

Ordinary Council Meeting

8 August 2018

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:

MAYOR C ADAMS
DEPUTY MAYOR P FEASEY
CR W COOPER
CR M KEARNEY
CR S LEE
CR S MILLS
CR M ROWSE
CR D WOOD

MS J ABBISS	-	Chief Executive Officer
MS C MIHOVILOVICH	-	Director City Strategy
MRS B POWELL	-	Director City Engagement
MRS M COOKE	-	Director City Regulation
MR D ELKINS	-	Director City Infrastructure
MR B SCAMBLER	-	Coordinator Statutory Planning
MR A HARDING	-	Manager Environment
MR T HOSSEN	-	Lawyer
MS A MCKENZIE	-	Council Administration Officer

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1 Declaration of Opening:

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

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

2 Prayer:

Councillor Wendy Cooper read the Prayer

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

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

Apologies

Nil

Leave(s) of Absence (previously approved):

Nil

4 Public Question Time:

4.1 Ms Amanda Marshall, Wandi

Question 1

How much money has the City spent to date and how much do they intend to spend on developing their materials around the sand mining application in Wellard and the defence of that not happening? And concurrently also, how much the City has spent to date on the Mandogalup issue?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that to give an accurate answer the City would have to refer to previous financial years, as the City has had a long standing position of objection to sand mining over the last 20 years, to be able to track that expenditure would take quite a considerable amount of time and Council resources.

The Chief Executive Officer stated that if the question is referring to how much money the Council has spent since being made aware of the sand mining application since the Friday it was advertised, there has been no direct expenditure to date, as it has really been a case of City Officers analysing the 1000 page submission that was made by PGV Environmental, and then providing a report to Council, with enough time to make the submission due date of 10 August 2018.

The Chief Executive Officer advised that there has been previous expenditure in relation to the management of that reserve, as Council has managed that reserve for a considerable amount of time, particularly for the purposes of conservation. The Chief Executive Officer further advised that the City has commissioned reports, one of which has been used without the City's authority by PGV Environmental, which was the GHD report where the City tried to identify some of the rare fauna species that exist within that reserve. The Chief Executive Officer explained that this was done within the capacity of the City being the manager of that reserve for conservation and further explained that it would be very difficult to go back over the years and identify all expenditure in relation to that matter and differentiate whether that was expenditure for the purposes of objecting to sand mining or expenditure for the purposes of managing the reserve for conservation, and that it may be that the City used information obtained in terms of managing for conservation against the sand mine.

The Chief Executive Officer advised that in relation to Mandogalup, similarly, a lot of the preparation regarding the Local Planning Policy has been City Officer time, there has been the engagement of some consultants in terms of responding to the submissions that were received in relation to the advertising of the Local Planning Policy. The Chief Executive Officer added that historically she is not aware if there were any other consultancies utilised by the City.

The Chief Executive Officer explained that the City has made similar objections to clearing proposals in the Mandogalup area, in particular recently in relation to lots on Rowley Road, that again, similarly had high conservation values and the community had also objected and submissions were made at the Federal and State level. In regards to some of those proposed clearing applications that had gone to the Federal Government, there was not enough notice, therefore most of that preparation was done by City Officers analysing the reports. Majority of the work involved was performed using in-house resources.

4 PUBLIC QUESTION TIME

Question 2

Will there be money committed going forward as well?, any expectation that there will be funds spend on the sand mining defence going forward?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that there is no proposal at this stage before Council for additional expenditure and the recommendations tonight are not related to direct expenditure, they are related to advocacy and lobbying and sending the City's objections to the decision makers in this process to reconsider. If Council adopt the Officer's recommendation, the resources used to will be in-house and the use of the Elected Members, within their advocacy role. The Chief Executive Officer added that at a future stage, a request to use funds may be warranted, but a report would need to come back to Council at that time.

Question 3

Would those City Officers have day-to-day duties that they are neglecting whilst working on the proposal? Or is that what they are employed to do?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that City Officers are employed to do what the Council directs them to do, in terms of their day to day duties, responding to recommendations from Council is one of them.

4.2 Mr Steven Summerell, Kwinana Town Centre

Question 1

My question is based on the rates calculation, they are calculated by Gross Rental Value (GRV) and they have gone up, probably since the mining boom rental prices have gone down so I am just wondering how they have managed to go up?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that the amount that is on your rates notice is the calculation of your GRV multiplied by the rate in the dollar, the rate in the dollar is set by Council each year, and it can vary. The Chief Executive Officer further explained that even if potentially the GRV decreased, it would be open to any Council in Western Australia to increase the rate in the dollar so that the end amount stayed the same or increased.

Mr Summerell advised that a suburb in the foothills recently had theirs reduced due to the GRV being reduced.

4 PUBLIC QUESTION TIME

The Chief Executive Officer added that it is open to any ratepayer who feels their GRV is too high, to make a submission to the Valuer General to have that reviewed and the information on how to do this is available on your rates notice. This is not something that the City is involved in, the Valuer General provides the GRV information to the City on a roll with a value for every property in the City, and you are able to challenge that if you feel it is incorrect.

4.3 Mr Kevin Desmond, Parmelia

Question 1

Councillor Rowse is using his phone during the Council meeting, I thought that was against regulations, is that allowed?

Response

The Mayor referred the question to Councillor Matthew Rowse

Councillor Matthew Rowse explained that the battery on his laptop had just died and that he is using his phone to view the agenda.

Question 2

On the 14 March I asked this question 'Can the Council supply me with a list of all of the current job vacancies?, including how long the vacancies have been open? And also how much money has been saved this financial year by not filling vacancies properly?', five months later I have not received a reply?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that as she advised at the night of that meeting, it would actually take a significant amount of time and resources to provide an answer. The Chief Executive Officer further advised that her decision in relation to the best use of Council resources in relation to your question was to provide a response at the end of the financial year when those figures could be summarised. The Chief Executive Officer added that she has before her a draft response to the question and that it will be provided as part of the next Ordinary Council Meeting agenda.

Question 3

I understand three Councillors went to Adelaide fairly recently, is that correct?

Response

The Mayor advised yes that it correct.

Mr Desmond asked the date they went.

The Mayor stated that she did not have that information in front of her.

Question 4

On the 11 April, I asked the question 'Can I be provided with a list of the Councillors travel expenses for this financial year?', now there are three names on this, Councillor Adams, Councillor Lee, Councillor Mills and Dennis Wood, but I don't think that the Councillors that went are all on the list? Is that correct?

4 PUBLIC QUESTION TIME

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that travel expenses and professional development are viewed differently, so that going on a study tour is actually not a travel expense, the costs incurred are related to Training and Development. Excerpts from relevant legislation that define travel expenses are included below. The Chief Executive Officer further explained that travel expenses are treated differently, so if the question was 'who has been on any professional development that involved interstate travel' then you may have got a different answer to the one that was prepared for you.

*Local Government Act 1995**5.98. Fees etc. for council members*

- (2) A council member who incurs an expense of a kind prescribed as being an expense —
 - (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,
 is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense —
 - (a) where the extent of reimbursement for the expense has been determined, to that extent; or
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.
- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

*Local Government (Administration) Regulations 1996**31. Expenses to be reimbursed (Act s. 5.98(2)(a) and (3))*

- (1) For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.

32. Expenses that may be approved for reimbursement (Act s. 5.98(2)(b) and (3))

- (1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government; and

4 PUBLIC QUESTION TIME

- (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
- (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

Elected Members Allowances, Expenses and Gifts

5.3.1 Travelling Expenses

Elected Members are to be reimbursed for travelling expenses incurred while **driving** a privately owned or leased vehicle (rather than a commercially hired vehicle) in the performance of the official duties of their office, subject to:

5.3.1.1 Claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- (a) Council meetings, civic functions, citizenship ceremonies or briefings called by either Council, the Mayor and/or the Chief Executive Officer;
- (b) Committees to which the Elected Member is appointed a delegate or in the circumstance an Elected Member deputising for the delegate who is unable to attend, by Council.
- (c) Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- (d) Conferences, community organisations, industry groups and local government associations to which the Elected Member has been appointed by Council as its delegate or a deputy to the delegate.
- (e) Functions and presentations attended in the role as an Elected Member or whilst deputising for the Mayor, that are supported by a copy of the relevant invitation or request for attendance.
- (f) Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the Mayor or the Mayor's nominated deputy as a representative of the City.
- (g) Any other occasion in the performance of an act under the express authority of Council.
- (h) Site inspections in connection with matters listed on any Council agenda (members to state the item number listed on any Council agenda along with the date and time of the visit on the claim form).
- (i) In response to a request to meet with a ratepayer/elector, but excluding contact with any relevant to the biennial elections (members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).

5.3.1.2 Elected Members are to be reimbursed travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of Council. The extent to which an Elected Member of a local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* is –

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back —

4 PUBLIC QUESTION TIME

- (i) for the person to travel from the person's place of residence or work to the meeting and back; or
- (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

5.3.1.4 Travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained within Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 as at 17 June 2015.

5.3.1.5 Public Transport

In the event that an Elected Member does not have access to a private vehicle, for travel referred to above, or has a preference for public transport, the Elected Member may use the services of the bus and rail public transport system, expenditure for which is to be reimbursed upon completion of a travel claim form and lodgement of receipts. A taxi service is also acceptable where this is considered necessary.

5.3.1.6 Parking Fees

Parking fees incurred as a result of travel to any occasion referred to in clause 3.1.1 of this policy are to be reimbursed upon lodgement of receipts accompanying the associated travel claim form. The cost of 'valet' parking is not to be reimbursed (unless authorised by the Chief Executive Officer).

The Chief Executive Officer undertook to provide an account of professional development involving interstate travel by Elected Members.

4.4 Ms Moira Nell, Wellard

Question 1

With the sand mining proposition and the City talking about no future funding being allocated necessarily at the moment to fight this going forward, obviously we are going up against quite a large corporation whom have extensive manpower, funding and contacts, I am just wondering if there is a way that the people whom are dedicating their time fighting this, the residents, if we can possibly have access to the resources that the City has already gathered and already got together and if possible we can combine our efforts to make sure we are more prepared, educated and be more of a force and united going forward?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer said certainly, if Council give that direction this evening, the City will work with the local community, as that is where you are going to get your greatest advocacy. The Chief Executive Officer added that one of the environmental initiatives the City has implemented has resulted in the City receiving over 10 million views on a very recent Facebook post and has also given the City an extra 12,000 followers on Facebook, so the City is looking at capitalising on this and sending the message out regarding the sand mine worldwide.

4 PUBLIC QUESTION TIME

Question 2

That is wonderful to the lead up to Friday obviously as we need people to put in public comment, from that point, with all due respect, Facebook is not going to move these giants, we basically need legal advice, we need professional environmental reports, we need to be able to build a team of residents as well as the Council to be able to utilise what's been done and possibly talk about moving forward with things that are going to be able to shake these people up, there has been a lot of hearsay that it has been pushed through and that it has not necessarily followed the right protocols, how are we going to be able to hit those gaps before it gets approved at a Federal level?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the City is currently investigating all legal avenues and are seeking legal advice to see if there are any opportunities for the City to question the processes that have been followed. The Chief Executive Officer stated that the City is happy to work with the community if guided that way by Council tonight in relation to this.

The Mayor added that there are two levels to this, a political level and an operational level, which the Chief Executive Officer has articulated. The Mayor explained that with the political level, the City has also met with the Environmental Minister, and of course, there are more actions to follow.

4.5 Ms Amanda Marshall, Wandi

Question 1

When I have requested reports from the Council in relation to Mandogalup, I have been instructed to request documents under the Freedom of Information Act, where you have to pay to access the documents.

In regards to the legal advice you sought is that internal or external legal advice?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that at this stage the City has asked for legal advice, so the City has not incurred any costs to date. The Chief Executive Officer further explained that the City has what is known as a retainer with our legal counsel, so you are able to ask a number of questions providing you are not seeking written advice without incurring a cost to the City. If the Lawyers providing that advice believe that it does need to be put in writing, then there would be a cost incurred.

Question 2

Does the Council feel that it is appropriate that, I guess to me, this is a State issue, so the State government has made a decision around the issue, in terms of the process involved here with the State department making the decisions does the local government not believe it is best left to those with the best expertise and knowledge to make these decisions without having to incur time and cost, even if internal, it is still a cost to Council, to fight something that really the EPA etc. should be making an informed decision as they did with Mandogalup?

4 PUBLIC QUESTION TIME

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that if you read the report presented on this matter, you will see that it is really highlighted in there that there has been some deficiencies in relation to the State's decision making process, for example, in relation to the clearing application permit, it was lodged, then the Banksia Woodland became a declared Threatened Ecological Community, Federally, and then a short time after that declaration, the clearing permit was issued. The Chief Executive Officer continued to explain that the City is running what it feels is a valid argument, that in relation to the clearing permit the Threatened Ecological Community of the Banksia Woodland actually was not assessed as part of that process, given the City has had a long standing position of opposition to sand mining in the Banksia Road Rifle Range, it was seen as appropriate to reflect on that clearing permit issue and to identify that there was a gap in the decision making at a State level and point that out not only to the State decision makers but the Federal Government in relation to this current proposal.

Question 2

I guess that is a grandfathering situation isn't it?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that generally it is a case of once the approval is issued if there was a subsequent declaration you cannot go back, the City is raising the question that Banksia Woodlands were declared before the approval was issued, it may be that we cannot run that as a legal argument but the City feels that given the environmental values of that site, given the long standing opposition of the City, it is worth exploring and raising with the decision makers.

4.6 **Mr Robert White, Mandogalup**

Question 1

There is an application for a sand mine in Latitude 32, in Ashley and Sayer Roads, they are clearing a cockatoo nesting habitat, and I have not heard the Council say boo about it? What is the difference?

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer stated that she was not aware of that proposal and referred the question to the Manager Environment.

The Manager Environment advised that he is not aware of that proposal either.

Mr White explained that it is Landcorp on Ashley Road and it is also PGV.

The Mayor and Chief Executive Officer thanked Mr White for bringing it to Council's attention.

5 Applications for Leave of Absence:

COUNCIL DECISION

236

MOVED CR S LEE

SECONDED CR M ROWSE

That Councillor Wendy Cooper be granted a leave of absence from 11 September 2018 to 25 September 2018 inclusive.

That Mayor Carol Adams be granted a leave of absence from 31 August 2018 to 5 September 2018 inclusive.

CARRIED
8/0

6 Declarations of Interest by Members and City Officers:

Councillor Merv Kearney declared an indirect financial interest in item 16.5, Second Deed of Variation: Portion of Reserve 25309, Summerton Road, Calista – Kwinana Golf Club Inc due to being a sponsor of the Kwinana Golf Club.

Mayor Carol Adams declared an impartiality interest in item 21.2, Request for Extension of Financial Close Date for Waste Supply Agreement with Kwinana WTE Project Co Pty Ltd due to a Director of the company being a friend.

Chief Executive Officer, Joanne Abbiss declared a financial interest in item 21.3, Chief Executive Officer Performance Review 2017/18 and setting of 2018/19 Key Performance Indicators and Remuneration due to the report relating to her employment.

7 Community Submissions:

7.1 **Mr Kevin Desmond regarding item 21.2, Request for Extension of Financial Close Date for Waste Supply Agreement with Kwinana WTE Project Co Pty Ltd:**

Firstly, what I am going to say about this is that I have a really strong sense of deja vu, in the five years I have been coming to Council we seem to always be talking about sand mines and Mandogalup and we have been talking about the incinerator and someone once said insanity is doing the same thing over and over again expecting different results, I just hope that we can resolve all of these matters very quickly.

Regarding the incinerator, I will just explain to the people in the audience what this is about, the City signed a contract to send their waste to an incinerator, the incinerator company can not raise the money and they have asked for an extension of financial closure. This submission is about the suitability for the Kwinana WTE Project Co Pty Ltd, which I will now on refer to as Phoenix Energy, this matter has been running for nearly five years and it has to be mentioned that the contract has lots and lots of irregularities, the contract was given to Phoenix Energy who have got no experience with incinerators, Phoenix Energy has not got any money, Phoenix Energy has not got any assets, yet they were awarded the largest and most expensive contract in Kwinana's history. Just in the last few months, it has come out to the public that the owner is personal friends of Carol Adams and her husband, which seems the wrong time to come out.

7 COMMUNITY SUBMISSIONS

Let's carry on with the irregularities; out of all the Councils in Western Australia (WA), Kwinana is the only Council to accept, what was a backwards option, for the incineration contract. The local government advised them that they should not do it, but Council went and paid for legal advice to get permission, what I've seen of the legal advice, it stated that there was no other alternative but at the same time of them going into a contract with Phoenix Energy there was another incinerator company that already had planning permission, so I do not understand the legal view on that. It gets even more bizarre, because when Phoenix Energy were pitching this, they said the waste that is sent to them, none of it will end up in landfill and that they were going to turn 120 thousand tonnes of bottom ash to bricks, now this is obviously nonsense as they never applied for EPA permission, and it is not on their building plans. Now that excludes the 12 thousand tonnes of toxic ash that cannot even go to landfill, it has to go to a special landfill, with a special licence because it is so toxic. Over the years I have seen some proposed partners of Phoenix Energy come and go, the only thing that is consistent about Phoenix Energy is that they have never been able to raise any money.

The last thing to raise here is the extraordinary behaviours of the Mayor and CEO, five years ago, New Energy applied for EPA approval for an incinerator, just over the border in Rockingham, at that time Council raised no objections. Earlier this year New Energy applied for a new EPA approval but this time Council, I think quite rightly, put in a submission saying that there were various dangers of it being put there, any qualms they have about New Energy, I have lots, apply to Phoenix Energy as well, as they are only 500 metres difference between houses. Then the CEO and the Mayor did not stop there, they visited Rockingham Council to try stop New Energy, which I do not really understand and then they went to Landcorp, and again I do not understand. It seems to me that the City of Kwinana are going all out for incinerators, but only for one incinerator company.

What I am saying to the Council is, they should not be extending this financial closure. In April, the CEO told me they did not need to extend it and in fact I was quite amazed when I knew about the Council talking to them about an extension but the Deputy Mayor did not, so I do not know why I am more informed than him. These matters that I have raised this evening, I have already raised with the Environment Minister and the Minister of Local Government and his suggestion to me was to pass them onto the Department of Local Government, which I will do this week. I think the very least the Council can do is renegotiate this contract, there is a clause in the contract, that if we do not supply enough waste, we still have to pay for it and there appears to be better deals around. My suggestion is that we stop and really look at our policy and bring in a three bin system.

7.2 Mr Steve Sturgeon on behalf of the Casuarina Wellard Progress Association regarding item 14.1, Sand Mining Application Lots 53 and 1320, Banksia Road, Wellard, Western Australia (EPBC 2015/7438):

My name is Steve Sturgeon and I am the president of the CWPA (Casuarina Wellard Progress Association) and I speak on behalf of the CWPA and the residents affected by the proposed sand mine.

Firstly I would like to express our thanks to The Mayor, CEO, Councillors and staff of the City for their quick and positive response to our alert regarding the invitation to comment by PGV issued on 27 July.

7 COMMUNITY SUBMISSIONS

We have read and considered the excellent report and recommendations produced by the City's officers on this complex issue. We would now respectfully call upon the councillors to unanimously adopt this report in its entirety.

We further request, that upon unanimously adopting this report and recommendations. The City enters into a collaborative campaign with CWPA and the residents with the common goals of:

Immediate objectives

- Inform all surrounding residents of the health, safety and environmental risks associated with a sand mine in such close proximity to residential properties.
- Ensure quality and quantity of submissions to PGV Environmental by Friday 10 August.
- Lobby the Federal Government to reject the submission put forward by PGV Environment, as it contains a number of false, misleading and contrary statements used to justify these sand mines.

Long term objectives

- Preserve the endangered Banksia Woodland in its entirety, through whichever classification and legal means necessary, in line with the conservation advice issued by the Threatened Species Scientific Committee in 2016.
- Lobby the State Labor Government to reverse the decision of the former Liberal Government by withdrawing the mining leases and clearing permits for both the Banksia and Boomerang Road mine sites.
- Pursue a written declaration by the State Government that ensures the longevity of the Banksia Woodland and its unique flora and fauna.

In closing, I would like to publicly thank everyone who has rallied to this cause and in particular I would like to offer a very special vote of thanks to the dedicated City staff who worked so hard to produce this comprehensive response to PGV in such a short time.

Last but not least a very special thanks to The City's Environment Manager Ashley Harding, for being a light in the wilderness for me during this difficult time.

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 25 July 2018:

COUNCIL DECISION

237

MOVED CR S MILLS

SECONDED CR S LEE

That the Minutes of the Ordinary Meeting of Council held on 25 July 2018 be confirmed as a true and correct record of the meeting.

**CARRIED
8/0**

8 MINUTES TO BE CONFIRMED

8.2 Executive Appraisal Committee Meeting held on 23 July 2018:

COUNCIL DECISION

238

MOVED CR S MILLS

SECONDED CR W COOPER

That the Minutes of the Executive Appraisal Committee Meeting held on 23 July 2018 be confirmed as a true and correct record of the meeting.

CARRIED
8/0

9 Referred Standing / Occasional / Management /Committee Meeting Reports:

Nil

10 Petitions:

Nil

11 Notices of Motion:

Nil

12 Reports – Community

Nil

13 Reports – Economic

Nil

14 Reports – Natural Environment

14.1 Sand Mining Application Lots 53 and 1320, Banksia Road, Wellard, Western Australia (EPBC 2015/7438)

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Hanson Construction Materials Pty Ltd (previously ROCLA) gained approval from the Department of Mines and Petroleum (DMP) to commence the development and operation of the sand mining project from Lots 53 and 1320, Banksia Road, Wellard on 11 April 2016.

The City was not informed of this most recent proposal and had a number of adjacent local residents have informed the City that they were also not consulted.

Sand mining at this site has been opposed by the City for over 10 years.

Hanson Construction is now seeking to clear 16.25ha of very good to excellent condition Banksia Woodland, now listed as Endangered under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

City Officers have reviewed the Preliminary Documentation available as part of the Public Notice and have prepared a submission to the Commonwealth Government strongly opposing the clearing of native vegetation for the purposes of the mining operation for Council's consideration (refer to Attachment A).

If approval is granted under the EPBC Act, the City will be limited in its ability to prevent implementation of the mining proposal. Options have been investigated by City Officers and include;

- Submitting comments to the Commonwealth Government during the formal comment period required under the EPBC Act.
- Writing to the Western Australian Minister for Environment and Minister for Mines requesting that they refer the matter to the Environment Protection Authority (EPA) under section 38(4) of the *Environmental Protection Act 1986* (EP Act) given the community has demonstrated significant concern with the proposal.
- Writing to the Minister for Mines and the Department of Mines and Petroleum (DMP) indicating that a referral to the EPA would be appropriate as the impact on Banksia Woodland Threatened Ecological Community has not been considered in the approval of a clearing permit by the DMP;
- Writing to the Western Australian Minister for Environment, Minister for Mines and the Chairman of the EPA regarding the concerns that the City has relating to the significant reduction in buffers for this activity inconsistent with EPA guidance;
- Seeking legal advice relating to avenues to appeal the existing approvals given the City was not informed or consulted on the most recent approval.

