911 s26 Powers of Local Government</p> <p>Appointment of: Peter McKenzie, Manager Environmental Health Services</p>
1.2 Health Act 1911 Appointment of environmental health officers	<p>Function: To appoint environmental health officers of the local government.</p> <p>Authority: Health Act 1911 s27(1) Officers of Local Government</p> <p>Appointment of: Christopher Tanner, Coordinator Environmental Health and Waste Services Vicky Chui, Coordinator Environmental Health (Health and Food Safety) Gladys Nyashanu, Environmental Health Officer Jarod Griffiths, Environmental Health Officer Louis DeKlerk, Environmental Health Officer Peter Toboss, Environmental Health Officer (until 17 March 2017).</p>
1.1 Public Health Act 2016 – designation of authorised officers	<p>Function: To designate classes of persons as authorised officers for the purposes of s312(1)(b) of the Public Health Act 2016 and authorise to issue infringement notices under regulation 15D of the Health (Asbestos) Regulations 1992.</p>

Appointment No Description	Notice Details / Conditions If Any
	<p>Authority: Public Health Act 2016 s24 (1) Designation of authorised officers</p> <p>Health (Asbestos) Regulations 1992 15D(5). Infringement notices</p> <p>Appointment of: Environmental health officers as a class of persons.</p>
<p>1.2 3 Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons</p>	<p>Function: Appointment of such persons to be Authorised Persons for the purposes of this Act.</p> <p>Authority: Caravan Parks and Camping Grounds Act 1995 s17(1) Appointment of Authorised Persons</p> <p>Appointment of: For the purposes of Division 1 of Part 2 and Sections 22, 23(3), 23(5) and 23(7) of the Caravan Parks and Camping Grounds Act 1995: Director City Living Director Corporate and Engineering Services Manager Building Services Manager Environmental Health Services Manager Essential Services.</p> <p>For the purposes of section 23(2) of the Caravan Parks and Camping Grounds Act 1995: Coordinator Environmental Health and Waste Services Coordinator Environmental Health (Health and Food Safety) All Environmental Health Officers All Building Surveyors Building Technician Coordinator City Assist Senior City Assist Officer All City Assist Officers</p>
<p>1.3 4 Control of Vehicles (Off-Road Areas) Act 1978- Appointment of authorised officers</p>	<p>Function: Appointment of such persons to be Authorised Persons for the purposes of this Act.</p> <p>Authority: Control of Vehicles (Off-Road Areas) Act 1978 s38(3)(a) employees of Local Government</p>

Appointment No Description	Notice Details / Conditions If Any																														
	<p>Appointment of:</p> <table border="0"> <tr> <td>Joanne Abbiss</td><td>Chief Executive Officer</td></tr> <tr> <td>Errol Lawrence</td><td>Director Corporate and Engineering Services</td></tr> <tr> <td>Clinton Venables</td><td>Manager Essential Services</td></tr> <tr> <td>Vacant</td><td>Coordinator City Assist</td></tr> <tr> <td>Kieran Togher</td><td>Acting Senior City Assist Officer</td></tr> <tr> <td>Christoph Matzen</td><td>City Assist Officer</td></tr> <tr> <td>Geoffrey Copley</td><td>City Assist Officer</td></tr> <tr> <td>Rodney De San Miguel</td><td>City Assist Officer</td></tr> <tr> <td>Trevor Jones</td><td>City Assist Officer</td></tr> <tr> <td>Ian Abel</td><td>City Assist Officer</td></tr> <tr> <td>Paul Lucas</td><td>City Assist Officer</td></tr> <tr> <td>Hayley Goodwin</td><td>City Assist Officer</td></tr> </table>	Joanne Abbiss	Chief Executive Officer	Errol Lawrence	Director Corporate and Engineering Services	Clinton Venables	Manager Essential Services	Vacant	Coordinator City Assist	Kieran Togher	Acting Senior City Assist Officer	Christoph Matzen	City Assist Officer	Geoffrey Copley	City Assist Officer	Rodney De San Miguel	City Assist Officer	Trevor Jones	City Assist Officer	Ian Abel	City Assist Officer	Paul Lucas	City Assist Officer	Hayley Goodwin	City Assist Officer						
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Hayley Goodwin	City Assist Officer																														
<p>1.5 Town of Kwinana Town Planning Scheme – Power of entry</p>	<p>Function: Appointment of such persons to be authorised for the purposes of entering into any building or onto any land for the purposes of ascertaining whether the provisions of the scheme are being served.</p> <p>Authority: Town of Kwinana Town Planning Scheme No 2 Clause 8.1(c) Powers of the scheme</p> <p>Appointment of:</p> <table border="0"> <tr> <td>Paul Neilson</td><td>Director City Development</td></tr> <tr> <td>Brenton Scambler</td><td>Coordinator Statutory Planning</td></tr> <tr> <td>Felicitas Dhlwayo</td><td>Senior Planning Officer</td></tr> <tr> <td>Janni Curtis</td><td>Planning Officer</td></tr> <tr> <td>Gary Williams</td><td>Planning Officer</td></tr> <tr> <td>Belinda Hill</td><td>Planning Officer</td></tr> <tr> <td>Adam Prestige</td><td>Planning Officer</td></tr> <tr> <td>Jessica Birbeck</td><td>Planning Officer</td></tr> <tr> <td>Louis DeKlerk</td><td>Planning Compliance Officer</td></tr> <tr> <td>Vacant</td><td>Planning Compliance</td></tr> <tr> <td></td><td>Technical Officer</td></tr> <tr> <td>Peter McKenzie</td><td>Manager Environmental Health Services</td></tr> <tr> <td>Chris Tanner</td><td>Coordinator Environmental Health and Waste Services</td></tr> <tr> <td>Vicki Chui</td><td>Coordinator Environmental Health (Health and Food Safety)</td></tr> <tr> <td>Gladys Nyashanu</td><td>Environmental Health Officer</td></tr> </table>	Paul Neilson	Director City Development	Brenton Scambler	Coordinator Statutory Planning	Felicitas Dhlwayo	Senior Planning Officer	Janni Curtis	Planning Officer	Gary Williams	Planning Officer	Belinda Hill	Planning Officer	Adam Prestige	Planning Officer	Jessica Birbeck	Planning Officer	Louis DeKlerk	Planning Compliance Officer	Vacant	Planning Compliance		Technical Officer	Peter McKenzie	Manager Environmental Health Services	Chris Tanner	Coordinator Environmental Health and Waste Services	Vicki Chui	Coordinator Environmental Health (Health and Food Safety)	Gladys Nyashanu	Environmental Health Officer
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Appointment No Description	Notice Details / Conditions If Any
	Jarrold Griffiths Environmental Health Officer Clinton Venables Manager Essential Services Cecil Wells Coordinator City Assist Christoph Matzen Senior City Assist Officer Brad Casserly City Assist Officer Rodney De San Miguel City Assist Officer Trevor Jones City Assist Officer Ian Abel City Assist Officer Kieran Togher City Assist Officer Paul Lucas City Assist Officer Mark Allies City Assist Officer
1.4 Library Board of Western Australia Act 1951 – Appointment of Librarian and delegates	<p>Function: Appointment of such person to be the Librarian and delegates for the purposes of this Act.</p> <p>Authority: Library Board (Registered Public Libraries) Regulations 1985</p> <p>Appointment of:</p> <p>1. Appointment of Librarian Brett Hatwell Manager Library Services</p> <p>2. Appointment of delegates of Librarian Alison Rogers Library Technician Colleen Williams E-Services Librarian Osman Masnor Library Clerk Samantha Hay Library Clerk</p>

CITY OF KWINANA DELEGATED AUTHORITY REGISTER

Local Government to Chief Executive Officer, Officers and Committees 2016

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PART 1

GOVERNANCE AND ADMINISTRATION

1.1 Appointment of authorised persons – Local Government Act 1995	
Function to be performed:	The authority to appoint persons or classes of persons to be authorised for the purpose of performing particular functions pursuant to the <i>Local Government Act 1995</i> and to issue a certificate to persons so appointed that states that the person is authorised for that purpose.
Legislative power or duty delegated:	<p>Local Government Act 1995 - Part 9, Division 2 s9.10 Appointment of authorised persons</p> <p>Local Government Act 1995 - Part 3, Division 3 s3.24 Authorising persons under this Subdivision s3.39 Power to remove and impound s3.40A Abandoned vehicle wreck may be taken s3.42(1) Impounded non-perishable goods s3.48 Power to recover expenses incurred (s3.39) when offender convicted</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>February 2015 D15/8358 10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. A Certificate of Authorisation is to be issued to each authorised person stating the authority that has been granted; 2. The circumstances in which the authority can be exercised or discharged; and 3. The Certificate of Authorisation is to be produced by the authorised person as required.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. A copy of the Certificate of Authorisation for each authorised person to be retained by the City; and 3. Each Certificate of Authorisation is to be reviewed and updated annually.

1.2 Execution of documents	
Function to be performed:	Authorised to sign documents on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.3 Approval of the cash advance for reimbursement of expenses	
Function to be performed:	Approve payment to a person as a cash advance for an expense that the person is entitled to be reimbursed for.
Legislative power or duty delegated:	Local Government Act 1995 - Part 5, Division 3 s5.98 Fees etc. for council members; s5.101 Payments for employee committee members; s5.102 Expense may be funded before actually incurred; Local Government (Administration) Regulations 1996 – Part 8 r32 Expenses that can be approved for reimbursement
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	1. The expenses incurred are in respect to an expense for which the person is entitled to be reimbursed, subject to Part 5, Division 8 of the <i>Local Government Act 1995</i> ; and 2. The payment request is submitted and authorised in accordance with the City's policies and work procedures.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.4 Authorisation of legal expenses in an emergency – elected members and officers	
Function to be performed:	To authorise an application for financial assistance for legal expenses by Elected Members and Officers in an emergency.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 4 s6.7 Municipal Fund
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The delegation is only applicable where a delay in the approval of an application would be detrimental to the legal rights of the applicant; 2. The amount approved is to a maximum of \$10,000 in respect of each application; 3. All approved applications are to be presented to the next Ordinary Council Meeting; and 4. The delegation is exercised in conjunction with Council's current policy regarding legal representation for Elected Members and Officers.
Statutory Power to sub-delegate:	This authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The approved application to be reported at the next Ordinary Council Meeting.

1.5 Action, notices, proceedings, prosecutions and withdrawals – Local Government Act 1995	
Function to be performed:	The taking of any action, serving of notice or otherwise, commencement of legal proceedings or prosecution on behalf of the City of Kwinana.
Legislative power or duty delegated:	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under the Local Government Act 1995 and Regulations and the City of Kwinana Local Laws.
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.6 Scrutiny of the affairs of local government	
Function to be performed:	Authority to provide information to the Minister, give advice of what actions the local government has or will do to comply with an enquiry from the Minister, a person authorised by the Minister or to comply with an Inquiry Panel's report within the specified timeframes.
Legislative power or duty delegated:	Local Government Act 1995 – Part 8, Division 1 s8.2(2); s8.14(3) and s8.23(4) - Inquiries by the Minister or an authorised person
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.7 Administration of leases– Banksia Park Retirement Estate	
Function to be performed:	Authorised to sign documents in relation to the administration of leases for Banksia Park Retirement Estate on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	The CEO is authorised to sign lease documents for Banksia Park Retirement Estate which includes new leases and Deeds of Surrender.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Delegated Authority Register; and Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.8 Appointment of proxies – strata meetings	
Function to be performed:	Authorised to nominate City of Kwinana employees as Proxies when required to attend strata meetings and vote on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 5, Division 4 s5.41(i) Functions of CEO
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Appoint proxies to vote on behalf of the City of Kwinana when required to attend strata meetings. 2. Proxies must vote in a manner that is consistent with any existing Council decision and must not vote in favour of motions that are outside the budget allocation. 3. If the matter exceeds the budget allocated, then this must be referred to Council for a decision.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.9 Appointment of proxies – meeting of creditors	
Function to be performed:	Authorised to nominate City of Kwinana employees as Proxies when required to attend Meetings of Creditors and vote on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 5, Division 4 s5.41(i) Functions of CEO
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Appoint proxies to vote on behalf of the City of Kwinana when required to attend Meetings of Creditors. 2. Proxies must vote in a manner that is consistent with any existing Council decision and must not vote in favour of motions that are outside the budget allocation. 3. If the matter exceeds the budget allocated, then this must be referred to Council for a decision.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.10 Sponsorship and grant applications, agreements and acquittals	
Function to be performed:	Authorised to sign sponsorship or grant applications, agreements and acquittals on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The CEO is authorised to apply for and execute sponsorship and grant agreements where the City's contribution component falls within budget, or is consistent with a Council resolution to consider a budget allocation in a future budget, or relates to a future project that forms part of a forward works program; or 2. If such a sponsorship or grant is opportunistic in nature, not in current plans but has a clear benefit to the community. 3.2. Any additional contribution funds required in excess of the City's budget amount will require a budget variation to be approved by Council before the CEO can exercise this delegation.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and

	2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.
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1.11 Action, notices, proceedings, prosecutions and withdrawals – any other written law	
Function to be performed:	The taking of any action, serving or withdrawal of a notice or otherwise, commencement of legal proceedings or prosecution on behalf of the City of Kwinana.
Legislative power or duty delegated:	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under any other written law (other than the Local Government Act 1995 and Regulations and the City of Kwinana Local Laws which is covered by a separate delegation) for which the local government has responsibility.
Legislative Power to Delegate:	As determined by the Act under which the function is to be performed.
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	As determined by the Act under which the function is to be performed. A memorandum to Elected Members in the event of intention to enter into prosecution if the amount is over \$50,000.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees. As determined by the Act under which the function is to be performed.
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.12 Authorisation of community funding	
Function to be performed:	To approve an application for funding under the Community Funding Policy.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 4 s6.7 Municipal Fund
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	16 December 2015 Council resolution #084 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Where Council have delegated the funding opportunity to the Chief Executive Officer or delegated officer, that the approval is to a be: <ol style="list-style-type: none"> 1. in accordance with the relevant funding opportunity as specified in Council's Community Funding Policy; and 2. within budget allocation.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.13 Administration of local laws	
Function to be performed:	<p>Authorised to:</p> <p>Administer the City of Kwinana's local laws and do things required by those local laws that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act 1995.</p>
Legislative power or duty delegated:	<p>Local Government Act 1995 s3.18 Performing executive functions</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>24 February 2016 Resolution 125</p>
Delegation to:	<p>Chief Executive Officer</p>
Conditions and Exceptions:	<p>Nil</p>
Statutory Power to sub-delegate:	<p>Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees</p>
Reporting Requirements:	<p>Any exercise of this delegation is to be recorded in the Delegated Authority Register.</p>

1.14 Administration of hire agreements– Promotional Street Banners on Gilmore Avenue	
Function to be performed:	Authorised to enter into and administer hire agreements for advertising on promotional street banners in Gilmore Avenue on behalf of the City of Kwinana, including determining whether the requests is from a not-for-profit or community group or where the use is primarily a social or community benefit.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	11 May 2016 Resolution 197
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	The CEO is authorised to enter into and administer hire agreements for advertising on promotional street banners in Gilmore Avenue on behalf of the City of Kwinana in accordance with the Council Policy 'Promotional Street Banners on Gilmore Avenue'.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.15 Administration of agreements– Illuminated Street Name Signs	
Function to be performed:	Authorised to enter into and administer agreements for illuminated street name signs on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	11 May 2016 Resolution 196
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	The CEO is authorised to enter into and administer agreements for illuminated street name signs on behalf of the City of Kwinana as permitted by Council's Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.16 Approval or refusal of Restricted Access Vehicles on local government roads	
Function to be performed:	Authorised to approve, refuse and/or impose conditions onto an operator of a Restricted Access Vehicle access to roads controlled by the City of Kwinana under the RAV Network.
Legislative power or duty delegated:	Main Roads WA – Framework for Local Government Approval on the RAV Network - Condition CA07.
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	22 June 2016 Resolution 245
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	While a local government has discretion, it must ensure equity, i.e. if the road is already approved by Main Roads and included on the RAV Network, then justification to decline access or only provide access to certain operators must be provided.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Approval to be provided to the applicant in the form required by Main Roads.

1.17	Administration of Leases – providing consent and authority to execute documents in relation to any assignment or sublease where there is request by a lessee operating under a lease agreement that Council has approved.
Function to be performed:	Authorised to provide consent and execute documents in relation to any assignment or sublease where there is a request by a lessee operating under a lease agreement that Council has approved.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 August 2016 Resolution 290
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The sublease must be consistent with the use of the premise permitted by the lease as well as other conditions relating to assignment and sub-letting approved between the City of Kwinana and the lessee. 2. Obtain consent from other parties required under the terms of the lease or at law. 3. Terms of the sub lease must be consistent with the lease approved by Council.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.18 Administration of Tenancy Agreements – Callistemon Court Aged Persons Villas	
Function to be performed:	Authorised to sign documents in relation to the administration of tenancy agreements for Callistemon Court Aged Persons Villas.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	For housing within the Callistemon Court Aged Persons Villas in accordance with the: <ul style="list-style-type: none"> 1. Department of Housing's eligibility requirements; and 2. City's Aged Persons Rental Accommodation Policy.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.19 Authorised to enter into, make variations and execute documents in relation to the administration of a Corporate Discount Agreement on behalf of the City of Kwinana.	
Function to be performed:	Authorised to enter into, make variations and execute documents in relation to the administration of a Corporate Discount Agreement on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	24 August 2016 Resolution 304
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. No cost to the City of Kwinana 2. Aligns with the Health Lifestyles Council Policy where relevant 3. Requires adequate consideration to be provided by the employee
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.20 Make variations and execute legal agreements on behalf of the City of Kwinana in accordance with Local Planning Policy (LPP) No 2 - Streetscapes.	
Function to be performed:	Authorised to make variations and execute legal agreements on behalf of the City of Kwinana in accordance with Local Planning Policy (LPP) No 2 - Streetscapes.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	26 April 2017 Resolution #480
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Any variations can be delegated to the Chief Executive Officer if the variation is consistent with the overall intent of LPP No 2 and achieves good amenity in the area.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Delegated Authority Register; and Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.21 Authorised to sign Memorandums of Understanding	
Function to be performed:	Authorised to sign Memorandums of Understanding.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>Authorised to sign Memorandums of Understanding (MOU) if they satisfy the following conditions –</p> <ul style="list-style-type: none"> • Formalises an existing working relationship between the City and a government agency/ies, department/s or other government/s; • There is no additional financial contribution in excess of existing budgets required to give effect to the City's obligations under the MOU; and • The usage of City assets or human resources in order to give effect to the City's obligations under the MOU will not unreasonably interfere with the expected provision of services to the community.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

PART 2

CORPORATE AND FINANCE

2.1 Objections to the rates record	
Function to be performed:	Authority to make decisions regarding objections to the rates record including extending the time for a person to make an objection and following consideration, make a decision whether to allow or disallow the objection, either wholly or in part.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 6 s6.76(4),(5) Grounds of objection
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 8 March 2015 D15/8358[v2] Council Resolution #429 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Objection to be received within the required timeframe identifying all relevant information as required by s6.76(2), unless an application for extension has been granted (4); 2. Objection is to be considered promptly; 3. Written notice of the decision, including a statement of the reasons for the decision to be promptly served on the person who has made the objection; and 4. Objections that are allowed must not exceed \$50,000 in lost revenue per property per financial year. Amounts greater than this must be referred to Council for determination. 5. Amendments to the rate record must be within budget. 6. Amendments to the rate record must not exceed \$50,000 in lost or increased revenue per property. Amounts greater than this must be referred to Council for determination.

Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. The full details of the decision made under this delegation are to be recorded in the rate record; and 3. Notice to be provided to the person of the decision made.

2.2 Recovery of rates and services charges from lessee	
Function to be performed:	Authorises the recovery of rent to offset an unpaid rate or service charge from the lessee of land.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 6 Rates and service charges s6.56(1) Rates or service charges recoverable in court s6.60 Local government may require lessee to pay rent
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Recovery action is in accordance with Section 6.60 of the Local Government Act 1995; 2. Recovery action is in accordance with the City's policies and work procedures.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The full details of the decision and actions taken under this delegation to be recorded on the rate record.

2.3 Recovery and actions against land where rates or service charges are unpaid	
Function to be performed:	Authorised to recover outstanding rates or services charges, as well as the cost of proceedings for recovery in Court or any action against the land that is required.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 6 Rates and service charges s6.56 Rates or service charges recoverable in court s6.64 Actions to be taken
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The recovery action is taken in accordance with sections 6.64(3), 6.69(2), 6.71(1) (subject to conditions set out in the disposal of property delegations limits), and 6.74 of the Local Government Act 1995; 2. The recovery action is taken in accordance with the regulation 77(3) of the Local Government (Financial Management) Regulations 1996; and 3. Recovery and actions is in accordance with the City's policies and work procedures.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The full details of the decision made under this delegation are to be recorded in the rate record.