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

OFFICER RECOMMENDATION:

That Council:

1. Re-iterate opposition to the sand mining proposal at Lot 53 and Lot 1320 Banksia Road;
2. Endorses the submission contained within Attachment A which contains the City's comments on the Publication of Preliminary Documentation under the EPBC Act, as per the Public Notice dated 27 July 2018.
3. Advise the Western Australian Minister for Mines and the Department of Mines and Petroleum (DMP) that the approval to commence the development and operation of sand mining from Lots 53 and 1320, Banksia Road, Wellard is not supported having regard to the significant social, environmental and health impacts, including the significant reduction in buffers. This advice will also confirm that the City does not support the reserve being vested to the City of Kwinana if the site is mined;
4. Write to the Western Australian Minister for Environment requesting that they refer the matter to the EPA under section 38(4) given the community has demonstrated significant concern with the proposal (Attachment B).
5. Write to the Western Australian Minister for Mines requesting that the matter be referred to the EPA under section 48i and 38(5) of the *Environmental Protection Act 1986*, for assessment given that new information is available indicating the proposal will impact the Threatened Ecological Community "Banksia Woodlands of the Swan Coastal Plain" (Attachment C).
6. Write to the Federal Minister of Environment requesting that the matter be referred to the EPA under section 48i and 38(5) of the *Environmental Protection Act 1986*, for assessment given that new information is available indicating the proposal will impact the Threatened Ecological Community "Banksia Woodlands of the Swan Coastal Plain" (Attachment C).

DISCUSSION:

On a number of occasions in the past, Council has considered an application to mine sand from the disused Banksia Road Rifle Range (Lots 53 and 1320 Banksia Road) in Wellard.

The City has consistently opposed the proposal to mine sand from Lots 53 and 1320 Banksia Road. Most recently, a motion was carried at the Ordinary Council Meeting Minutes from 14 February 2007 stated that the proposed sand mine was **not supported** by the City of Kwinana, for the following reasons:

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

- (i) *The proposal will require removal of a significant area of remnant native vegetation which is in excellent condition, and a significant landscape feature ridgeline.*
- (ii) *The proposal including the impact of truck movements, dust and noise is likely to adversely affect the lifestyle and amenity of surrounding existing and proposed Special Rural residents in the area.*
- (iii) *The proposal does not comply with the Environmental Protection Authority Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses, which, for a Screening Works is a minimum of 500m, noting that there are about 40 residential lots located within 500m of the proposed sand mine premises.*
- (iv) *The impact to the infrastructure from frequent movements of heavily loaded trucks will result in the need for total replacement of these road assets.*

Further, at its Ordinary Council Meeting on the 25 September 2013, Council considered and opposed proposed sand mines on reserves within the City of Kwinana and the Shire of Serpentine Jarrahdale at Lots 53 and 1320 Banksia Road, and Lot 6 Banksia Road and Lot 300 & 301 Boomerang Road, Oldbury respectively.

The City of Kwinana was not informed of the most recent proposal to clear vegetation, and was not informed of the approval by DMP to commence the development and operation of the sand mine at the site, despite being vested with the management of this reserve. Local residents have also approached the City indicating they had not been consulted and had no knowledge of the latest proposal.

City Officers have recently confirmed that Hanson Construction Materials Pty Ltd (previously ROCLA) gained approval from the Department of Mines and Petroleum (DMP) to commence the development and operation of the sand mining project from Lots 53 and 1320, Banksia Road, Wellard on 11 April 2016. The project will result in the clearing of 16.25ha of very good to excellent condition Banksia Woodland, now listed as Endangered under the EPBC Act.

The proposed action has been referred to the Commonwealth Government for approval under the EPBC Act and determined to be a “controlled action” with a Preliminary Documentation level of assessment set. A Public Notice was issued inviting interested persons and organisations to comment in writing on the Preliminary Documentation by Friday 10 August 2018.

A review of the Preliminary Documentation has been undertaken by the City Officers reconfirming previous advice provided regarding the unacceptable nature of the impacts of the sand mine development and operation on conservation significant fauna, Threatened Ecological Communities (TECs) and Matters of National Environmental Significance (MNES). The proposed submission documents these concerns in detail as outlined in Attachment A. In summary the issues are:

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

- There is an unacceptable impact to the Banksia Woodlands TEC;
- There is an unacceptable impact to Carnaby's and Black Cockatoos that utilise the site for foraging purposes. There are significant differences between the consultants reports used to determine the value of the site. PGV environmental has stated previously that there are "no signs of Black Cockatoo foraging" which significantly contradicts the report prepared by GHD in 2015, commissioned by the City of Kwinana, which confirms that there are significant and plentiful signs of continued Black Cockatoo foraging for an extended period of time.
- The approval of the clearing permit, by the DMP in 2016, directly contradicts 8 of the 10 clearing principles against which clearing permits are assessed.
- The proposal has been approved with considerable reduction in buffers recommended by the EPA in the Guidance for Assessment of Environmental Factors. This guidance document states that a buffer of 300-500 metres is appropriate for the type of extractive industry proposed. The Mining Proposal and Remedial Action and Management Plan confirm the use of screening and sieving machinery. This suggests the appropriate buffer between this activity and sensitive land users is 500 metres. The buffers proposed by this activity are reduced by 80%. This is a considerable reduction that will have significant impacts on adjacent residents and is also likely to create ongoing compliance issues for the City due to dust and noise complaints;
- The hours of operation are 6 days a week, 7am to 5pm. The hours of operation, combined with the reduced buffers are going to impact negatively on the amenity and well-being of adjacent property owners. There is likely to be significant increase in noise complaints upon implementation of the proposal;
- The stated benefits relating to the remediation of the lead contamination are over emphasised in the associated reports as is the risks posed by the site and the area requiring remediation. The site does not have to be mined if remediation is required. A more detailed, scientifically based and Western Australian Accredited Auditor approved rehabilitation plan would be more successful and have less risks than the plan included in the public notice documentation;
- The methods proposed in the remediation plan are ignorant of the chemistry relevant to lead contamination in organic sands and the ameliorating ability of soil pH to significantly reduce mobilisation of heavy metal contamination. The mobility of lead contamination at the site is being rendered negligible by the soil pH as demonstrated by the City's ongoing groundwater monitoring program which indicates that lead has not impacted groundwater at the site;
- The proposed remediation methods will introduce considerable abrasive forces which will likely break the weak bonds that will increase lead mobility. The lead oxides are highly soluble at this point and the remediation plan introduces and exacerbates the potential exposure pathways to environmental and human receptors, being inhalation of dust created at the site and increased mobility of lead to groundwater resulting from site dust control measures;
- A significant increase in truck traffic to and from the site will increase the likelihood of serious truck versus passenger vehicle impacts. The roads in the location require upgrading to facilitate the proposal and accelerated deterioration of road surface is likely;

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

- The proposal if implemented will use groundwater for dust control and the proposal reports have modelled groundwater abstraction drawdown that is likely. The drawdown impact has not been factored into the impacts on vegetation within the lease area but outside of the actual mining area. The clearing permit and EPBC application are to seek approval for impacts on vegetation within the mining area. The impacts to vegetation outside the mining area (the buffer vegetation) has not been referred to the EPA or EPBC. As the species present are native, being Banksia Woodland TEC (which are highly susceptible to changes in groundwater levels) the drawdown will impact negatively on this vegetation. The applications to date do not permit this impact and should be referred to the EPBC and EPA separately;
- The site has two areas of dieback, one being within the area proposed to be mined. The management plans included are insufficient to guarantee that dieback won't be further dispersed by the mining activities or dispersed through transport of material from the site to other sites. The risk of spreading dieback within and beyond the site posed by this activity is considerable and contrary to the Threat Abatement Plan for Disease in Natural Ecosystems Caused by *Phytophthora cinnamomi*;
- The approved Mine Proposal and Closure Plan has no reference to dieback within the document and only broadly references dieback in a draft document attached which the proponent states as being adequate to address the dieback risks on site. The proposed methods are insufficient to mitigate the risk of spread of dieback.
- The proposal indicates that the City of Kwinana will manage the site at the completion of mining and rehabilitation activities. The City of Kwinana has not been consulted with regards to this statement.

City Officers have investigated a number of options that may be considered by Council to protect the site from mining and associated vegetation clearance. These options include;

- Submitting comments to the Commonwealth Government during the formal comment period required under the EPBC Act. This provides the City with an opportunity to ensure that the Commonwealth is fully aware of the implications the proposal will have on environmental values and Matters of National Environmental Significance, significant detriment to the community, significant detriment and risk to adjacent neighbours/receptors and the regional ecological impact, if implemented.
- Writing to the Western Australian Minister for Environment requesting that they refer the matter to the EPA under section 38(4) of the EP Act given the community has demonstrated significant concern with the proposal. Section 38(4) of the EP Act enables the Minister to refer a proposal to the EPA if there is considerable community concern relating to a proposal.
- Writing to the State Minister for Mines requesting that they refer the matter to the EPA under section 48i and 38(5) of the EP Act as the approval of the clearing permit and Mining Proposal will impact on the Banksia Woodland of the Swan Coastal Plain Threatened Ecological Community (TEC). These sections of the EP Act compel a Decision Making Authority to refer significant proposals to the EPA if the implementation of the proposal will have a significant impact on the environment. The impact on Banksia Woodland TEC present at the site, which has not been assessed, would qualify as a valid example of what should be referred to the EPA. The correspondence should also be provided to the EPA so they are formally aware of the City's request.

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

- Seeking legal advice relating to avenues to appeal the existing approvals given the City was not informed or consulted on the most recent approval.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the proponent/owner is Rocla Pty Ltd.

If approval is granted under the *Environment Protection and Biodiversity Conservation Act 1999* the City will have limited ability to prevent implementation of the mining proposal.

FINANCIAL/BUDGET IMPLICATIONS:

The proposal will result in significant financial implications for the City.

Increased traffic will result in the deterioration of local roads due to truck movements and increased maintenance costs.

The City will likely be required to manage increased complaints from residents near the mine.

It is the City's experience that rehabilitated sites are much more costly to maintain than sites which comprise native vegetation in excellent condition. If implemented, and if the City considers managing the site post mining activities, there will be considerable additional cost for management activities.

The City has invested in the management of the reserve to date including weed control and fencing which has increased the vegetation condition and improved the habitat values of the site to the point where it has species richness and diversity greater than adjacent nature reserves. This investment, which is considerable, will be lost.

ASSET MANAGEMENT IMPLICATIONS:

The City of Kwinana has not been informed of any negotiations regarding the management of the site post mining. The City have actively managed the site over the last 15-20 years, maintaining excellent vegetation condition, controlling feral animals, and undertaking weed control. This proposal will result in a loss of this asset to the City of Kwinana.

The upgrade of roads is required to support any mining operations at the site, however annual contributions and road design have not been determined. Additionally, there is no legal agreement between Hanson Pty Ltd between and City of Kwinana in regards to this matter.

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

ENVIRONMENTAL IMPLICATIONS:

Rifle Range Reserve, (Lot 53 and 1320 Banksia Road Wellard) contains very good to excellent condition Banksia Woodland. Banksia Woodlands of the Swan Coastal Plain are currently listed as Endangered and a Threatened Ecological Community under the EPBC Act. In addition, the Reserve contains foraging habitat for the Endangered Carnaby's Black Cockatoo (*Calyptorhynchus latirostris*), and the Forest Red-tailed Black Cockatoo (*Calyptorhynchus banksia nasa*). The proposal is also within the buffer area of "Communities of Tumulus Mound Springs" which is also listed as a Threatened Ecological Community.

The Reserve is one of the best examples of local biodiversity in the City. Its loss will be a significant loss to the biodiversity of the area. The City's experience has been that species that exists at the moment can not be returned to the site through rehabilitation methods.

If the proposal is implemented, the scientific value and reserve of DNA that is present at the site will be permanently lost. This is an enormous loss of environmental value locally and a significant loss regionally and federally.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal does not support the outcomes or objectives of the City's Strategic Community Plan. The City has surveyed the community a number of times to ensure we reflect the desires and concerns of our residents and we are consistently told that they place great value on the surrounding environment and Kwinana's natural areas. One of the three aspirations of the Strategic Community Plan is that we are "Surrounded by Nature".

Sand mining and associated truck movements will create an amenity issue through increased traffic, dust, vehicle and machinery noise that will adversely impact the quiet rural lifestyle of our residents who live in close proximity to the operation.

Below are the objectives within the Strategic Community Plan which relate to this proposal.

Plan	Outcome	Objective
Strategic Community Plan	A beautiful natural environment	Objective 3.1 Improve conservation of biodiversity and protection of native vegetation whilst achieving high levels of environmental protection in new developments 3.2 Educate and promote improved environmental land management
Strategic Community Plan	A well planned city	Objective 4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

COMMUNITY ENGAGEMENT:

Despite their special interest in this proposal, neither the City nor adjacent local residents were formally informed of the most recent proposal and approval.

The City has attended meetings hosted by local resident groups over a number of years including most recently on 29 July 2018. The community has repeatedly raised concerns with this proposal.

As part of the EPBC Act approval process the proponent was asked to provide details of their public consultation process. This listed the most recent public consultation as 2014/15. This report indicated that a Community Consultation Plan had been prepared and endorsed by the City. This plan included the formation of a Consultative Group including a representative from the City of Kwinana. City Officers have been unable to find any record of the City endorsing this plan nor any evidence that the group has formed or that any meetings have been held. Local community members have stated that they have not been involved in any such group.

The lack of community consultation by the proponent on this most recent proposal is highly concerning. More detailed comments to this effect have been included in the City's submission, see Attachment A.

Within the proponent's documents, a number of claims have been made about the City of Kwinana's formal endorsement or consent to parts of the proposal including;

- Road upgrades and maintenance contributions;
- Involvement and endorsement of a proposed community consultation process; and
- The approval of a mine closure plan and acceptance of the site by the City following mine closure.

The City has no record of any such agreements with the current proponent.

RISK IMPLICATIONS:

There are a number of risks to the City as a result of this proposal.

Risk Event	Noise, dust, traffic and vibration impacts on the community.
Risk Theme	Inadequate safety and security practices Inadequate environmental management
Risk Effect/Impact	People/Health Environment Compliance Property
Risk Assessment Context	Strategic
Consequence	Major

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Likelihood	Almost certain
Rating (before treatment)	High
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Oppose proposal
Rating (after treatment)	Unknown, depends on outcome.

Risk Event	Loss of reserve biodiversity and local amenity
Risk Theme	Inadequate environmental management
Risk Effect/Impact	People/Health Environment
Risk Assessment Context	Strategic
Consequence	Major
Likelihood	Almost certain
Rating (before treatment)	High
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Oppose proposal
Rating (after treatment)	Unknown, depends on outcome.

COUNCIL DECISION

239

MOVED CR W COOPER

SECONDED CR M ROWSE

That Council:

1. **Re-iterate opposition to the sand mining proposal at Lot 53 and Lot 1320 Banksia Road;**
2. **Endorses the submission contained within Attachment A which contains the City's comments on the Publication of Preliminary Documentation under the EPBC Act, as per the Public Notice dated 27 July 2018.**
3. **Advise the Western Australian Minister for Mines and the Department of Mines and Petroleum (DMP) that the approval to commence the development and operation of sand mining from Lots 53 and 1320, Banksia Road, Wellard is not supported having regard to the significant social, environmental and health impacts, including the significant reduction in buffers. This advice will also confirm that the City does not support the reserve being vested to the City of Kwinana if the site is mined;**

14.1 SAND MINING APPLICATION LOTS 53 AND 1320, BANKSIA ROAD, WELLARD, WESTERN AUSTRALIA (EPBC 2015/7438)

4. Write to the Western Australian Minister for Environment requesting that they refer the matter to the EPA under section 38(4) given the community has demonstrated significant concern with the proposal (Attachment B).
5. Write to the Western Australian Minister for Mines requesting that the matter be referred to the EPA under section 48i and 38(5) of the *Environmental Protection Act 1986*, for assessment given that new information is available indicating the proposal will impact the Threatened Ecological Community “Banksia Woodlands of the Swan Coastal Plain” (Attachment C).
6. Write to the Federal Minister of Environment requesting that the matter be referred to the EPA under section 48i and 38(5) of the *Environmental Protection Act 1986*, for assessment given that new information is available indicating the proposal will impact the Threatened Ecological Community “Banksia Woodlands of the Swan Coastal Plain” (Attachment C).
7. That the Mayor write to Mr Roger Cook MLA, Member for Kwinana, Ms Alyce Hayden MLA Member for Darling Range, Ms Madeleine King MLA Federal Member for Brand and other relevant members of State or Federal Parliament, providing them with a copy of the Council report and seeking their support in advocating on behalf of the City of Kwinana and the affected residents to stop the sand mining proposal and clearing of vegetation at Lots 53 and 1320 Banksia Road, Wellard.
8. Authorise the City Officers to work collaboratively with the Casuarina Wellard Progress Association to give effect to the Council resolution.

CARRIED
8/0

NOTE – That the officer recommendation has been amended to include points 7 and 8.

COUNCIL DECISION

240

MOVED CR W COOPER

SECONDED CR S LEE

That Council suspend Standing Orders.

CARRIED
8/0

COUNCIL DECISION

241

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council reinstate Standing Orders.

CARRIED
8/0

General		
The City of Kwinana strongly opposes the proposal to mine Lot 53 and Lot 1320 Banksia Road, Wellard due to the unacceptable nature of the impacts on conservation significant fauna, Threatened Ecological Communities (TECs) and Matters of National Environmental Significance (MNES).		
Response to Public Notice		
Document Reference	Claim	City of Kwinana Response
Use of GHD Report	The proponent was permitted to use reports Prepared by GHD for City of Kwinana	The City has advised PGV, formally and through their lawyers, that the use of the documents prepared for the City by GHD is not permitted.
PGV Letter, Section 1	RPS estimated drawdown at a distance of 600m	The drawdown at the site is likely to impact on the vegetation immediately adjacent to the mining area. The affect of drawdown or significant rapid water level changes is catastrophic to native vegetation and Banksia species in particular. The proposal has not considered that the adjacent vegetation will also be impacted considerably by the proposal. Even minimal drawdown can have considerable impacts.
PGV Letter Section 1	Failure to remediate the site may lead to contamination of groundwater.	Conversely, the proposed activities in the mining proposal may also lead to groundwater contamination and significantly increase the risk of the dust source/receptor pathway being realised as a result of significantly reduced buffers between screening and sieving activities and residential properties.
PGV Letter Section 1	Hanson has included a Remedial Action Plan and the commitment to engage an auditor during the remediation process. The process of lead removal is outlined in this document (Attachment 7).	The City requires that the appropriate level of remediation for the site is 'Decontaminated' and any target levels for remediation are determined by the City of Kwinana, prior to the commencement of mining.
PGV Letter, Section 3	PGV did not record foraging evidence on the site, potentially due to the lag in cone production after a fire in 2002.	<p>The difference between the Site surveying in 2013 by PGV and GHD in 2015, relating to the amount of foraging evidence present, would suggest that the Banksia species present at the site are a biological anomaly, as the amount of cones that have been produced between 2013 and 2015, in a two year period, is extraordinary.</p> <p>Furthermore, for the amount of foraging evidence present to have accumulated in a two year period, a significant foraging resource and a high value habitat must be sustaining considerably higher numbers of Black Cockatoos than has been reported. The Black</p>

		<p>Cockatoos, to create this amount of foraging evidence must be almost entirely dependent on the vegetation within this Reserve.</p> <p>This is further reinforced by the recent reporting of a roosting site 800m from the site in 2017.</p>
PGV letter, section 3	There was no roosting on the site recorded during the Great Cocky Count in 2016 and in 2014.	No surveying was actually undertaken at the site on these occasions by the community. As no surveying was undertaken, using this information to evidence that no roosting sites are present is incorrect and misleading.
PGV letter, section 4	The rehabilitated area restored post mining site will be managed by the City of Kwinana for conservation/recreational uses consistent with maintaining Black Cockatoo foraging habitat.	<p>At no point in time has the City been consulted regarding this statement. The City does not support mining in this location and will not assume management of the area without detailed consultation. This statement is false</p> <p>The City of Kwinana has not been consulted in regards to this statement. The City has not been involved with determining the completion criteria for the site nor any relevant plans. As such the City considers this statement to be false.</p> <p>The City will also state that it will not subsidise the proponent by managing a former mine site with ratepayer funds. The City expects that the management of the area will be undertaken post mining in perpetuity by the proponent or the State of WA.</p>
PGV Letter, Section 4	Hanson has committed to a weed control and a dieback management plan as per the Restoration Plan (Attachment 12;	The plan is not sufficient to prevent the spread of dieback within or from the site to other sites based on the absence of any reference to dieback within attachment 12 M70/915 Wellard – Site Restoration Management Plan. The attachments to the plan only have a broad reference to dieback and does not present any methods, specific to the characteristics of the site suitable to prevent the spread within or from the site.
PGV Letter, Section 5	The Clearing permit was granted by DER on 22 October 2016	<p>The Clearing Permit was granted by Department of Mines and Petroleum</p> <p>The assessment of the Clearing Permit did not include impacts on Banksia Woodlands TEC which was listed on 16 September 2016. This represents a significant impact and new information and a referral to the EPA would be required according to section 48I of the EP Act.</p>
PGV Letter, Section 6	<i>Demonstrate that the action is not inconsistent with any relevant recovery plan or threat</i>	The action, as demonstrated by the lack of detail specific to the management of dieback relevant to the site characteristics, management of the site, topsoil handling and remediation process, is inconsistent with the Threat Abatement Plan (TAP)

	<p><i>abatement plan including (but not limited to):</i> Australian Government Department of the Environment (2014). Threat abatement plan for disease in natural ecosystems caused by <i>Phytophthora cinnamomi</i>. Commonwealth of Australia, Canberra</p>	<p>Referral of proposed action 23 February 2013 pg. 27 stated: "There is no risk of spreading the fungal disease from this site".</p> <p>However, the reserve contains at least two known areas of <i>Phytophthora Dieback</i> infestations.</p> <p>The TAP identifies that "Humans can spread <i>P. cinnamomi</i> further and faster than any other infestation vector. <u>High risk</u> activities for spread include mining"</p>
<p>PGV Letter, section 6</p>	<p>The proposed measures are not inconsistent with the Recovery Plan for Forest Red-tailed Black Cockatoos and Carnaby's Black Cockatoos as it will not:</p> <ul style="list-style-type: none"> • Decrease the number of Forest Red-tailed Black Cockatoos in Western Australia; • Decrease the number of Forest Red-tailed Black Cockatoos breeding pairs; • Decrease the number of Forest Red-tailed Black Cockatoos roosting sites; or • Decrease the number of juvenile Forest Red-tailed Black Cockatoos in each roosting flock. 	<p>The identification of a roost site in close proximity to the site in 2017 indicates that the usage of the site is greater than has been indicated by PGV Environmental.</p> <p>The impact on quality native vegetation, suitable for foraging for both species of black cockatoos utilising the site, will be devastating. As the significant majority of the site has not been previously cleared, the foraging values are some of the highest for several kilometres. The identification of a roost site in 2017 confirms that there will be impacts on roost sites for both species of black cockatoos using the site.</p>
<p>PGV Letter, Section 6</p>	<p>The Dieback survey by Glevan Consulting shows surrounding bushland as infested with Dieback with</p>	<p>A Dieback Management Plan has not been prepared relevant to the issues at the site.</p>

	<p>small areas that are not. A Dieback Management Plan will be prepared outlining appropriate hygiene protocols during construction and management of stormwater to ensure the disease is not transmitted through run-off:</p>	
<p>PGV Letter, section 7</p>	<p>Therefore, the vegetation has a risk of removal, or 'Risk of Loss' irrespective of the implementation of the proposal.</p>	<p>The City has been monitoring the site for several years and has concluded that the lead is not mobile, and there is no risk of the lead becoming airborne through dust due to the vegetation cover on the site if it remains in its current state. DWER has advised the City of Kwinana, via letter, that the environmental values at the site may outweigh the risk posed by lead in its current state.</p> <p>Conversely, the proposal does not factor that the process of moving and stripping lead, through the abrasive forces, will make the lead more soluble and increase the risk of lead becoming airborne, particularly during site clearing works as lead is strongly bound to organic molecules in an acid environment as is the case in this Reserve.</p> <p>The proposal greatly increases the risk of exposure pathways to sensitive receptors being realised. As the mine has reduced buffers, this risk is brought closer to those receptors also.</p> <p>The conclusion of section 4.1 of the Ram plan are also invalid as the site is not publicly accessible as it is managed as a conservation Reserve and the visual impact statement is subjective. The City of Kwinana has discussed this with residents and can advise that the residents consider that the mining proposal represents a greater visual impact than what is currently present at the site.</p> <p>Additionally, if the site was reclassified as 'Contaminated – remediation required', the footprint of remedial works would not require 16.25ha of vegetation to be removed. In actuality, the highest concentration of lead could be removed simply by excavating the bunds around the shooting ranges only as this is where the highest concentration of lead is located. Current information indicates that the site's soil processes are adequately binding lead and mitigating mobilisation to groundwater and airborne pathways.</p>

		Any reduction to the offset calculations using this reasoning should be reviewed as 16.25 hectares is not required to be cleared to facilitate remediation of lead contamination.
PGV Letter, Section 7	The overall outcome of contributing to a larger parcel of land is beneficial to the environment, providing larger areas of protected bushland, improving habitat values, decreasing threatening and degrading processes such as edge effects, also improving the economic viability of managing the site in the future.	<p>This statement does not consider the impact the loss of much of this Reserve will have on the local environment.</p> <p>As the Reserve has very high species richness and diversity, the Reserve acts as a node that exports species rich DNA to the surrounding bushland on residents property. Removal of 16.25ha of the site will decrease the functionality of the Reserve and negate the ability of this Reserve to act as a node in wildlife corridors that connect neighbouring Reserves and pockets of bushland.</p> <p>The impact on the functionality will persist post mine closure as the current Reserve, with it's close to ideal boundary/area ratios, will be significantly compromised resulting in edge effect, increased predation, weed invasion and loss of species including conservation, priority and endangered fauna such as <i>Lerista lineata</i>, <i>Neelaps calonotus</i> and two black cockatoo species.</p>
PGV Letter, Section 7	<i>These contaminants may cause unacceptable risk of harm to human and environmental health as well as an unacceptable aesthetic impact to employees (and/or contractors/subcontractors) working at the sand quarry</i>	This risk can be entirely mitigated if sand mining is not to occur on the site.
PGV Letter, Section 7	There is a likelihood that if the site is not remediated as proposed that the site will be reclassified to "Contaminated - remediation required". Such a classification	<p>Incorrect. Site classification is not dependent on the remediation methods proposed.</p> <p>Classification is likely, although the remediation methods that are appropriate are those that remediate the site to an acceptable level independent of what is proposed for the site.</p> <p>The State is unlikely to have any remediation obligation if the site is classified as requiring remediation.</p>

	triggers a statutory remediation obligation for the State Government under s. 23 of the <i>Contaminated Sites Act 2003 (WA)</i> .	
PGV Letter, Section 8	Offsets Policy	<p>The offsets proposed are insufficient to compensate the community for loss of TECs or high value conservation Reserves.</p> <p>Banksia Woodlands have not been considered as part of the referral, and subsequently the offsets are insufficient to address the impacts on MNES.</p>
PGV Letter, Section 9.1	The remediation of the lead on the site will allow the site to be used for public recreation (rather than the current state where it is surrounded by a high mesh fence) providing a valuable natural asset. The proposed action will also result in mitigating the risk to the community of accidental exposure to lead.	<p>The site is managed as a Conservation Reserve. The community accepts that the conservation values at the site are greater than the recreational value. The statement also assumes that upon closure of the site it will be free of contamination. Additionally, the City has no intention of managing a former mine site for recreational purposes without the City approving any such plans. Contrary to what has been stated in other areas of the letter and accompanying information, the City has not been consulted with regard to post closure management and will not accept management of a former mine site for recreation purposes.</p>
	9.2 Strategic importance of the Action	<p>The WA building industry is at an all time low. The demands for such material are a fraction of what is stated and there are currently many operating quarries that can satisfy this dwindling need.</p> <p>The property was not identified as a basic raw material node in the WA government's suspended Strategic Assessment of the Perth and Peel Region suggesting that this proposal was insignificant in the considerations of Directions 2031 and the more recent Perth and Peel@ 3.5 Million Plan.</p> <p>Any statements regarding urgency need to reflect the actual requirements of the housing market.</p>
	9.3 Locational importance	<p>The location of the proposal is immediately adjacent to residential properties. The proposal will impact on the amenity of those properties/occupiers and the health and well being of the property owners. The proposal will increase truck movements on roads not designed for such traffic or frequency of movements.</p>

	<p>Department of Mines and Petroleum (DMP) who have mapped the sand resource as a “Regionally Significant Basic Raw Material (BRM)” after an extensive review of BRM within the Perth Peel Region.</p>	<p>The Strategic Assessment of the Perth and Peel (SAPPR) region did not identify the Reserve within the Basic Raw Materials Class of Action.</p> <p>Instead, the SAPPR identified the Reserve for inclusion into the conservation estate.</p> <p>Please See Attachment A</p>
	<p>9.4 Greenhouse gas</p>	<p>The clearing of vegetation at the site represents a significant release of sequestered carbon and removes the ability of the Reserve to further capture carbon. Complex remnant vegetation communities are more efficient at long term carbon capture than revegetation as the amount of management input is considerably less.</p> <p>Any claims that proposal to clear vegetation from the site is the option with the least amount of carbon dioxide produced is incorrect. It is more likely clearing the site will be the option that produces the largest amount of carbon dioxide.</p> <p>There are several quarries operating within a 3km range that can service any demand for sand products. These quarries are not operating at full capacity.</p>
<p>PGV Letter, Section 9.6</p>	<p>The employment of 5 people on site will support an additional 30 jobs</p>	<p>This claim appears to be unfounded and unsubstantiated. Economic Modelling from REMPLAN indicates that 5 jobs in this field would sustain an additional 1 job in the wider supply chain, based on an employment multiplier of 1.2 typically found in the industry.</p> <p>The impact of this development would be negligible on the \$11 billion housing industry quoted.</p> <p>Please see attached REM Plan report included in Attachment B.</p>
	<p>9.8 regulator consultation</p>	<p>The consultation with the City of Kwinana has been insufficient and, as such, has been misrepresented within documentation.</p> <p>City currently strongly opposes the proposal due to the impacts on native vegetation, fauna, dust, noise, traffic and end use.</p>

		<p>Any claims that the City supports or has been consulted with regarding management post mining are false.</p> <p>Additionally, as the City of Kwinana represents the community, the City has received information that many of the claims regarding consultation with the community are also false, have been extrapolated or misconstrued.</p> <p>There is no agreement between the City and the proponent regarding Road Upgrades and Contributions for Sand Mine. Any statement made by the proponent indicating they have an Agreement with the City of Kwinana is false.</p>
PGV Letter, Section 10	Impacts to black cockatoos will be avoided in the buffer area	<p>This statement is incorrect. The decrease in density will affect the foraging behaviour of both species. The drawdown resulting from groundwater abstraction will affect the vegetation on site outside of the mining area and is likely to result in significant decline of foraging habitat. This impact on native vegetation and black cockatoos is yet to be assessed as it is outside the clearing permit area.</p> <p>As there is likely to be impacts outside of the mine area, a separate EPBC Act referral should be made to assess those impacts.</p>
DoEE 8 May Correspondence	Departmental Quality Value (8)	The majority of native vegetation on site is in excellent condition, is a TEC and supports considerable foraging habitat for endangered species. The value of 8 is incorrect and should be either 10 for the whole proposal area minus the ranges or 9.
Theis Drawdown Modelling		<p>The drawdown modelling indicates the vegetation within the Reserve, but outside of the lease area will be impacted by drawdown.</p> <p>As the species present in this area are very sensitive to changes and reductions in the height of the water table, there will be impacts to Banksia Woodland TECs that have not been accounted for in the current application.</p> <p>This will require a separate EPBC Act referral.</p>
InSitu, Remedial Action & Management Plan	<p>approach will be to screen the topsoil zone and monitor the subsoil horizon.</p> <p>Should significant lead shot/bullets be seen to extend down further into</p>	<p>Screening requires a 500m separation from residential properties according to WA EPA guidance.</p> <p>The <i>Contaminated Sites Act 2003</i> is the guiding legislation relating to remediation of the site. The Mining approval, with its reduced buffers contradicts guidance in the:</p> <ul style="list-style-type: none"> -<i>Contaminated Sites Act 2003</i>; -Contaminated Sites Management Series;

	The subsoil, then the subsoil area will also be screened.	-NEPMs; -EPA Guidance; and -Mines Safety Regulations relating to buffers between residences
Insitu RA&MP	Section 4.5. ...transported offsite for disposal at a suitably licensed facility, transported via internal haul roads to a fixed screening plant located to the centre of the site or screened centrally in	500m required. Buffer proposed does not comply with WA EPA guidelines.
Insitu RA&MP	A HIL of 300mg/kg (or 300 ppm) will be adopted for the assessment of lead in soil. This is the NEPM criteria for 'standard residential' areas.	The Remedial Action and Management Plan will likely increase lead contaminated dust from the site reaching sensitive receptors. The City of Kwinana has not been consulted in regards to the use of the site post mine closure and rehabilitation.
Insitu RA&MP 5.5	5.5 Key Plant and Equipment A centrally-located screening plant and a front end loader will be used during the mining and rehabilitation process. Screening plant will be used to screen out lead particles and/or clay pigeon fragments from sand resource for potential use as resource or as fill onsite, subject to verification testing by a qualified land contamination specialist. Screening plant will be located at a centralised site location to allow for maximum	A screening plant requires a 500m buffer

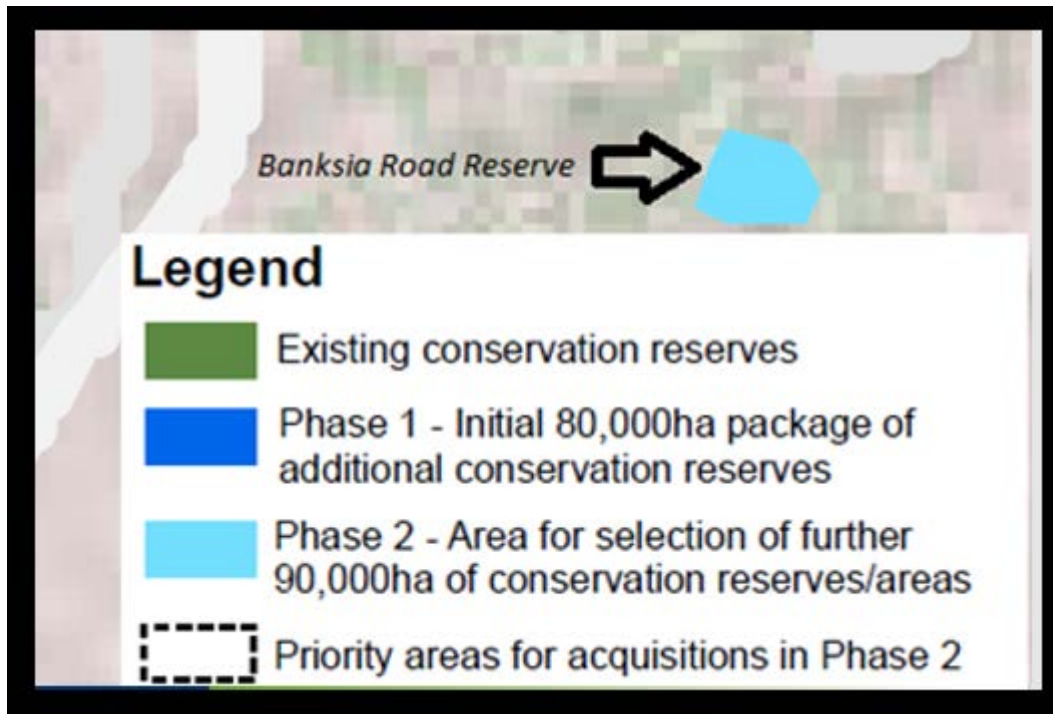
<p>Insitu RA&MP 5.5</p>	<p>Site infrastructure. Transportable site office; • vehicle/equipment compound; • toilet; and • refuelling facility (5,000 litre maximum self-bunded diesel above ground tank).</p>	<p>Advice regarding the suitability of proposed infrastructure has not been sought from the City of Kwinana. These will require formal application and approval from the City of Kwinana who will determine their suitability.</p>
	<p>Site will be selected by the remediation contractor and will be meet the following objectives:</p> <ul style="list-style-type: none"> • Compliance with all traffic road rules. • Minimisation of noise, vibration and odour to adjacent premises. • Utilisation of state roads and minimisation of use of local roads. <p>Site access/egress and transport will utilise public roads including</p>	<p>There is no agreement between the proponent and the City of Kwinana relating to the use of roads, any upgrades required or compensation for deterioration of the City's road assets.</p>
<p>Insitu RA&MP 6.2.4</p>	<p>Dust (and potential lead dust) may be made airborne during soil handling activities, loading and unloading of materials, as a result of wind-borne dust from exposed surfaces and stockpiles, during vehicle movements on paved and unpaved roads and screening activities.</p>	<p>The risk of dust exposure to adjacent receptors is exacerbated due to the reduced buffers approved. Considerable risk is present to adjacent neighbours.</p>
<p>Rocla Site Restoration</p>	<p>General</p>	<p>Restoration to the current condition is not possible.</p>

Management Plan		
Rocla Site Restoration Management Plan		The site restoration plan is inconsiderate of soil hygiene requirements necessary to prevent the spread of soil pathogens such as dieback which is present on the site. This will be in contravention of the Threat Abatement Plan.
Rocla Site Restoration Management Plan	Batter angles Grades approximately 1:3 should be designed as a minimum.	To use the site for the purposes of Public Open Space (POS) the grades are required to be 1:6. The plan is therefore not compliant with the City of Kwinana requirements for a POS.
Restoring a biodiverse plant community	General	The document is in draft format. Reliance on draft documents to guide rehabilitation of sites that are contaminated and contain dieback is not supported.
Clearing Permit Approval	DMP approval	<p>It would appear the Clearing Permit has been approved by the DMP which introduces considerable conflicts. DMP does not appear to have considered the local and regional value of the site in granting the approval.</p> <p>At no point has the DMP contacted the City of Kwinana regarding the concerns stated previously nor has the DMP informed the City of Kwinana of the granting of the approval. As the City is the vested management authority of the Reserve it would be appropriate to have advised the City of the approval so any rights of appeal may have been investigated. As this has not occurred, the City has not had an opportunity to appeal the Clearing Permit approval.</p> <p>In addition, the Clearing Permit has been granted when there is clear evidence that the proposal is inconsistent with the majority of the 10 clearing principles especially in light of the considerable values for fauna habitat that are evidenced by the GHD report included in the application.</p> <p>Please note that the GHD reports, commissioned by the City of Kwinana, included in the documents made available in the Public Notice by PGV Environmental are being used without the permission of the City of Kwinana. Reproduction, advertising or publishing findings or the report without the permission of the City is not permitted.</p>
Epa guidance for assessment of environmental factors	Mining buffer	<p>Please note that EPA Guidance documentation indicates that a 500m buffer is appropriate for the proposal.</p> <p>http://www.epa.wa.gov.au/sites/default/files/Policies_and_Guidance/GS3-Separation-distances-270605.pdf</p>

Clearing Permit	fauna impact	<p>The Clearing Permit has been granted with no apparent consideration of impacts on fauna present at the site as can be demonstrated by the lack of conditions applied to the Clearing Permit that would mitigate such impacts.</p> <p>As demonstrated by the City of Kwinana, the site has regionally significant fauna values. The approval of the Clearing Permit is inappropriate and will result in the death of priority and native fauna.</p>
From EPBC Response 21 June 2018, question 2	PGV Environmental claim that the species <i>Kunzea glabrescens</i> , is the species that the Dwarf Hammer Orchid often grows in association with, and that there was no <i>Kunzea glabrescens</i> recorded on the site.	<p>This is false, as the GHD report (2014) clearly indicates in Appendix E, species recorded in the study area includes <i>Kunzea glabrescens</i>, and so there is the possibility of the Dwarf Hammer Orchid at the site. No additional surveys have been conducted to confirm this.</p> <p>Another spring survey is required to determine presence/absence of the Dwarf Hammer Orchid.</p>
Question 3	PGV Environmental claimed to have surveyed the site 2013 and did not record foraging evidence on the site, potentially due to lack of cone production after a fire in 2002.	<p>According to the Black Cockatoo Habitat Assessment (PGV Environmental, 2014), the methodology indicates that the site visit was undertaken on one day in November 2013. In particular, Carnaby's Cockatoos can vary their patterns of foraging so as to visit different sites on different days. One visit to the site would not be sufficient to gather the relevant scientific evidence to claim that the area is not a foraging site.</p> <p>Furthermore, the claim that one fire in 2002 has reduced banksia cone production, based on personal comments from the original proponent (John White), is false and misleading.</p> <p>The City of Kwinana has collected and recorded <i>Banksia attenuata</i>, <i>Allocasuarina fraseriana</i> and <i>Allocasuarina humilis</i> seed from the site in 2015, in sufficient quantities to suggest that cone production has not been significantly affected from this described 2002 fire. In fact studies have suggested that in order to maintain populations of "Banksia" species (specifically, <i>B.prionotes</i>, <i>B.menziesii</i>, <i>B.leptophylla</i> and <i>B.attenuata</i>) the heath should be burnt at a frequency of no less than ten years. (Cowling, R.M., Byron, B., Lamont, and S.M.Pierce, 1987). This would suggest that at the time of the survey in 2013, ten years after the fire, Banksias would have been at peak cone production.</p> <p>City of Kwinana has installed fauna monitoring cameras at the site since the beginning of 2016. It</p>

		provides continuous data about presence/absence of native species and feral animals. Carnaby's Cockatoos have been recorded foraging at the Reserve on the 24 of June 2017 and the 3 rd of August 2017 (please see photo plates 1-3).
Question 3	PGV Environmental claim that there has been no record of a roosting site in the north of the project area. The GHD report from 2014 suggested that there could be a potential roost site north of the project area.	<p>A valid roost site has been recorded approximately 800m to the north of the project area (Referred to by Birdata as SERWELR002). Current data recorded from the Great Cocky Count in 2017 indicated the presence of 298 Carnaby's Cockatoos on one night, and 75 Carnaby's in 2018. With such a large population roosting in close proximity, the project area is a very important foraging site.</p> <p>PGV have not produced any material as part of this submission, that clearly indicates the "Current Use" by Black Cockatoos at this site.</p>
General	The full conditions for the mining proposal have not been included in the public notice	The full set of Conditions attached to the Mining Proposal and Closure Plan have not been made available to the City of Kwinana or the general public.

Attachment A – Strategic Assessment of the Perth and Peel Region mapping



Source: Department of Premier and Cabinet, Strategic Assessment of the Perth and Peel Region Mapping.



Impact Report for Kwinana (C)

Impact Scenario

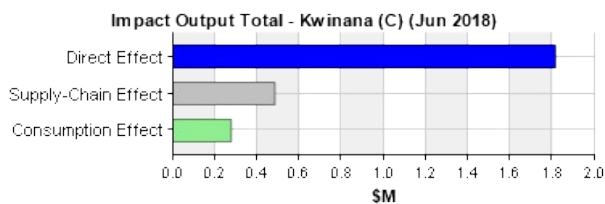
Industry Sector	Direct Change Jobs	Direct Change Output (\$M)
Non Metallic Mineral Mining	5	

Impact on Output

From a direct increase in output of \$1.813 million it is estimated that the demand for intermediate goods and services would rise by \$0.483 million. This represents a Type 1 Output multiplier of 1.267. These supply-chain effects include multiple rounds of flow-on effects, as servicing sectors increase their own output and demand for local goods and services in response to the direct change to the economy.

The increases in direct and indirect output would typically correspond to the creation of jobs in the economy. Corresponding to this change in employment would be an increase in the total of wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are estimated at \$0.276 million.

Total output, including all direct, supply-chain and consumption effects is estimated to increase by up to \$2.573 million. This represents a Type 2 Output multiplier of 1.419.

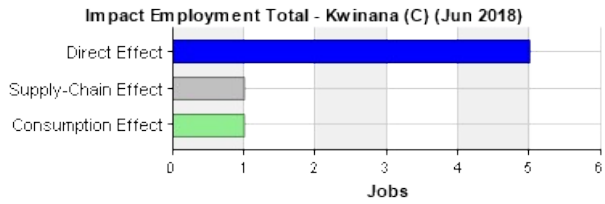


Impact on Employment

From a direct increase in output of \$1.813 million the corresponding creation of direct jobs is estimated at 5 jobs. From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in the gain of a further 1 job. This represents a Type 1 Employment multiplier of 1.200.

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are estimated to further boost employment by 1 job.

Total employment, including all direct, supply-chain and consumption effects is estimated to increase by up to 7 jobs. This represents a Type 2 Employment multiplier of 1.400.