2.4 Payments from municipal and trust funds	
Function to be performed:	To make payments from the municipal fund or the trust fund.
Legislative power or duty delegated:	Local Government (Financial Management) Regulations 1996 r12(1)(a) Payments from municipal fund or trust fund Local Government Act 1995 - Part 6, Division 4 s6.9(4) Trust Fund
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Ensure efficient systems and procedures record the accounts and records of transactions in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996; and 2. May transfer money held in trust for 10 years to its municipal fund. Authorised to approve to repay it to a person who establishes a right to the repayment, together with any interest earned on the investment - 6.9(4) Trust Fund.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. A list of accounts paid by the CEO from the municipal fund and trust fund under this delegation is to be presented to Council each month.

2.5 Power to invest	
Function to be performed:	Authority to invest money in the municipal fund or the trust fund that is not for the time being, required.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 4 s6.14(1) Power to invest
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Must establish, document and adhere to internal control procedures and the relevant Council policies to ensure control over investments; 2. In accordance with Regulation 19 of the Local Government (Financial Management) Regulations 1996; and 3. In accordance with section 20 of the Trustees Act 1962.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. An investment report must be presented to each monthly Council meeting including the details of investments in accordance with the investment control procedures that have been established.

2.6 Expressions of interest and tenders for supply of goods and services	
Function to be performed:	<ol style="list-style-type: none"> 1. Authority to establish criteria for, invite, consider, seek clarification on and determine expressions of interest and tenders for the supply of goods and services; and 2. Authority to negotiate and execute related contracts including minor variations and extensions.
Legislative power or duty delegated:	<p>Local Government Act 1995 Part 3, Division 3 s3.57 Tenders for providing goods or services</p> <p>Local Government (Functions and General) Regulations 1996 r11 When tenders have to be publicly invited r13 Requirements when local government invites tenders though not required to do so r14(2a) & (5) Requirements for publicly inviting tenders r18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r20 Variation of requirements before entry into contract r21 Procedure for limiting who can tender r23 Rejecting and accepting expressions of interest to be an acceptable tenderer</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 24 June 2015 Resolution #503 10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Where there is a budget provision up to a value of \$1,000,000; or 2. Where a multiple year contract (including extension thereof) up to a total value of \$1,875,000; and 3. In accordance with the requirements of the <ul style="list-style-type: none"> - Local Government Act 1995; - Local Government (Financial Management) Regulations 1996; and - Council's policies and work procedures. 4. Where the budget has not been adopted, the Chief Executive Officer can perform all functions outlined in this delegation with the exception of determining a tender, so long as in the specifications of the invitation to tender, it includes a provision

	that states that this tender will only be awarded subject to the budget being adopted by Council.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Details recorded in the Tender Register.

2.7 Disposing of property	
Function to be performed:	Dispose of property by public auction, public tender or in accordance with other methods deemed acceptable under the <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i> .
Legislative power or duty delegated:	Local Government Act 1995 - Part 3, Division 3 s3.58 Disposing of property s3.47 Disposal of confiscated or uncollected goods
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The disposal is included in the City's Annual Budget or by Council Resolution. 2. The disposal must be in accordance with section 3.58 of the Local Government Act 1995. 3. The disposal must be in accordance with regulation 30 of the Local Government (Functions and General) Regulations 1996. 4. In the case of disposal of land, the intended sale price being greater than or equal to the valuation; 5. For the purposes of the administration of leases, exercise any option(s) available under the lease for established leases. 6. Plant and equipment, not identified in the City's Annual Budget, with a written down value of less than \$10,000 that has been lost, or is no longer used or serves no other purpose, may be removed from the asset register and disposed of.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Details of any tender to be recorded and maintained in the Tender Register and available for public inspection.

2.8 Write off, grant a concession or authorise a waiver for monies owing	
Function to be performed:	To write off, grant a concession or authorise a waiver in relation to any amount of money that it is owed to the local government
Legislative power or duty delegated:	<p>Local Government Act 1995 – Part 6, Division 4</p> <p>s6.12(1)(b) waive or grant concessions in relation to any amount of money; or</p> <p>s6.12 (1)(c) write off any amount of money, which is owed to the Local Government</p> <p>s6.12(3) the grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>November 2011 D11/90333</p> <p>December 2012 D12/77148</p> <p>February 2015 D15/8358</p> <p>10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>This delegation is subject to section 6.12(2) of the Local Government Act 1995, which specifies that a local government cannot grant a waiver or concession for a rate or service charge.</p> <p>The CEO's delegated authority is subject to the following limitations:</p> <ol style="list-style-type: none"> 1. A write off of the debt incurred as a result of an administrative error on behalf of the City not exceeding \$10,000; 2. Any grant of concession or waiver not exceeding \$1,000 per occurrence; and 3. Any write off of a debt, not being due to an administrative error, for debts not exceeding \$1,000.
Statutory Power to sub-delegate:	<p>Local Government Act 1995</p> <p>s5.44 CEO may delegate some powers and duties to other employees</p>
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The full details of the waiver, concession or write off to be recorded on the appropriate financial record.

PART 3

BUILDING AND DEVELOPMENT

3.1 Building Act 2011 – powers and duties	
Function to be performed:	Authorised to exercise and discharge all or any of the powers and duties of the local government as a permit authority under the <i>Building Act 2011</i> .
Legislative power or duty delegated:	All powers and duties exercised by the Local Government as a permit authority under the <i>Building Act 2011</i> .
Legislative Power to Delegate:	Building Act 2011 s127 A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
Date Delegation made or reviewed:	November 14 2012 Resolution 234 December 12 2012 Resolution 258 February 2015 D15/8358 May 2015 Resolution 475 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Building Act 2011, s127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

3.2 Subdivision and development control													
Function to be performed:	<p>Authority to:</p> <ol style="list-style-type: none"> 1 Determine applications for Planning Approval in regards to development including change of use and variations to development standards; 2 Make objections or recommendations in respect of Subdivision Applications to the West Australian Planning Commission, including recommendations for the imposition of subdivision conditions; 3 Make recommendations for approval or refusal of development within Planning Control Areas; and 4 Determine applications for variations to previously approved Planning Applications 5 Give a written direction in accordance with section 214 of the Planning and Development act 2005 to the owner or any other person undertaking a development. 												
Legislative power or duty delegated:	<p>Town of Kwinana Town Planning Scheme No. 2 Town of Kwinana Town Planning Scheme No. 3</p> <p>Planning & Development Act 2005</p> <table border="0"> <tr> <td>Part 7</td><td>Planning Control Areas</td></tr> <tr> <td>Part 8</td><td>Improvement Plans and Schemes</td></tr> <tr> <td>Part 13</td><td>Enforcement and Legal Proceedings</td></tr> </table>	Part 7	Planning Control Areas	Part 8	Improvement Plans and Schemes	Part 13	Enforcement and Legal Proceedings						
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Part 8	Improvement Plans and Schemes												
Part 13	Enforcement and Legal Proceedings												
Legislative Power to Delegate:	<p>Planning and Development (Local Planning Schemes) Regulations 2015</p> <table border="0"> <tr> <td>Schedule 2 – Part 10 - Clause 82(1)</td><td>Delegations by local government</td></tr> </table>	Schedule 2 – Part 10 - Clause 82(1)	Delegations by local government										
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Date Delegation made or reviewed:	<table border="0"> <tr> <td>November 2011</td><td>D11/90333</td></tr> <tr> <td>December 2012</td><td>D12/77148</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>August 2015</td><td>Resolution 551</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> <tr> <td>24 February 2016</td><td>Resolution 125</td></tr> </table>	November 2011	D11/90333	December 2012	D12/77148	February 2015	D15/8358	August 2015	Resolution 551	10 February 2016	D16/1283	24 February 2016	Resolution 125
November 2011	D11/90333												
December 2012	D12/77148												
February 2015	D15/8358												
August 2015	Resolution 551												
10 February 2016	D16/1283												
24 February 2016	Resolution 125												
Delegation to:	Chief Executive Officer												
Conditions and Exceptions:	<p>Conditions:</p> <ol style="list-style-type: none"> 1. The authority is only to be exercised for those uses or other applications specified in: 												

	<p>Table 1 - Use Classes; and Table 1A Use Classes for Other Applications. (attached)</p> <p>2. May determine variations to Planning Applications including Planning Applications previously approved by resolution of Council, that are of a minor nature and if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable).</p> <p>3. Prosecutions The authority to proceed with any prosecution under the Planning and Development Act 2005 must be approved by the Chief Executive Officer prior to commencement.</p> <p>Exceptions: Excluding <u>variations</u> to Planning Applications as stated in Condition (2) above, this delegation does not include the following:</p> <ul style="list-style-type: none"> • The acceptance of mediated outcomes or determinations of s31 reconsiderations for appeals lodged with the State Administrative Tribunal • Local Development Plans • Local Planning Policies including amendments • Major development within the Town Centre
Reporting Requirements:	<p>1. Any exercise of this delegation is to be recorded in the Delegated Authority Register.</p> <p>2. In relation to Condition (2) above, any variation to a planning approval for which a prior resolution by Council applies, must be preceded by a memo to Council prior to any determination being made.</p>

Table 1. – Use classes

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Aged/Dependent Persons Dwelling	D	D					D					D	
Ancillary Accommodation	D						D		D	D		D	Provided Compliance With LPP 3.3.30
Amenity Building	D	D	D	D	D	D	D	D				D	
Amusement Centre		D	D	D			D					D	
Aqua Culture							D						
Boat Sales			D	D	D	D							
Boatel					D	D							
Bus Station					D								
Car Park	D	D	D		D	D	D	D				D	
Caravan park						D	D	D					
Caretakers House/Flat	D	D	D	D	D	D	D	D					Where Incidental to Existing Use
Chicken farm							D						
Child Care Centre	D	D										D	
Civic Building		D	D	D		D						D	
Club		D	D									D	
Commercial Hall		D	D	D								D	
Consultation Rooms		D	D			D						D	
Dog Kennels						D	D						
Drive-in Takeaway Food Shop		D				D						D	
Drive-In Theatre						D						D	
Dry Cleaning Premises		D	D	D		D							
Eating House	D	D	D		D	D						D	Where no objection received during advertising

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Educational Establishment	D	D			D	D	D					D	
Equestrian uses							D			D			Provided No Clearing of vegetation is required Outside Building Envelopes and consistent with scheme TPS 2
Extractive Industry					D	D	D	D					
Factory Units				D	D	D							
Family Day Care centre	D	D	D		D	D	D	D				D	
Fish Shop		D	D									D	
Forestry (selective)							D	D					
Fuel Depot			D		D	D		D					
Funeral parlour		D	D	D	D	D	D					D	
General Industry					D			D					
Grouped Dwelling	D	D											
Hazardous Industry					D								Where no objection received during advertising
Health Centre		D	D		D	D							
Health Studio	D	D	D		D	D						D	
Holiday Accommodation				D		D	D	D					
Home Occupation	D	D					D		D	D		D	
Hospital	D	D	D	D		D	D	D				D	Where no objection received during advertising
Hotel		D		D								D	Where no objection received during advertising
Intensive Agriculture							D						

Laundry (Industrial)			D	D	D	D							
Laundrette		D	D	D	D		D					D	
Licensed Restaurant	D	D	D				D					D	Where no objection received during advertising

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Light Industry					D	D		D					
Liquor Sore		D	D	D								D	
Local Shop	D	D	D	D	D	D	D					D	Where no objection received during advertising
Lodging House	D	D				D						D	
Marina					D	D							
Medical Clinic	D	D	D	D		D	D					D	Where no objection received during advertising
Motel	D	D	D	D									Where no objection received during advertising
Motor Racing Track			D		D		D						
Motor Repair Station		D	D		D	D						D	
Multiple Dwelling	D	D										D	
Museum	D	D	D									D	
Non-residential Health Centre	D	D	D	D	D	D						D	Where no objection received during advertising
Noxious Industry					D								Where no objection received during advertising
Office		D	D	D	D	D						D	
Open Air Display		D	D	D	D	D						D	
Open Air Storage Yard				D	D	D							
Petrol Filling Station		D	D	D	D	D		D				D	
Piggery					D		D						Where no objection received during

													advertising
Private Hotel		D	D	D								D	
Private Recreation		D	D	D		D	D					D	
Private Utility	D	D	D	D	D	D	D	D				D	
Professional Office		D	D	D								D	
Public Amusement	D	D	D	D			D	D				D	Where no objection received during advertising

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Public Assembly – Place of	D	D	D	D	D	D	D					D	Where no objection received during advertising
Public Recreation	D	D	D	D	D	D	D	D				D	
Public Utility	D	D	D	D	D	D	D	D	D	D	D	D	
Public Worship	D	D	D	D	D	D	D	D				D	Where no objection received during advertising
Recreation facilities	D	D	D	D	D	D	D	D				D	
Residential Building	D						D		D	D		D	
Restricted Premises		D	D	D		D						D	Where no objection received during advertising
Retail Plant Nurseries		D	D	D		D	D						Where no objection received during advertising
Rural Industry					D	D	D	D					
Rural Produce Stall							D						
Service Industry		D	D	D	D	D						D	Where no objection received during advertising
Service Station		D	D	D	D	D						D	

Shop		D		D								D	
Showroom,		D	D	D	D	D						D	
Single House	D	D	D		D	D	D		D	D	D	D	
Stables							D	D		D			
Tailing Ponds								D					
Tavern		D	D	D								D	
Telecommunication Infrastructure	D	D	D	D	D	D	D	D				D	Where no objection received during advertising
Trade Display		D	D	D	D	D						D	
Transport Depot				D	D	D		D					
Vehicles Sales		D	D	D		D						D	

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Vehicle Wreckers					D	D							
Veterinary Clinic	D	D	D	D	D	D	D					D	Where no objection received during advertising
Veterinary Hospital			D	D	D	D	D					D	
Warehouse		D	D	D	D	D						D	

Table 1A

Use classes for other applications

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Other Applications													
Amalgamation	D	D	D	D	D	D	D	D	D	D	D	D	
Antennae (attached to building <5m height)	D	D	D	D	D	D	D	D	D	D	D	D	
Building Envelope Variations									D	D			In accordance with TPS No. 2
Satellite Dishes	D	D	D		D	D	D	D	D	D	D	D	In accordance with TPS No.2
Second Storey Addition	D						D		D	D			
Setback Variation		D	D		D	D						D	
Signs	D	D	D	D	D	D	D	D	D	D		D	Provided compliance with Local Law
Subdivision (Freehold/Strata)	D	D	D	D	D	D	D	D	D	D		D	
Vegetation removal (Diseased or Dangerous)							D		D	D			
Verandahs (within road reserves)		D										D	

3.3 Entering into legal agreements in accordance with planning policy– Administration of development contribution plan Local Planning Policy (LLP) No 4 - Administration of development contribution plans.	
Function to be performed:	Authorized to enter into legal agreements on behalf of the City of Kwinana, that in accordance with the planning policy: Administration of development contribution plans. Local Planning Policy (LLP) No 4 - Administration of development contribution plans.
Legislative power or duty delegated:	Local Government Act 1995 – Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	27 May 2015 Resolution 474 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	In accordance with the Planning Policy: Administration of Development Contribution Plans. Local Planning Policy (LLP) No 4 - Administration of development contribution plans.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Delegated Authority Register; and Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

3.4 Planning, building and other development related applications where the City is the applicant	
Function to be performed:	Authorised to sign planning, building and other development related applications where the City is the applicant.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Must be in accordance with works identified in the budget.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

PART 4

HEALTH

4.1 Health Act 1911 – Powers and duties of deputy	
Function to be performed:	To authorise the Deputy to exercise and discharge all or any of the powers and functions of the local government.
Legislative power or duty delegated:	All powers exercisable by the Local Government under the <i>Health Act 1911</i> and Regulations made there under; and the City's Health Local Laws.
Legislative Power to Delegate:	Health Act 1911 s26 Powers of Local Government
Date Delegation made or reviewed:	13 October 2010 – Resolution 199 23 November 2011 – Resolution 31 12 December 2012 – Resolution 258 February 2015 – D15/8358 10 February 2016 – D16/1283
Delegation to:	Manager Environmental Health Services – Peter McKenzie
Conditions and Exceptions:	Manager Environmental Health Services is authorised to: <ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council. 2. Does not include s353 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

4.1 Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts.	
Function to be performed:	To authorise the Manager Environmental Health to exercise and discharge all or any of the powers and functions of the local government (enforcement agency).
Legislative power or duty delegated:	All powers exercisable by the Local Government under the Public Health Act 2016, the Health (Miscellaneous Provisions) Act 1911 and Regulations made there under; and the City's Health Local Laws.
Legislative Power to Delegate:	Public Health Act 2016 s21(1)(c) Enforcement agency may delegate Health (Miscellaneous Provisions) Act 1911 s26 Powers of Local Government
Date Delegation made or reviewed:	
Delegation to:	Manager Environmental Health
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Public Health Act 2016 s20. Conditions on performance of functions by enforcement agencies <ol style="list-style-type: none"> (a) The Chief Health Officer, after consultation with another enforcement agency, may, in writing, impose conditions or restrictions on the performance of functions under this Act by the enforcement agency. (b) The performance by an enforcement agency of functions under this Act is subject to any conditions or restrictions imposed under subsection (1). 2. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

4.2 Not in use 4.2 Health Act 1911 – Duties of environmental health officers	
Function to be performed:	To authorise environmental health officers to perform such duties as the local government from time to time directs
Legislative power or duty delegated:	All duties directed by Local Government and in accordance with the Health Act 1911 and Regulations made there under and the City's Health Local Laws
Legislative Power to Delegate:	Health Act 1911 s27 (2) Officers of Local Government
Date Delegation made or reviewed:	October 13 2010 Resolution 199 November 23 2011 Resolution 31 December 12 2012 Resolution 258 February 2015 D15/8358 August 2015 Resolution 535 September 2015 Resolution 570 10 February 2016 D16/1283
Delegation to:	Peter McKenzie Manager Environmental Health Services Christopher Tanner Coordinator Environmental Health and Waste Services Vicky Chui Coordinator Environmental Health (Health and Food Safety) Gladys Nyashanu Environmental Health Officer Jared Griffiths Environmental Health Officer Louis DeKlerk Environmental Health Officer
Conditions and Exceptions:	A. Manager Environmental Health Services is authorised to: 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council 2. Does not include s353 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council B. Coordinator Environmental Health and Waste Services is authorised to: Administer the provisions of the Health Act 1911, and regulations

	<p>made there under; and the City's Health Local Laws with the exception of:</p> <ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council; 2. Does not include s353; 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council; and 4. Any limitations imposed by the Deputy 5. Act as Deputy during approved periods of absence of the appointed Deputy, Peter McKenzie, Manager Environmental Health Services <p>C. Coordinator Environmental Health (Health and Food Safety) and Environmental Health Officers are authorised to:</p> <p>Administer the provisions of the Health Act 1911, and regulations made there under; and the City's Health Local Laws with the exception of:</p> <ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council; 2. Does not include s353; 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council; and 4. Any limitations imposed by the Deputy
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register

4.3 Food Act 2008 – Appointment of authorised officers													
Function to be performed:	To appoint such persons to be Authorised Officers for the purposes of this Act.												
Legislative power or duty delegated:	Food Act 2008 s122(1)(a)& (b) Appointment of Authorised Officers												
Legislative Power to Delegate:	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency)												
Date Delegation made or reviewed:	<table> <tr> <td>13 October 2010</td><td>Resolution 199</td></tr> <tr> <td>23 November 2011</td><td>Resolution 31</td></tr> <tr> <td>12 December 2012</td><td>Resolution 258</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>August 2015</td><td>Resolution 535</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	13 October 2010	Resolution 199	23 November 2011	Resolution 31	12 December 2012	Resolution 258	February 2015	D15/8358	August 2015	Resolution 535	10 February 2016	D16/1283
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August 2015	Resolution 535												
10 February 2016	D16/1283												
Delegation to:	Chief Executive Officer												
Conditions and Exceptions:	A certificate of authority must be issued in accordance with section 123 of the Food Act 2008.												
Statutory Power to sub-delegate:	Food Act 2008 s118(2)(b) Functions of enforcement agencies and delegation												
Reporting Requirements:	<ol style="list-style-type: none"> 1. Each enforcement agency must prepare and maintain a list of authorised officers appointed by the agency in accordance with s122(3) of the Food Act 2008. 2. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 												