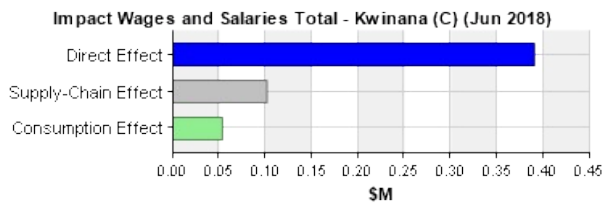


Impact on Wages and Salaries

From a direct increase in output of \$1.813 million it is estimated that direct wages and salaries would increase by \$0.390 million. From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in the gain of a further 1 job and a further increase in wages and salaries of \$0.101 million. This represents a Type 1 Wages and Salaries multiplier of 1.260.

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are expected to further boost employment in sectors such as retail therefore further increasing wages and salaries by \$0.053 million.

Total wages and salaries, including all direct, supply-chain and consumption effects is estimated to increase by up to \$0.545 million. This represents a Type 2 Wages and Salaries multiplier of 1.397.

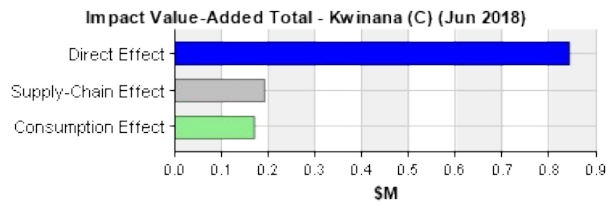


Impact on Value-Added

From a direct increase in output of \$1.813 million the corresponding increase in direct value-added is estimated at \$0.842 million. From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to value-added of \$0.192 million. This represents a Type 1 Value-added multiplier of 1.228.

The increase in direct and indirect output and the corresponding boost to jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are expected to further boost value-added by \$0.170 million.

Total value-added, including all direct, supply-chain and consumption effects is estimated to increase by up to \$1.203 million. This represents a Type 2 Value-added multiplier of 1.430.



Impact Summary

Impact Summary	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$1.813	\$0.483	\$0.276	\$2.573	1.267	1.419
Employment (Jobs)	5	1	1	7	1.200	1.400
Wages and Salaries (\$M)	\$0.390	\$0.101	\$0.053	\$0.545	1.260	1.397
Value-added (\$M)	\$0.842	\$0.192	\$0.170	\$1.203	1.228	1.430

Photoplates

Plate 1 – Carnaby's Black Cockatoo – Ground Foraging



Plate 2 – Carnaby's Black Cockatoo – Ground Foraging



Plate 3 – Carnaby's Black Cockatoo, Ground Foraging



9 August 2018

Hon Stephen Dawson MLC
Minister for the Environment
12th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

Our Ref.: D18/47317

Dear Minister

**PROPOSED CLEARING OF REGIONALLY SIGNIFICANT BUSHLAND - BANKSIA ROAD
MINING PROPOSAL**

The proposed clearing of Reserve 24784 (Lot 1320) Banksia Road, Wellard and Reserve 32621 Banksia Road, Wellard (Lot 53), known as the Rifle Range, is being referred to you under section 38(4) of the *Environmental Protection Act 1986* (EP Act) due to the great public concern the proposal has generated. If approved, the proposal will result in the removal of Banksia Woodland that is classified as a *Threatened Ecological Community* under the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act). The affected reserve is the best quality native vegetation of its type in the area, supporting a high diversity of native flora and fauna.

The proposal was referred to the Environment Protection Authority (EPA) in March 2009. The EPA determination, released on 19 May 2009, was 'Not Assessed'. The community (Wellard Progress Association Inc.) appealed (Appeal 096/09) to have the site assessed by the EPA, however, the then Western Australian Minister for the Environment, Donna Faragher, dismissed this appeal on 24 May 2009.

Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966 | Hours Mon-Fri 8am-5pm (Cashier hours 8am-4pm)
Telephone 08 9439 0200 | Facsimile 08 9439 0222 | TTY 08 9419 7513 | admin@kwinana.wa.gov.au | www.kwinana.wa.gov.au

Significant new or additional information justifies the reassessment of the issues raised by the proposal:

1. Subsequent to the EPA decision to not assess the proposal, the affected bushland has been listed as a *Threatened Ecological Community* under the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act);
2. The City commissioned a report by GHD, which found the reserve to have excellent biodiversity values both for its size and its particularly high habitat value for fauna species due to the variety of microhabitats and various resource niches available (i.e. fallen logs, hollow logs, leaf litter, sandy soil);
3. The Reserve is now of sufficient size, shape and condition to be considered Regionally Significant.
4. Banksia Woodlands were listed prior to the approval of the Clearing Permit and should have been considered by the Department of Mines.

The City is concerned that appropriate consideration of the impacts on conservation significant native vegetation proposed by this development during previous assessments may not have occurred. On this basis and in view of the public interest in this matter, the City is requesting that you refer the proposal to the EPA pursuant to section 38(4) of the EP Act.

Yours faithfully

Carol Adams
Mayor

Cc. EPA Chairman, Dr Tom Hatton

Attachments: Report presented to the City of Kwinana Council (Item 14.1) at the Ordinary Council Meeting held on 8 August 2018, inclusive of Attachment A, EPBC Act Submission.



9 August 2018

Hon. William (Bill) Joseph Johnston MLA
Minister for Mines and Petroleum
9th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

Our Ref.: D18/47352

Dear Minister

PROPOSED CLEARING OF REGIONALLY SIGNIFICANT BUSHLAND - BANKSIA ROAD MINING PROPOSAL

The proposed clearing of Reserve 24784 (Lot 1320) Banksia Road, Wellard; and, Reserve 32621 Banksia Road, Wellard (Lot 53), known as the Rifle Range, is being brought to your attention as it appears that the Department of Mines and Petroleum (The Department) has made a decision on a significant proposal [s.37b(1)] of a prescribed class [s.48I] without referring the matter to the Environmental Protection Authority as required by the EP Act.

A Clearing Application proposing to clear 17.359ha was submitted to the Department on 23 February 2015. This application included a document that stated:

“Perth’s Banksia woodland communities are coming under increasing pressure from development and as a result, these once extensive woodlands are diminishing”.

“... Outside of a few notable exceptions... large preserves of pristine and intact tracts of Banksia woodland are rare.”

Administration

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The 'Banksia Woodlands of the Swan Coastal Plain' ecological community was listed as endangered under Australia's national environment law, the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), on 16 September 2016. This listing coupled with the Conservation Advice prepared by the Threatened Species Scientific Committee provided further evidence that this proposal is likely, if implemented, to have a significant effect on a federally listed TEC and endangered species.

The area proposed to be cleared was listed as 'endangered' under the EPBC Act after the Clearing Application was submitted, however, Banksia Woodlands were listed prior to the approval of the Clearing Permit and should have been considered by the Department.

Further significant new or additional information justifies the reassessment of the issues raised by the proposal:

1. The City commissioned a report by GHD, which found the Reserve to have excellent biodiversity values both for its size and its particularly high habitat value for fauna species;
2. The Reserve is now known to be of sufficient size, shape and condition to be considered Regionally Significant;
3. The City has determined that the Reserve contains areas of 'pristine' vegetation so environmentally significant that there is now no minimum area threshold for referral of proposals to clear such areas to the Department of Environment and Energy; and
4. The City has determined that the proposed clearing would be at variance to at least eight (8) of the ten (10) clearing principles.

The City is concerned that appropriate consideration of the significant effect on conservation significant native vegetation proposed by this development during previous assessments have not occurred. On this basis, the City is requesting that you now refer the proposal to the EPA pursuant to section 38(5) of the EP Act.

Administration

Yours faithfully

Carol Adams
Mayor

Cc. EPA Chairman, Dr Tom Hatton

Attachments: Report presented to the City of Kwinana Council (Item 14.1) at the Ordinary Council Meeting held on 8 August 2018, inclusive of Attachment A, EPBC Act Submission.

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9 August 2018

Hon. Josh Frydenberg MP
Minister for the Environment and Energy
PO Box 6022
House of Representatives
Parliament House
CANBERRA ACT 2600

Our Ref.: D18/47360

Dear Minister

**PROPOSED CLEARING OF REGIONALLY SIGNIFICANT BUSHLAND - BANKSIA ROAD
SAND MINING PROPOSAL**

The City of Kwinana, Western Australia, has been managing a public reserve for several decades for conservation purposes. The reserve has also been granted a mining lease contrary to the wishes of the City of Kwinana and adjacent residents.

The City of Kwinana opposes mining of this site as it has significant habitat for Federally listed endangered species (Carnaby's Black Cockatoo) and, comprises vegetation that is also a Federally listed Threatened Ecological Community (TEC) being Banksia Woodlands.

The proposed clearing of Reserve 24784 (Lot 1320) Banksia Road, Wellard; and, Reserve 32621 Banksia Road, Wellard (Lot 53), known as the Rifle Range, should be referred by you to the Western Australian Environmental Protection Authority, under section 38(5) of the Western Australian *Environmental Protection Act 1986* (EP Act), as the Western Australian Department of Mines and Petroleum (DMP) has approved a proposal that impacts on Banksia Woodlands without appropriate consideration.

Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966 | Hours Mon-Fri 8am-5pm (Cashier hours 8am-4pm)
Telephone 08 9439 0200 | Facsimile 08 9439 0222 | TTY 08 9419 7513 | admin@kwinana.wa.gov.au | www.kwinana.wa.gov.au



The 'Banksia Woodlands of the Swan Coastal Plain' ecological community was listed as endangered under Australia's national environment law, the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), on 16 September 2016. This listing coupled with the Conservation Advice prepared by the Threatened Species Scientific Committee presented evidence to the Western Australian Department of Mines and Petroleum that the proposal was likely, if implemented, to have a significant effect on the environment.

The ecological community proposed to be cleared was listed as 'endangered' under the Environmental Protection and Biodiversity Conservation Act 1999 after the Clearing Application was submitted. The documentation that was prepared to support the Clearing Permit application was therefore devoid of information relating to the proposals impact on Banksia Woodlands. However, Banksia Woodlands were listed prior to the approval of the Clearing Permit on 27 October 2016 and should have been considered by the Western Australian DMP.

The proponent also referred their proposal to the Department of Environment and Energy as required by the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) (please see referral 2015/7438). As the referral was made prior to the listing of Banksia Woodlands (August 2016) the proposal to clear Banksia Woodlands from the site will not have had any State or Federal consideration of the impact to this TEC.

The Department of Environment and Energy (DoEE) is a decision-maker that is aware that the proposed action, if implemented, will have significant impact on a Threatened Ecological Community that had not been considered at any stage of the assessment.

The Western Australian Environmental Protection Act compels decision-makers to refer proposals that are likely to have a significant impact on the environment to the Western Australian Environmental Protection Authority.

Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966 | Hours Mon-Fri 8am-5pm (Cashier hours 8am-4pm)
Telephone 08 9439 0200 | Facsimile 08 9439 0222 | TTY 08 9419 7513 | admin@kwinana.wa.gov.au | www.kwinana.wa.gov.au

Further significant new or additional information justifies the reassessment of the issues raised by the proposal:

1. The City commissioned a report by the competent and respected consultant, GHD, which found the reserve to have excellent biodiversity values both for its size and in comparison to other reserves within the region, providing particularly high habitat value for fauna species;
2. The Reserve is of a sufficient size, shape and condition to be considered Regionally Significant.
3. The City has determined that the Reserve contains areas of 'pristine' vegetation, so environmentally significant that there is now no minimum area threshold for referral of proposals to clear such areas to the Department of Environment and Energy; and,
4. The City has determined that the proposed clearing would be at variance to at least eight of the 10 clearing principles.

The City is concerned that appropriate consideration of the significant effect on conservation significant native vegetation proposed by this development during previous assessments have not have occurred. On this basis, the City is requesting that you now refer the proposal to the Western Australian EPA pursuant to section 38(5) of the Western Australian Environmental Protection Act 1986.

Yours faithfully

Carol Adams
Mayor

Cc. EPA Chairman, Dr Tom Hatton
Cc. Projects Assessments West Section (DoEE), Mallory Owen,
Cc. Secretary, Department of the Environment and Energy, Finn Pratt.

Attachments: Report presented to the City of Kwinana Council (Item 14.1) at the Ordinary Council Meeting held on 8 August 2018, inclusive of Attachment A, EPBC Act Submission.

15 Reports – Built Infrastructure

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

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

A request to amend the Local Development Plan (LDP) for Stages 2 and 3 of Lot 64 Woolcoot Road, Wellard (Living Edge Estate - see location plan Attachment A) has been received under the City of Kwinana Local Planning Scheme No. 2 (LPS2) (refer Attachments B and C). The proposal seeks to amend the LDP that was initially adopted by Council at its Ordinary Meeting held on 14 September 2016 (refer Attachments F and G) and subsequently amended by Council on 23 November 2016 (refer Attachments D and E). The LDP contains a number of lots that are now sold and in private ownership. However, changes proposed by the amended LDP are on lots that are in the ownership of the developer.

Subdivision approval was granted for Lot 64 Woolcoot Road, Wellard by the Western Australian Planning Commission (WAPC) on 29 June 2016 (WAPC Ref: 153230). In March 2018, the landowner submitted a new subdivision application for a portion of the lot. In June 2018, the WAPC approved this new subdivision application with a condition requiring the preparation of an LDP (WAPC Ref: 156441). The changes to this approved subdivision primarily relate to the removal of Bowson Lane and subsequent changes to the size and configuration of Lots 1-31. The applicant has also received preliminary support from the WAPC for a modified subdivision plan to be submitted at Deposited Plan stage showing the removal of Falls Lane and subsequent changes to the size and configuration of Lots 40-45 as shown on the amended LDP.

Designated garage locations have also been indicated for a number of lots on the LDP. During the application process, the City received additional engineering drawings for stormwater drainage and other infrastructure within the road reserves. As a result, Lots 48, 49, 52, 53, 57 and 68 are also required to have designated garage locations. The resolution therefore includes a condition for the applicant to provide an updated LDP illustrating the additional designated garage locations as per the advice of the City's Engineering Department.

The new lot configuration includes a variety of frontages ranging from 7.5m to 15m in width. Consequently, the number of lots within the amended LDP area is decreasing as the average area of individual lots is increasing. No changes are proposed to the existing development provisions of the LDP, however one additional provision is being added for lots less than 10 metres in width being required to have a single width garage only. The lots that are proposed to be amended will retain their existing density coding. The applicant noted that the primary purpose for the amendment is to undertake changes to lot sizes in order to better meet current market demand.

The amended LDP (refer Attachments B and C) has been assessed and supported by City Officers and is recommended for approval subject to one condition.

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN – STAGES 2 AND 3 – LOT 64 WOOLCOOT ROAD, WELLARD**OFFICER RECOMMENDATION:**

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

1. The applicant is to provide an amended LDP to the City of Kwinana within 14 days of the date of this approval, illustrating the designated garage locations for Lots 48, 49, 52, 53, 57 and 68 to the satisfaction of the City's Engineering Department.

DISCUSSION:Land Status

Town Planning Scheme No 2: Residential R25, R30, R40 and R60
Metropolitan Region Scheme: 'Urban' Zone

Background

A request to amend the LDP for Stages 2 and 3 of Lot 64 Woolcoot Road, Wellard (Living Edge Estate) has been received for the consideration of Council under the Scheme (refer Attachments B and C). An LDP for Stages 2 and 3 of Living Edge Estate was initially adopted by Council at its Ordinary Meeting held on 14 September 2016 (refer Attachments F and G). An amendment to the initial LDP was then adopted by Council at its meeting on 23 November 2016 (refer Attachments D and E). The subject application is a second amendment primarily for further changes to the road layout and configuration of a number of lots. The LDP area contains a number of lots that are now sold and in private ownership, however the changes imposed by the amended LDP concern lots that are in the ownership of the developer.

Subdivision approval was granted for Lot 64 Woolcoot Road, Wellard by the Western Australian Planning Commission (WAPC) on 29 June 2016 (WAPC Ref: 153230). In March 2018, the landowner submitted a new subdivision application, which sought the removal of Bowson Lane and subsequent changes to the size and configuration of Lots 1-31. In June 2018, the WAPC approved this new subdivision application with a condition requiring the preparation of an LDP (WAPC Ref: 156441). A modified subdivision plan will also be submitted by the applicant at Deposited Plan stage to be consistent with the configuration of lots 40 – 45 as shown on the amended LDP. The removal of Falls Lane and subsequent configuration changes to Lots 40-45 has received preliminary support from the WAPC.

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

The proposed amendment primarily relates to the removal of Bowson and Falls Lanes. As a result, the size and configuration of Lots 1-31 and 40-45 (as indicated in Attachment B) has been amended. The current LDP (refer Attachments D and E) shows a majority of the affected lots to have a 7.5m wide frontage. The proposal is to amend the LDP and provide for a variety of lot sizes and frontages ranging from 7.5m to 15m in width. The amended LDP provisions are largely unchanged with one additional provision being added for lots less than 10 metres in width being required to have a single width garage at maximum. This requirement is stipulated within the City's Local Planning Policy No.2: Streetscapes and within the LDP.

The amended LDP also includes the indication of designated garage locations for Lots 115, 116, 133 and 134. These designated garage locations have been prescribed on the amended LDP due to the recently approved location of 'rain gardens' in the road reserve abutting these lots. During the application process, the City received additional engineering drawings illustrating stormwater drainage and other infrastructure within the road reserves. Advice has been received from the City's Engineering Department for garage locations to also be indicated on Lots 48, 49, 52, 53, 57 and 68. These additional designated garage locations are required due to the location of future 'rain gardens' and pedestrian crossings in the road reserve abutting these lots. Therefore, the resolution includes a condition for the applicant to provide an updated plan illustrating the additional designated garage locations as per the advice of the City's Engineering Department. The amended LDP also includes Lot 89 Wattley Road which was overlooked and not previously included in the LDP for Stage 1.

Lots 1-22 and 40-45, which are the subject of change, will retain a density coding of R60. It is noted that a number of the amended lots have the ability to be further subdivided or developed as group housing lots by future owners. In this event, these smaller frontage lots would be assessed against the existing LDP provisions relating to narrow lots.

The proposed amended LDP (refer Attachments B and C) has been assessed and supported by City Officers and is recommended for conditional approval.

LEGAL/POLICY IMPLICATIONS:

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

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

- City of Kwinana Local Planning Scheme No. 2 and No. 3
- *Planning and Development Regulations 2015*
- State Planning Policy No. 3.1 (Residential Design Codes of Western Australia)
- Liveable Neighbourhoods Operational Policy
- Guidelines for Planning in Bushfire Prone Areas & Appendices 2015
- Local planning and other related policies

15.1 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN – STAGES 2 AND 3 – LOT 64 WOOLCOOT ROAD, WELLARD**FINANCIAL/BUDGET IMPLICATIONS:**

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan	A well planned City.	4.4 Create Diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.

COMMUNITY ENGAGEMENT:

The LDP that is currently enforced was approved on 14 September 2016 and subsequently amended on 23 November 2016. All lots that are affected by the changes proposed, are in the ownership of the developer. City Officers considered it not necessary to advertise the LDP.

RISK IMPLICATIONS:

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

Risk Event	Appeal of Council's decision on the amended LDP.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information.
Risk Effect/Impact	Reputation Compliance

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

Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Work instructions in place and checklists used when assessing the application. Consideration of the application within the statutory timeframes. Compliance of the proposal with Local Planning Scheme No.2, R-Codes, Wellard East Local Structure Plan, Bushfire Guidelines and relevant Policies. Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

COUNCIL DECISION

242

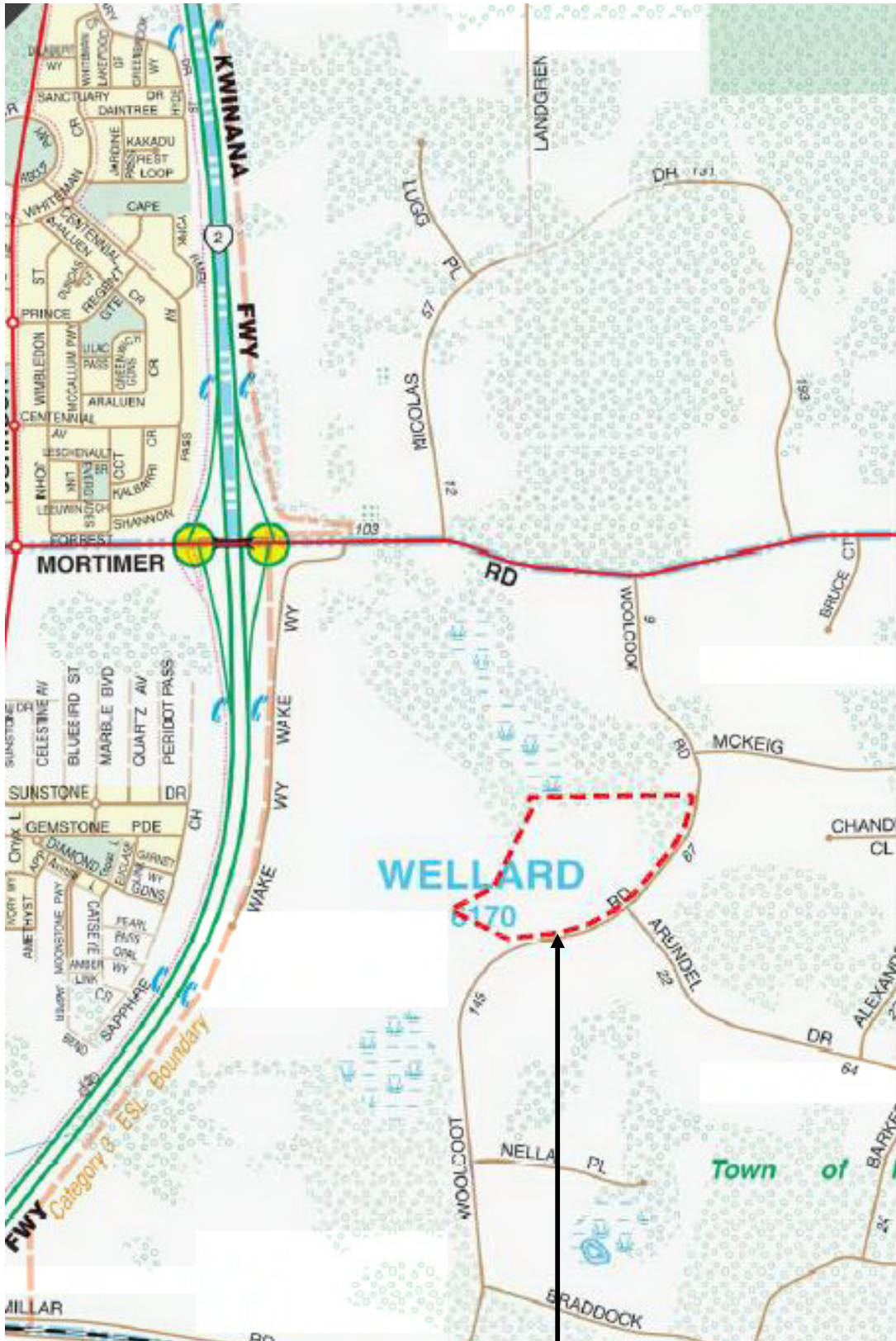
MOVED CR W COOPER

SECONDED CR M ROWSE

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

1. The applicant is to provide an amended LDP to the City of Kwinana within 14 days of the date of this approval, illustrating the designated garage locations for Lots 48, 49, 52, 53, 57 and 68 to the satisfaction of the City's Engineering Department.