4.4 Food Act 2008 – Appointment of designated officers	
Function to be performed:	To appoint officers to be Designated Officers for the purposes of this Act for either issuing infringements or extending, withdrawing or accepting payment for infringements.
Legislative power or duty delegated:	Food Act 2008 s126 (13) Infringements - Appointment of Designated Officers
Legislative Power to Delegate:	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency) may delegate a function conferred on it.
Date Delegation made or reviewed:	13 October 2010 Resolution 199 23 November 2011 Resolution 31 12 December 2012 Resolution 258 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	In accordance with section 126 of the Food Act 2008 Infringement Notices. The Local Government can designate authorised officers to be designated officers for the purposes of section 126 of the Food Act 2008 subsection (2), (3), (6) or (7) or for the purposes of 2 or more of those subsections, but a person who is a designated officer for the purposes of giving infringement notices under subsection (2) is not eligible to be a designated officer for the purposes of any of the other subsections.
Statutory Power to sub-delegate:	Food Act 2008 s118 (2)(b) Functions of enforcement agencies and delegation
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

4.5 Food Act 2008 – Functions of enforcement agency	
Function to be performed:	<ol style="list-style-type: none"> (1) Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008. (2) Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008. (3) Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s67 of the Food Act 2008. (4) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008. (5) Institute proceedings for an offence under the Food Act 2008 in accordance with s125 of the Food Act 2008.
Legislative power or duty delegated:	<p>Food Act 2008</p> <p>s65(1) Prohibition orders</p> <p>s66 Certificate of clearance to be given in certain circumstances</p> <p>s67(4) Request for re-inspection</p> <p>s110 Registration of food businesses</p> <p>s112 Variation of conditions or cancellation of registration of food businesses</p> <p>s125 Institution of proceedings</p>
Legislative Power to Delegate:	<p>Food Act 2008</p> <p>s118(2)(b) Local Government (Enforcement Agency)</p>
Date Delegation made or reviewed:	9 March 2016 Resolution 129
Delegation to:	<p>Chief Executive Officer</p> <ul style="list-style-type: none"> • Institute proceedings for an offence under the Food Act 2008 in accordance with s125 of the Food Act 2008. <p>Director City Living</p> <p>Manager Environmental Health Services</p> <ul style="list-style-type: none"> • Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008. • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008. • Give written notice to the proprietor of a food business on

	<p>whom a Prohibition Order has been served of the decision not to give a Certificate of Clearance after an inspection in accordance with s67 of the Food Act 2008.</p> <ul style="list-style-type: none"> Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008. <p>Coordinator Environmental Health (Health and Food Safety)</p> <ul style="list-style-type: none"> Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s67 of the Food Act 2008. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008.
Conditions and Exceptions:	<ol style="list-style-type: none"> In accordance with the requirements of the sections under which the function is to be performed. Any proceedings of an offence must be reported in accordance with s121(2) of the Food Act 2008.
Statutory Power to sub-delegate:	<p>Food Act 2008 s118(4) Sub-delegation only permissible if expressly provided in Regulations.</p>
Reporting Requirements:	<p>Food Act 2008</p> <ol style="list-style-type: none"> s121 Reports by and about enforcement agencies <ol style="list-style-type: none"> An enforcement agency (other than the CEO) must report to the CEO, at the intervals that the CEO requires, on the performance of functions under this Act by persons employed or engaged by the agency. In addition to any report required under subsection (1), an enforcement agency must forward to the CEO details of any proceedings for an offence under this Act taken by an officer of the agency within one month after the proceedings have been finally dealt with. Any exercise of this delegation is to be recorded in the Delegated Authority Register.

PART 5

ENGINEERING AND PROPERTY

5.1 Road closures	
Function to be performed:	<ol style="list-style-type: none"> 1. Authorised to close, revoke or vary the closure, of a thoroughfare to vehicles, wholly or partially, to vehicles for a period not exceeding 4 weeks; and 2. For periods exceeding 4 weeks, after considering any submissions that are received, having given local public notice of the proposed closure of the thoroughfare; 3. Authorised to give notice of the fixing, altering, alignment or draining of a public thoroughfare or other public place.
Legislative power or duty delegated:	<p>Local Government Act 1995 – Part 3, Division 3</p> <p>Certain Provisions about thoroughfares</p> <p>s3.50 Closing certain thoroughfares to vehicles</p> <p>s3.50A Partial closure of thoroughfares for repairs or maintenance</p> <p>s3.51 Affected owners to be notified of certain proposals</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>February 2015 D15/8358</p> <p>10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>3.50A exception to local public notice</p> <p>3.50(4) before it makes an order, wholly or partially closing a thoroughfare, exceeding 4 weeks give local public notice: including location, where, when and why and inviting submissions; and give written notice to each person who is prescribed for the purposes or owns land that is prescribed for the purposes of this section; and allow a reasonable time for submissions to be made; and consider any submissions made.</p> <p>3.51(3) affected owners to be notified of certain proposals</p>

Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.2 Notices requiring certain things to be done by property owner/occupier	
Function to be performed:	<p>Authorised to:</p> <ol style="list-style-type: none"> 1. Serve notices requiring certain things to be done, including but not restricted to the removal of overgrown vegetation, rubbish or disused material from land considered untidy 2. Recover the cost of anything the City has done to achieve the purpose for which notice is given as a debt due from the person who failed to comply with the notice
Legislative power or duty delegated:	<p>Local Government Act 1995, Part 3, Division 3</p> <p>s3.25 Notices requiring things to be done by owner or occupier of land</p> <p>s3.26 Additional powers when giving notices</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>November 2011 D11/90333</p> <p>December 2012 D12/77148</p> <p>February 2015 D15/8358</p> <p>10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Schedule 3.1 of the Local Government Act 1995 .
Statutory Power to sub-delegate:	<p>Local Government Act 1995</p> <p>s5.44 CEO may delegate some powers and duties to other employees</p>
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.3 Particular things local government can do on land that is not local government property	
Function to be performed:	Authorised to do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 on land which is not local government property.
Legislative power or duty delegated:	Local Government Act 1995, Part 3, Division 3 s3.27 Particular things local governments can do on land that is not local government property
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Schedule 3.2 of the Local Government Act 1995 .
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.4 Crossing from public thoroughfare to private land or private thoroughfare	
Function to be performed:	Upon application, approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.
Legislative power or duty delegated:	Local Government (Uniform Local Provisions) Regulations 1996 r12(1) Crossing from public thoroughfare
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Conditions: Approvals are subject to: Local Government (Uniform Local Provisions) Regulations 1996 r12(2) crossing from public thoroughfare to private land or private thoroughfare r14(2)(a) Role of Commissioner of Main Roads in some cases
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.5 Requirement to construct and repair crossing	
Function to be performed:	<ol style="list-style-type: none"> 1. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. 2. Construct or repair the crossing and recover 50% of the cost if the person fails to comply with the notice.
Legislative power or duty delegated:	Local Government (Uniform Local Provisions) Regulations 1996 r13(1) and (2) Requirement to construct or repair crossover
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Local Government (Uniform Local Provisions) Regulations 1996 r14(2)(b) Role of Commissioner of Main Roads 2. That due process be followed for the issuing of a notice under section 3.25 of the <i>Local Government Act 1995</i> for a notice served under Regulation 14(3)
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.6 Private works, on, over or under public places	
Function to be performed:	Grant permission or conditional permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Legislative power or duty delegated:	Local Government (Uniform Local Provisions) Regulations 1996 r17(4) & (5) Private works on, over, or under public places r17(5) Imposition of conditions
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.7 Local Government Act 1995 - Power of entry	
Function to be performed:	<ol style="list-style-type: none"> 1. Give a notice of entry 2. Execute an entry in an emergency 3. Give notice and execute the opening of a fence 4. The power of entry conferred, may be used for performing any function that a local government has under this Act if entry is required for the performance of the function or in any other case in which entry is authorised by this Act other than by a local law.
Legislative power or duty delegated:	Local Government Act 1995, Part 3, Division 3 s3.28 When the subdivision applies s3.32 Notice of entry s3.34 Entry in an Emergency s3.36 Opening Fences
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	3.31(1)(a) consent obtained from the owner or occupier; 3.31(1)(b) notice has been given under 3.32 3.34(2) Entry in emergency 3.36 (3) Opening fences
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.8 Road Traffic Administration Act 2008 – Damage to road infrastructure	
Function to be performed:	<ol style="list-style-type: none"> 1. Recover by proceedings in a court of competent jurisdiction damage caused to road infrastructure due to an MLDR offence (Mass, Dimensions, or Loading Requirements). 2. Service any certificate(s) as detailed in section 125 in regard to the local government's authority to maintain the road and the estimating of road values and repairs. 3. Recover expenses of damage caused by heavy traffic.
Legislative power or duty delegated:	<p>Road Traffic Administration Act 2008</p> <p>s124(2) A compensation order may be made on the application of the prosecutor, the road authority or the CEO.</p> <p>s126(2) Service of certificates - If a road authority proposes to use a certificate, the road authority must serve a copy of the certificate on the accused at least 28 days before the day on which the matter is set down for hearing.</p> <p>s132(2) Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic.</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>Compensation orders made under section 124 may only be made for an MDLR offence (“Mass, Dimensions, or Loading Requirements”) as defined in section 28 of the Act</p>

	All proceedings for the recovery of expenses or compensation for damage to be made in accordance with Part 7 of the Act.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.9 Dampier to Bunbury Pipeline Act 1997 – Deed of indemnity	
Function to be performed:	Authorised to execute any deed of indemnity between the City of Kwinana and the DBNGP Land Access Minister in respect to works undertaken in the Dampier to Bunbury Natural Gas Pipeline (DBNGP) corridor.
Legislative power or duty delegated:	Local Government Act 1995 – Part 9, Division 3 s49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	A deed of indemnity to be executed in accordance with section 41 of the Dampier to Bunbury Pipeline Act 1997.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 2. Where the common seal is affixed, the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

PART 6

PUBLIC SAFETY

6.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	
Function to be performed:	Appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of the Bush Fires Act.
Legislative power or duty delegated:	Bush Fires Act 1954 s38(1) Appointment of Bush Fire Control Officers
Legislative Power to Delegate:	Bush Fires Act 1954 s48(1) Delegation by Local Government
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Bush Fires Act 1954 s38(1) must be a Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer s38(2A) local notice of appointment s38A(2) unless FES Commissioner appoints s38(2E) shall be issued with certificate of appointment
Statutory Power to sub-delegate:	Bush Fires Act 1954 s48 (3) No power provided to sub-delegate
Reporting Requirements:	<ol style="list-style-type: none"> 1. Notice of an appointment made under the provisions of subsection (1), shall be published at least once in a newspaper circulating in its district in accordance with 38(2A). 2. Any exercise of this delegation is to be recorded in the Register Delegation of Authority. 3. Records to be maintained in accordance with section 50 of the Bush Fire Act.

6.2 Bush Fires Act 1954 - Restricted and prohibited burning times	
Function to be performed:	After consultation with an authorised CALM Act Officer if forest land is situated in the district, vary the prohibited and restricted burning times in respect of that year in the district or a part of the district.
Legislative power or duty delegated:	Bush Fires Act 1954 s17(7)(a) shorten, extending, suspending or reimposing a period of prohibited burning times s17(7)(b) impose a further period of prohibited burning times s17(8) give notice of any variation s18(5)(a)(i) shorten, extending, suspending or reimposing a period of restricted burning times; s18(5)(a)(ii) imposing a further period of restricted burning times; s18(5)(b) vary the prescribed conditions by modifying or suspending all or any of those conditions
Legislative Power to Delegate:	Bush Fires Act 1954 s17(10) Delegation by Local Government
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Bush Fire Control Officer Mayor and Chief Bush Fire Control Officer to act jointly
Conditions and Exceptions:	Vary prohibited and restricted burning times in accordance with Section 17(7)(b), Section 17(8) and section 18(5B), 18(5C) of the Bush Fires Act 1954
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 2. Any variations to be recorded

6.3 Local Government (Miscellaneous Provisions) Act 1960 - Appointment of Pound Keepers and Rangers	
Functions to be performed	To appoint fit and proper persons to be pound keepers and rangers of the City of Kwinana.
Legislative power or duty delegated:	Local Government (Miscellaneous Provisions) Act 1960 s449 Appointment of Pound keepers and Rangers
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Local Public notice of the appointment / removal of fit and proper persons to be pound keepers and rangers of the City of Kwinana.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

6.4 Dog Act 1976 - Appointment of authorised persons and registration officers	
Function to be performed:	To appoint authorised persons and registration officers and any power or duty of the local government under any provision of this Act.
Legislative power or duty delegated:	Dog Act 1976 s29(1 2) Appointment of authorised persons s11(1) Appointment of registration officers
Legislative Power to Delegate:	Dog Act 1976 s10AA(1) Delegation to CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Dog Act 1976 s11(3) A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment and shall provide that certificate on being required so to do by a person in respect of any power he exercises, has exercised or is about to exercise. s29(1) A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act.
Statutory Power to sub-delegate:	Not to be sub-delegated Dog Act 1976 s10(AA)(3) The delegation may expressly authorise the delegate to further delegate the power or duty
Reporting Requirements:	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 2. Any actions taken or notices issued are to be recorded on the appropriate file or record

6.5 Cat Act 2011 – Administration and enforcement							
Function to be performed:	<p>Authorised to:</p> <ol style="list-style-type: none"> 1. Exercise any of the City's powers or the discharge of any of its duties under the Cat Act 2011 2. Appoint such persons to be Authorised Persons for performing particular functions under this Act 						
Legislative power or duty delegated:	Cat Act 2011 s48(1) Authorised Persons						
Legislative Power to Delegate:	Cat Act 2011 s44(1) Delegation by local government						
Date Delegation made or reviewed:	<table> <tr> <td>November 2013</td><td>D13/89678</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	November 2013	D13/89678	February 2015	D15/8358	10 February 2016	D16/1283
November 2013	D13/89678						
February 2015	D15/8358						
10 February 2016	D16/1283						
Delegation to:	Chief Executive Officer						
Conditions and Exceptions:	Cat Act 2011 s48(2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of s62 (Infringement notices)						
Statutory Power to sub-delegate:	<p>Cat Act 2011 s45 Delegation by CEO of local government</p> <p>Note: s45(6) A power or duty under section 63, 64 or 65 cannot be delegated to an authorised person.</p>						
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. Any actions taken or notices issued are to be recorded on the appropriate file or record 						

6.6 Litter Act 1979 - Appointment of persons authorised to withdraw infringement notices	
Function to be performed:	To approve the withdrawal of infringement notices issued under the Litter Act 1979
Legislative power or duty delegated:	Litter Act 1979 s30(4) Withdrawal of infringement notice
Legislative Power to Delegate:	Litter Act 1979 s30(4a) Appointed Person
Date Delegation made or reviewed:	October 13 2010 Resolution 199 November 23 2011 Resolution 31 December 12 2012 Resolution 258 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer Director Corporate and Engineering Services Director City Regulation Manager Essential Services
Conditions and Exceptions:	Litter Act 1979 s30(4a) Withdrawal notice sent under s30(4) shall be signed by a person appointed in writing to withdraw infringement notices.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	1. Any exercise of this delegation is to be recorded in the Register Delegation of Authority. 2. Withdrawals of notices are to be retained on the appropriate file or record

6.7 Disposal of sick or injured animals	
Function to be performed:	Authorised to humanely destroy an impounded animal where it is determined to be too ill or injured to be treated.
Legislative power or duty delegated:	Local Government Act 1995, Part 3, Division 3 s3.47A Dispose of sick or injured animals
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	s3.47 (2)(3)
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Register Delegation of Authority.

6.8 Firearms Act 1973													
Function to be performed:	<p>Authorised to:</p> <ol style="list-style-type: none"> 1. Exercise any of the City's powers or the discharge of any of its duties under the Firearms Act 1973 2. Appoint such persons to be authorised to possess, carry or use a firearm in accordance with the licence and for performing particular functions under this Act. 												
Legislative power or duty delegated:	<p>Firearms Act 1973</p> <table border="0"> <tr> <td>s9A(4)</td><td>Duration and renewal of licence</td></tr> <tr> <td>s16(2)(a)</td><td>Authorisation of employees</td></tr> <tr> <td>s30A</td><td>Sale and disposal of firearms</td></tr> <tr> <td>s30B</td><td>Loss, theft, destruction, or disposal out of State to be reported</td></tr> <tr> <td>s31(2)</td><td>Records</td></tr> </table> <p>Firearms Regulations 1974</p> <table border="0"> <tr> <td>r11A</td><td>Storage security requirements</td></tr> </table>	s9A(4)	Duration and renewal of licence	s16(2)(a)	Authorisation of employees	s30A	Sale and disposal of firearms	s30B	Loss, theft, destruction, or disposal out of State to be reported	s31(2)	Records	r11A	Storage security requirements
s9A(4)	Duration and renewal of licence												
s16(2)(a)	Authorisation of employees												
s30A	Sale and disposal of firearms												
s30B	Loss, theft, destruction, or disposal out of State to be reported												
s31(2)	Records												
r11A	Storage security requirements												
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>												
Date Delegation made or reviewed:	<p>16 December 2015 Council resolution # 077</p> <p>10 February 2016 D16/1283</p>												
Delegation to:	Chief Executive Officer												
Conditions and Exceptions:	<p>Firearms Act 1973</p> <p>This delegation is subject to:</p> <ol style="list-style-type: none"> 1. Annual renewal of the corporate firearm licence as permitted by Section 16(1)(c). 2. Authorisation of employees to possess, carry or use a firearm in accordance with the licence. Authorisation only to be given to persons employed by the City and approved by the Chief Executive Officer. 3. Sale or disposal of firearms to comply with section 30A and section 3.58 of the <i>Local Government Act 1995</i>. 4. Any loss, theft, destruction, or disposal out of State, to be reported to the Commissioner. 5. Compile, maintain and furnish records in such manner as is prescribed. <p>Firearms Regulations 1974</p> <ol style="list-style-type: none"> 6. Ensure that firearms and ammunition are stored in accordance with regulation 11A. 												

Statutory Power to sub-delegate:	This delegation cannot be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Compile, maintain and furnish records in such manner as is prescribed by the Firearms Act 1973 and subsidiary legislation.