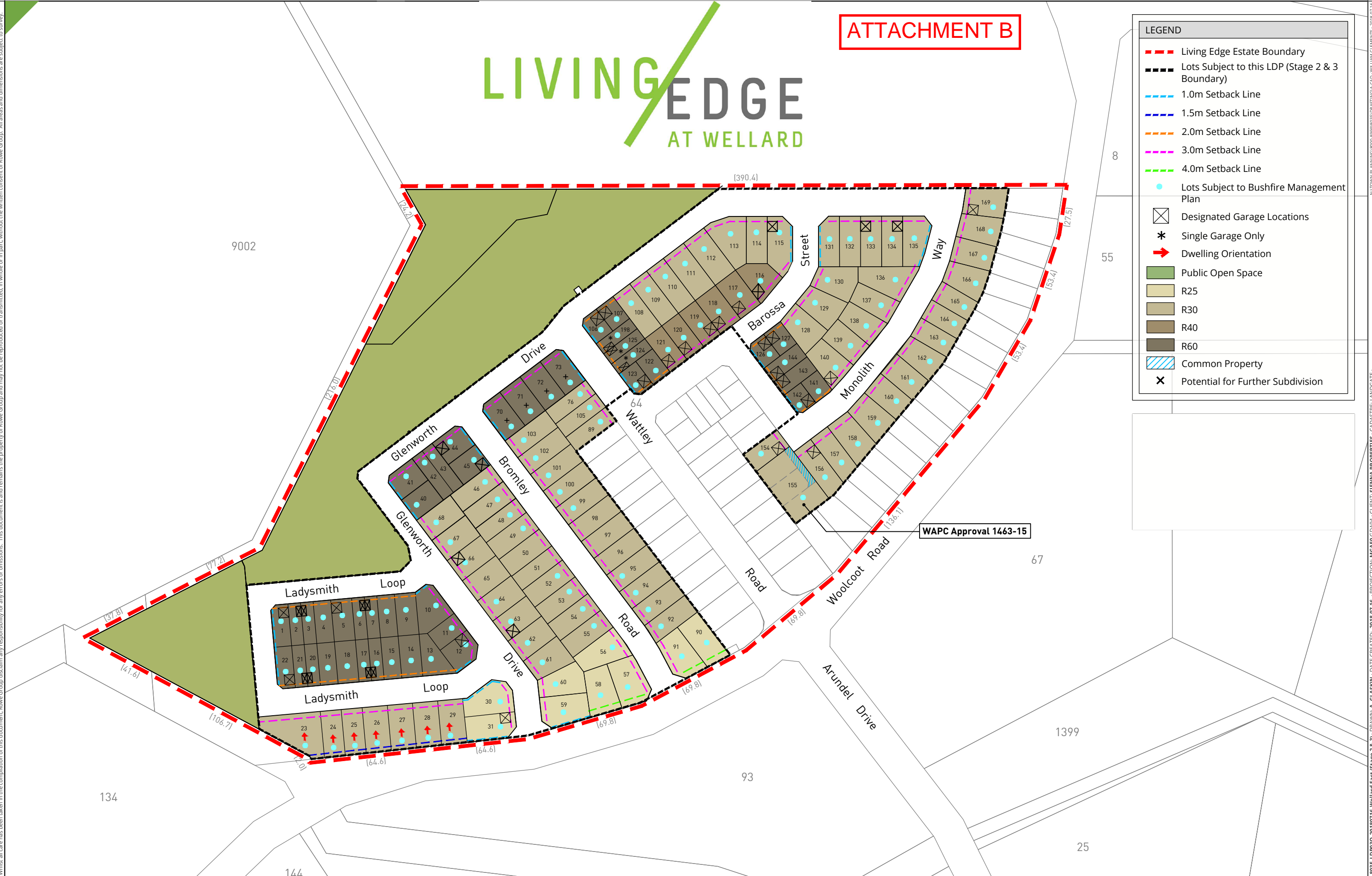
CARRIED
8/0



Lot 64 Woolcoot Road, Wellard (Living Edge Estate)

ATTACHMENT B

LIVING EDGE AT WELLARD



LEGEND

- - - Living Edge Estate Boundary
- Lots Subject to this LDP (Stage 2 & 3 Boundary)
- - - 1.0m Setback Line
- - - 1.5m Setback Line
- - - 2.0m Setback Line
- - - 3.0m Setback Line
- - - 4.0m Setback Line
- Lots Subject to Bushfire Management Plan
- ⊠ Designated Garage Locations
- * Single Garage Only
- ➔ Dwelling Orientation
- Public Open Space
- R25
- R30
- R40
- R60
- Common Property
- ✕ Potential for Further Subdivision

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8035_LDP03Q_20180716_Wellard East (Stage 2 & 3) - DRAWN: A. GLASKIN - DATE CREATED: 2018.07.16 - PROJECTION: MGA50 GD94 - CLIENT: SIENNA PROPERTIES - CADASTRE: LANDGATE - TOWN PLANNING 8035-89998035-DRAFTING-CAD - WILLIAM CLEMENTS - 2018.07.16

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

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

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

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

The provisions of this LDP are to apply to all new dwellings created through further subdivision of lots comprising this LDP, whether green title or strata.

Minimum Open Space and Outdoor Living

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

NOTE: Site Cover includes the floor area of all buildings, including alfresco areas and patios.

Garages

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

Setbacks

Dwelling Setbacks	Minimum (m)	Maximum (m)
Primary Street (R25 - Woolcoat Road)	4.0	5.0
Primary Street (R25)	3.0	5.0
Primary Street (R30)	3.0	5.0
Primary Street (R40)	3.0	5.0
Primary Street (R60)	2.0	-
Primary Street (R60 - Lots 10-12, 41-44, 70-73)	3.0	-
Secondary Street	1.0	-

8. For all lots, a nil side setback is permissible behind the primary street setback line to a minimum of 4 metres from the rear boundary, unless otherwise designated on the LDP or where this boundary is to a secondary street. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes. Lots zoned R60 or with frontages less than 11m wide are permitted to have a nil setback to both side boundaries simultaneously.
9. Garages are permitted to have a nil side setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.
10. Where a nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-Codes.
11. For corner lots, where the major dwelling entry (front door) is oriented toward the secondary street, secondary street setbacks still apply. Primary street setbacks apply to the other street, as designated on this LDP.
12. Setbacks may be varied at the discretion of the Manager - Planning and Development, for corner lots or where otherwise the configuration of the lots limits compliance with setback requirements.
13. A porch, balcony, verandah or the equivalent may project not more than 1m into the Primary Street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level.

Streetscape

14. Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
15. Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
 - a. A clear indication of the dwelling entrance.
 - b. The dwelling entrance shall be the dominant feature of the facade, and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
 - c. Garages are to be set back at least 0.5 metres behind the dwelling alignment, with the exception of two storey dwellings.
16. Where lots have frontages of less than 10 metres, double garages are not permitted.
17. All lots with a frontage of less than 7.5 metres are to include the following design criteria:
 - a. Two storey development;
 - b. Appropriate noise requirements for quiet house design; and
 - c. Fencing within the front setback (including boundary fencing) to be a maximum height of 1.2m, and 50% visually permeable above 600mm.
18. All lots with a frontages of between 7.5m and 10m are to include the following design criteria:
 - a. Promotes the interaction of the development with the public realm through the use of the front setback area, visual surveillance from habitable rooms and visually permeable fencing;
 - b. Promotes design variety through design features and use of materials;
 - c. Mitigates the potentially dominating visual presence of any garage structures; and
 - d. Promotes visual presence of the dwelling to the street (i.e. gable end).
19. Fencing abutting public open space shall be uniform and visually permeable above 1.2 metres.

Design Elements

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

Fire Management

22. The land subject to this LDP is within a Bushfire prone area, as designated by the Department of Fire and Emergency Services. Those lots identified on this LDP as being subject to a Bushfire Management Plan, require a Bushfire Attack Level Assessment and certification prior to construction, in accordance with Australian Standard 3959.
23. This LDP shall be read in conjunction with the approved Bushfire Management Plan, and any relevant addenda (available from the City of Kwinana).

Noise Management

24. All dwellings on Lots with a frontage of 7.5m or less shall be constructed with the following minimum quiet house design requirements:
 - a. Walls shall be double leaf cavity brickwork, such as two leaves of 90mm thick bricks with 50mm air gap. Any alternatives shall achieve a minimum Rw50 acoustic rating;
 - b. Windows shall be minimum 4mm laminated glazing in high quality residential grade frame to achieve a minimum Rw+Ctr23 acoustic rating;
 - c. Roof/ Ceiling - to be minimum 10mm thick plasterboard with R2.0 insulation between ceiling joists. Combined with roof, acoustic performance to be a minimum of Rw42;
 - d. Eaves are to be enclosed using a minimum 4mm thick compressed cement sheeting or equivalent; and
 - e. Air conditioning units, or the like, must be selected on the basis of quiet operation and units shall be roof mounted on appropriate anti-vibration mounts, or be no more than 1.5m above ground level; or
 - f. Any alternative construction methods shall be supported by a report undertaken by a suitable qualified acoustic consultant.

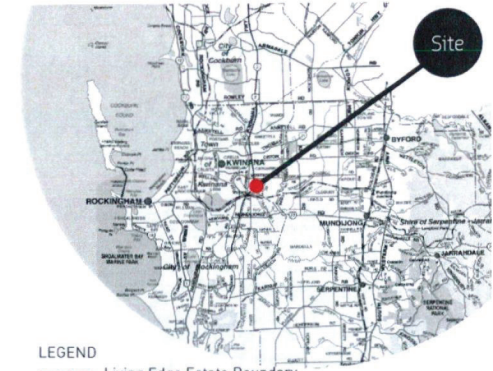
This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Town Planning Scheme No.2 and the Wellard East Local Structure Plan.

Principal Planner: _____

Date: _____

ATTACHMENT D

LIVING EDGE AT WELLARD



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



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

Principal Planner:

Date: **25 November 2016**

REVISIONS

Rev	Date	Drawn
J	2016.07.28	W. Clements
K	2016.08.03	W. Clements
L	2016.08.04	W. Clements
M	2016.09.20	M. Sullivan



w: www.rowegroup.com.au
 e: info@rowegroup.com.au
 p: 08 9221 1991

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

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

Local Development Plan

ATTACHMENT E



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

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

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

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

The provisions of this LDP are to apply to all new dwellings created through further subdivision of lots comprising this LDP, whether green title or strata.

Minimum Open Space and Outdoor Living

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

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

Garages

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

Setbacks

Dwelling Setbacks	Minimum (m)	Maximum (m)
Primary Street (R25 - Woolcoat Road)	4.0	5.0
Primary Street (R25)	3.0	5.0
Primary Street (R30)	3.0	5.0
Primary Street (R40)	3.0	5.0
Primary Street (R60)	2.0	-
Primary Street (R60 - Lots 14, 70-73, 202, 203, 26)	3.0	-
Secondary Street	1.0	-

8. For all lots, a nil side setback is permissible behind the primary street setback line to a minimum of 4 metres from the rear boundary, unless otherwise designated on the LDP or where this boundary is to a secondary street. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes. Lots zoned R60 or with frontages less than 11m wide are permitted to have a nil setback to both side boundaries simultaneously.

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

Streetscape

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

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

Design Elements

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

Fire Management

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

Noise Management

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

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

Principal Planner:

Date: **25 November 2016**



Stage 2 (Page 2 of 2)
Lot 64 Woolcoat Rd, Wellard East

REVISIONS

Rev	Date	Drawn
J	2016.07.28	W. Clements
K	2016.08.03	W. Clements
L	2016.08.04	W. Clements
M	2016.09.20	M. Sullivan

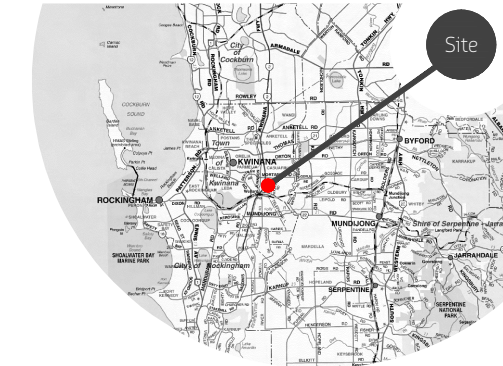


w: www.rowegroup.com.au
e: info@rowegroup.com.au
p: 08 9221 1991

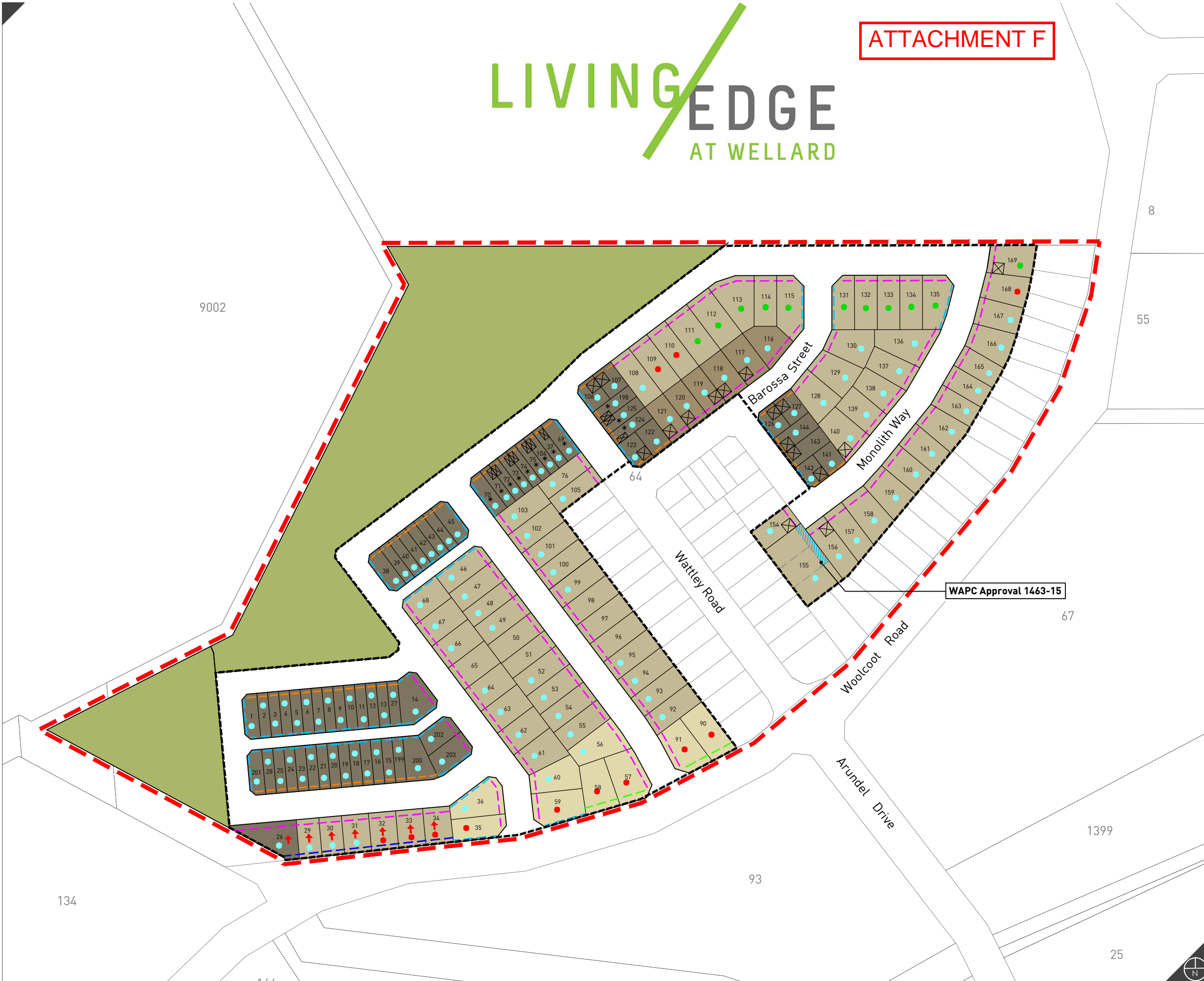
Date Drawn: 2015-12-23
 Job Ref: 8035
 Scale: 1:2,000 @ A3
 Client: ABN Group
 Designer: P. Caddy
 Drawn: M. Sullivan
 Projection: MGA50 GDA94
 Plan ID: 8035-LDP-03-M
 Cadastre supplied by Landgate

ATTACHMENT F

LIVING EDGE AT WELLARD



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- LEGEND**
- Living Edge Estate Boundary
 - Lots Subject to this LDP (Stage 2 & 3 Boundary)
 - 1.0m Setback Line
 - 1.5m Setback Line
 - 2.0m Setback Line
 - 3.0m Setback Line
 - 4.0m Setback Line
 - Dwellings to be constructed to comply with BAL rating 12.5 in accordance with AS3959
 - Dwellings to be constructed to comply with BAL rating 19 in accordance with AS3959
 - Dwellings to be constructed to comply with BAL rating 29 in accordance with AS3959
 - X Designated Garage Locations
 - * Single Garage Only
 - ➔ Dwelling Orientation
 - Public Open Space
 - R25
 - R30
 - R40
 - R60
 - Common Property
- 0 50 100 Metres

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

Principal Planner: _____
Date: _____

REVISIONS

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



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Projection: MGA50 GDA94
Plan ID: 8035-LDP-03-L

Local Development Plan

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

ATTACHMENT B

N:\TOWN PLANNING\8000-8999\8035\DRAWING\A-CAD\8035_LDP03L_20160804_WELLARD EAST (STAGE 2 & 3).DWG
William Clements 4 August 2016

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

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

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

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

Minimum Open Space and Outdoor Living

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

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

Garages

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

Setbacks

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

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

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

Streetscape

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

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

Design Elements

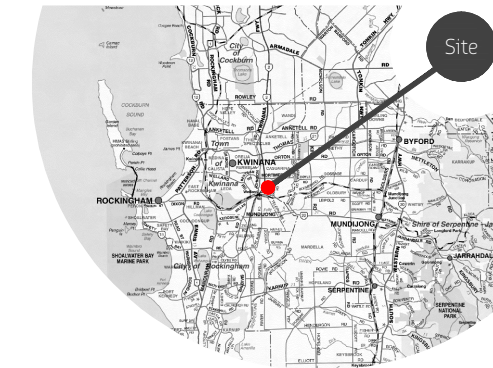
19. Where sheds and outbuildings do not match the construction materials and colours of the dwelling they are to be screened from public view.
20. For lots with an area of 260m² or less, storage areas with a minimum internal area of 4m² and with a minimum dimension of 1.5 metres are to be provided at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

Fire Management

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

Noise Management

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



REVISIONS

Rev	Date	Drawn
I	2016.07.27	W. Clements
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 Drawn: M. Sullivan
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 Plan ID: 8035-LDP-03-L
 Cadastre

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

Principal Planner: _____
 Date: _____



15.2 Adoption for Advertising of draft Local Planning Policy 9: Advertising Signage

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

This report presents draft Local Planning Policy 9: Advertising Signage (LPP 9) (refer Attachment A) under the City of Kwinana Local Planning Scheme No. 2 and No. 3 (LPS2 and LPS3). The draft LPP 9 is intended to provide greater clarity and guidance to landowners, developers and City of Kwinana (City) Officers on the assessment of advertising signage applications on land zoned and reserved under LPS2 and LPS3.

The purpose of this report is for Council to consider endorsing, for the purpose of public advertising, draft LPP 9 which is intended to formalise the City's position on, and approach to dealing with, applications for advertising signage.

Signage is a form of development that requires planning approval, other than signage that is exempt from planning approval under Appendix VII – Exempted Advertisements Pursuant to Division 11 and *Clause 61 of the Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions). For those signs that are not exempt, LPS2 requires planning approval be granted in addition to any licence pursuant to the City's *By-law Relating to Signs and Bill Posting* ("By-law"). Council is required to consider each application having regard to the character and amenity of the locality in which signage is proposed to be displayed.

The City's current regulatory approach with regards to signage on lots is stipulated within LPS2, LPS3, Kwinana Town Centre Master Plan and Design Guidelines (Town Centre Design Guidelines) (refer Attachment B), and the City's By-law (refer Attachment C). Regulation of signage within the road reserve is subject to the requirements of the City's *Activities on Thoroughfares and Public Places and Trading Local Law* (refer Attachment E), Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property (refer Attachment F), and Policy – Promotional Street Banners on Gilmore Avenue (refer Attachment G).

Advertising signage on properties within the Kwinana Town Centre are subject to LPS3 and the Town Centre Design Guidelines. To avoid conflict between draft LPP 9 and the Town Centre Design Guidelines, it is recommended that the relevant clauses (Clauses 4.4(c) and 4.5) that relate to signage in the Town Centre Design Guidelines be deleted (refer Attachment B).

The key objective of draft LPP 9 is to provide a consistent approach to the development of advertising signage within the City of Kwinana by ensuring that signage relates to the approved use on the building or land on which it is located and that it is consistent with the character and amenity of the area.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

The assessment of development applications for advertising signage on zoned and reserved land under LPS2 and LPS3 will be subject to the provisions of the By-law and draft LPP 9. It is noted that where there are inconsistencies between the two documents, Clause 34.2 of the City's By-law gives Council discretion to vary the By-law subject to Council being satisfied that advertising signage is not injurious to the amenity or natural beauty or safety of the area. This aligns with the objectives of draft LPP 9 which seeks to promote advertising signage that does not adversely impact on the local amenity and streetscapes of the City. It is intended that upon final adoption of LPP 9 that Council will also endorse planning officers with delegated authority to exercise discretion under Clause 34.2 of the By-law in approving signage applications, but only when the application complies with LPP 9.

Draft LPP 9 was presented at a Councillor Forum held on 11 December 2017 and subsequently circulated for feedback in February 2018.

It is recommended that Council adopt draft LPP 9 for the purpose of public advertising and that City Officers then bring draft LPP 9 back to Council for further consideration with a full assessment of submissions made. It is also recommended that Council adopt for advertising the draft amended Town Centre Design Guidelines with the deletion of Clause 4.4(c) and Clause 4.5 (Signage), and then bring the draft amended Town Centre Design Guidelines back to Council for further consideration with a full assessment of submissions made.