6.9 Graffiti Vandalism Act 2016 – Administration and Enforcement.	
Function to be performed:	Authorised to exercise any of the City's powers or the discharge of any of its duties under the Graffiti Vandalism Act 2016.
Legislative power or duty delegated:	Graffiti Vandalism Act 2016 Part 3 Powers of local government
Legislative Power to Delegate:	Graffiti Vandalism Act 2016 s16 Delegation by local government
Date Delegation made or reviewed:	28 September 2016 Resolution 334
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Must be in accordance with the Graffiti and Vandalism Policy
Statutory Power to sub-delegate:	Graffiti Vandalism Act 2016 s17 Delegation by CEO of local government
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

6.10 Dog Act 1976 - Power or duty of the local government under any provision of this Act.	
Function to be performed:	Any power or duty of the local government under any provision of this Act.
Legislative power or duty delegated:	Dog Act 1976 s10AA(1) Delegation to CEO
Legislative Power to Delegate:	Dog Act 1976 s10AA(1) Delegation to CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>Dog Act 1976 s10AA(4) A local government's Chief Executive Officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.</p> <p>s10AA(5) Nothing in this section limits the ability of a local government's Chief Executive Officer to perform a function through an officer or agent.</p>
Statutory Power to sub-delegate:	Dog Act 1976 s10(AA)(3) The delegation may expressly authorise the delegate to further delegate the power or duty
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 2. Any actions taken or notices issued are to be recorded on the appropriate file or record

PART 7

COUNCIL TO EXECUTIVE COMMITTEES

7.1 Executive Appraisal Committee											
Function to be performed:	To undertake a review of the Chief Executive Officer's performance and appoint a suitably qualified independent reviewer to assist with the review process.										
Legislative power or duty delegated:	Local Government Act 1995 s5.38 Annual review of certain employees' performance										
Legislative Power to Delegate:	Local Government Act 1995 – Part 5 Division 2 s5.16 Delegation of some powers and duties to certain committees										
Date Delegation made or reviewed:	<table> <tr> <td>13 October 2010</td><td>Resolution #199</td></tr> <tr> <td>November 2011</td><td>D11/90333</td></tr> <tr> <td>December 2012</td><td>D12/77148</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	13 October 2010	Resolution #199	November 2011	D11/90333	December 2012	D12/77148	February 2015	D15/8358	10 February 2016	D16/1283
13 October 2010	Resolution #199										
November 2011	D11/90333										
December 2012	D12/77148										
February 2015	D15/8358										
10 February 2016	D16/1283										
Delegation to:	Executive Appraisal Committee										
Conditions and Exceptions:	<p>The remuneration review will be conducted as a separate process, and the proposed remuneration package is to be presented to Council for approval.</p> <p>The Executive Appraisal Committee will recommend the proposed remuneration and key performance indicators for the proceeding 12 months to Council for approval.</p>										
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated										
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Register Delegation of Authority; and Recorded in the Register of delegations to committees 										

7.2 Audit Committee	
Function to be performed:	<p>To meet with the City's Auditor at least once per year.</p> <ol style="list-style-type: none"> 1. Authority to terminate the appointment of an Auditor; 2. Meet with the City's Auditor at least once per year; 3. Examine the report of the auditor prepared under section 7.9(1) of the Local Government Act 1995, and any report prepared under section 7.9(3) under that Act and forwarded to the local government; and 4. Have a report prepared on any actions under subsection 7.12 (3) of the Local Government Act 1995 in respect of an audit conducted in respect of a financial year; and have a copy forwarded to the Minister,
Legislative power or duty delegated:	<p>Local Government Act 1995</p> <p>s7.12A(2) Duties of local government with respect to audits</p> <p>s7.6(2)(f) Term of office of an auditor</p> <p>s7.12A(2) Meet with the auditor of the local government</p> <p>s7.12A(3) Examine the report of an auditor</p> <p>s7.12A(4) Prepare a report on actions in respect to an audit and forward it to the Minister.</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 – Part 5 Division 2</p> <p>s5.16 Delegation of some powers and duties to certain committees</p>
Date Delegation made or reviewed:	10 February 2016 D16/1283
Delegation to:	Audit Committee
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. If the Audit Committee have resolved to terminate the employment of an Auditor under s7.6(2)(f), an information bulletin is to be provided to Council on the matter. 2. When examining the report of an auditor under s7.12(A)(3) in respect to audits under s7.9(1) and s 7.9(3), the Audit Committee is to have a report prepared by the Chief Executive Officer, determine any matters raised by the auditors report and ensure that appropriate action is taken in respect to those matters. 3. the Audit Committee is to have a report on any actions under clause 7.12A(3) prepared by the Chief Executive Officer and

	<p>have that report forwarded to the Minister by the end of the next financial year, or 6 months after the last report prepared under s7.9 is received by the local government, whichever is the latest in time.</p> <p>4. The Audit Committee is to report and provide appropriate advice and recommendations to Council on matters relevant to its Term of Reference in order to facilitate informed decision making by Council in respect to audits of the local government.</p>
Statutory Power to sub-delegate:	This Authority cannot be sub-delegated
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Register Delegation of Authority; and 2. Recorded in the Register of delegations to committees

Council Appointment of Officers

Local Government to Officers 2017



Introduction

Purpose of Appointment of Officers

The Local Government has been authorised to exercise powers and duties under the relevant Acts and Regulations.

~~The Health Act 1911 is an Act that allows for a Deputy of the Local Government to be appointed. There is no ability under the Health Act 1911 for the Council to give delegated authority to the CEO to then appoint a deputy for the local government.~~

~~The Deputy under the Health Act 1911 may be authorised to exercise powers and functions of the Local Government and the scope of this discretion is identified in the delegated authority for the powers and duties of the Deputy.~~

COUNCIL APPOINTMENT OF OFFICERS

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1.1 Public Health Act 2016 – Designation of authorised officers	5
1.2 3 Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons.....	7
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1.5 Town of Kwinana Town Planning Scheme – Power of entry	9
1.4 Library Board of Western Australia Act 1951 - Appointment of Librarian and delegates	10

1.1 ~~Health Act 1911 – Appointment of deputy~~

Function to be performed:	To appoint a person to be the deputy of the local government.
Power to appoint:	Health Act 1911 s26 Powers of Local Government
Date of Appointment:	25 February 2015 – D15/8364[v2] 10 February 2016 – D16/1305
Appointment of :	Peter McKenzie, Manager Environmental Health Services

1.2 ~~Health Act 1911 – Appointment of environmental health officers~~

Function to be performed:	To appoint Environmental Health Officers of the local government
Power to appoint:	Health Act 1911 s27 (1) Officers of Local Government
Date of Appointment:	25 February 2015 – D15/8364[v2] August 2015 – Resolution 535 September 2015 – Resolution 570 10 February 2016 – D16/1305 23 March 2016 – Resolution 147 14 December 2016 – Resolution 410 _____
Appointment of:	Christopher Tanner – Coordinator Environmental Health and Waste Services Vicky Chui – Coordinator Environmental Health (Health and Food Safety) Gladys Nyashanu – Environmental Health Officer Jared Griffiths – Environmental Health Officer Louis DeKlerk – Environmental Health Officer Peter Toboss – Environmental Health Officer (until 17 March 2017)
Special Requirements:	Health Act 1911 s28 (1) – Appointments to be approved by Executive Director Public Health

1.1 Public Health Act 2016 – Designation of authorised officers	
Function to be performed:	To designate environmental health officers as a class of persons to be authorised officers for the purposes of s312(1)(b) of the Public Health Act 2016 and authorised to issue infringement notices under regulation 15D of the Health (Asbestos) Regulations 1992.
Power to appoint:	Public Health Act 2016 s24 (1) Designation of authorised officers
Date of Appointment:	
Appointment of:	Public Health Act 2016 s24(3) Designation of authorised persons Environmental health officers as a class of persons.
Special Requirements:	<p>Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - Public Health Act 2016 – Guidelines on the Designation of Authorised Officer.</p> <p>Copy of Government Gazette notice attached at Annexure 1.1 (TRIM Ref: D17/36111)</p> <p>Public Health Act 2016</p> <p>s18. Chief Health Officer to approve qualifications and experience required by environmental health officers</p> <p>(1) The Chief Health Officer must, by notice published in the Gazette, approve the qualifications and experience that persons to be appointed as environmental health officers must have.</p> <p>s29. Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>The Chief Health Officer may issue guidelines in relation to the appropriate qualifications and experience for a person or class of persons to be designated as authorised officers.</p> <p>s30. Certificates of authority</p> <p>(1) An enforcement agency must issue to each person who is an authorised officer by virtue of a designation by the agency a certificate of authority as an authorised officer.</p>

	<p>s312 Environmental health officers to be authorised officers for certain purposes</p> <p>(1)(b) to have been so designated for the purposes of —</p> <ul style="list-style-type: none"> (i) Parts 8, 9, 14 and 16; and (ii) the Health Act sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 227(1), 228(1), 234(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352(1) and (2), 358(2) and 375; and (iii) the Tobacco Products Control Act 2006; and (v) the Food Act 2008. <p>NOTE: This designation does not include the;</p> <ul style="list-style-type: none"> • Cat Act 2011; or • Dog Act 1976 <p>Health (Asbestos) Regulations 1992</p> <p>15D. Infringement notices</p> <p>(5) A local government may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the Criminal Procedure Act 2004 Part 2.</p> <p>(6) Each local government that appoints a person as an authorised officer under subregulation (5) must issue to the officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.</p>
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1.2 3 Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons	
Function to be performed:	Appointment of such persons to be Authorised Persons for the purposes of this Act.
Power to appoint:	Caravan Parks and Camping Grounds Act 1995 s17(1) Appointment of Authorised Persons
Date of Appointment:	25 February 2015 D15/8364[v2] 10 February 2016 D16/1305 13 July 2016 Resolution 267
Appointment of:	<p>For the purposes of Division 1 of Part 2 and Sections 22, 23(3), 23(5) and 23(7) of the Caravan Parks and Camping Grounds Act 1995:</p> <p>Director City Living Director Corporate and Engineering Services Director City Regulation Manager Building Services Manager Environmental Health Services Manager Essential Services.</p> <p>For the purposes of section 23(2) of the Caravan Parks and Camping Grounds Act 1995:</p> <p>Coordinator Environmental Health and Waste Services Coordinator Environmental Health (Health and Food Safety) All Environmental Health Officers All Building Surveyors Building Technician Coordinator City Assist Senior City Assist Officer All City Assist Officers</p>
Special Requirements:	<p>Caravan Parks and Camping Grounds Act 1995: s17(2) authorised person is to produce the identity card whenever required to do so.</p> <p>Caravan Parks and Camping Grounds Regulations 1997 Regulation 68 ; Schedule 1, Division 1 Identity Card to be in prescribed form - Form 5</p>

1.3 4 Control of Vehicles (Off-Road Areas) Act 1978- Appointment of authorised officers																											
Function to be performed:	Appointment of such persons to be Authorised Persons for the purposes of this Act.																										
Power to appoint:	Control of Vehicles (Off-Road Areas) Act 1978 s38(3)(a) employees of Local Government																										
Date of Appointment:	24 June 2015 Resolution #500 10 February 2016 D16/1305 13 April 2016 Resolution #158 14 December 2016 Resolution #408																										
Appointment of:	<table> <tr> <td>Joanne Abbiss</td><td>Chief Executive Officer</td></tr> <tr> <td>Errol Lawrence</td><td>Director Corporate and Engineering Services</td></tr> <tr> <td>Vacant</td><td>Director City Regulation</td></tr> <tr> <td>Clinton Venables</td><td>Manager Essential Services</td></tr> <tr> <td>Vacant</td><td>Coordinator City Assist</td></tr> <tr> <td>Kieran Togher</td><td>A/Senior City Assist Officer</td></tr> <tr> <td>Christoph Matzen</td><td>City Assist Officer</td></tr> <tr> <td>Geoff Copley</td><td>City Assist Officer</td></tr> <tr> <td>Rodney De San Miguel</td><td>City Assist Officer</td></tr> <tr> <td>Trevor Jones</td><td>City Assist Officer</td></tr> <tr> <td>Ian Abel</td><td>City Assist Officer</td></tr> <tr> <td>Paul Lucas</td><td>City Assist Officer</td></tr> <tr> <td>Hayley Goodwin</td><td>City Assist Officer</td></tr> </table>	Joanne Abbiss	Chief Executive Officer	Errol Lawrence	Director Corporate and Engineering Services	Vacant	Director City Regulation	Clinton Venables	Manager Essential Services	Vacant	Coordinator City Assist	Kieran Togher	A/Senior City Assist Officer	Christoph Matzen	City Assist Officer	Geoff Copley	City Assist Officer	Rodney De San Miguel	City Assist Officer	Trevor Jones	City Assist Officer	Ian Abel	City Assist Officer	Paul Lucas	City Assist Officer	Hayley Goodwin	City Assist Officer
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Special Requirements:	Control of Vehicles (Off-Road Areas) Act 1978 s38(4) A person who is appointed as an authorised officer pursuant to subsection (2) or subsection (3) — (d) shall be issued with a certificate of his appointment as an authorised officer in the prescribed form, evidencing the area of jurisdiction entrusted to him under this Act, which he shall, on reasonable demand, produce for inspection by any person.																										

~~1.5 Town of Kwinana Town Planning Scheme – Power of entry~~

Function to be performed:	Appointment of such persons to be authorised for the purposes of entering into any building or onto any land for the purposes of ascertaining whether the provisions of the scheme are being served.
Power to appoint:	Town of Kwinana Town Planning Scheme No 2 Clause 8.1(c) Powers of the scheme
Date of Appointment:	10 February 2016 D16/1305
Appointment of:	 Paul Neilson Director City Development Brenton Scambler Coordinator Statutory Planning Felicita Dhliwayo Senior Planning Officer Janni Curtis Planning Officer Gary Williams Planning Officer Belinda Hill Planning Officer Adam Prestige Planning Officer Jessica Birbeck Planning Officer Louis DeKlerk Planning Compliance Officer Vacant Planning Compliance Technical Officer Peter McKenzie Manager Environmental Health Services Chris Tanner Coordinator Environmental Health and Waste Services Vicki Chui Coordinator Environmental Health (Health and Food Safety Gladys Nyashanu Environmental Health Officer Jarrod Griffiths Environmental Health Officer Clinton Venables Manager Essential Services Cecil Wells Coordinator City Assist Christoph Matzen Senior City Assist Officer Brad Casserly City Assist Officer Rodney De San Miguel City Assist Officer Trevor Jones City Assist Officer Ian Abel City Assist Officer Kieran Togher City Assist Officer Paul Lucas City Assist Officer Mark Allies City Assist Officer
Special Requirements:	Nil

1.4 Library Board of Western Australia Act 1951 - Appointment of Librarian and delegates	
Function to be performed:	Appointment of such person to be the Librarian or their delegates for the purposes of this Act.
Power to appoint:	Library Board (Registered Public Libraries) Regulations 1985
Date of Appointment:	
Appointment of:	<ol style="list-style-type: none"> 1. Appointment of Librarian Brett Hatwell Manager Library Services 2. Appointment of delegates of Librarian Alison Rogers Library Technician Colleen Williams E-Services Librarian Osman Masnor Library Clerk Samantha Hay Library Clerk
Special Requirements:	<p>Library Board (Registered Public Libraries) Regulations 1985</p> <ol style="list-style-type: none"> 1. Librarian appointed for the purposes of Regulation 28 – Librarian's general authority. 2. Delegates appointed for the purposes of undertaking certain functions of a librarian under the Regulations, as directed by the Librarian.

Register of Delegated Authority Local Government to Chief Executive Officer, Officers and Committees 2016



Introduction

Purpose of Delegating Authority

The aim of delegating is to appoint another person to exercise a power or discharge a duty to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

Where a person has been granted a delegation, any exercising of a power and discharging of a duty must be recorded in the delegation register. The delegation register record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (*Local Government (Administration) Regulations* 1996 Regulation 19).

Teams responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.

This delegated authority register will be reviewed in accordance with the Act on an annual basis. The coordination of the review will be performed through the Governance area.

Legislation

The Local Government Act 1995 (the Act) allows for a local government (Council) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the Council must be by absolute majority decision (s5.42(1)).

Associated Legislation

Delegations or authorisations may occur under legislation other than the Local Government Act, its regulations and the local government's local laws including:

- Planning and Development Act 2005 including regulations;
- Dog Act 1976 and regulations;
- Bush Fires Act 1954, regulations and local law created under that Act;
- Litter Act 1979 and regulations
- Local Government (Miscellaneous Provisions) 1960 as amended;
- Caravan Parks and Camping Grounds Act 1995;
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations;

NB – This is not an exhaustive list.

Matters which cannot be Delegated

The following cannot be delegated by Council to the Chief Executive Officer under the *Local Government Act 1995* (section 5.43);

- any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of any kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

Delegation by the Chief Executive Officer

The Act allows for the Chief Executive Officer to delegate powers to another employee (s5.44 (4)). This must be done in writing and, if desired, the delegation can be subject to conditions. There is no power for a person other than the Chief Executive Officer to delegate a power. When an employee is "acting" in a position they are deemed to be authorised under those delegations relevant to that position.

Acting through another Person

Where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept (s5.45(2)). Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for a person to have that authority.

The difference between a delegated authority to exercise a discretion on behalf of the City and acting through another person to undertake a function on behalf of the City where no discretion exists is reinforced by Section 56 of the *Interpretation Act 1984* which states –

56. "May" imports discretion, "shall" is imperative

- (1) *Where in a written law the word "**may**" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
- (2) *Where in a written law the word "**shall**" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.*

Powers under the Act that could have been delegated

The following sections of the Act allow for the function to be delegated to another person, however functions are not recommended to be delegated as due to their significance it is considered that they are most appropriately exercised by the Council:

Section in Local Government Act 1995	Function of the Local Government
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management
3.54(1)	A local government may do anything it could do under the Parks and Reserves Act 1895 if it were a Board appointed under the Act, to control and manage any land reserved under the control and management of the local government
5.27(2)	Discretion on calling (i.e. setting date) of the General Meeting of electors in accordance with section 5.27(2)
5.37(1)	A local government may designate employees to be senior employees
6.26(3)	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement under section 6.26(2)(i), the local government may refer the matter to the Minister for determination
Section 2.2 Schedule 2.2 4(1)	A local government must consider any submission about ward changes made under clause 3
Section 2.2 Schedule 2.2 6	A local government which is not divided into wards may carry out reviews as to whether the district should be divided into wards and if so boundaries and number of councillors for each ward

Section in Regulations	Function of the Local Government
Local Government (Administration) Regulations 1996 19C(6)	A local government may modify its strategic community plan, including extending the period the plan is made in respect of
Local Government (Administration) Regulations 1996 29A(2)	Information that is confidential but that, under section 5.95(7), may be available for inspection if a local government so resolves

Delegations from other Agencies and Instruments of Delegation or other Acts

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers, no delegation is required from the local government for example: *the Environmental Protection Act allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.*

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

The details of these delegations are set out below and updated from time to time.

Department - Legislation	Notice Details / Conditions If Any
<p>Department of Environment</p> <p><i>Environmental Protection Act 1986</i></p> <p><i>Environmental Protection (Noise) Regulations 1997</i></p> <p><i>Pursuant to 20 Environmental Protection Act 1986 to the holder of the offices listed.</i></p>	<p>Government Gazette WA dated 16 May 2014 Delegation Number: 119 EV405*</p> <p>Delegation to:</p> <ul style="list-style-type: none"> a) CEO under Local Government Act; and b) Employee of local government, appointed as Authorised Person under s87 of the Act <p>All powers and duties in relation to noise management plans under Regulation 13 of <i>Environmental Protection (Noise) Regulations 1997</i> * other than power of delegation</p>
<p>Department of Environment</p> <p><i>Environmental Protection Act 1986</i></p> <p><i>Environmental Protection (Noise) Regulations 1997</i></p> <p><i>Pursuant to 20 Environmental Protection Act 1986 to the holder of the offices listed.</i></p>	<p>Government Gazette WA dated 22 June 2007 Delegation Number: 68 EV401*</p> <p>Delegation to the CEO under <i>Local Government Act</i>;</p> <p>Powers and duties in relation to noise management plans under Regulation 13 of <i>Environmental Protection (Noise) Regulations 1997</i> in relation to:</p> <ul style="list-style-type: none"> a) Requesting the keeping of a log recording the date, time and duration of all bell ringing or amplified calls to worship under regulation 15; b) Preparation, service, amendment and revocation of noise control notices under regulation 16; c) Requesting details of calibration laboratory, under regulation 23; and d) Approval of non-complying events under regulation subject to the following limitation – sub regulation 18(13) is NOT delegated.

Department - Legislation	Notice Details / Conditions If Any
<p><i>Planning and Development Act 2005</i></p> <p><i>In accordance with section 16 Planning and Development Act 2005</i> <i>By Resolution of WA Planning Commission (WAPC) any function may be delegated to a local government, or an employee of the local government</i></p>	<p>Government Gazette WA dated 4 February 2011 Delegation Number: 2011/01 - PL408*</p> <p><i>Powers of Local Governments (Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan)</i></p> <p>Powers and functions in accordance with the Instrument of Delegation – Schedule 1</p> <ul style="list-style-type: none"> ▪ Council of Town of Kwinana ▪ Chief Executive Officer ▪ Director of Operational and Technical Services ▪ Manager of Planning and Development
<p>Western Australian Planning Commission</p> <p><i>Planning and Development Act 2005</i></p> <p>Pursuant to section 16 of the Act (delegation) WAPC resolved on 26 May 2009 –</p>	<p>Government Gazette WA dated 9 June 2009 Delegation Number: DEL 2009/03 - PL409*</p> <p><i>Strata Titles Act 1985</i></p> <p>a) To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.</p>
<p>Western Australian Planning Commission</p> <p><i>Planning and Development Act 2005</i></p> <p>Pursuant to section 16 of the Act (delegation) WAPC Resolved on 15 December 2015 –</p>	<p>Government Gazette WA dated 18 December 2015 Delegation Number: DEL 2015/02 - PL403</p> <p>a) Delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;</p> <p>b) Revoke its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2011/02 Powers of local governments (MRS)” published in the Government Gazette on 10 June 2014, to give effect to this delegation.</p>

Department - Legislation	Notice Details / Conditions If Any
<p>Biosecurity and Agriculture Management Act 2007</p> <p>Pursuant to Section 162(2) and (4) – Appointment of Inspectors</p>	<p>To be appointed an Inspector for the purpose of the Biosecurity and Agriculture Management (Stable Fly) Management Plan 2013 in the local government district of Kwinana</p> <p>s162(2) The Director General may, by instrument in writing, appoint a person as an inspector.</p> <p>s162(4) The appointment of an inspector may specify that the appointment is subject to conditions or restrictions relating to –</p> <ul style="list-style-type: none"> (a) the functions that may be performed by the inspector: or (b) when, where and in what circumstances the inspector may perform the functions of an inspector.
<p>Freedom of Information Act 1992</p> <p>Pursuant to Section 100 - Who in agency makes its decisions</p>	<p>Glossary 1. Terms used principal officer of an agency means —</p> <p>(c) in relation to a local government — the chief executive officer of the local government;</p> <p>s100(1) Decisions made under this Act by an agency are to be made by —</p> <ul style="list-style-type: none"> (a) the principal officer of the agency; or (b) an officer of the agency directed by the principal officer, <p>for that purpose, either generally or in a particular case.</p>
<p>Litter Act 1979</p> <p>Pursuant to Section 26 – Authorised officers, appointment and jurisdiction of etc.</p>	<p>s26(1) For the purposes of this Act an authorised person is –</p> <ul style="list-style-type: none"> (c)(ii) an employee of the local government <p>s26(3) A person holding office as an authorised officer by virtue of subsection (1)(c) —</p> <ul style="list-style-type: none"> (a) has within the district in respect of which he holds office the duties of and powers of an authorised officer under this Act, and may exercise those powers within that district;

Department - Legislation	Notice Details / Conditions If Any
	<p>(b) may exercise the powers conferred on him by this Act in relation to any person whom he has reason to believe is concerned in a contravention of this Act notwithstanding that such person is not then within the district in respect of which he holds office if that person was pursued from that district or is known to have been in that district at the time of the contravention.</p>

Council Appointment of Officers

The Local Government has been authorised to exercise powers and duties under the relevant Acts and Regulations.