OFFICER RECOMMENDATION:

That Council:

1. Adopt draft Local Planning Policy 9: Advertising Signage, as detailed in Attachment A, for the purpose of public advertising.
2. Publicly advertise draft Local Planning Policy 9: Advertising Signage for a period of 21 days.
3. Publicly advertise the amended Kwinana Town Centre Master Plan and Design Guidelines deleting Clause 4.4(c) and Clause 4.5 (Signage) as detailed in Attachment B, for a period of 21 days.
4. Require a report back to Council that details the submissions received during the advertising period and make a recommendation that draft Local Planning Policy 9: Advertising Signage be either adopted with or without modification, or not to proceed.
5. Require a report back to Council that details the submissions received during the advertising period and make a recommendation that the amended Kwinana Town Centre Master Plan and Design Guidelines be either adopted with or without modification, or not to proceed.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

DISCUSSION:

Draft Local Planning Policy 9– Advertising Signage (Draft LPP 9)

Draft LPP 9 provides a framework for regulating the design and placement of signage in the City of Kwinana. The City supports the need for signage to promote a business or activity, but takes the view that such signage should not adversely impact the local amenity and streetscapes within the City and must remain compatible with the design, character and use of buildings and places.

Draft LPP 9 provides clearer assessment criteria for signage applications. The key aspects of draft LPP 9 include;

- Definitions, and in most cases diagrams, of each type of sign;
- Policy tables which prescribe the assessment parameters for applications within the Residential, Development, Special Residential, Special Rural, Rural, Mixed Business, Public Recreation, Commercial and Industrial Zones;
- The assessment parameters within draft LPP 9 are substantially similar to the existing By-law, however, the draft LPP 9 generally allows larger signs than the By-law, in appropriate areas, in particular in Commercial and Industrial Zones;
- Applications for signage that meet the assessment parameters within the relevant table provisions of draft LPP 9 will be assessed and determined by City Officers under delegation. Applications for signage that do not meet the relevant assessment parameters will need to justify and demonstrate why a Policy variation should be considered and will be referred to Council for determination; and
- Signage Strategy requirements to ensure the extent and design of signs proposed is integrated with the development design.

The key objective of draft LPP 9 is to provide a consistent approach to development of advertising signage within the City of Kwinana by;

- aligning signage to the approved use of a building or land on which it is located;
- promoting signage that does not adversely impact on the local amenity and streetscapes of the City and is integrated with the surroundings;
- ensuring that the scale of a sign is appropriate to the size of buildings and lot frontages;
- limiting the number of signs at any one property and avoiding the general clutter of signage along street frontages and/or on buildings;
- ensuring that where multiple signs are erected on a single building or at a single place, the style and form of such signage remains consistent; and
- providing signage that does not create public safety concerns, cause driver distraction or confusion, or obstruct sightlines or accesses for vehicles and pedestrians.

The City's By-law has been used as a starting point in the drafting of draft LPP 9. Draft LPP 9 encompasses the provisions of the By-law and both documents will be considered in the assessment of development applications for advertising signage on zoned and reserved land under LPS2 and LPS3. It is noted that where there are inconsistencies between the two documents, Clause 34.2 of the City's By-law gives Council discretion to vary the By-law subject to Council being satisfied that advertising signage is not injurious to the amenity or natural beauty or safety of the area. It is intended that upon final adoption of LPP 9 that Council will also endorse planning officers with delegated authority to exercise discretion under Clause 34.2 of the By-law in approving signage applications, but only when the application complies with LPP 9.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

Signage Regulatory Framework

The City's current regulatory approach to signage on lots is subject to the provisions of LPS2, LPS3, Town Centre Design Guidelines, and the City's By-law. The control and management of advertising signs in road reserves is subject to the requirements of the City's *Activities on Thoroughfares and Public Places and Trading Local Law, Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property*, and Policy – Promotional Street Banners on Gilmore Avenue.

The regulatory framework in regards to signage is detailed as follows;

Local Planning Scheme No. 2

Appendix VII – *Exempted Advertisements Pursuant to Division 11* of LPS2 and Clause 61 of the Deemed Provisions provides a list of exempt advertisements that do not require planning approval. Exempt signs generally include non-illuminated signs affixed on buildings (wall signs) with maximum areas ranging from 0.2m² to 10m². Certain freestanding signs are also exempt, particularly for industrial properties, with height and area limitations. The Deemed Provisions also exempt election signs from requiring planning approval.

For those signs that are not exempt, LPS2 and LPS3 currently require a planning approval be sought in addition to any licence pursuant to the City's By-law. Council is required to consider each application having regard to the character and amenity of the locality in which it is proposed to be displayed. In the absence of an adopted planning policy, the only available guide is the By-law, which, although provides a basis for the assessment of advertising sign applications, does not adequately address contemporary signage. A local planning policy is considered the most appropriate tool to guide the assessment and determination of planning applications for signage as it provides a clearer assessment criteria for signage applications in relation to the design, character and use of buildings and places.

Local road reserves are reserved under the *Land Administration Act 1997* and are not zoned or reserved under LPS2 and LPS3. Clause 6.1 of LPS2 requires planning approval for development of any land zoned or reserved under LPS2, except for exempt developments. LPS2 is silent on consideration of development on unzoned land. Local road reserves are shown on LPS2 maps as 'No Zone' and hence development on this land is not considered under LPS2. It should be noted that Primary Regional Roads or Other Regional Roads are reserved under the Metropolitan Region Scheme (MRS) and any applications for advertising signage would be referred to the Western Australian Planning Commission (WAPC) for determination as per Clause 13 of the MRS.

Local Planning Scheme No. 3

Reference to the Town Centre Design Guidelines in LPS3 specifically deals with location, siting, orientation, height, design, bulk finish, colour and texture of buildings and associated development. Clause 3.1.1.1 of LPS3 states the following; *'Building design and layout shall generally accord with the Kwinana Town Centre Design Guidelines adopted by Council (as amended from time to time) and Council shall have regard for the guidelines when assessing development proposals.'*

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

Currently, all signage applications on properties within LPS3 are assessed as per the City's By-law and the Town Centre Design Guidelines.

Kwinana Town Centre Master Plan and Design Guidelines

The Town Centre Design Guidelines were adopted in November 2007 (refer Attachment B). Clauses 4.4(c) and 4.5 of the Town Centre Design Guidelines consider appropriate signage within the City Centre through controlling the location, size and content of the signs to avoid visual clutter. Specifically, the Town Centre Design Guidelines prohibit pole, billboard, roof, and hoarding signs in the City Centre. The Town Centre Design Guidelines do however permit panel, awning and sandwich board signs for commercial uses but do not stipulate the size requirements.

The signage requirements in the Town Centre Design Guidelines are not considered to allow sufficient flexibility for a growing City Centre. One particular example has been restrictions on wall signs. Clause 4.5(f) of the Town Centre Design Guidelines restricts the area of wall signs to no more than 1.5m². Through the assessment of development applications for advertising signage, it has become evident to City Officers that the 1.5m² maximum wall sign area in the City Centre does not provide flexibility in signage design.

Draft LPP 9 provides for clearer assessment parameters for advertising signage within the City Centre. Although the objectives of draft LPP 9 are in keeping with the intent of Clause 4.4(c) of the Town Centre Design Guidelines, draft LPP 9 stipulates the number and size of wall signs allowable per tenancy. Draft LPP 9 also stipulates the maximum size of portable signs (sandwich boards) and allows only one portable sign per tenancy. In this respect, draft LPP 9 provisions provide for sufficient flexibility in signage design for a growing City Centre and certainty for business owners. Therefore, to avoid conflict and provide consistency and certainty, Clause 4.4(c) of the Town Centre Design Guidelines is recommended to be deleted (refer Attachment B).

Draft LPP 9 allows a maximum of two wall signs per tenancy with a maximum aggregate area of 10m² for commercial buildings. Individual buildings should generally have no more than two approved signs unless otherwise approved by the City with consideration to an approved Signage Strategy. Draft LPP 9 acknowledges that Chisham Avenue is the focus of public activity in the Kwinana City Centre and hence it is important that signage be coordinated and integrated into the design of the building. Acceptable sign types under draft LPP 9 include wall signs, awning signs and sandwich board signs. Draft LPP 9 does not permit signs for residential buildings within the City Centre except a building name. This is consistent with Clause 4.5(c) of the Town Centre Design Guidelines which is to be deleted to avoid duplication.

As discussed previously in this report, whilst the objectives of the Town Centre Design Guidelines in terms of advertising signage are generally consistent with draft LPP 9, draft LPP 9 provides clearer guidance on the signage requirements within the City Centre. The objectives of the Town Centre Design Guidelines in relation to advertising signage have also been incorporated into draft LPP 9.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

Process for Amending the Town Centre Design Guidelines

Draft LPP 9 applies different policy requirements in relation to advertising signage to those that currently apply under the Town Centre Design Guidelines under LPS3. City Officers sought legal advice (refer Confidential Attachment D) regarding whether draft LPP 9 could be adopted irrespective of the discrepancies with the Town Centre Design Guidelines or whether the Town Centre Design Guidelines could be amended (to delete the conflicting sections) concurrently with the adoption of draft LPP 9.

The legal advice confirmed that in the interests of orderly and proper planning, it is important that any discrepancies between the Town Centre Design Guidelines and draft LPP 9 be addressed prior to the Policy's adoption. It is noted that although the objectives of the Town Centre Design Guidelines for advertising signage in the City Centre are similar to draft LPP 9 objectives, draft LPP 9 provides a more robust planning assessment framework and provides the necessary flexibility for a growing City Centre. In this respect, it is recommended that the Town Centre Design Guidelines be amended to delete Clause 4.4(c) and Clause 4.5 to ensure there are no inconsistent requirements within the local planning framework applicable within the City Centre.

In addition, it was also advised that the amendment to the Town Centre Design Guidelines be effected by resolution of Council, preceded by the procedure for advertising and consideration of submissions that applies to local planning policies under the Deemed Provisions. City Officers are recommending that Council require the advertising of the amended Town Centre Design Guidelines at the same time as draft LPP 9 so that submissions can be considered jointly.

By-law Relating to Signs and Bill Posting

The City's By-law (refer Attachment C) was gazetted in 1983 and has since been the guide for assessing sign and advertising device applications for planning approval. The By-law provides maximum dimensions for most sign types and gives structural safety limitations to development in public places. Given the time when the By-law was gazetted, it does not adequately address contemporary signage.

A local planning policy is considered the most appropriate tool to guide the assessment and determination of planning applications for signage. In preparing draft LPP 9, the By-law provided the appropriate starting point. The signage requirements have been included into draft LPP 9 as appropriate and standards reviewed to demonstrate best practice in regards to the development of signage.

Signage within the thoroughfares will continue to be administered through the By-law, Activities on Thoroughfares and Public Places and Trading Local Law 2011, Policy – Promotional Street Banners on Gilmore Avenue, and Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property. It is noted that the Policy - Advertising and Directional Signage in Thoroughfares and on Local Government Property and the Activities on Thoroughfares and Public Places and Trading Local Law are currently being amended to ensure all aspects of the By-law regarding signage within the road reserve are captured. Once these documents are adopted, the By-law can be repealed through a separate process.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

For signage on zoned and reserved land, a planning application under LPS2 and LPS3 will be assessed against LPP 9 when adopted. Where there are inconsistencies between LPP 9 and the By-law, Clause 34.2 of the City's By-law gives Council discretion to vary the By-law subject to Council being satisfied that advertising signage is not injurious to the amenity or natural beauty or safety of the area. This aligns with the objectives of draft LPP 9 which seek to promote advertising signage that does not adversely impact on the local amenity and streetscapes of the City.

Consideration of Advertising Signage on Thoroughfares

The following Policies and Local Law are used in the assessment of advertising signage on land that is not zoned or reserved under LPS2 and LPS3;

Activities on Thoroughfares and Public Places and Trading Local Law

The City's *Activities on Thoroughfares and Public Places and Trading Local Law* (Local Law) (refer Attachment E) was gazetted in 2011 and provides a framework for regulating activities on thoroughfares, including signage. A permit is required under Part 3 of the Local Law for advertising, portable direction and election signs on thoroughfares (road reserves) except for exempt signs. Exempt signs include portable direction signs not exceeding 500 millimetres in height and 0.5 square metres in area. The Local Law considers the location of signs to avoid proliferation of signs and to ensure the safety of users of the thoroughfares is not compromised.

This Local Law is currently being amended to include, among other things, additional signage types that can be considered on thoroughfares.

Policy - Advertising and Directional Signage in Thoroughfares and on Local Government Property (Directional Signage)

The Directional Signage Policy was adopted in 2015 and seeks to establish uniformity in the design, installation and control of illuminated advertising and directional street signs located in thoroughfares and land vested in the City of Kwinana. The Directional Signage Policy prohibits advertising that, in the opinion of the Chief Executive Officer is considered to be offensive, promotes smoking, alcohol or alcohol consumption or could be mistaken for a traffic sign.

It should be noted that draft LPP 9 also considers signs on reserved land (under LPS2), including land vested in the City. Except for signs exempt under LPS2 or the Deemed Provisions, proposed signs on reserved land under the LPS and MRS require planning approval. The signage content is reviewed through the development approval process. Building permits may be required for the signs as per the National Construction Code (NCC).

This Policy is currently being amended so that it incorporates the requirements under the By-law and will be read in conjunction with the City's *Activities on Thoroughfares and Public Places and Trading Local Law* (which is also currently being amended). It is intended that once the relevant Policies and Local Laws have been adopted to ensure that all aspects of the By-law are incorporated (for advertising signs on both zoned and unzoned land), the By-law can be repealed.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

Policy – Promotional Street Banners on Gilmore Avenue (Street Banners Policy)

The Street Banners Policy was adopted in 2016 and it outlines the process and requirements for the hiring, design, installation and maintenance of street banners on the existing banner poles located along Gilmore Avenue, Kwinana. Street banner signs are considered by the City subject to the content being of a theme that is consistent with the amenity, location, environment, events or strategies supported by the City of Kwinana. This Policy operates in conjunction with the By-law, *City's Activities on Thoroughfares and Public Places and Trading Local Law*, and Policy - Advertising and Directional Signage in Thoroughfares and on Local Government Property.

Conclusion

The assessment and determination of planning applications for advertising signage will be subject to the provisions of the By-law and draft LPP 9. Draft LPP 9 will provide a tool for the assessment and determination of signs which require planning approval. Where there is inconsistency between the By-law and draft LPP 9 (once adopted), Clause 34.2 of the City's By-law gives Council discretion to vary the By-law subject to Council being satisfied that advertising signage is not injurious to the amenity or natural beauty or safety of the area. It is intended that upon final adoption of LPP 9 that Council will also endorse planning officers with delegated authority to exercise discretion under Clause 34.2 of the By-law in approving signage applications, but only when the application complies with LPP 9. It is also considered appropriate to amend the Town Centre Design Guidelines by deleting Clause 4.4(c) and Clause 4.5 that relate to signage on properties within LPS3 to avoid any confusion and inconsistencies in the interpretation and use of these documents.

Signage within the thoroughfares will continue to be administered through the By-law, *Activities on Thoroughfares and Public Places and Trading Local Law 2011*, Policy – Promotional Street Banners on Gilmore Avenue, and Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property. It is noted that the Policy - Advertising and Directional Signage in Thoroughfares and on Local Government Property and the *Activities on Thoroughfares and Public Places and Trading Local Law* are currently being amended to ensure all aspects of the By-law regarding signage within the road reserve are captured. Once these documents are adopted, the By-law can be repealed through a separate process.

LEGAL/POLICY IMPLICATIONS:

The following strategic and policy based documents were considered in the formulation of draft LPP 9;

- City of Kwinana Local Planning Scheme No. 2;
- City of Kwinana Local Planning Scheme No. 3;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Kwinana Town Centre Master Plan and Design Guidelines;
- *City of Kwinana By-law Relating to Signs and Bill Posting*;
- *City of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law 2011*;
- City of Kwinana Policy – Promotional Street Banners on Gilmore Avenue; and
- City of Kwinana Policy – Advertising and Directional Signage in Thoroughfares and on Local Government Property.

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGECity of Kwinana Local Planning Scheme No. 2

Clause 8.6 of LPS2 sets out general preparation and operational aspects of a Local Planning Policy.

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2, Clause 3 of the Deemed Provisions allows Council to 'prepare a Planning Policy in respect of any matter related to the planning and development of the Scheme Area ...'

A Planning Policy is required to be advertised for public comment for no less than 21 days prior to the final adoption by Council, as per Schedule 2, Clause 4(1) of the Deemed Provisions. The amendment to the Town Centre Design Guidelines will follow the procedure for advertising and consideration of submissions that applies to local planning policies under the Deemed Provisions.

FINANCIAL/BUDGET IMPLICATIONS:

The preparation and advertising of draft LPP 9 will be undertaken within the City's existing budget. There are no other direct financial implications associated with draft LPP 9.

ENVIRONMENTAL IMPLICATIONS:

No direct environmental implications are associated with draft LPP 9.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan	A well planned City.	4.4 Create Diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.

COMMUNITY ENGAGEMENT:

Should Council resolve to adopt draft LPP 9 and the amended Town Centre Design Guidelines for the purpose of public advertising, these documents will be advertised in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations* in conjunction with the City's Community Engagement Policy. The advertising of draft LPP 9 and the amended Town Centre Design Guidelines will involve:-

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

- Advertising both documents for 21 days;
- Notice in the local newspaper;
- A Media Release detailing the objectives and nature of draft LPP 9; and
- Written letters to key stakeholders such as land developers in the City including landowners within the Kwinana City Centre advising of the opportunity to provide a submission on draft LPP 9 and the amended Town Centre Design Guidelines.

RISK IMPLICATIONS:

Risk Event	Lack of policy may result in ad hoc installation of signage within the City.
Risk Theme	Failure to control the installation/use of signage throughout the City.
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Adoption of draft LPP 9 provides greater clarity and guidance to developers and the City regarding the City's requirements and standards for signage within the City, thereby mitigating the risk.
Rating (after treatment)	Low

COUNCIL DECISION

243

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

1. **Adopt draft Local Planning Policy 9: Advertising Signage, as detailed in Attachment A, for the purpose of public advertising.**
2. **Publicly advertise draft Local Planning Policy 9: Advertising Signage for a period of 21 days.**
3. **Publicly advertise the amended Kwinana Town Centre Master Plan and Design Guidelines deleting Clause 4.4(c) and Clause 4.5 (Signage) as detailed in Attachment B, for a period of 21 days.**
4. **Require a report back to Council that details the submissions received during the advertising period and make a recommendation that draft Local Planning Policy 9: Advertising Signage be either adopted with or without modification, or not to proceed.**

15.2 ADOPTION FOR ADVERTISING OF DRAFT LOCAL PLANNING POLICY 9: ADVERTISING SIGNAGE

- 5. Require a report back to Council that details the submissions received during the advertising period and make a recommendation that the amended Kwinana Town Centre Master Plan and Design Guidelines be either adopted with or without modification, or not to proceed.**

**CARRIED
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Local Planning Policy 9

Advertising Signage



Local Planning Policy 9

Advertising Signage

D16/18112

1. Title

Local Planning Policy 9: Advertising Signage

2. Purpose

The purpose of Local Planning Policy 9: Advertising Signage (LPP 9) is to ensure the design and placement of advertising signage on properties within the City of Kwinana does not adversely impact the amenity of the surrounding areas.

3. Background

Clause 67 of Schedule 2 – Deemed Provisions for local planning schemes of *Planning and Development (Local Planning Schemes) Regulations 2015* details various matters to be considered by the local government in considering an application for development approval. This clause also requires that development applications be assessed against any local planning policy for the Scheme area.

4. Objectives

- a) To provide a consistent approach to the development of signage within the City of Kwinana;
- b) To ensure signage does not adversely impact on the amenity and streetscapes of the City and is integrated with the surroundings;
- c) To ensure signage does not detract from the level of public safety;
- d) To ensure that the scale of a sign is appropriate to the size of buildings and site frontages; and
- e) To minimise signage clutter along street frontages and/or on buildings.

The objectives provide overarching guidance to the assessment of signage development applications. To provide more specific guidance a series of standards are set out in Table 1 and Table 2 of LPP 9.

5. Policy Application and Interpretation

LPP 9 applies to advertising signage on zoned and reserved land that requires planning approval under the City of Kwinana Local Planning Schemes No.2 and No.3 (LPS2 and LPS3). Signage within a road reserve is not considered under this policy and is subject to the provisions of the City's *Activities on Thoroughfares and Public Places and Trading Local Law (2011)*. LPP 9 should be read in conjunction with the City's *By-law Relating to Signs and Bill Posting* and the City's *Activities on Thoroughfares and Public Places and Trading Local Law (2011)* in particular in the assessment of Estate Development Signage Strategy applications. Where there is any inconsistency between LPP 9 and the City's Local Laws specified above, Clause 34.2 of the City's *By-law Relating to Signs and Bill Posting* gives Council discretion to vary the By-law subject to Council being satisfied that advertising signage is not injurious to the amenity or natural beauty or safety of the area.

Signage is a form of development that requires planning approval, other than signage that is exempt from planning approval under Appendix VII – *Exempted Advertisements Pursuant to*

Division 11 and Clause 61 of the Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

LPP 9 provides guidance on the extent and location of various forms of signage that are not exempt from planning approval under LPS2 and LPS3. LPP 9 also provides guidance to applicants making signage applications and to City officers when assessing such applications under the City's Local Planning Schemes.

Signage that is compliant with LPP 9 and forms part of a Development Application that is submitted to the City is deemed approved only once the Development Application has been approved by the City. Compliance with this policy does not constitute approval.

6. Definitions

Advertising signage is defined as; any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements. The term includes any airborne device anchored to any land or building and any vehicle or trailer or other similar object placed or located so as to serve the purposes of advertising.

Aggregate area is the total, combined surface area of each particular type of sign on a site.

Kwinana City Centre – the area contained within LPS3.

In addition to the above, the various types of signs subject to this Policy are detailed in Tables 1 and 2.

7. Sign Development Standards

The standards below will be considered by the City when assessing signage applications.

An application for signage should seek to meet the signage requirements specified in Table 1 or Table 2 of LPP 9. City Officers will assess applications against the objectives of LPP 9. Applications that do not meet the objectives of LPP 9 will be referred to Council for determination.

Except for hoarding signs, signs shall only display the following;

- a) The name of the occupier/s of the business;
- b) Details of the business carried out at the premises;
- c) Details of the goods sold in the premises to which it is affixed; and
- d) Any other information specifically approved by the City.

No sign shall:

- a) Be constructed of glass, unless it is part of an illuminating globe or tube;
- b) Be constructed of readily combustible material (including paper, cardboard or cloth), except as part of a banner, flag or poster securely fixed to a signboard or other structure;
- c) Affect the stability of any building;
- d) Not relate to the land use or occupancy of that land (i.e. advertising that promotes business or activities elsewhere, or products or services names not available at the property, will not generally be permitted) unless otherwise specifically approved by the City;
- e) Be located in a position where it will unreasonably or unsafely obstruct driver or pedestrian sightlines;
- f) Be flashing or animated, moving or rotating;

- g) Contain discriminatory or offensive material as determined by the City;
- h) Be detrimental to the general amenity or safety of an area;
- i) Extend beyond any boundary of a lot (unless allowed under a verandah or attached to a fascia).
- j) If illuminated;
 - (i) Be located a minimum of 500m from the nearest residences or land capable of being developed for residential lots;
 - (ii) Light emission must be of a low-level not exceeding 300cd/2 and not flash, pulsate, move or rotate and comply with Australian Standard (AS) 4282 – Control of Obtrusive Effects of Outdoor Lighting;
 - (iii) Emit light of such intensity that it could, in the opinion of the City, create a traffic hazard or nuisance to the public;
 - (iv) Not interfere with or be likely to be confused with traffic control signals; and
 - (v) Be maintained to operate as an illuminated sign.

Individual buildings should generally have no more than two approved signs unless otherwise approved by the City with consideration to an approved Signage Strategy.

8. Signage in the Kwinana City Centre (Properties covered under LPS3)

The nature and diversity of signage in a Secondary Activity Centre* has an important impact on the character of the area. While artful and inventive signs add colour and interest to a streetscape, their location, size and content must be managed to avoid visual clutter where the information purpose of signs is lost in the confusion of competing messages.

Apart from a building name, no signs are permitted for residential development anywhere in the Kwinana City Centre. A sign identifying the name of a residential building must be attached to the structure and should be designed as an integral part of the architecture.

Signage within the Kwinana City Centre shall be as per the Commercial Zone development standards contained in Tables 1 and 2 with the exception of signage along Chisham Avenue (Main Street).

Chisham Avenue is the focus of public activity in the Kwinana City Centre and it is important that signage be coordinated and integrated into the design of the building. Acceptable sign types include wall signs, awning signs and sandwich board signs.

The following signs shall not be permitted along Chisham Avenue Main Street (unless as part of a Signage Strategy or to replace an existing sign of the same type);

- Pylon signs
- Roof signs
- Banner signs
- Freestanding banner signs
- Monolith sign
- Inflatable sign
- Hoarding Sign/Billboard
- Sea Container sign

* Defined as Secondary Activity Centre in Perth and Peel @ 3.5 million (March 2018).

OTHER CONSIDERATIONS

9. Signage Strategies

A Signage Strategy is an overall plan for the whole of the development site or area, showing the location, type, size and design of all existing and proposed signs, as well as the outline of

any buildings, landscaping, car parking areas, vehicular access points etc.

For developments such as shopping centres, commercial or industrial complexes, service stations, take away food outlets and land development estates which often include multiple signs, a Signage Strategy for the whole development will be required as part of the application for planning approval. This will enable assessment of signage proposed having regard to the development design and layout.

A Signage Strategy will also be required to be submitted on application for planning approval for:

- a) All new buildings or developments where multiple tenancies are proposed;
- b) Land development estates which propose more than ten new lots; and
- c) Other developments where the total number of signs (existing and proposed) on the site is likely to exceed 50% of the total area of any one elevation of the building.

The Signage Strategy should explain and demonstrate the need for the extent and design of signs proposed, having regard to the objectives and provisions of this policy and should seek to integrate the signage with the development design, particularly through the provision of signage panels within the building facades. Recognising that specific uses may not be known at the planning approval stage, it is not necessary to include specific signage content in the Signage Strategy.

Once approved, all subsequent sign applications will be assessed against previously approved Signage Strategies. Modifications to the Signage Strategy to permit additional signage will be subject to further approval.

The Signage Strategy for a new residential estate development should make provision for:

- a) A consistent theme for the estate;
- b) Signs to be generally confined to the estate to which it relates;
- c) Off-site signs (with approval of relevant landowners) to be within 2km of the estate and to be predominantly for directional purposes; A maximum of two off-site signs per residential estate permitted.
- d) A full explanation of the design and location of any entry statements within a new estate and their ongoing maintenance;
- e) A requirement for sign removal within 30 days of 95% of the lots being sold;
- f) The avoidance of a proliferation of estate signs; and
- g) Inclusion of the suburb name, where appropriate.

10. Signage Panels

New commercial and industrial buildings should be designed to incorporate defined areas for signage on the building façade, as part of an integrated building design, to enable signs to integrate with the building's architectural design.

11. Places of Heritage Significance

For either individual places of heritage significance or heritage areas, as identified in the City's Municipal Heritage Inventory, particular care is to be made to rationalize the number and extent of signs. Signs are to be integrated with the building design and not dominate the building architecture. Signs which extend the height of the building, dominate the building or screen parts of the building are not considered appropriate. Signs should be located on the gable end, parapet, verandah, awning edge or end, or above and below windows, and generally should not be fixed to windows.

The style and colour/s of signs should be consistent with the style and period of the building. Internally illuminated signs will not generally be permitted, except where the design refers to

the business name only. Where possible, any illumination should be internal to the sign and should not exceed 300cd/m² and shall not flash, pulsate or chase. The sign shall comply with Australian Standard (AS) 4282 – Control of Obtrusive Effects of Outdoor Lighting.

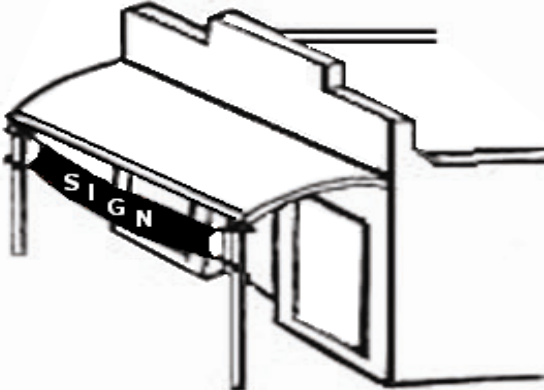
12. Referral Requirements for Signage on land on or abutting Primary Regional Roads and Other Regional reservation


Signage applications that are on land that abuts or that is fully or partly reserved as Primary Regional Roads (PRR) or Other Regional Roads (ORR) in the Metropolitan Region Scheme (MRS) shall be referred to the relevant Public Authority, where required, for comment and recommendation, before being determined.

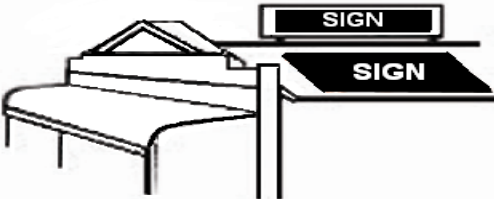
13. Signage Maintenance


All signs shall be kept clean and free from unsightly matter and shall be maintained by the applicant and/or landowner in good order and repair to the satisfaction of the City, whether requiring approval or otherwise.


Table 1 – Requirements for signs on buildings

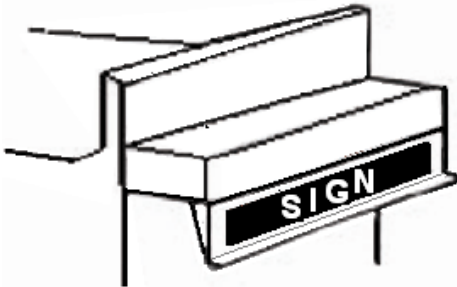
Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> • Residential • Special Rural • Special Residential • Development 	<ul style="list-style-type: none"> • Rural 	<ul style="list-style-type: none"> • Commercial (Service Commercial & Commercial) • Mixed Business • Public Recreation 	<ul style="list-style-type: none"> • Industrial (General Industry & Light Industry)
<p>Banner Sign</p> <p>A temporary sign normally made of lightweight, non-rigid material, such as fabric, canvas or cloth attached to a part of a building and is generally used to promote a particular event.</p> 	<p>Not permitted</p> <p>Note: May be considered as part of a Signage Strategy</p>	<p>Not permitted</p>	<p>Dimension: maximum height 1m, maximum width 4m.</p> <p>Must:</p> <ul style="list-style-type: none"> • be restricted to one banner on any occasion; • only be displayed for a maximum period of 21 days at a time at no less than 3 monthly intervals; and • be removed within 24 hours following the event or offer. 	<p>Dimension: maximum height 1m, maximum width 4m.</p> <p>Must:</p> <ul style="list-style-type: none"> • be restricted to one banner on any occasion; • only be displayed for a maximum period of 21 days at a time at no less than 3 monthly intervals; and • be removed within 24 hours following the event or offer.


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Created Roof Sign</p> <p>A sign affixed to the fascia or parapet, or forms part of a projection above the eaves or ceiling of the building and complements the architectural style of the building, but does not include a Roof Sign.</p> 	Not permitted	Not permitted	<p>Maximum height - 3.5m Maximum area - 5m²</p> <p>Sign shall:</p> <ul style="list-style-type: none"> Be limited to one sign per building; Not project more than 400mm from the portion of the building to which it is attached; Not be within 500mm of either end of the fascia, roof or parapet of the building to which it is attached; and require a certificate from a structural engineer certifying that the sign is structurally sound. 	<p>Maximum height - 3.5m Maximum area – 5m²</p> <p>Sign shall:</p> <ul style="list-style-type: none"> Be limited to one sign per building; Not project more than 400mm from the portion of the building to which it is attached; Not be within 500mm of either end of the fascia, roof or parapet of the building to which it is attached; and require a certificate from a structural engineer certifying that the sign is structurally sound.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	Industrial (General Industry & Light Industry)
<p>Roof Sign</p> <p>A sign erected or painted directly on the roof of a building or attached to the top of a parapet wall of a building.</p> 	Not permitted	Not permitted	Not permitted	Not permitted

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Vertical Sign</p> <p>A sign attached to a building in which the vertical dimension exceeds the horizontal dimension exclusive of mountings.</p> 	<p>Not permitted</p> <p>Note: May be considered as part of a Signage Strategy</p>	<p>Not permitted</p>	<p>Must:</p> <ul style="list-style-type: none"> Not project more than 1.0m from the wall and not exceed 3.125m² in area; Be of a height of at least twice its width but not exceeding 2.5 m; Have a minimum clearance of 2.5m from ground level; Be limited to one sign per tenancy per lot; Not be within 4m of another vertical sign; and Not project above the top of the wall to which they are attached. 	<p>Must:</p> <ul style="list-style-type: none"> Not project more than 1.0m from the wall and not exceed 3.125m² in area; Be of a height of at least twice its width but not exceeding 2.5m; Have a minimum clearance of 2.5m from ground level; Be limited to one sign per tenancy per lot; Not be within 4m of another vertical sign; and Not project above the top of the wall to which they are attached.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Semaphore Sign</p> <p>A sign attached to a structure or building, where the sign is affixed by one of its ends only.</p> 	Not Permitted	Not Permitted	<p>Dimension: maximum height 1.5m.</p> <p>Maximum width 1.5m Clearance: minimum 2.5m</p> <p>Must:</p> <ul style="list-style-type: none"> be affixed perpendicular to a wall; and No more than one sign shall be fixed over or adjacent to any one entrance to a building. 	<p>Dimension: maximum height 3m, maximum width 1.5m.</p> <p>Clearance: minimum 2.5m</p> <p>Must:</p> <ul style="list-style-type: none"> be affixed perpendicular to a wall; and no more than one sign shall be fixed over or adjacent to any one entrance to a building.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Verandah Sign</p> <p>A sign affixed on, above or under a verandah and includes a sign that is affixed to cantilevered awnings and balconies.</p> 	Not Permitted	Not Permitted	<p>Dimension: maximum height 0.4m; maximum width 2.4m</p> <p>Clearance: minimum 2.5m</p> <p>Must:</p> <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony; and not be located within 2m of another such sign on the fascia of the same verandah. 	<p>Dimension: maximum height 1m; maximum width 3m</p> <p>Clearance: minimum 2.5m</p> <p>Must:</p> <ul style="list-style-type: none"> not extend above or beyond the width of the fascia, verandah, awning or balcony; and not be located within 2m of another such sign on the fascia of the same verandah.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Wall Sign</p> <p>A sign painted or attached parallel to the wall of a building or structure. This includes a sign located on support pillars and columns, parapets and fascia.</p> 	<p>Not permitted except where approved in conjunction with an approved business operating from the premises in which the following criteria apply:</p> <p>Area: maximum 1.2m² (non- residential building), maximum 0.2 m² (residential building)</p> <p>Must:</p> <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; not obscure architectural details; not project more than 600mm from the wall to which it is attached; not exceed one wall sign per Strata Title or Green Title lot; and not be illuminated. 	<p>Area: maximum 4m² (non- residential building), maximum 0.2m² (residential building).</p> <p>Must:</p> <ul style="list-style-type: none"> not extend beyond the top or either end of the wall; not obscure architectural details; not project more than 600mm from the wall it is attached; and not exceed one wall sign per lot; and not be illuminated. 	<p>Signs shall;</p> <ul style="list-style-type: none"> be limited to two signs per tenancy on a lot; not exceed 10m² in aggregate area per tenancy; not project more than 600mm from the wall it is attached; if placed above door openings, have a minimum clearance of 2.5m from ground level; not obscure architectural details; and Be not more than one line of signs facing any one street on any storey of a building. 	<p>Signs shall;</p> <ul style="list-style-type: none"> not exceed 30m² in aggregate area per tenancy; not project more than 600mm from the wall it is attached; if placed above door openings, have a minimum clearance of 2.5m from ground level; not obscure architectural details; and be not more than one line of signs facing any one street on any storey of a building.





Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Rural Special Residential Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Window Sign</p> <p>Sign which is painted or affixed to either the interior or exterior surface of the glazed area of a window.</p> 	Not Permitted	Not Permitted	<p>Area: maximum 50% of the window</p> <p>Must:</p> <ul style="list-style-type: none"> be visually permeable ('see through'). Examples may include the use of cut-out block lettering or transparent materials. 	<p>Area: maximum 50% of the window</p> <p>Must:</p> <ul style="list-style-type: none"> be visually permeable ('see through'). Examples may include the use of cut-out block lettering or transparent materials.


Table 2 – Requirements for Freestanding Signs


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Zones Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Community Service Sign</p> <p>A temporary sign which advertises non-profit, short term events such as a fete, fair, or festival for charitable, religious, education, child care, sporting organisations or the like.</p> 	<p>Sign shall:</p> <ul style="list-style-type: none"> Be located on the site of a community event or the property of the organisation holding the community event; Have an area of not more than 3m²; Be limited to a maximum of one sign per frontage of a lot; Not be exhibited more than four weeks prior to the event advertised and must be removed not later than one week after the conclusion of the event. 	<p>Sign shall:</p> <ul style="list-style-type: none"> Be located on the site of a community event or the property of the organisation holding the community event; Have an area of not more than 3m²; Be limited to a maximum of one sign per frontage of a lot; Not be exhibited more than four weeks prior to the event advertised and must be removed not later than one week after the conclusion of the event. 	<p>Sign shall:</p> <ul style="list-style-type: none"> Be located on the site of a community event or the property of the organisation holding the community event; Have an area of not more than 3m²; Be limited to a maximum of one sign per frontage of a lot; Not be exhibited more than four weeks prior to the event advertised and must be removed not later than one week after the conclusion of the event. 	<p>Sign shall:</p> <ul style="list-style-type: none"> Be located on the site of a community event or the property of the organisation holding the community event; Have an area of not more than 3m²; Be limited to a maximum of one sign per frontage of a lot; Not be exhibited more than four weeks prior to the event advertised and must be removed not later than one week after the conclusion of the event.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Zones Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Display Home Sign</p> <p>A sign which is erected as part of an approved residential estate display home to be displayed for the duration of the display home and removed on cessation of use of the display home.</p> 	<p>Maximum number of signs per display home: Three</p> <p>The following sign types shall be considered; wall signs, banner signs, and monolith signs with dimensions as per the Commercial Zone requirements in Tables 1 and 2.</p> <p>To be considered as part of a Signage Strategy.</p> <p>Signs shall not be illuminated after 9pm and shall be removed upon the cessation of the Display Home use.</p>	Not permitted	Not permitted	Not permitted

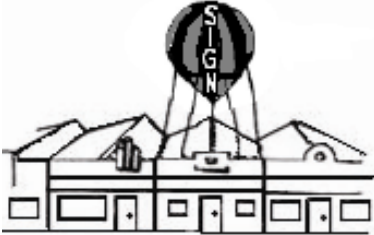
Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Zones Special Residential Zones Special Rural Zones Development Zones 	<ul style="list-style-type: none"> Rural Zones 	<ul style="list-style-type: none"> Commercial Zones (Service Commercial & Commercial) Mixed Business Public Recreation 	Industrial Zones (General Industry & Light Industry)
<p>Estate Development Sign</p> <p>A sign promoting subdivision approved by the Western Australian Planning Commission, by displaying information about the estate such as the estate name, the plan of subdivision for development, the estate features (including entry statements), sales and real estate agency contact details.</p>	<p>Signs shall;</p> <ul style="list-style-type: none"> have a maximum sign face of 35m²; only be considered in the context of a Signage Strategy except where less than 10 new lots are proposed; generally be situated on the land that is being subdivided; be spaced at intervals of at least 200m; signs fronting the Kwinana Freeway to be spaced at intervals of at least 500m; maximum of two directional signs allowed outside the land development estate; be displayed for generally 2 years; and be removed within 30 days of 95% of lots or buildings within the estate or applicable stage being sold. 	Not permitted	Not permitted	<p>Signs shall;</p> <ul style="list-style-type: none"> have a maximum sign face of 35m²; only be considered in the context of a Signage Strategy except where less than 10 new lots are proposed; generally be situated on the land that is being subdivided; be spaced at intervals of at least 200m; signs fronting the Kwinana Freeway to be spaced at intervals of at least 500m; maximum of two directional signs allowed outside the land development estate; be displayed for generally 2 years; and be removed within 30 days of 95% of lots or buildings within the estate or applicable stage being sold.


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
Estate Development Sign (cont.) 	<p>Entry Statements shall;</p> <ul style="list-style-type: none"> be located entirely within private property; where it contains an estate name, an entry statement shall also include the approved locality name depicted in at least equal prominence; and be maintained by the developer and removed by the developer at a predetermined time linked to the completion of the sales at the estate, unless alternative arrangements are agreed to by the City. 	Not permitted	Not Permitted	<p>Entry Statements shall;</p> <ul style="list-style-type: none"> be located entirely within private property; where it contains an estate name, an entry statement shall also include the approved locality name depicted in at least equal prominence; and be maintained by the developer and removed by the developer at a predetermined time linked to the completion of the sales at the estate, unless alternative arrangements are agreed to by the City.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Freestanding Banner Signs</p> <p>A freestanding banner sign is an advertising device made from lightweight material attached to a pole weighted to the ground. These signs come in a variety of shapes and may also be referred to as 'Bali', 'Teardrop', 'Blade' or 'Wing' signs.</p> 	Not permitted	Not permitted	<p>Dimension: max. 2.5m height max. 1.2m width</p> <p>Must:</p> <ul style="list-style-type: none"> be limited to 2 per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; not be located within the street setback line; not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property. 	<p>Dimension: max. 2.5m height max 1.2m width</p> <p>Must:</p> <ul style="list-style-type: none"> be limited to 2 per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; not be located within the street setback line; not impede vehicle sightlines for access to and from the property; and not impede pedestrian access to and from the property.


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development Commercial 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Hoarding Sign/Billboard</p> <p>Sign which is affixed to a structure having one or more supports where the overall height (inclusive of the supports) is less than the sign's horizontal dimension and portion of the sign is greater than 1.2m above natural ground level.</p> <p>A Hoarding Sign/Billboard may display third party advertising.</p> 	<p>Not permitted</p> <p>Note: Signs may be considered in the Development Zone where no residential development currently exists. Temporary approval may be issued for a Hoarding Sign where residential development has commenced.</p>	<p>Not permitted, but Council may consider a hoarding sign subject to the following;</p> <ul style="list-style-type: none"> Number of similar signs approved by Council within 1km of the proposed sign; Sign not exceeding 50m² in area; Sign not less than 1.2m or greater than 6m above ground level; Setback of the sign from the property boundary to be determined subject to the adjoining road hierarchy, width of road reserve, proximity of sensitive uses, size of the sign and any existing vegetation/screening. 	<p>Not permitted, but Council may consider a hoarding sign subject to the following;</p> <ul style="list-style-type: none"> Number of similar signs approved by Council within 1km of the proposed sign; Sign not exceeding 50m² in area; Sign not less than 1.2m or greater than 6m above ground level; Setback of the sign from the property boundary to be determined subject to the adjoining road hierarchy, width of road reserve, proximity of sensitive uses, size of the sign and any existing vegetation/screening. 	<p>Not permitted, but Council may consider a hoarding sign subject to the following;</p> <ul style="list-style-type: none"> Number of similar signs approved by Council within 1km of the proposed sign; Sign not exceeding 50m² in area; Sign not less than 1.2m or greater than 6m above ground level; Setback of the sign from the property boundary to be determined subject to the adjoining road hierarchy, width of road reserve, proximity of sensitive uses, size of the sign and any existing vegetation/screening.


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Service Commercial Mixed Business 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
Hoarding Sign/Billboard (cont.)		<ul style="list-style-type: none"> Not permitted if there is a monolith sign or pylon sign on the same lot. Light emission must be of a low-level not exceeding 300cd/2 and comply with AS4282 – Control of Obtrusive Effects of Outdoor Lighting. 	<ul style="list-style-type: none"> Not permitted if there is a monolith sign or pylon sign on the same lot. Light emission must be of a low-level not exceeding 300cd/2 and comply with AS4282 – Control of Obtrusive Effects of Outdoor Lighting. 	<ul style="list-style-type: none"> Not permitted if there is a monolith sign or pylon sign on the same lot. Light emission must be of a low-level not exceeding 300cd/2 and comply with AS4282 – Control of Obtrusive Effects of Outdoor Lighting.


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Inflatable Sign</p> <p>A sign anchored to a building that provides advertising above that building.</p> 	<p>Not permitted</p> <p>Note: May be considered as part of a Signage Strategy.</p>	<p>Not permitted</p>	<p>Dimension: maximum diameter 7m Maximum height above roof ridge 9m</p> <p>Must:</p> <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than 3 monthly intervals; require a certificate from a structural engineer certifying that the inflatable object attached to the building or lot is structurally sound; and be attached to the roof or wall of a building only (i.e. not located on the ground). 	<p>Dimension: maximum diameter 7m Maximum height above roof ridge 9m</p> <p>Must:</p> <ul style="list-style-type: none"> only be displayed for a maximum period of 21 days at a time at no less than 3 monthly intervals; require a certificate from a structural engineer certifying that the inflatable object attached to the building or lot is structurally sound; and be attached to the roof of a building only (i.e. not located on the ground).