This section is a summary of the appointments - Council Appointment of Officers – Local Government to Officers 2016. The details of these appointments are set out below and updated from time to time.

Appointment No Description	Notice Details / Conditions If Any
1.1 Health Act 1911 Appointment of Deputy	<p>Function: To appoint a person to be the deputy of the local government.</p> <p>Authority: Health Act 1911 s26 Powers of Local Government</p> <p>Appointment of:</p> <p>Peter McKenzie, Manager Environmental Health Services</p>
1.2 Health Act 1911 Appointment of environmental health officers	<p>Function: To appoint environmental health officers of the local government.</p> <p>Authority: Health Act 1911 s27(1) Officers of Local Government</p> <p>Appointment of:</p> <p>Christopher Tanner, Coordinator Environmental Health and Waste Services Vicky Chui, Coordinator Environmental Health (Health and Food Safety) Gladys Nyashanu, Environmental Health Officer Jarod Griffiths, Environmental Health Officer Louis DeKlerk, Environmental Health Officer Peter Toboss, Environmental Health Officer (until 17 March 2017).</p>
1.3 Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons	<p>Function: Appointment of such persons to be Authorised Persons for the purposes of this Act.</p> <p>Authority: Caravan Parks and Camping Grounds Act 1995 s17(1) Appointment of Authorised Persons</p>

Appointment No Description	Notice Details / Conditions If Any																								
	<p>Appointment of: For the purposes of Division 1 of Part 2 and Sections 22, 23(3), 23(5) and 23(7) of the Caravan Parks and Camping Grounds Act 1995: Director City Living Director Corporate and Engineering Services Manager Building Services Manager Environmental Health Services Manager Essential Services.</p> <p>For the purposes of section 23(2) of the Caravan Parks and Camping Grounds Act 1995: Coordinator Environmental Health and Waste Services All Environmental Health Officers All Building Surveyors Building Technician Coordinator City Assist Senior City Assist Officer All City Assist Officers</p>																								
1.4 Control of Vehicles (Off-Road Areas) Act 1978- Appointment of authorised officers	<p>Function: Appointment of such persons to be Authorised Persons for the purposes of this Act.</p> <p>Authority: Control of Vehicles (Off-Road Areas) Act 1978 s38(3)(a) employees of Local Government</p> <p>Appointment of:</p> <table border="0"> <tr> <td>Joanne Abbiss</td><td>Chief Executive Officer</td></tr> <tr> <td>Errol Lawrence</td><td>Director Corporate and Engineering Services</td></tr> <tr> <td>Clinton Venables</td><td>Manager Essential Services</td></tr> <tr> <td>Cecil Wells</td><td>Coordinator City Assist</td></tr> <tr> <td>Christoph Matzen</td><td>City Assist Officer</td></tr> <tr> <td>Geoffrey Copley</td><td>City Assist Officer</td></tr> <tr> <td>Rodney De San Miguel</td><td>City Assist Officer</td></tr> <tr> <td>Trevor Jones</td><td>City Assist Officer</td></tr> <tr> <td>Ian Abel</td><td>City Assist Officer</td></tr> <tr> <td>Kieran Togher</td><td>City Assist Officer</td></tr> <tr> <td>Paul Lucas</td><td>City Assist Officer</td></tr> <tr> <td>Hayley Goodwin</td><td>City Assist Officer</td></tr> </table>	Joanne Abbiss	Chief Executive Officer	Errol Lawrence	Director Corporate and Engineering Services	Clinton Venables	Manager Essential Services	Cecil Wells	Coordinator City Assist	Christoph Matzen	City Assist Officer	Geoffrey Copley	City Assist Officer	Rodney De San Miguel	City Assist Officer	Trevor Jones	City Assist Officer	Ian Abel	City Assist Officer	Kieran Togher	City Assist Officer	Paul Lucas	City Assist Officer	Hayley Goodwin	City Assist Officer
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<p>Power of entry</p>	<p>authorised for the purposes of entering into any building or onto any land for the purposes of ascertaining whether the provisions of the scheme are being served.</p> <p>Authority: Town of Kwinana Town Planning Scheme No 2 Clause 8.1(c) Powers of the scheme</p> <p>Appointment of:</p> <table border="0"> <tr> <td>Paul Neilson</td><td>Director City Development</td></tr> <tr> <td>Brenton Scambler</td><td>Coordinator Statutory Planning</td></tr> <tr> <td>Felicitas Dhlwayo</td><td>Senior Planning Officer</td></tr> <tr> <td>Janni Curtis</td><td>Planning Officer</td></tr> <tr> <td>Gary Williams</td><td>Planning Officer</td></tr> <tr> <td>Belinda Hill</td><td>Planning Officer</td></tr> <tr> <td>Adam Prestige</td><td>Planning Officer</td></tr> <tr> <td>Jessica Birbeck</td><td>Planning Officer</td></tr> <tr> <td>Louis DeKlerk</td><td>Planning Compliance Officer</td></tr> <tr> <td>Vacant</td><td>Planning Compliance Technical Officer</td></tr> <tr> <td>Peter McKenzie</td><td>Manager Environmental Health Services</td></tr> <tr> <td>Chris Tanner</td><td>Coordinator Environmental Health and Waste Services</td></tr> <tr> <td>Vicki Chui</td><td>Coordinator Environmental Health (Health and Food Safety)</td></tr> <tr> <td>Gladys Nyashanu</td><td>Environmental Health Officer</td></tr> <tr> <td>Jarrod Griffiths</td><td>Environmental Health Officer</td></tr> <tr> <td>Clinton Venables</td><td>Manager Essential Services</td></tr> <tr> <td>Cecil Wells</td><td>Coordinator City Assist</td></tr> <tr> <td>Christoph Matzen</td><td>Senior City Assist Officer</td></tr> <tr> <td>Brad Casserly</td><td>City Assist Officer</td></tr> <tr> <td>Rodney De San Miguel</td><td>City Assist Officer</td></tr> <tr> <td>Trevor Jones</td><td>City Assist Officer</td></tr> <tr> <td>Ian Abel</td><td>City Assist Officer</td></tr> <tr> <td>Kieran Togher</td><td>City Assist Officer</td></tr> <tr> <td>Paul Lucas</td><td>City Assist Officer</td></tr> <tr> <td>Mark Allies</td><td>City Assist Officer</td></tr> </table>	Paul Neilson	Director City Development	Brenton Scambler	Coordinator Statutory Planning	Felicitas Dhlwayo	Senior Planning Officer	Janni Curtis	Planning Officer	Gary Williams	Planning Officer	Belinda Hill	Planning Officer	Adam Prestige	Planning Officer	Jessica Birbeck	Planning Officer	Louis DeKlerk	Planning Compliance Officer	Vacant	Planning Compliance Technical Officer	Peter McKenzie	Manager Environmental Health Services	Chris Tanner	Coordinator Environmental Health and Waste Services	Vicki Chui	Coordinator Environmental Health (Health and Food Safety)	Gladys Nyashanu	Environmental Health Officer	Jarrod Griffiths	Environmental Health Officer	Clinton Venables	Manager Essential Services	Cecil Wells	Coordinator City Assist	Christoph Matzen	Senior City Assist Officer	Brad Casserly	City Assist Officer	Rodney De San Miguel	City Assist Officer	Trevor Jones	City Assist Officer	Ian Abel	City Assist Officer	Kieran Togher	City Assist Officer	Paul Lucas	City Assist Officer	Mark Allies	City Assist Officer
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Vicki Chui	Coordinator Environmental Health (Health and Food Safety)																																																		
Gladys Nyashanu	Environmental Health Officer																																																		
Jarrod Griffiths	Environmental Health Officer																																																		
Clinton Venables	Manager Essential Services																																																		
Cecil Wells	Coordinator City Assist																																																		
Christoph Matzen	Senior City Assist Officer																																																		
Brad Casserly	City Assist Officer																																																		
Rodney De San Miguel	City Assist Officer																																																		
Trevor Jones	City Assist Officer																																																		
Ian Abel	City Assist Officer																																																		
Kieran Togher	City Assist Officer																																																		
Paul Lucas	City Assist Officer																																																		
Mark Allies	City Assist Officer																																																		

CITY OF KWINANA DELEGATED AUTHORITY REGISTER

Local Government to Chief Executive Officer, Officers and Committees 2016

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PART 1

GOVERNANCE AND ADMINISTRATION

1.1 Appointment of authorised persons – Local Government Act 1995	
Function to be performed:	The authority to appoint persons or classes of persons to be authorised for the purpose of performing particular functions pursuant to the <i>Local Government Act 1995</i> and to issue a certificate to persons so appointed that states that the person is authorised for that purpose.
Legislative power or duty delegated:	<p>Local Government Act 1995 - Part 9, Division 2 s9.10 Appointment of authorised persons</p> <p>Local Government Act 1995 - Part 3, Division 3 s3.24 Authorising persons under this Subdivision s3.39 Power to remove and impound s3.40A Abandoned vehicle wreck may be taken s3.48 Power to recover expenses incurred (s3.39) when offender convicted</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>February 2015 D15/8358 10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. A Certificate of Authorisation is to be issued to each authorised person stating the authority that has been granted; 2. The circumstances in which the authority can be exercised or discharged; and 3. The Certificate of Authorisation is to be produced by the authorised person as required.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. A copy of the Certificate of Authorisation for each authorised person to be retained by the City; and 3. Each Certificate of Authorisation is to be reviewed and updated annually.

1.2 Execution of documents	
Function to be performed:	Authorised to sign documents on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.3 Approval of the cash advance for reimbursement of expenses	
Function to be performed:	Approve payment to a person as a cash advance for an expense that the person is entitled to be reimbursed for.
Legislative power or duty delegated:	Local Government Act 1995 - Part 5, Division 3 s5.98 Fees etc. for council members; s5.101 Payments for employee committee members; s5.102 Expense may be funded before actually incurred; Local Government (Administration) Regulations 1996 – Part 8 r32 Expenses that can be approved for reimbursement
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	1. The expenses incurred are in respect to an expense for which the person is entitled to be reimbursed, subject to Part 5, Division 8 of the <i>Local Government Act 1995</i> ; and 2. The payment request is submitted and authorised in accordance with the City's policies and work procedures.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.4 Authorisation of legal expenses in an emergency – elected members and officers	
Function to be performed:	To authorise an application for financial assistance for legal expenses by Elected Members and Officers in an emergency.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 4 s6.7 Municipal Fund
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The delegation is only applicable where a delay in the approval of an application would be detrimental to the legal rights of the applicant; 2. The amount approved is to a maximum of \$10,000 in respect of each application; 3. All approved applications are to be presented to the next Ordinary Council Meeting; and 4. The delegation is exercised in conjunction with Council's current policy regarding legal representation for Elected Members and Officers.
Statutory Power to sub-delegate:	This authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The approved application to be reported at the next Ordinary Council Meeting.

1.5 Action, notices, proceedings, prosecutions and withdrawals – Local Government Act 1995	
Function to be performed:	The taking of any action, serving of notice or otherwise, commencement of legal proceedings or prosecution on behalf of the City of Kwinana.
Legislative power or duty delegated:	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under the Local Government Act 1995 and Regulations and the City of Kwinana Local Laws.
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.6 Scrutiny of the affairs of local government	
Function to be performed:	Authority to provide information to the Minister, give advice of what actions the local government has or will do to comply with an enquiry from the Minister, a person authorised by the Minister or to comply with an Inquiry Panel's report within the specified timeframes.
Legislative power or duty delegated:	Local Government Act 1995 – Part 8, Division 1 s8.2(2); s8.14(3) and s8.23(4) - Inquiries by the Minister or an authorised person
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.7 Administration of leases– Banksia Park Retirement Estate	
Function to be performed:	Authorised to sign documents in relation to the administration of leases for Banksia Park Retirement Estate on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	The CEO is authorised to sign lease documents for Banksia Park Retirement Estate which includes new leases and Deeds of Surrender.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Delegated Authority Register; and Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.8 Appointment of proxies – strata meetings	
Function to be performed:	Authorised to nominate City of Kwinana employees as Proxies when required to attend strata meetings and vote on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 5, Division 4 s5.41(i) Functions of CEO
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Appoint proxies to vote on behalf of the City of Kwinana when required to attend strata meetings. 2. Proxies must vote in a manner that is consistent with any existing Council decision and must not vote in favour of motions that are outside the budget allocation. 3. If the matter exceeds the budget allocated, then this must be referred to Council for a decision.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.9 Appointment of proxies – meeting of creditors	
Function to be performed:	Authorised to nominate City of Kwinana employees as Proxies when required to attend Meetings of Creditors and vote on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 5, Division 4 s5.41(i) Functions of CEO
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Appoint proxies to vote on behalf of the City of Kwinana when required to attend Meetings of Creditors. 2. Proxies must vote in a manner that is consistent with any existing Council decision and must not vote in favour of motions that are outside the budget allocation. 3. If the matter exceeds the budget allocated, then this must be referred to Council for a decision.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.10 Sponsorship and grant applications, agreements and acquittals	
Function to be performed:	Authorised to sign sponsorship or grant applications, agreements and acquittals on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The CEO is authorised to apply for and execute sponsorship and grant agreements where the City's contribution component falls within budget, or is consistent with a Council resolution to consider a budget allocation in a future budget, or relates to a future project that forms part of a forward works program. 2. Any additional contribution funds required in excess of the City's budget amount will require a budget variation to be approved by Council before the CEO can exercise this delegation.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.11 Action, notices, proceedings, prosecutions and withdrawals – any other written law	
Function to be performed:	The taking of any action, serving or withdrawal of a notice or otherwise, commencement of legal proceedings or prosecution on behalf of the City of Kwinana.
Legislative power or duty delegated:	The exercise of any powers, the enforcement of any statutory provisions or the protection of any legal interests under any other written law (other than the Local Government Act 1995 and Regulations and the City of Kwinana Local Laws which is covered by a separate delegation) for which the local government has responsibility.
Legislative Power to Delegate:	As determined by the Act under which the function is to be performed.
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	As determined by the Act under which the function is to be performed. A memorandum to Elected Members in the event of intention to enter into prosecution if the amount is over \$50,000.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees. As determined by the Act under which the function is to be performed.
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.12 Authorisation of community funding	
Function to be performed:	To approve an application for funding under the Community Funding Policy.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 4 s6.7 Municipal Fund
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	16 December 2015 Council resolution #084 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Where Council have delegated the funding opportunity to the Chief Executive Officer or delegated officer, that the approval is to be: <ol style="list-style-type: none"> 1. in accordance with the relevant funding opportunity as specified in Council's Community Funding Policy; and 2. within budget allocation.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register.

1.13 Administration of local laws	
Function to be performed:	<p>Authorised to:</p> <p>Administer the City of Kwinana's local laws and do things required by those local laws that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act 1995.</p>
Legislative power or duty delegated:	<p>Local Government Act 1995 s3.18 Performing executive functions</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>24 February 2016 Resolution 125</p>
Delegation to:	<p>Chief Executive Officer</p>
Conditions and Exceptions:	<p>Nil</p>
Statutory Power to sub-delegate:	<p>Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees</p>
Reporting Requirements:	<p>Any exercise of this delegation is to be recorded in the Delegated Authority Register.</p>

1.14 Administration of hire agreements– Promotional Street Banners on Gilmore Avenue	
Function to be performed:	Authorised to enter into and administer hire agreements for advertising on promotional street banners in Gilmore Avenue on behalf of the City of Kwinana, including determining whether the requests is from a not-for-profit or community group or where the use is primarily a social or community benefit.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	11 May 2016 Resolution 197
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	The CEO is authorised to enter into and administer hire agreements for advertising on promotional street banners in Gilmore Avenue on behalf of the City of Kwinana in accordance with the Council Policy 'Promotional Street Banners on Gilmore Avenue'.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.15 Administration of agreements– Illuminated Street Name Signs	
Function to be performed:	Authorised to enter into and administer agreements for illuminated street name signs on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	11 May 2016 Resolution 196
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	The CEO is authorised to enter into and administer agreements for illuminated street name signs on behalf of the City of Kwinana as permitted by Council's Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.16 Approval or refusal of Restricted Access Vehicles on local government roads.	
Function to be performed:	Authorised to approve, refuse and/or impose conditions onto an operator of a Restricted Access Vehicle access to roads controlled by the City of Kwinana under the RAV Network.
Legislative power or duty delegated:	Main Roads WA – Framework for Local Government Approval on the RAV Network - Condition CA07.
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	22 June 2016 Resolution 245
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	While a local government has discretion, it must ensure equity, i.e. if the road is already approved by Main Roads and included on the RAV Network, then justification to decline access or only provide access to certain operators must be provided.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Approval to be provided to the applicant in the form required by Main Roads.

1.17	Administration of Leases – providing consent and authority to execute documents in relation to any assignment or sublease where there is request by a lessee operating under a lease agreement that Council has approved.
Function to be performed:	Authorised to provide consent and execute documents in relation to any assignment or sublease where there is a request by a lessee operating under a lease agreement that Council has approved.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 August 2016 Resolution 290
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The sublease must be consistent with the use of the premise permitted by the lease as well as other conditions relating to assignment and sub-letting approved between the City of Kwinana and the lessee. 2. Obtain consent from other parties required under the terms of the lease or at law. 3. Terms of the sub lease must be consistent with the lease approved by Council.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

1.18 Not used
Intentionally blank

1.19 Authorised to enter into, make variations and execute documents in relation to the administration of a Corporate Discount Agreement on behalf of the City of Kwinana.	
Function to be performed:	Authorised to enter into, make variations and execute documents in relation to the administration of a Corporate Discount Agreement on behalf of the City of Kwinana.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	24 August 2016 Resolution 304
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. No cost to the City of Kwinana 2. Aligns with the Health Lifestyles Council Policy where relevant 3. Requires adequate consideration to be provided by the employee
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

PART 2

CORPORATE AND FINANCE

2.1 Objections to the rates record	
Function to be performed:	Authority to make decisions regarding objections to the rates record including extending the time for a person to make an objection and following consideration, make a decision whether to allow or disallow the objection, either wholly or in part.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 6 s6.76(4),(5) Grounds of objection
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 8 March 2015 D15/8358[v2] Council Resolution #429 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Objection to be received within the required timeframe identifying all relevant information as required by s6.76(2), unless an application for extension has been granted (4); 2. Objection is to be considered promptly; 3. Written notice of the decision, including a statement of the reasons for the decision to be promptly served on the person who has made the objection; and 4. Objections that are allowed must not exceed \$50,000 in lost revenue per property per financial year. Amounts greater than this must be referred to Council for determination. 5. Amendments to the rate record must be within budget. 6. Amendments to the rate record must not exceed \$50,000 in lost or increased revenue per property. Amounts greater than this must be referred to Council for determination.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees

Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. The full details of the decision made under this delegation are to be recorded in the rate record; and 3. Notice to be provided to the person of the decision made.
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2.2 Recovery of rates and services charges from lessee	
Function to be performed:	Authorises the recovery of rent to offset an unpaid rate or service charge from the lessee of land.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 6 Rates and service charges s6.56(1) Rates or service charges recoverable in court s6.60 Local government may require lessee to pay rent
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Recovery action is in accordance with Section 6.60 of the Local Government Act 1995; 2. Recovery action is in accordance with the City's policies and work procedures.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The full details of the decision and actions taken under this delegation to be recorded on the rate record.

2.3 Recovery and actions against land where rates or service charges are unpaid	
Function to be performed:	Authorised to recover outstanding rates or services charges, as well as the cost of proceedings for recovery in Court or any action against the land that is required.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 6 Rates and service charges s6.56 Rates or service charges recoverable in court s6.64 Actions to be taken
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The recovery action is taken in accordance with sections 6.64(3), 6.69(2), 6.71(1) (subject to conditions set out in the disposal of property delegations limits), and 6.74 of the Local Government Act 1995; 2. The recovery action is taken in accordance with the regulation 77(3) of the Local Government (Financial Management) Regulations 1996; and 3. Recovery and actions is in accordance with the City's policies and work procedures.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The full details of the decision made under this delegation are to be recorded in the rate record.

2.4 Payments from municipal and trust funds	
Function to be performed:	To make payments from the municipal fund or the trust fund.
Legislative power or duty delegated:	Local Government (Financial Management) Regulations 1996 r12(1)(a) Payments from municipal fund or trust fund Local Government Act 1995 - Part 6, Division 4 s6.9(4) Trust Fund
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Ensure efficient systems and procedures record the accounts and records of transactions in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996; and 2. May transfer money held in trust for 10 years to its municipal fund. Authorised to approve to repay it to a person who establishes a right to the repayment, together with any interest earned on the investment - 6.9(4) Trust Fund.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. A list of accounts paid by the CEO from the municipal fund and trust fund under this delegation is to be presented to Council each month.

2.5 Power to invest	
Function to be performed:	Authority to invest money in the municipal fund or the trust fund that is not for the time being, required.
Legislative power or duty delegated:	Local Government Act 1995 – Part 6, Division 4 s6.14(1) Power to invest
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Must establish, document and adhere to internal control procedures and the relevant Council policies to ensure control over investments; 2. In accordance with Regulation 19 of the Local Government (Financial Management) Regulations 1996; and 3. In accordance with section 20 of the Trustees Act 1962.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. An investment report must be presented to each monthly Council meeting including the details of investments in accordance with the investment control procedures that have been established.

2.6 Expressions of interest and tenders for supply of goods and services	
Function to be performed:	<ol style="list-style-type: none"> 1. Authority to establish criteria for, invite, consider, seek clarification on and determine expressions of interest and tenders for the supply of goods and services; and 2. Authority to negotiate and execute related contracts including minor variations.
Legislative power or duty delegated:	<p>Local Government Act 1995 Part 3, Division 3 s3.57 Tenders for providing goods or services</p> <p>Local Government (Functions and General) Regulations 1996 r11 When tenders have to be publicly invited r13 Requirements when local government invites tenders though not required to do so r14(2a) & (5) Requirements for publicly inviting tenders r18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r20 Variation of requirements before entry into contract r21 Procedure for limiting who can tender r23 Rejecting and accepting expressions of interest to be an acceptable tenderer</p>
Legislative Power to Delegate:	<p>Local Government Act 1995 s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 24 June 2015 Resolution #503 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Where there is a budget provision up to a value of \$1,000,000; or 2. Where a multiple year contract (including extension thereof) up to a total value of \$1,875,000; and 3. In accordance with the requirements of the <ul style="list-style-type: none"> - Local Government Act 1995; - Local Government (Financial Management) Regulations 1996; and - Council's policies and work procedures. 4. Where the budget has not been adopted, the Chief Executive Officer can perform all functions outlined in this delegation with the exception of determining a tender, so long as in the specifications of the invitation to tender, it includes a provision

	that states that this tender will only be awarded subject to the budget being adopted by Council.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Details recorded in the Tender Register.

2.7 Disposing of property	
Function to be performed:	Dispose of property by public auction, public tender or in accordance with other methods deemed acceptable under the <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i> .
Legislative power or duty delegated:	Local Government Act 1995 - Part 3, Division 3 s3.58 Disposing of property s3.47 Disposal of confiscated or uncollected goods
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The disposal is included in the City's Annual Budget or by Council Resolution. 2. The disposal must be in accordance with section 3.58 of the Local Government Act 1995. 3. The disposal must be in accordance with regulation 30 of the Local Government (Functions and General) Regulations 1996. 4. In the case of disposal of land, the intended sale price being greater than or equal to the valuation; 5. For the purposes of the administration of leases, exercise any option(s) available under the lease for established leases. 6. Plant and equipment, not identified in the City's Annual Budget, with a written down value of less than \$10,000 that has been lost, or is no longer used or serves no other purpose, may be removed from the asset register and disposed of.
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Details of any tender to be recorded and maintained in the Tender Register and available for public inspection.

2.8 Write off, grant a concession or authorise a waiver for monies owing	
Function to be performed:	To write off, grant a concession or authorise a waiver in relation to any amount of money that it is owed to the local government
Legislative power or duty delegated:	<p>Local Government Act 1995 – Part 6, Division 4</p> <p>s6.12(1)(b) waive or grant concessions in relation to any amount of money; or</p> <p>s6.12 (1)(c) write off any amount of money, which is owed to the Local Government</p> <p>s6.12(3) the grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>November 2011 D11/90333</p> <p>December 2012 D12/77148</p> <p>February 2015 D15/8358</p> <p>10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>This delegation is subject to section 6.12(2) of the Local Government Act 1995, which specifies that a local government cannot grant a waiver or concession for a rate or service charge.</p> <p>The CEO's delegated authority is subject to the following limitations:</p> <ol style="list-style-type: none"> 1. A write off of the debt incurred as a result of an administrative error on behalf of the City not exceeding \$10,000; 2. Any grant of concession or waiver not exceeding \$1,000 per occurrence; and 3. Any write off of a debt, not being due to an administrative error, for debts not exceeding \$1,000.
Statutory Power to sub-delegate:	<p>Local Government Act 1995</p> <p>s5.44 CEO may delegate some powers and duties to other employees</p>
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. The full details of the waiver, concession or write off to be recorded on the appropriate financial record.

PART 3

BUILDING AND DEVELOPMENT

3.1 Building Act 2011 – powers and duties	
Function to be performed:	Authorised to exercise and discharge all or any of the powers and duties of the local government as a permit authority under the <i>Building Act 2011</i> .
Legislative power or duty delegated:	All powers and duties exercised by the Local Government as a permit authority under the <i>Building Act 2011</i> .
Legislative Power to Delegate:	Building Act 2011 s127 A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
Date Delegation made or reviewed:	November 14 2012 Resolution 234 December 12 2012 Resolution 258 February 2015 D15/8358 May 2015 Resolution 475 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Building Act 2011, s127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

3.2 Subdivision and development control													
Function to be performed:	<p>Authority to:</p> <ol style="list-style-type: none"> 1 Determine applications for Planning Approval in regards to development including change of use and variations to development standards; 2 Make objections or recommendations in respect of Subdivision Applications to the West Australian Planning Commission, including recommendations for the imposition of subdivision conditions; 3 Make recommendations for approval or refusal of development within Planning Control Areas; and 4 Determine applications for variations to previously approved Planning Applications 5 Give a written direction in accordance with section 214 of the Planning and Development act 2005 to the owner or any other person undertaking a development. 												
Legislative power or duty delegated:	<p>Town of Kwinana Town Planning Scheme No. 2 Town of Kwinana Town Planning Scheme No. 3</p> <p>Planning & Development Act 2005</p> <table> <tr> <td>Part 7</td><td>Planning Control Areas</td></tr> <tr> <td>Part 8</td><td>Improvement Plans and Schemes</td></tr> <tr> <td>Part 13</td><td>Enforcement and Legal Proceedings</td></tr> </table>	Part 7	Planning Control Areas	Part 8	Improvement Plans and Schemes	Part 13	Enforcement and Legal Proceedings						
Part 7	Planning Control Areas												
Part 8	Improvement Plans and Schemes												
Part 13	Enforcement and Legal Proceedings												
Legislative Power to Delegate:	<p>Planning and Development (Local Planning Schemes) Regulations 2015</p> <table> <tr> <td>Schedule 2 – Part 10 - Clause 82(1)</td><td>Delegations by local government</td></tr> </table>	Schedule 2 – Part 10 - Clause 82(1)	Delegations by local government										
Schedule 2 – Part 10 - Clause 82(1)	Delegations by local government												
Date Delegation made or reviewed:	<table> <tr> <td>November 2011</td><td>D11/90333</td></tr> <tr> <td>December 2012</td><td>D12/77148</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>August 2015</td><td>Resolution 551</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> <tr> <td>24 February 2016</td><td>Resolution 125</td></tr> </table>	November 2011	D11/90333	December 2012	D12/77148	February 2015	D15/8358	August 2015	Resolution 551	10 February 2016	D16/1283	24 February 2016	Resolution 125
November 2011	D11/90333												
December 2012	D12/77148												
February 2015	D15/8358												
August 2015	Resolution 551												
10 February 2016	D16/1283												
24 February 2016	Resolution 125												
Delegation to:	Chief Executive Officer												
Conditions and Exceptions:	<p>Conditions:</p> <ol style="list-style-type: none"> 1. The authority is only to be exercised for those uses or other applications specified in: 												

	<p>Table 1 - Use Classes; and Table 1A Use Classes for Other Applications. (attached)</p> <p>2. May determine variations to Planning Applications including Planning Applications previously approved by resolution of Council, that are of a minor nature and if amended, would not substantially change the development approved and for which no objection has been received during advertising (if applicable).</p> <p>3. Prosecutions The authority to proceed with any prosecution under the Planning and Development Act 2005 must be approved by the Chief Executive Officer prior to commencement.</p> <p>Exceptions: Excluding <u>variations</u> to Planning Applications as stated in Condition (2) above, this delegation does not include the following:</p> <ul style="list-style-type: none"> • The acceptance of mediated outcomes or determinations of s31 reconsiderations for appeals lodged with the State Administrative Tribunal • Local Development Plans • Local Planning Policies including amendments • Major development within the Town Centre
Reporting Requirements:	<p>1. Any exercise of this delegation is to be recorded in the Delegated Authority Register.</p> <p>2. In relation to Condition (2) above, any variation to a planning approval for which a prior resolution by Council applies, must be preceded by a memo to Council prior to any determination being made.</p>

Table 1. – Use classes

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Aged/Dependent Persons Dwelling	D	D					D					D	
Ancillary Accommodation	D						D		D	D		D	Provided Compliance With LPP 3.3.30
Amenity Building	D	D	D	D	D	D	D	D				D	
Amusement Centre		D	D	D			D					D	
Aqua Culture							D						
Boat Sales			D	D	D	D							
Boatel					D	D							
Bus Station					D								
Car Park	D	D	D		D	D	D	D				D	
Caravan park						D	D	D					
Caretakers House/Flat	D	D	D	D	D	D	D	D					Where Incidental to Existing Use
Chicken farm							D						
Child Care Centre	D	D										D	
Civic Building		D	D	D		D						D	
Club		D	D									D	
Commercial Hall		D	D	D								D	
Consultation Rooms		D	D			D						D	
Dog Kennels						D	D						
Drive-in Takeaway Food Shop		D				D						D	
Drive-In Theatre						D						D	
Dry Cleaning Premises		D	D	D		D							
Eating House	D	D	D		D	D						D	Where no objection received during advertising

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Educational Establishment	D	D			D	D	D					D	
Equestrian uses							D			D			Provided No Clearing of vegetation is required Outside Building Envelopes and consistent with scheme TPS 2
Extractive Industry					D	D	D	D					
Factory Units				D	D	D							
Family Day Care centre	D	D	D		D	D	D	D				D	
Fish Shop		D	D									D	
Forestry (selective)							D	D					
Fuel Depot			D		D	D		D					
Funeral parlour		D	D	D	D	D	D					D	
General Industry					D			D					
Grouped Dwelling	D	D											
Hazardous Industry					D								Where no objection received during advertising
Health Centre		D	D		D	D							
Health Studio	D	D	D		D	D						D	
Holiday Accommodation				D		D	D	D					
Home Occupation	D	D					D		D	D		D	
Hospital	D	D	D	D		D	D	D				D	Where no objection received during advertising
Hotel		D		D								D	Where no objection received during advertising
Intensive Agriculture							D						

Laundry (Industrial)			D	D	D	D							
Laundrette		D	D	D	D		D					D	
Licensed Restaurant	D	D	D				D					D	Where no objection received during advertising

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Light Industry					D	D		D					
Liquor Sore		D	D	D								D	
Local Shop	D	D	D	D	D	D	D					D	Where no objection received during advertising
Lodging House	D	D				D						D	
Marina					D	D							
Medical Clinic	D	D	D	D		D	D					D	Where no objection received during advertising
Motel	D	D	D	D									Where no objection received during advertising
Motor Racing Track			D		D		D						
Motor Repair Station		D	D		D	D						D	
Multiple Dwelling	D	D										D	
Museum	D	D	D									D	
Non-residential Health Centre	D	D	D	D	D	D						D	Where no objection received during advertising
Noxious Industry					D								Where no objection received during advertising
Office		D	D	D	D	D						D	
Open Air Display		D	D	D	D	D						D	
Open Air Storage Yard				D	D	D							
Petrol Filling Station		D	D	D	D	D		D				D	
Piggery					D		D						Where no objection received during

													advertising
Private Hotel		D	D	D								D	
Private Recreation		D	D	D		D	D					D	
Private Utility	D	D	D	D	D	D	D	D				D	
Professional Office		D	D	D								D	
Public Amusement	D	D	D	D			D	D				D	Where no objection received during advertising

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Public Assembly – Place of	D	D	D	D	D	D	D					D	Where no objection received during advertising
Public Recreation	D	D	D	D	D	D	D	D				D	
Public Utility	D	D	D	D	D	D	D	D	D	D	D	D	
Public Worship	D	D	D	D	D	D	D	D				D	Where no objection received during advertising
Recreation facilities	D	D	D	D	D	D	D	D				D	
Residential Building	D						D		D	D		D	
Restricted Premises		D	D	D		D						D	Where no objection received during advertising
Retail Plant Nurseries		D	D	D		D	D						Where no objection received during advertising
Rural Industry					D	D	D	D					
Rural Produce Stall							D						
Service Industry		D	D	D	D	D						D	Where no objection received during advertising
Service Station		D	D	D	D	D						D	

Shop		D		D								D	
Showroom,		D	D	D	D	D						D	
Single House	D	D	D		D	D	D		D	D	D	D	
Stables							D	D		D			
Tailing Ponds								D					
Tavern		D	D	D								D	
Telecommunication Infrastructure	D	D	D	D	D	D	D	D				D	Where no objection received during advertising
Trade Display		D	D	D	D	D						D	
Transport Depot				D	D	D		D					
Vehicles Sales		D	D	D		D						D	

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Vehicle Wreckers					D	D							
Veterinary Clinic	D	D	D	D	D	D	D					D	Where no objection received during advertising
Veterinary Hospital			D	D	D	D	D					D	
Warehouse		D	D	D	D	D						D	

Table 1A

Use classes for other applications

USE CLASS	Residential	Commercial	Service Commercial	Mixed Business 1	General Industry	Light Industry	Rural A	Rural B	Special Residential	Special Rural	Special use	Town centre	COMMENTS
Other Applications													
Amalgamation	D	D	D	D	D	D	D	D	D	D	D	D	
Antennae (attached to building <5m height)	D	D	D	D	D	D	D	D	D	D	D	D	
Building Envelope Variations									D	D			In accordance with TPS No. 2
Satellite Dishes	D	D	D		D	D	D	D	D	D	D	D	In accordance with TPS No.2
Second Storey Addition	D						D		D	D			
Setback Variation		D	D		D	D						D	
Signs	D	D	D	D	D	D	D	D	D	D		D	Provided compliance with Local Law
Subdivision (Freehold/Strata)	D	D	D	D	D	D	D	D	D	D		D	
Vegetation removal (Diseased or Dangerous)							D		D	D			
Verandahs (within road reserves)		D										D	

3.3 Entering into legal agreements in accordance with planning policy - Administration of development contribution plan	
Function to be performed:	Authorised to enter into legal agreements on behalf of the City of Kwinana, that in accordance with the planning policy: Administration of development contribution plans.
Legislative power or duty delegated:	Local Government Act 1995 – Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	27 May 2015 Resolution 474 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	In accordance with the Planning Policy: Administration of Development Contribution Plans.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Delegated Authority Register; and Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

3.4 Planning, building and other development related applications where the City is the applicant	
Function to be performed:	Authorised to sign planning, building and other development related applications where the City is the applicant.
Legislative power or duty delegated:	Local Government Act 1995 - Part 9, Division 3 s9.49A(4) Execution of documents
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	10 June 2015 Council Resolution #485 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Must be in accordance with works identified in the budget.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Where the common seal is affixed the details are to be recorded in the common seal register in accordance with the City's policies and work procedures.

PART 4

HEALTH

4.1 Health Act 1911 – Powers and duties of deputy											
Function to be performed:	To authorise the Deputy to exercise and discharge all or any of the powers and functions of the local government.										
Legislative power or duty delegated:	All powers exercisable by the Local Government under the <i>Health Act 1911</i> and Regulations made there under; and the City's Health Local Laws.										
Legislative Power to Delegate:	Health Act 1911 s26 Powers of Local Government										
Date Delegation made or reviewed:	<table> <tr> <td>13 October 2010</td><td>Resolution 199</td></tr> <tr> <td>23 November 2011</td><td>Resolution 31</td></tr> <tr> <td>12 December 2012</td><td>Resolution 258</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	13 October 2010	Resolution 199	23 November 2011	Resolution 31	12 December 2012	Resolution 258	February 2015	D15/8358	10 February 2016	D16/1283
13 October 2010	Resolution 199										
23 November 2011	Resolution 31										
12 December 2012	Resolution 258										
February 2015	D15/8358										
10 February 2016	D16/1283										
Delegation to:	Manager Environmental Health Services – Peter McKenzie										
Conditions and Exceptions:	<p>Manager Environmental Health Services is authorised to:</p> <ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council. 2. Does not include s353 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council. 										
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated										
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.										

4.2 Health Act 1911 - Duties of environmental health officers	
Function to be performed:	To authorise environmental health officers to perform such duties as the local government from time to time directs
Legislative power or duty delegated:	All duties directed by Local Government and in accordance with the Health Act 1911 and Regulations made there under and the City's Health Local Laws
Legislative Power to Delegate:	Health Act 1911 s27 (2) Officers of Local Government
Date Delegation made or reviewed:	October 13 2010 Resolution 199 November 23 2011 Resolution 31 December 12 2012 Resolution 258 February 2015 D15/8358 August 2015 Resolution 535 September 2015 Resolution 570 10 February 2016 D16/1283
Delegation to:	Peter McKenzie Manager Environmental Health Services Christopher Tanner Coordinator Environmental Health and Waste Services Vicky Chui Coordinator Environmental Health (Health and Food Safety) Gladys Nyashanu Environmental Health Officer Jarod Griffiths Environmental Health Officer Louis DeKlerk Environmental Health Officer
Conditions and Exceptions:	A. Manager Environmental Health Services is authorised to: <ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council 2. Does not include s353 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council <p>B. Coordinator Environmental Health and Waste Services is authorised to:</p> <p>Administer the provisions of the <i>Health Act 1911</i>, and regulations made there under; and the City's Health Local Laws with the exception of :</p>

	<ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council; 2. Does not include s353; 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council; and 4. Any limitations imposed by the Deputy 5. Act as Deputy during approved periods of absence of the appointed Deputy, Peter McKenzie, Manager Environmental Health Services <p>C. Coordinator Environmental Health (Health and Food Safety) and Environmental Health Officers are authorised to:</p> <p>Administer the provisions of the Health Act 1911, and regulations made there under; and the City's Health Local Laws with the exception of :</p> <ol style="list-style-type: none"> 1. Notwithstanding s358(2), the initiation of a prosecution will not be undertaken without the express approval of the CEO or where deemed necessary by the CEO, the approval of the Council; 2. Does not include s353; 3. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council; and 4. Any limitations imposed by the Deputy
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register

4.3 Food Act 2008 – Appointment of authorised officers													
Function to be performed:	To appoint such persons to be Authorised Officers for the purposes of this Act.												
Legislative power or duty delegated:	Food Act 2008 s122(1)(a)& (b) Appointment of Authorised Officers												
Legislative Power to Delegate:	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency)												
Date Delegation made or reviewed:	<table> <tr> <td>13 October 2010</td><td>Resolution 199</td></tr> <tr> <td>23 November 2011</td><td>Resolution 31</td></tr> <tr> <td>12 December 2012</td><td>Resolution 258</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>August 2015</td><td>Resolution 535</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	13 October 2010	Resolution 199	23 November 2011	Resolution 31	12 December 2012	Resolution 258	February 2015	D15/8358	August 2015	Resolution 535	10 February 2016	D16/1283
13 October 2010	Resolution 199												
23 November 2011	Resolution 31												
12 December 2012	Resolution 258												
February 2015	D15/8358												
August 2015	Resolution 535												
10 February 2016	D16/1283												
Delegation to:	Chief Executive Officer												
Conditions and Exceptions:	A certificate of authority must be issued in accordance with section 123 of the Food Act 2008.												
Statutory Power to sub-delegate:	Food Act 2008 s118(2)(b) Functions of enforcement agencies and delegation												
Reporting Requirements:	<ol style="list-style-type: none"> 1. Each enforcement agency must prepare and maintain a list of authorised officers appointed by the agency in accordance with s122(3) of the Food Act 2008. 2. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 												

4.4 Food Act 2008 – Appointment of designated officers	
Function to be performed:	To appoint officers to be Designated Officers for the purposes of this Act for either issuing infringements or extending, withdrawing or accepting payment for infringements.
Legislative power or duty delegated:	Food Act 2008 s126 (13) Infringements - Appointment of Designated Officers
Legislative Power to Delegate:	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency) may delegate a function conferred on it.
Date Delegation made or reviewed:	13 October 2010 Resolution 199 23 November 2011 Resolution 31 12 December 2012 Resolution 258 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	In accordance with section 126 of the Food Act 2008 Infringement Notices. The Local Government can designate authorised officers to be designated officers for the purposes of section 126 of the Food Act 2008 subsection (2), (3), (6) or (7) or for the purposes of 2 or more of those subsections, but a person who is a designated officer for the purposes of giving infringement notices under subsection (2) is not eligible to be a designated officer for the purposes of any of the other subsections.
Statutory Power to sub-delegate:	Food Act 2008 s118 (2)(b) Functions of enforcement agencies and delegation
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

4.5 Food Act 2008 – Functions of enforcement agency	
Function to be performed:	<ol style="list-style-type: none"> (1) Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008. (2) Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008. (3) Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s67 of the Food Act 2008. (4) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008. (5) Institute proceedings for an offence under the Food Act 2008 in accordance with s125 of the Food Act 2008.
Legislative power or duty delegated:	<p>Food Act 2008</p> <p>s65(1) Prohibition orders</p> <p>s66 Certificate of clearance to be given in certain circumstances</p> <p>s67(4) Request for re-inspection</p> <p>s110 Registration of food businesses</p> <p>s112 Variation of conditions or cancellation of registration of food businesses</p> <p>s125 Institution of proceedings</p>
Legislative Power to Delegate:	<p>Food Act 2008</p> <p>s118(2)(b) Local Government (Enforcement Agency)</p>
Date Delegation made or reviewed:	9 March 2016 Resolution 129
Delegation to:	<p>Chief Executive Officer</p> <p>Director City Living</p> <p>Manager Environmental Health Services</p> <p>Coordinator Environmental Health (Health and Food Safety)</p>
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. In accordance with the requirements of the sections under which the function is to be performed. 2. Any proceedings of an offence must be reported in accordance with s121(2) of the Food Act 2008.

Statutory Power to sub-delegate:	Food Act 2008 s118(4) Sub-delegation only permissible if expressly provided in Regulations.
Reporting Requirements:	<p>Food Act 2008</p> <ol style="list-style-type: none"> 1. s121 Reports by and about enforcement agencies <ol style="list-style-type: none"> (1) An enforcement agency (other than the CEO) must report to the CEO, at the intervals that the CEO requires, on the performance of functions under this Act by persons employed or engaged by the agency. (2) In addition to any report required under subsection (1), an enforcement agency must forward to the CEO details of any proceedings for an offence under this Act taken by an officer of the agency within one month after the proceedings have been finally dealt with. 2. Any exercise of this delegation is to be recorded in the Delegated Authority Register.

PART 5

ENGINEERING AND PROPERTY

5.1 Road closures	
Function to be performed:	<ol style="list-style-type: none"> 1. Authorised to close, revoke or vary the closure, of a thoroughfare to vehicles, wholly or partially, to vehicles for a period not exceeding 4 weeks; and 2. For periods exceeding 4 weeks, after considering any submissions that are received, having given local public notice of the proposed closure of the thoroughfare; 3. Authorised to give notice of the fixing, altering, alignment or draining of a public thoroughfare or other public place.
Legislative power or duty delegated:	<p>Local Government Act 1995 – Part 3, Division 3</p> <p>Certain Provisions about thoroughfares</p> <p>s3.50 Closing certain thoroughfares to vehicles</p> <p>s3.50A Partial closure of thoroughfares for repairs or maintenance</p> <p>s3.51 Affected owners to be notified of certain proposals</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>February 2015 D15/8358</p> <p>10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>3.50A exception to local public notice</p> <p>3.50(4) before it makes an order, wholly or partially closing a thoroughfare, exceeding 4 weeks give local public notice: including location, where, when and why and inviting submissions; and give written notice to each person who is prescribed for the purposes or owns land that is prescribed for the purposes of this section; and allow a reasonable time for submissions to be made; and consider any submissions made.</p> <p>3.51(3) affected owners to be notified of certain proposals</p>

Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.2 Notices requiring certain things to be done by property owner/occupier	
Function to be performed:	<p>Authorised to:</p> <ol style="list-style-type: none"> 1. Serve notices requiring certain things to be done, including but not restricted to the removal of overgrown vegetation, rubbish or disused material from land considered untidy 2. Recover the cost of anything the City has done to achieve the purpose for which notice is given as a debt due from the person who failed to comply with the notice
Legislative power or duty delegated:	<p>Local Government Act 1995, Part 3, Division 3</p> <p>s3.25 Notices requiring things to be done by owner or occupier of land</p> <p>s3.26 Additional powers when giving notices</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	<p>November 2011 D11/90333</p> <p>December 2012 D12/77148</p> <p>February 2015 D15/8358</p> <p>10 February 2016 D16/1283</p>
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Schedule 3.1
Statutory Power to sub-delegate:	<p>Local Government Act 1995</p> <p>s5.44 CEO may delegate some powers and duties to other employees</p>
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.3 Particular things local government can do on land that is not local government property	
Function to be performed:	Authorised to do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 on land which is not local government property.
Legislative power or duty delegated:	Local Government Act 1995, Part 3, Division 3 s3.27 Particular things local governments can do on land that is not local government property
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Schedule 3.2
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.4 Crossing from public thoroughfare to private land or private thoroughfare	
Function to be performed:	Upon application, approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.
Legislative power or duty delegated:	Local Government (Uniform Local Provisions) Regulations 1996 r12(1) Crossing from public thoroughfare
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Conditions: Approvals are subject to: Local Government (Uniform Local Provisions) Regulations 1996 r12(2) crossing from public thoroughfare to private land or private thoroughfare r14(2)(a) Role of Commissioner of Main Roads in some cases
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.5 Requirement to construct and repair crossing	
Function to be performed:	<ol style="list-style-type: none"> 1. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. 2. Construct or repair the crossing and recover 50% of the cost if the person fails to comply with the notice.
Legislative power or duty delegated:	Local Government (Uniform Local Provisions) Regulations 1996 r13(1) and (2) Requirement to construct or repair crossover
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Local Government (Uniform Local Provisions) Regulations 1996 r14(2)(b) Role of Commissioner of Main Roads 2. That due process be followed for the issuing of a notice under section 3.25 of the <i>Local Government Act 1995</i> for a notice served under Regulation 14(3)
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.6 Private works, on, over or under public places	
Function to be performed:	Grant permission or conditional permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Legislative power or duty delegated:	Local Government (Uniform Local Provisions) Regulations 1996 r17(4) & (5) Private works on, over, or under public places r17(5) Imposition of conditions
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Nil
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.7 Local Government Act 1995 - Power of entry	
Function to be performed:	<ol style="list-style-type: none"> 1. Give a notice of entry 2. Execute an entry in an emergency 3. Give notice and execute the opening of a fence 4. The power of entry conferred, may be used for performing any function that a local government has under this Act if entry is required for the performance of the function or in any other case in which entry is authorised by this Act other than by a local law.
Legislative power or duty delegated:	Local Government Act 1995, Part 3, Division 3 s3.28 When the subdivision applies s3.32 Notice of entry s3.34 Entry in an Emergency s3.36 Opening Fences
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	3.31(1)(a) consent obtained from the owner or occupier; 3.31(1)(b) notice has been given under 3.32 3.34(2) Entry in emergency 3.36 (3) Opening fences
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

5.8 Road Traffic Administration Act 2008 – Damage to road infrastructure	
Function to be performed:	<ol style="list-style-type: none"> 1. Recover by proceedings in a court of competent jurisdiction damage caused to road infrastructure due to an MLDR offence. 2. Service any certificate(s) as detailed in section 125 in regard to the local government's authority to maintain the road and the estimating of road values and repairs. 3. Recover expenses of damage caused by heavy traffic.
Legislative power or duty delegated:	<p>Road Traffic Administration Act 2008</p> <p>s124(2) A compensation order may be made on the application of the prosecutor, the road authority or the CEO.</p> <p>s126(2) Service of certificates - If a road authority proposes to use a certificate, the road authority must serve a copy of the certificate on the accused at least 28 days before the day on which the matter is set down for hearing.</p> <p>s132(2) Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic.</p>
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>
Date Delegation made or reviewed:	10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	<p>Compensation orders made under section 124 may only be made for an MDLR offence ("Mass, Dimensions, or Loading Requirements") as defined in section 28 of the Act</p> <p>All proceedings for the recovery of expenses or compensation for damage to be made in accordance with Part 7 of the Act.</p>

Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

PART 6

PUBLIC SAFETY

6.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	
Function to be performed:	Appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of the Bush Fires Act.
Legislative power or duty delegated:	Bush Fires Act 1954 s38(1) Appointment of Bush Fire Control Officers
Legislative Power to Delegate:	Bush Fires Act 1954 s48(1) Delegation by Local Government
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Bush Fires Act 1954 s38(1) must be a Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer s38(2A) local notice of appointment s38A(2) unless FES Commissioner appoints s38(2E) shall be issued with certificate of appointment
Statutory Power to sub-delegate:	Bush Fires Act 1954 s48 (3) No power provided to sub-delegate
Reporting Requirements:	<ol style="list-style-type: none"> 1. Notice of an appointment made under the provisions of subsection (1), shall be published at least once in a newspaper circulating in its district in accordance with 38(2A). 2. Any exercise of this delegation is to be recorded in the Register Delegation of Authority. 3. Records to be maintained in accordance with section 50 of the Bush Fire Act.

6.2 Bush Fires Act 1954 - Restricted and prohibited burning times	
Function to be performed:	After consultation with an authorised CALM Act Officer if forest land is situated in the district, vary the prohibited and restricted burning times in respect of that year in the district or a part of the district.
Legislative power or duty delegated:	Bush Fires Act 1954 s17(7)(a) shorten, extending, suspending or reimposing a period of prohibited burning times s17(7)(b) impose a further period of prohibited burning times s17(8) give notice of any variation s18(5)(a)(i) shorten, extending, suspending or reimposing a period of restricted burning times; s18(5)(a)(ii) imposing a further period of restricted burning times; s18(5)(b) vary the prescribed conditions by modifying or suspending all or any of those conditions
Legislative Power to Delegate:	Bush Fires Act 1954 s17(10) Delegation by Local Government
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Bush Fire Control Officer Mayor and Chief Bush Fire Control Officer to acting jointly
Conditions and Exceptions:	Vary prohibited and restricted burning times in accordance with Section 17(7)(b), Section 17(8) and section 18(5B), 18(5C) of the Bush Fires Act 1954
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	1. Any exercise of this delegation is to be recorded in the Delegated Authority Register. 2. Any variations to be recorded

6.3 Local Government (Miscellaneous Provisions) Act 1960 - Appointment of Pound Keepers and Rangers	
Functions to be performed	To appoint fit and proper persons to be pound keepers and rangers of the City of Kwinana.
Legislative power or duty delegated:	Local Government (Miscellaneous Provisions) Act 1960 s449 Appointment of Pound keepers and Rangers
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Local Public notice of the appointment / removal of fit and proper persons to be pound keepers and rangers of the City of Kwinana.
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

6.4 Dog Act 1976 - Appointment of authorised persons and registration officers	
Function to be performed:	To appoint Authorised Persons and Registration Officers and any power or duty of the local government under any provision of this Act.
Legislative power or duty delegated:	Dog Act 1976 s29(2) Appointment of authorised persons s11(1) Appointment of registration officers
Legislative Power to Delegate:	Dog Act 1976 s10AA(1) Delegation to CEO
Date Delegation made or reviewed:	November 2011 D11/90333 December 2012 D12/77148 February 2015 D15/8358 August 2015 Resolution 551 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Dog Act 1976 s11(3) A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment and shall provide that certificate on being required so to do by a person in respect of any power he exercises, has exercised or is about to exercise.
Statutory Power to sub-delegate:	Dog Act 1976 s10(AA)(3) The delegation may expressly authorise the delegate to further delegate the power or duty
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Delegated Authority Register. Any actions taken or notices issued are to be recorded on the appropriate file or record

6.5 Cat Act 2011 – Administration and enforcement							
Function to be performed:	<p>Authorised to:</p> <ol style="list-style-type: none"> 1. Exercise any of the City's powers or the discharge of any of its duties under the Cat Act 2011 2. Appoint such persons to be Authorised Persons for performing particular functions under this Act 						
Legislative power or duty delegated:	Cat Act 2011 s48(1) Authorised Persons						
Legislative Power to Delegate:	Cat Act 2011 s44(1) Delegation by local government						
Date Delegation made or reviewed:	<table> <tr> <td>November 2013</td><td>D13/89678</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	November 2013	D13/89678	February 2015	D15/8358	10 February 2016	D16/1283
November 2013	D13/89678						
February 2015	D15/8358						
10 February 2016	D16/1283						
Delegation to:	Chief Executive Officer						
Conditions and Exceptions:	Cat Act 2011 s48(2) A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of s62 (Infringement notices)						
Statutory Power to sub-delegate:	<p>Cat Act 2011 s45 Delegation by CEO of local government</p> <p>Note: s45(6) A power or duty under section 63, 64 or 65 cannot be delegated to an authorised person.</p>						
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; 2. Any actions taken or notices issued are to be recorded on the appropriate file or record 						

6.6 Litter Act 1979 - Appointment of persons authorised to withdraw infringement notices											
Function to be performed:	To approve the withdrawal of infringement notices issued under the Litter Act 1979										
Legislative power or duty delegated:	Litter Act 1979 s30(4) Withdrawal of infringement notice										
Legislative Power to Delegate:	Litter Act 1979 s30(4a) Appointed Person										
Date Delegation made or reviewed:	<table> <tr> <td>October 13 2010</td><td>Resolution 199</td></tr> <tr> <td>November 23 2011</td><td>Resolution 31</td></tr> <tr> <td>December 12 2012</td><td>Resolution 258</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	October 13 2010	Resolution 199	November 23 2011	Resolution 31	December 12 2012	Resolution 258	February 2015	D15/8358	10 February 2016	D16/1283
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November 23 2011	Resolution 31										
December 12 2012	Resolution 258										
February 2015	D15/8358										
10 February 2016	D16/1283										
Delegation to:	Chief Executive Officer Director Corporate and Engineering Services Manager Essential Services										
Conditions and Exceptions:	Litter Act 1979 s30(4a) Withdrawal notice sent under s30(4) shall be signed by a person appointed in writing to withdraw infringement notices.										
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated										
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Register Delegation of Authority. Withdrawals of notices are to be retained on the appropriate file or record 										

6.7 Disposal of sick or injured animals	
Function to be performed:	Authorised to humanely destroy an impounded animal where it is determined to be too ill or injured to be treated.
Legislative power or duty delegated:	Local Government Act 1995, Part 3, Division 3 s3.47A Dispose of sick or injured animals
Legislative Power to Delegate:	Local Government Act 1995 s5.42 Delegation of some powers to the CEO
Date Delegation made or reviewed:	February 2015 D15/8358 10 February 2016 D16/1283
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	s3.47 (2)(3)
Statutory Power to sub-delegate:	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Register Delegation of Authority.

6.8 Firearms Act 1973													
Function to be performed:	<p>Authorised to:</p> <ol style="list-style-type: none"> 1. Exercise any of the City's powers or the discharge of any of its duties under the Firearms Act 1973 2. Appoint such persons to be authorised to possess, carry or use a firearm in accordance with the licence and for performing particular functions under this Act. 												
Legislative power or duty delegated:	<p>Firearms Act 1973</p> <table border="0"> <tr> <td>s9A(4)</td><td>Duration and renewal of licence</td></tr> <tr> <td>s16(2)(a)</td><td>Authorisation of employees</td></tr> <tr> <td>s30A</td><td>Sale and disposal of firearms</td></tr> <tr> <td>s30B</td><td>Loss, theft, destruction, or disposal out of State to be reported</td></tr> <tr> <td>s31(2)</td><td>Records</td></tr> </table> <p>Firearms Regulations 1974</p> <table border="0"> <tr> <td>r11A</td><td>Storage security requirements</td></tr> </table>	s9A(4)	Duration and renewal of licence	s16(2)(a)	Authorisation of employees	s30A	Sale and disposal of firearms	s30B	Loss, theft, destruction, or disposal out of State to be reported	s31(2)	Records	r11A	Storage security requirements
s9A(4)	Duration and renewal of licence												
s16(2)(a)	Authorisation of employees												
s30A	Sale and disposal of firearms												
s30B	Loss, theft, destruction, or disposal out of State to be reported												
s31(2)	Records												
r11A	Storage security requirements												
Legislative Power to Delegate:	<p>Local Government Act 1995</p> <p>s5.42 Delegation of some powers to the CEO</p>												
Date Delegation made or reviewed:	<p>16 December 2015 Council resolution # 077</p> <p>10 February 2016 D16/1283</p>												
Delegation to:	Chief Executive Officer												
Conditions and Exceptions:	<p>Firearms Act 1973</p> <p>This delegation is subject to:</p> <ol style="list-style-type: none"> 1. Annual renewal of the corporate firearm licence as permitted by Section 16(1)(c). 2. Authorisation of employees to possess, carry or use a firearm in accordance with the licence. Authorisation only to be given to persons employed by the City and approved by the Chief Executive Officer. 3. Sale or disposal of firearms to comply with section 30A and section 3.58 of the <i>Local Government Act 1995</i>. 4. Any loss, theft, destruction, or disposal out of State, to be reported to the Commissioner. 5. Compile, maintain and furnish records in such manner as is prescribed. <p>Firearms Regulations 1974</p> <ol style="list-style-type: none"> 6. Ensure that firearms and ammunition are stored in accordance with regulation 11A. 												

Statutory Power to sub-delegate:	This delegation cannot be sub-delegated.
Reporting Requirements:	<ol style="list-style-type: none"> 1. Any exercise of this delegation is to be recorded in the Delegated Authority Register; and 2. Compile, maintain and furnish records in such manner as is prescribed by the Firearms Act 1973 and subsidiary legislation.

6.9 Graffiti Vandalism Act 2016 – Administration and Enforcement.	
Function to be performed:	Authorised to exercise any of the City's powers or the discharge of any of its duties under the Graffiti Vandalism Act 2016.
Legislative power or duty delegated:	Graffiti Vandalism Act 2016 Part 3 Powers of local government
Legislative Power to Delegate:	Graffiti Vandalism Act 2016 s16 Delegation by local government
Date Delegation made or reviewed:	28 September 2016 Resolution 334
Delegation to:	Chief Executive Officer
Conditions and Exceptions:	Must be in accordance with the Graffiti and Vandalism Policy
Statutory Power to sub-delegate:	Graffiti Vandalism Act 2016 s17 Delegation by CEO of local government
Reporting Requirements:	Any exercise of this delegation is to be recorded in the Delegated Authority Register.

PART 7

COUNCIL TO EXECUTIVE COMMITTEES

7.1 Executive Appraisal Committee											
Function to be performed:	To undertake a review of the Chief Executive Officer's performance and appoint a suitably qualified independent reviewer to assist with the review process.										
Legislative power or duty delegated:	Local Government Act 1995 s5.38 Annual review of certain employees' performance										
Legislative Power to Delegate:	Local Government Act 1995 – Part 5 Division 2 s5.16 Delegation of some powers and duties to certain committees										
Date Delegation made or reviewed:	<table> <tr> <td>13 October 2010</td><td>Resolution #199</td></tr> <tr> <td>November 2011</td><td>D11/90333</td></tr> <tr> <td>December 2012</td><td>D12/77148</td></tr> <tr> <td>February 2015</td><td>D15/8358</td></tr> <tr> <td>10 February 2016</td><td>D16/1283</td></tr> </table>	13 October 2010	Resolution #199	November 2011	D11/90333	December 2012	D12/77148	February 2015	D15/8358	10 February 2016	D16/1283
13 October 2010	Resolution #199										
November 2011	D11/90333										
December 2012	D12/77148										
February 2015	D15/8358										
10 February 2016	D16/1283										
Delegation to:	Executive Appraisal Committee										
Conditions and Exceptions:	The remuneration review will be conducted as a separate process, and the proposed remuneration package is to be presented to Council for approval.										
Statutory Power to sub-delegate:	This Authority is not to be sub-delegated										
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Register Delegation of Authority; and Recorded in the Register of delegations to committees 										

7.2 Audit Committee	
Function to be performed:	To meet with the City's Auditor at least once per year.
Legislative power or duty delegated:	Local Government Act 1995 s7.12A(2) Duties of local government with respect to audits
Legislative Power to Delegate:	Local Government Act 1995 – Part 5 Division 2 s5.16 Delegation of some powers and duties to certain committees
Date Delegation made or reviewed:	10 February 2016 D16/1283
Delegation to:	Audit Committee
Conditions and Exceptions:	The audit committee is to report and provide appropriate advice and recommendations to Council on matters relevant to its Term of Reference in order to facilitate informed decision making by Council in respect to audits of the local government.
Statutory Power to sub-delegate:	This Authority cannot be sub-delegated
Reporting Requirements:	<ol style="list-style-type: none"> Any exercise of this delegation is to be recorded in the Register Delegation of Authority; and Recorded in the Register of delegations to committees

Council Appointment of Officers

Local Government to Officers 2016



Introduction

Purpose of Appointment of Officers

The Local Government has been authorised to exercise powers and duties under the relevant Acts and Regulations.

The Health Act 1911 is an Act that allows for a Deputy of the Local Government to be appointed. There is no ability under the Health Act 1911 for the Council to give delegated authority to the CEO to then appoint a deputy for the local government.

The Deputy under the Health Act 1911 may be authorised to exercise powers and functions of the Local Government and the scope of this discretion is identified in the delegated authority for the powers and duties of the Deputy.

COUNCIL APPOINTMENT OF OFFICERS

CONTENTS

Introduction	2
1.1 Health Act 1911 - Appointment of deputy	4
1.2 Health Act 1911 - Appointment of environmental health officers	4
1.3 Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons.....	5
1.4 Control of Vehicles (Off-Road Areas) Act 1978- Appointment of authorised officers	6
1.5 Town of Kwinana Town Planning Scheme – Power of entry	7

1.1 Health Act 1911 - Appointment of deputy	
Function to be performed:	To appoint a person to be the deputy of the local government.
Power to appoint:	Health Act 1911 s26 Powers of Local Government
Date of Appointment:	25 February 2015 D15/8364[v2] 10 February 2016 D16/1305
Appointment of :	Peter McKenzie, Manager Environmental Health Services

1.2 Health Act 1911 - Appointment of environmental health officers	
Function to be performed:	To appoint Environmental Health Officers of the local government
Power to appoint:	Health Act 1911 s27 (1) Officers of Local Government
Date of Appointment:	25 February 2015 D15/8364[v2] August 2015 Resolution 535 September 2015 Resolution 570 10 February 2016 D16/1305 23 March 2016 Resolution 147 14 December 2016 Resolution 410
Appointment of:	Christopher Tanner Coordinator Environmental Health and Waste Services Vicky Chui Coordinator Environmental Health (Health and Food Safety) Gladys Nyashanu Environmental Health Officer Jarod Griffiths Environmental Health Officer Louis DeKlerk Environmental Health Officer Peter Toboss Environmental Health Officer (until 17 March 2017)
Special Requirements:	Health Act 1911 s28 (1) Appointments to be approved by Executive Director Public Health

1.3 Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons	
Function to be performed:	Appointment of such persons to be Authorised Persons for the purposes of this Act.
Power to appoint:	Caravan Parks and Camping Grounds Act 1995 s17(1) Appointment of Authorised Persons
Date of Appointment:	25 February 2015 D15/8364[v2] 10 February 2016 D16/1305 13 July 2016 Resolution 267
Appointment of:	<p>For the purposes of Division 1 of Part 2 and Sections 22, 23(3), 23(5) and 23(7) of the Caravan Parks and Camping Grounds Act 1995:</p> <p>Director City Living Director Corporate and Engineering Services Manager Building Services Manager Environmental Health Services Manager Essential Services.</p> <p>For the purposes of section 23(2) of the Caravan Parks and Camping Grounds Act 1995:</p> <p>Coordinator Environmental Health and Waste Services All Environmental Health Officers All Building Surveyors Building Technician Coordinator City Assist Senior City Assist Officer All City Assist Officers</p>
Special Requirements:	<p>Caravan Parks and Camping Grounds Act 1995: s17(2) authorised person is to produce the identity card whenever required to do so.</p> <p>Caravan Parks and Camping Grounds Regulations 1997 Regulation 68 ; Schedule 1, Division 1 Identity Card to be in prescribed form - Form 5</p>

1.4 Control of Vehicles (Off-Road Areas) Act 1978- Appointment of authorised officers																									
Function to be performed:	Appointment of such persons to be Authorised Persons for the purposes of this Act.																								
Power to appoint:	Control of Vehicles (Off-Road Areas) Act 1978 s38(3)(a) employees of Local Government																								
Date of Appointment:	24 June 2015 Resolution #500 10 February 2016 D16/1305 13 April 2016 Resolution #158 14 December 2016 Resolution #408																								
Appointment of:	<table> <tr> <td>Joanne Abbiss</td><td>Chief Executive Officer</td></tr> <tr> <td>Errol Lawrence</td><td>Director Corporate and Engineering Services</td></tr> <tr> <td>Clinton Venables</td><td>Manager Essential Services</td></tr> <tr> <td>Cecil Wells</td><td>Coordinator City Assist</td></tr> <tr> <td>Christoph Matzen</td><td>City Assist Officer</td></tr> <tr> <td>Geoff Copley</td><td>City Assist Officer</td></tr> <tr> <td>Rodney De San Miguel</td><td>City Assist Officer</td></tr> <tr> <td>Trevor Jones</td><td>City Assist Officer</td></tr> <tr> <td>Ian Abel</td><td>City Assist Officer</td></tr> <tr> <td>Kieran Togher</td><td>City Assist Officer</td></tr> <tr> <td>Paul Lucas</td><td>City Assist Officer</td></tr> <tr> <td>Hayley Goodwin</td><td>City Assist Officer</td></tr> </table>	Joanne Abbiss	Chief Executive Officer	Errol Lawrence	Director Corporate and Engineering Services	Clinton Venables	Manager Essential Services	Cecil Wells	Coordinator City Assist	Christoph Matzen	City Assist Officer	Geoff Copley	City Assist Officer	Rodney De San Miguel	City Assist Officer	Trevor Jones	City Assist Officer	Ian Abel	City Assist Officer	Kieran Togher	City Assist Officer	Paul Lucas	City Assist Officer	Hayley Goodwin	City Assist Officer
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Paul Lucas	City Assist Officer																								
Hayley Goodwin	City Assist Officer																								
Special Requirements:	Control of Vehicles (Off-Road Areas) Act 1978 s38(4) A person who is appointed as an authorised officer pursuant to subsection (2) or subsection (3) — (d) shall be issued with a certificate of his appointment as an authorised officer in the prescribed form, evidencing the area of jurisdiction entrusted to him under this Act, which he shall, on reasonable demand, produce for inspection by any person.																								

1.5 Town of Kwinana Town Planning Scheme – Power of entry	
Function to be performed:	Appointment of such persons to be authorised for the purposes of entering into any building or onto any land for the purposes of ascertaining whether the provisions of the scheme are being served.
Power to appoint:	Town of Kwinana Town Planning Scheme No 2 Clause 8.1(c) Powers of the scheme
Date of Appointment:	10 February 2016 D16/1305
Appointment of:	<div> <div> Paul Neilson Brenton Scambler Felicita Dhliwayo Janni Curtis Gary Williams Belinda Hill Adam Prestige Jessica Birbeck Louis DeKlerk Vacant Peter McKenzie Chris Tanner Vicki Chui Gladys Nyashanu Jarrod Griffiths Clinton Venables Cecil Wells Christoph Matzen Brad Casserly Rodney De San Miguel Trevor Jones Ian Abel Kieran Togher Paul Lucas Mark Allies </div> <div> Director City Development Coordinator Statutory Planning Senior Planning Officer Planning Officer Planning Officer Planning Officer Planning Officer Planning Officer Planning Compliance Officer Planning Compliance Technical Officer Manager Environmental Health Services Coordinator Environmental Health and Waste Services Coordinator Environmental Health (Health and Food Safety) Environmental Health Officer Environmental Health Officer Manager Essential Services Coordinator City Assist Senior City Assist Officer City Assist Officer City Assist Officer City Assist Officer City Assist Officer City Assist Officer City Assist Officer City Assist Officer City Assist Officer </div> </div>
Special Requirements:	Nil

16.7 Southern Metropolitan Regional Council Draft Budget - 2017/2018

SUMMARY:

The Southern Metropolitan Regional Council (SMRC) Draft Budget 2017/2018 has been accepted by the SMRC at its meeting on the 27 April 2017 for submission to member Councils for consideration and comment, prior to adoption by the SMRC on 29 June 2017.

The City of Kwinana's share of governance and program costs is determined to be \$81,420 representing an increase of \$6,407. This governance charge includes the interest only payments for the office project loan of which the City is a share-holder.

The gate fee for disposal of recyclable resources will be substantially reduced in 2017/2018, subject to the City entering into a new agreement for the processing of recyclable materials.

It is proposed that the City enter into two additional initiatives with the SMRC:

- The Regional Resource Recovery Centre (RROC) community education initiative for an annual fee of \$42,550, and
- Participation in the Food Organics and Garden Organics (FOGO) trial to be conducted in the City of Melville, for a one off fee of \$23,720.

OFFICER RECOMMENDATION:

That Council:

1. Notes the Southern Metropolitan Regional Council draft Budget for 2017/2018.
2. Advises the Southern Metropolitan Regional Council that the proposed recyclables resources gate fee and the annual contributions for 2017/2018, as outlined in the draft SMRC Annual Budget, are accepted in accordance with the Establishment Agreement, and the new Agreement between the City of Kwinana and SMRC for the processing of recyclable resources at the Canning Vale Materials Recovery Facility.

DISCUSSION:

The City is a member of the SMRC under the Establishment Agreement and is a project participant in the Office Project at Booragoon. The City is not a member of the RROC project at Canning Vale. Under the Establishment Agreement the City is afforded the right to comment on the draft budget 2017/2018 before it is adopted by the SMRC on 29 June 2017.

The SMRC draft budget parameters report is attached (Confidential Attachment A) for reference and consideration. The \$25 million operational budget and a \$500,000 capital budget is a reduction on previous years budgets due to the City of Cockburn's withdrawal from the RROC project.

16.7 SOUTHERN METROPOLITAN REGIONAL COUNCIL DRAFT BUDGET - 2017/2018

The proposed annual operating increase for the governance, administration, education and research and development functions is 5%. The City's share of the increase is \$6,407 which represents an 8.5% increase from \$75,014 to \$81,420. The calculation is based partly on changes in population data for each of the participating local governments. The population data is adjusted in accordance with the SMRC adopted "Participants Estimated Resident Population Policy". According to the information provided, the population in the City of Kwinana increased by 1,641 residents or 4% in the year between 2015 and 2016.

The RRRC project operational costs do not impact directly on the City. However, the City currently takes recyclables to the RRRC at Canning Vale.

The SMRC has proposed a new agreement with the City for the disposal of recyclable resources at the Materials Recovery Facility (MRF) at Canning Vale. The agreement ensures that the City will be processing recyclables at the same rate as the project member Councils, which is a considerable reduction over the current rate. It is also proposed that the City enter into two additional initiatives with the SMRC:

- The Regional Resource Recovery Centre (RRRC) community education initiative for an annual fee of \$42,550, and
- Participation in the Food Organics and Garden Organics (FOGO) trial to be conducted in the City of Melville, for a one off fee of \$23,720. Participation in this initiative will give the City access to invaluable data.

It should also be noted that the Office Project is an interest only loan. The City's loan liability of \$230,382 has increased from last year by approx. \$5,022 due to a change in population share.

LEGAL/POLICY IMPLICATIONS:

The City, under the SMRC Establishment Agreement, is afforded the opportunity to comment on the 2016/2017 draft Budget prior to its adoption by the SMRC on 29 June 2017.

FINANCIAL/BUDGET IMPLICATIONS:

The City of Kwinana draft waste budget for 2017/18 makes provision for the City's contribution to the SMRC general costs outlined above.

The City will save between \$110,000 and \$130,000 per annum due to the reduced charges for processing of recycling materials.

Regional environmental programs are also included in the waste budget under the allocation to the SMRC.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications as a consequence of this report or its recommendations.

16.7 SOUTHERN METROPOLITAN REGIONAL COUNCIL DRAFT BUDGET - 2017/2018

ENVIRONMENTAL IMPLICATIONS:

The Southern Metropolitan Regional Council provides recycling material processing and waste education services. These are important for the City of Kwinana to divert waste from landfill and promote good recycling practices.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan.

Plan	Objective	Strategy
Corporate Business Plan	9.1 Waste	9.1.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	SMRC 2017/18 draft budget is not considered by the City
Risk Theme	Failure to fulfil statutory regs or compliance requirements.
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Accept - do nothing, accept its full impact
Response to risk treatment required/in place	Preparation of Council report
Rating (after treatment)	Low

16.7 SOUTHERN METROPOLITAN REGIONAL COUNCIL DRAFT BUDGET - 2017/2018

COUNCIL DECISION

514

MOVED CR W COOPER

SECONDED CR B THOMPSON

That Council:

- 1. Notes the Southern Metropolitan Regional Council draft Budget for 2017/2018.**
- 2. Advises the Southern Metropolitan Regional Council that the proposed recyclables resources gate fee and the annual contributions for 2017/2018, as outlined in the draft SMRC Annual Budget, are accepted in accordance with the Establishment Agreement, and the new Agreement between the City of Kwinana and SMRC for the processing of recyclable resources at the Canning Vale Materials Recovery Facility.**

**CARRIED
7/0**

17 Urgent Business

Nil

18 Councillor Reports

18.1 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended several Multicultural Advisory Committee Meetings.

Councillor Cooper advised that she had attended the Community Advisory Community at the Peel Rockingham Hospital and they have just been through accreditation and come through with flying colours.

Councillor Cooper mentioned that she had attended the Farewell for Michelle Davis at Orelia Primary School.

Councillor Cooper reported that she had attended the High Tea at Kings College and that the decorations were stunning.

Councillor Cooper mentioned that she had attended the Local Emergency Management Committee (LEMC) Meeting.

Councillor Cooper reported that she had attended the Access and Inclusion Meeting.

Councillor Cooper advised that she had attended a Southern Metropolitan Regional Council (SMRC) Meeting.

18.2 Councillor Bob Thompson

Councillor Bob Thompson reported that he had attended the City of Kwinana Petscapade and that it was a glorious day and great event.

Councillor Thompson advised that he had attended the Multicultural Advisory Committee Meetings and that they are a very diverse group, there is a wonderful atmosphere at the meetings and it is great to be there.

Councillor Thompson mentioned that he had attended the interviews for the independent Committee Meeting member and that he believes the City will be strengthened by the appointee.

Councillor Thompson reported that the Red Cross has been running sessions about asylum seekers and refugees which provide an understanding of the facts and help dispel myths and misunderstandings, the support they provide and how you can help.

18.3 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the City of Kwinana Petscapade, which was great.

Councillor Wood advised that he had attended the United States of America (USA) Memorial Day at Kings Park and that 99 wreaths had been laid.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the City of Kwinana Petscapade which was once again a very successful event.

The Mayor advised that she had attended USA Memorial Day with many metropolitan Mayors and Presidents, and that she laid a wreath on behalf of the City.

The Mayor mentioned that she had attended the Memories of a Place: a reflection on Gentle Road Heritage Exhibition.

The Mayor reported that she had attended the Orelia Primary School presentation for the winners of Kwinana Adventure Race Awards.

The Mayor advised that she had attended the Official opening by Department of Fire and Emergency Services (DFES) Commissioner, Mr Wayne Gregson, of the DFES South Coastal Region Office, level 1, Margaret Fielman Centre.

The Mayor mentioned that she had attended the City of Kwinana Citizenship Ceremony where they welcomed 36 new Australians.

The Mayor reported that she had attended the Western Australian Local Government Association (WALGA) Special State Council Meeting to adopt the 2017/18 Budget.

The Mayor advised that she had attended the Welcome to the Village at the Wellard Neighbourhood evening along with Councillor Sheila Mills, Councillor Wendy Cooper and Councillor Sandra Lee.

The Mayor mentioned that she had attended the Kings College Biggest Afternoon Tea to raise funds for Breast Cancer Research.

The Mayor reported that she had attended the Bushcare Planting of Wellard Park by the City of Kwinana Bushcare Officers, HRP, Students of Gilmore College and a very active group from the Indian Community (Bertram and Wellard) called OUR KWINANA.

The Mayor advised that she had attended the LYRIK Award Assessment panel judges meeting.

The Mayor mentioned that she had attended the WALGA State Council Mayors and Presidents Breakfast with Members of Parliament.

18 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION) CONTINUED

The Mayor reported that she had Indian Ocean Gateway briefings with the following:

- Fremantle Ports Chief Executive Officer and Chairperson
- Retired Captain Angela Bond, Royal Australian Navy (RAN)
- Chairman of the Planning Commission, Mr Eric Lumsden
- Deputy Premier, Mr Roger Cook MLA Member for Kwinana

The Mayor advised that some of her upcoming meetings and events include:

- Indian Ocean Gateway update with Minister Rita Saffioti
- Fremantle Outer Harbour Discussion Series Event 1
- Kwinana Volunteer Fire and Rescue Service Annual Dinner.

The Mayor passed on her congratulations to Steve Treeby of the Mandogalup Volunteer Bushfire Brigade for receiving the highest emergency service honour in this week's Queen's Birthday Honours for serving his community, and leading, coaching and mentoring his firefighters with distinction throughout his 46 year career. The Mayor stated that she would write a letter of congratulations to Mr Treeby on behalf of the City of Kwinana.

The Mayor also passed on her congratulations to Councillor Wally Barrett from the Shire of Murray for receiving an Order of Australia (OAM) in the Queen's Birthday Honors List. Councillor Barrett has been a councillor for 23 years (6 served as Shire President) and was nominated in recognition of his long and loyal service to his community.

21 Matters Behind Closed Doors

COUNCIL DECISION

515

MOVED CR P FEASEY

SECONDED CR R ALEXANDER

That in accordance with Section 5.23(2)(d) of the Local Government Act 1995, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors item.

CARRIED
7/0

The Council Chamber doors were closed at 7:26pm

21.1 SAT Reconsideration for Retrospective Land Clearing – Lot 138 (435) De Haer Road, Wandí

COUNCIL DECISION

516

MOVED CR W COOPER

SECONDED CR S MILLS

That Council approve the Retrospective Land Clearing on Lot 138 (435) De Haer Road, Wandí subject to the following conditions and advice notes:

1. Conditions

- 1.1 The premises being kept in a neat/tidy condition at all times by the owner/occupier to the satisfaction of the City of Kwinana.
- 1.2 No further clearing of any indigenous tree, scrub or other substantial vegetation may be undertaken on the Lot except for those which are deemed by the City of Kwinana to be diseased or dangerous or otherwise approved by the City of Kwinana.
- 1.3 The land is to be managed in such a manner as to avoid the land being laid bare of vegetation resulting in loose erodible conditions. For the said vegetation that has to be removed to make way for housing, fences, firebreaks, outbuildings and accessway construction, the City of Kwinana's approval shall be deemed as Council's written consent to remove that vegetation.

2. Advice Notes

- 2.1 The applicant is advised that all future development must be submitted to the City of Kwinana prior to the commencement of works or alteration of land use.
- 2.2 Should the applicant be aggrieved by the decision or any condition imposed, then a right of review should be lodged with the State Administrative Tribunal within 28 days of the date of this decision.
- 2.3 The applicant should ensure all development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health (Miscellaneous Provisions) Act 1911 and Regulations, and the National Construction Code.

21.1 SAT RECONSIDERATION FOR RETROSPECTIVE LAND CLEARING – LOT 138 (435) DE HAER ROAD, WANDI

**CARRIED
7/0**

NOTE –Resolution point 1.4 from the Officers Recommendation has been removed as the removal of the trees has occurred by the applicant and therefore the landscaping plan is no longer required.

COUNCIL DECISION

517

MOVED CR W COOPER

SECONDED CR R ALEXANDER

That Council return from Behind Closed Doors.

**CARRIED
7/0**

The Council Chambers reopened at 7:27pm

22 Meeting Closure

The Mayor declared the meeting closed at 7:29pm.