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Monolith Sign</p> <p>A Sign which is not attached to a building with its largest dimension being vertical. Such a sign may consist of a number of modules and is generally uniform in shape from ground level to the top of the sign and is greater than 1.2m in height.</p> 	Not permitted	Not permitted	<p>Dimension: maximum height 7m; maximum width 2.5m</p> <p>Must:</p> <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, on one site, incorporate all signs into one composite sign; not permitted where another free standing sign has been approved; 	<p>Dimension: maximum height 7m; maximum width 2.5m</p> <p>Must:</p> <ul style="list-style-type: none"> be restricted to one sign per lot except for a corner lot where one sign per frontage is permitted; where there are multiple tenancies, incorporate all signs into one composite sign;


Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
Monolith Sign (cont.)			<ul style="list-style-type: none"> be no closer than 15m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property. 	<ul style="list-style-type: none"> not permitted where another free standing sign has been approved and erected; be no closer than 15m to the intersecting point of corner truncations; and not impede vehicle sightlines within the lot for access to and from the property.

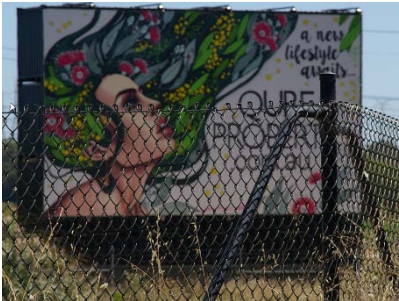
Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial Zones (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Panel Sign Sign which is affixed to a panel/fence and is greater than 1.2m above natural ground level, but it does not include a pylon or monolith sign.</p> 	<p>Signs shall;</p> <ul style="list-style-type: none"> be limited to one sign per lot; have a maximum area of 0.2m² for Home Occupations; have a maximum area of 0.5m² for Home Business; and have a maximum area of 1.5m² for Child Care Centres and other commercial uses. 	<p>Signs shall;</p> <ul style="list-style-type: none"> be limited to one sign per lot; have a maximum vertical dimension of 2m and a maximum area of 5m²; and not be less than 1.2m or greater than 6m from ground level. 	<p>Signs shall;</p> <ul style="list-style-type: none"> be limited to one sign per lot; have a maximum vertical dimension of 2m and a maximum area of 5m²; and not be less than 1.2m or greater than 6m from ground level. 	<p>Signs shall;</p> <ul style="list-style-type: none"> be limited to one sign per lot; have a maximum vertical dimension of 2m and a maximum area of 5m²; and not be less than 1.2m or greater than 6m from ground level.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Portable Sign</p> <p>A sign not permanently attached to the ground or to a structure, wall, fence, or building and including, but not limited to a sandwich board sign which consists of two sign boards attached to each other at the top or elsewhere by hinges or other means.</p> 	Not permitted	Not permitted	<p>Dimension: Maximum height 1.2m.</p> <p>Area: Maximum double-sided area of 2m² (i.e. 1m² for each side).</p> <p>Must:</p> <ul style="list-style-type: none"> be located wholly within the boundaries of land owned or occupied by the person who erected or who has maintained the sign; be removed at the close of business each day; and one sign only per business operating from the subject site. 	<p>Dimension: Maximum height 1.2m.</p> <p>Area: Maximum double-sided area of 2m² (i.e. 1m² for each side).</p> <p>Must:</p> <ul style="list-style-type: none"> be located wholly within the boundaries of land owned or occupied by the person who erected or who has maintained the sign; be removed at the close of business each day; and one sign only per business operating from the subject site.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Pylon Sign</p> <p>A sign which is affixed to a structure which has one or more supports, where the overall height (inclusive of the supports) is greater than the sign's horizontal dimension, but does not include a Monolith Sign.</p> 	Not permitted	Not permitted	<p>Single Tenancy Pylon Sign: Area: maximum 6m² Dimension: maximum height 6m Clearance: minimum 2.7m</p> <p>Multi-Tenancy Pylon Sign: Area: maximum 12m² Dimension: maximum height 8m Clearance: minimum 2.7m</p> <p>All Pylon signs must:</p> <ul style="list-style-type: none"> Be wholly contained within the boundaries of the lot; Be restricted to one sign per lot except for a corner lot where one sign per frontage may be permitted; Where there are multiple tenancies, incorporate all signs into one composite sign; 	<p>Single Tenancy Pylon Sign: Area: maximum 6m² Dimension: maximum height 6m Clearance: minimum 2.7m</p> <p>Multi-Tenancy Pylon Sign: Area: maximum 12m² Dimension: maximum height 8m Clearance: minimum 2.7m</p> <p>All Pylon signs must:</p> <ul style="list-style-type: none"> Be wholly contained within the boundaries of the lot; Be restricted to one sign per lot except for a corner lot where one sign per frontage may be permitted; Where there are multiple tenancies, incorporate all signs into one composite sign;

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
Pylon Sign (cont.)			<ul style="list-style-type: none"> not be permitted where another free standing sign has been approved and erected; be no closer than 15m to the intersecting point of corner truncations; not impede vehicle sightlines within the lot for access to and from the property; and where a pylon sign is supported on two or more piers or columns, the space between the piers or columns shall not be wholly or partially filled with any material. 	<ul style="list-style-type: none"> not be permitted where another free standing sign has been approved and erected; be no closer than 15m to the intersecting point of corner truncations; not impede vehicle sightlines within the lot for access to and from the property; and where a pylon sign is supported on two or more piers or columns, the space between the piers or columns shall not be wholly or partially filled with any material.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> Residential Special Residential Special Rural Development 	<ul style="list-style-type: none"> Rural 	<ul style="list-style-type: none"> Commercial (Service Commercial & Commercial) Mixed Business Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Rural Producer Sign</p> <p>A sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land within the boundaries of which the sign is located.</p> 	Not Permitted	<p>Sign shall;</p> <ul style="list-style-type: none"> Not exceed 1.0m² in area; Not exceed 2m in height; Be no more than one sign per lot; and Only be erected and maintained on land on which the goods or products are produced, grown or lawfully manufactured. 	Not Permitted	Not Permitted

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> • Residential • Special Residential • Special Rural • Development 	• Rural	<ul style="list-style-type: none"> • Commercial (Service Commercial & Commercial) • Mixed Business • Public Recreation 	Industrial (General Industry & Light Industry)
<p>Sea Container Sign</p> <p>A Sign that is constructed from one or more shipping containers with advertising material printed or affixed on the structure.</p> 	Not permitted	<p>Not permitted, but Council may consider a sea container sign subject to the following;</p> <ul style="list-style-type: none"> • A maximum of two stacked sea containers permitted per lot. Maximum area: 50m² Maximum Height: 6m • Sea container(s) to be entirely wrapped by a weather and tear-resistant 'skin' onto which advertising material is printed; • Sea container(s) to be designed so as to minimise visual amenity impacts and blend harmoniously with the locality; and 	<p>Not permitted, but Council may consider a sea container sign subject to the following;</p> <ul style="list-style-type: none"> • A maximum of two stacked sea containers permitted per lot. Maximum area: 50m² Maximum Height: 6m • Sea container(s) to be entirely wrapped by a weather and tear-resistant 'skin' onto which advertising material is printed; • Sea container(s) to be designed so as to minimise visual amenity impacts and blend harmoniously with the locality; and 	<p>Not permitted, but Council may consider a sea container sign subject to the following;</p> <ul style="list-style-type: none"> • A maximum of two stacked sea containers permitted per lot. Maximum area: 50m² Maximum Height: 6m • Sea container(s) to be entirely wrapped by a weather and tear-resistant 'skin' onto which advertising material is printed; • Sea container(s) to be designed so as to minimise visual amenity impacts and blend harmoniously with the locality; and

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> • Residential • Special Residential • Special Rural • Development 	<ul style="list-style-type: none"> • Rural 	<ul style="list-style-type: none"> • Commercial (Service Commercial & Commercial) • Mixed Business • Public Recreation 	<ul style="list-style-type: none"> • Industrial (General Industry & Light Industry)
Sea Container Sign (cont.)		<ul style="list-style-type: none"> • Light emission must be of a low-level not exceeding 300cd/2 and comply with AS4282 – Control of Obtrusive Effects of Outdoor Lighting. 	<ul style="list-style-type: none"> • Light emission must be of a low-level not exceeding 300cd/2 and comply with AS4282 – Control of Obtrusive Effects of Outdoor Lighting. 	<ul style="list-style-type: none"> • Light emission must be of a low-level not exceeding 300cd/2 and comply with AS4282 – Control of Obtrusive Effects of Outdoor Lighting.

Type of Sign	Applicable Zones			
	<ul style="list-style-type: none"> • Residential • Special Residential • Special Rural • Development 	<ul style="list-style-type: none"> • Rural 	<ul style="list-style-type: none"> • Commercial (Service Commercial & Commercial) • Mixed Business • Public Recreation 	<ul style="list-style-type: none"> Industrial (General Industry & Light Industry)
<p>Temporary Signs</p> <p>Construction Site/Property Transaction Signs</p> <p><i>Sign which is displayed only for the duration of the construction or transaction period.</i></p> <p>Display Home Signs</p> <p><i>Advertisement signs displayed for the period over which homes are on display for public inspection. These signs include 'Home Open' signs only and do not include residential estate display home signs.</i></p>	<p>These temporary signs are exempt from requiring Planning Approval as per Appendix VII – <i>Exempted Advertisements Pursuant to Division 11</i> of Local Planning Scheme No. 2. Signs larger than the exempt signs will not be approved.</p>			

Name of Policy	Local Planning Policy 9: Advertising Signage
Date of Adoption and resolution No	<i>Insert the date on which the Policy was first adopted by Council and the resolution No</i>
Review dates and resolution No #	<i>List the dates on which the Policy was reviewed by Council and the resolution Nos</i>
Next review due date	<i>Insert the date on which the next review should be completed by</i>
Legal Authority	Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions (Division 2)
Directorate	City Regulation
Department	Planning
Related documents	This Policy shall be read in conjunction with the City of Kwinana's <i>By-law Relating to Signs and Bill Posting and Activities on Thoroughfares and Public Places and Trading Local Law</i> .

Attachment B – Town Centre Master Plan & Design Guidelines

Kwinana Town Centre



Master Plan *and* Design Guidelines

...Looking forward



Kwinana Town Centre

Master Plan *and* Design Guidelines



Prepared for:



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by:

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Urban Design Guidelines

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Introduction

The City of Kwinana is embarking on an exciting period of growth and redevelopment. When the Perth-Mandurah rail line begins service in late 2007, two new stations in Kwinana will make it one of the most accessible locations in the swiftly growing southern corridor of the Perth metropolitan area. A progressive transit-oriented development is already well advanced around the Wellard Village station, and recent estimates indicate that Kwinana can expect further public and private investment in the order of \$11.5 billion – in infrastructure improvements and industrial, commercial and residential development projects.

At the core of this dramatic growth is redevelopment and expansion of the Town Centre area. Covering over 92 hectares at the centre of the township, this area has the opportunity to provide first class civic and educational facilities, as well as a rich mix of commercial, cultural and entertainment functions, and a range of housing options with convenient access to all these services and recreation activities. Building on the existing strengths of the area, revitalization and expansion of the Town Centre has the potential to change the image of Kwinana and provide its residents with the levels of choice and convenience expected of Perth's finest suburbs.



Figure 1 : Regional setting

Image source: Google Earth



Figure 2:
Town Centre precincts

Scope

For the purposes of this manual, the Town Centre is defined as the four blocks east of Gilmore Avenue, from Bolton Way in the north to Wellard Road in the south. This extensive area is made up of three distinct sub-areas:

- the **Education Precinct** includes property controlled by the Department of Education and Training (DET), between Bolton Way and Sulphur Avenue, from Gilmore to Orelia Avenue. The existing High School on this block is currently being redeveloped and a new TAFE (Technical and Further Education) Automotive Training facility is under construction on the corner of Gilmore and Sulphur Avenue.
- the **Civic Marketplace** includes the blocks north and south of Chisham Avenue, from Sulphur to Challenger Avenue, between Gilmore and Meares Avenue. This area currently contains a mix of civic, recreation and commercial uses, including the Council offices, Arts Centre and Police Station on Sulphur Avenue, the Kwinana Recquatic Centre on Gilmore Avenue, and the Hub Shopping Centre, south of Chisham Avenue, which is Kwinana's largest concentration of retail development, .
- the **Challenger Neighbourhood** includes the block south of Challenger Avenue which is controlled by the Department of Housing and Works (DHW) and is currently undeveloped natural bushland.

Throughout this manual, each of the sub-areas will be referred to with the names above. These are not generally used location names – the Challenger Neighbourhood, for example, is more commonly referred to as Lot E-26 – but they are adopted here to provide a more obvious link to the proposed character of each precinct, and will suffice until new names are formally defined as different sections of the development evolve. "Town Centre" in this document is used to mean the whole area, including all three sub-areas collectively.



The new high school under construction in the Education Precinct



The existing Kwinana Hub shopping centre



Existing bushland of the Challenger Neighbourhood

Purpose

Development in the area between Sulphur and Challenger Avenues (previously known as the “Town Centre” but designated here as the “Civic Marketplace”) is controlled by Local Planning Scheme No. 3 which was adopted in 1998. In the decade since this scheme was prepared, market conditions in and around Kwinana have changed dramatically and the demand for new housing is putting pressure on DHW to release land in the Challenger neighbourhood. At the same time, planning for new schools by DET and TAFE in the Education Precinct underscores the importance of clear connections between the commercial core and surrounding community service and residential areas.

The “town centre” therefore was redefined to include the Education Precinct and Challenger Neighbourhood, and an up-dated consolidated concept plan was prepared to coordinate the development of all three sub-areas. The design principles of this overall conceptual plan are outlined in the next section of this manual, while the design guidelines presented in the following sections offer further detail on implementation of the plan. Their purpose is to provide direction for individual projects to ensure that together, they achieve the intended qualities of the overall plan.

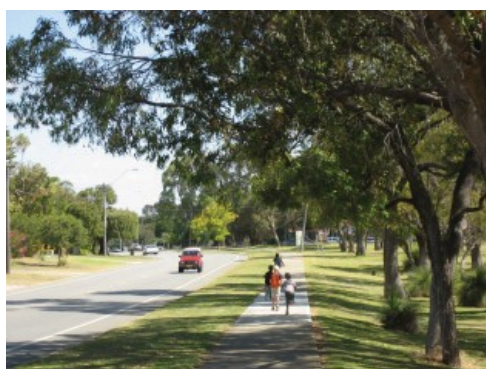
These guidelines have been prepared to help property owners and their design consultants develop improvement plans that are consistent with the community’s vision for the future of the Kwinana Town Centre. They are also intended to assist in the review of plans by both the Councillors and the staff responsible for approving plans and issuing the required development permits.



Gilmore Avenue



Chisham Avenue



Meares Avenue

What are design guidelines?

Design guidelines are the link between a plan and its implementation. A plan specifies the community's development intentions for an area - the agreed "vision" for the future. Implementing the plan, however, involves numerous design decisions, made at different stages in the development process, by a wide range of different people including property owners and tenants, developers, architects, landscape architects, engineers, traffic planners, design review boards and the municipal authorities responsible for issuing zoning and building permits.

Design guidelines help to coordinate the design decisions made by all these different participants. They define the limits within which design choices must be made to achieve the intentions of the plan. Their purpose is to ensure that design decisions complement each other and contribute effectively to creating the quality of place envisioned in the plan.

While design guidelines establish limits, they are not intended to stifle creativity or to limit a property owner's opportunity to maximize the value of his property. Guidelines recognize the value of the interest and variety that different designers bring to a town centre like Kwinana's, and they encourage innovative and unique design solutions. By containing these solutions within some general parameters, however, guidelines help to avoid the visual chaos and functional inefficiencies of environments where design decisions are made independently, with no regard for how they affect one another and influence an overall perception of the district. Guidelines

also establish an overall level of design quality that protects private property owners from sub-standard design decisions on neighbouring properties or in the public realm. Incompatible or poor quality building and landscape elements can have a significant impact on the market value of adjacent properties and contribute to negative perceptions of the district as a whole.

Design guidelines typically include two kinds of requirements:

1. Specific **development controls** that govern quantitative development decisions, such as the alignment of key streets, the location and height of buildings, or the nature of public open spaces. These types of controls are usually fixed and non-negotiable. They are expressed with terms like "must" and "shall be", and illustrated with diagrams that show precise dimensions or fixed limits within which the proposed solution must fall.
2. General **aesthetic guidelines** that provide direction on more subjective or qualitative issues, such as the architectural character of buildings, materials, colours, signage and landscape elements. These types of requirements are more open to interpretation and allow for a variety of solutions that support the general design intentions of the plan. They are expressed with terms like "should be" and "no more (or less) than", and are illustrated with descriptive sketches or examples of similar kinds of elements from elsewhere.



Pedestrian axis from Sulphur Avenue



..... over the hill, and down to Chisham Avenue

How to use this manual

The guidelines contained in this manual are a supplement to the Local Planning Scheme and other current development regulations. Anyone involved in the design or review of a development project, therefore, should consult this manual in combination with any other pertinent documents on Kwinana's general development regulations and specific policies relating to the Town Centre. A list of potentially relevant materials is provided in an appendix to this document.

To prepare or review a proposal for a particular property or section of the public realm, participants should first familiarize themselves with the

- **Town Centre Development Framework:** This section of the manual presents the overall development intentions for the Town Centre as a whole. Since many of the guidelines are qualitative in nature, it is important to understand the City of Kwinana's broader vision for the future of the area, and the design principles underlying the more detailed design requirements for specific sites.

After reviewing this section of the manual, readers should then refer to the

- **Urban Design Guidelines** and locate the specific section that applies to the locality of their project. To verify in which sub-area a particular property is located, consult the diagram of Figure 3. The guidelines of this chapter of the manual specify requirements related to the structure, land use, building form, street design and other urban design qualities of each sub-area.

For more specific guidance on the character of buildings and landscape treatments, refer to the

- **Building Guidelines** which provide direction on the general architectural character of key building types and 'green building' requirements across all sub-areas of the Town Centre; and the
- **Landscape Guidelines** which outline overall landscaping concepts for each of the three sub-areas, more detailed information for particular sites, and installation and maintenance requirements.

The final section of the manual explains the

- **Administration** of these guidelines, including typical submission requirements and contact details for further information from the City of Kwinana.

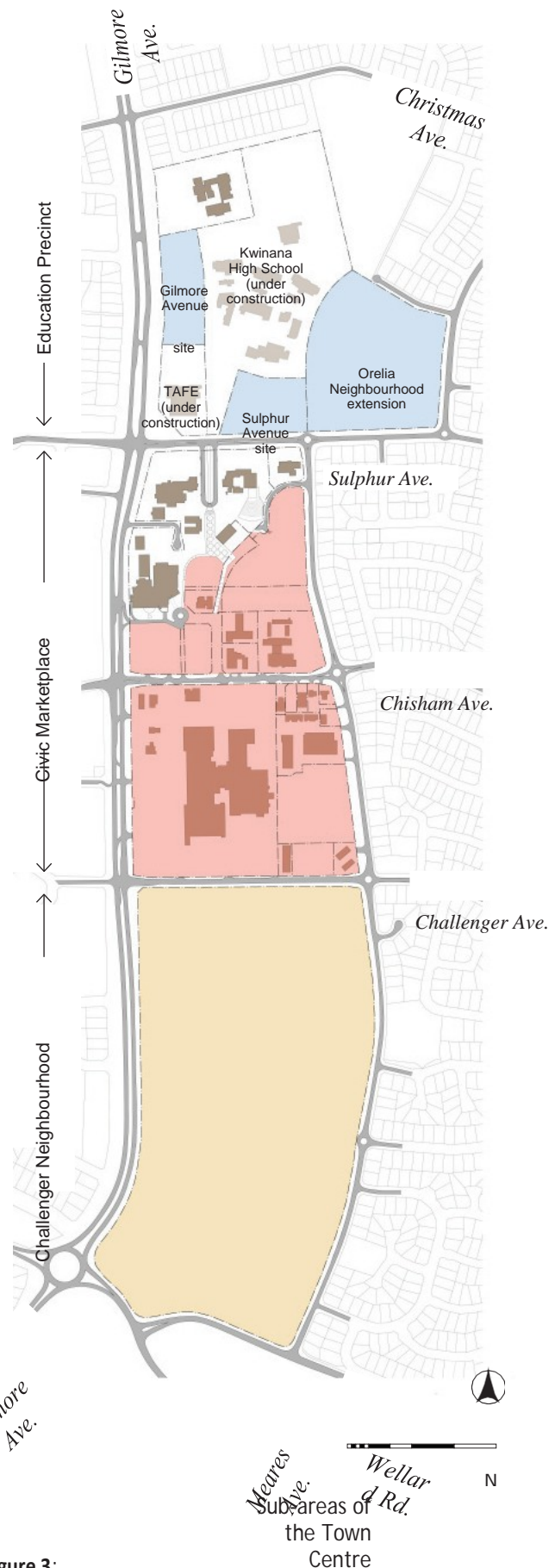


Figure 3:

100

300
metres



Town Centre Development Framework

Background

The opportunity of the Town Centre area has been recognized for many years and previous planning studies have laid a strong foundation for future development. The most important of the earlier studies was a master plan prepared by Hames Sharley in 1996 which established clear design principles for the Civic Marketplace sub-area, from Sulphur to Challenger Avenues¹. The elements of this master plan were adopted in Local Planning Scheme No. 3 which specifies the development requirements currently in force for the central area.

In 2002, Hames Sharley was commissioned to prepare a broader master plan that extended the principles for the central area into the adjacent blocks north and south. In response to changing market conditions and changes in ownership of

key properties, particularly The Hub shopping centre which was acquired by the Mirvac Group in 2005, the City of Kwinana organized a Town Centre Master Plan workshop to review and update the Hames Sharley master plan.

The workshop was held over two days in November, 2005. Participants included representatives of each of the four major stakeholders in the Town Centre area: the City of Kwinana, DET, DHW and the Mirvac Group, along with a range of independent technical experts including planners, urban designers, architects, landscape architects, engineers, a traffic planner, and a retail analyst familiar with the economic trends of the region. The process incorporated community consultation through an initial community visioning session which provided information on stakeholders' and residents' interests and ideas for improvement of the Town Centre².

The debates and sketch designs of the workshop confirmed the objectives for development of the Town Centre and established a series of 11 key design principles to guide the development of a more detailed conceptual plan, as presented below. The Concept Plan has been endorsed by Council as an overall framework for development of the Town Centre and is the basis for the design guidelines presented in this manual.



*Town Centre Master Plan Workshop
November, 2005*

- 1 Hames Sharley: *Kwinana Town Centre Guidelines*, April 1996 (Revised: August, 1998).
- 2 For further information on the process and conclusions of the workshop, see the report prepared by the Urban Design Centre: *Kwinana Town Centre Master Plan Workshop, November 3 - 4, 2005*.

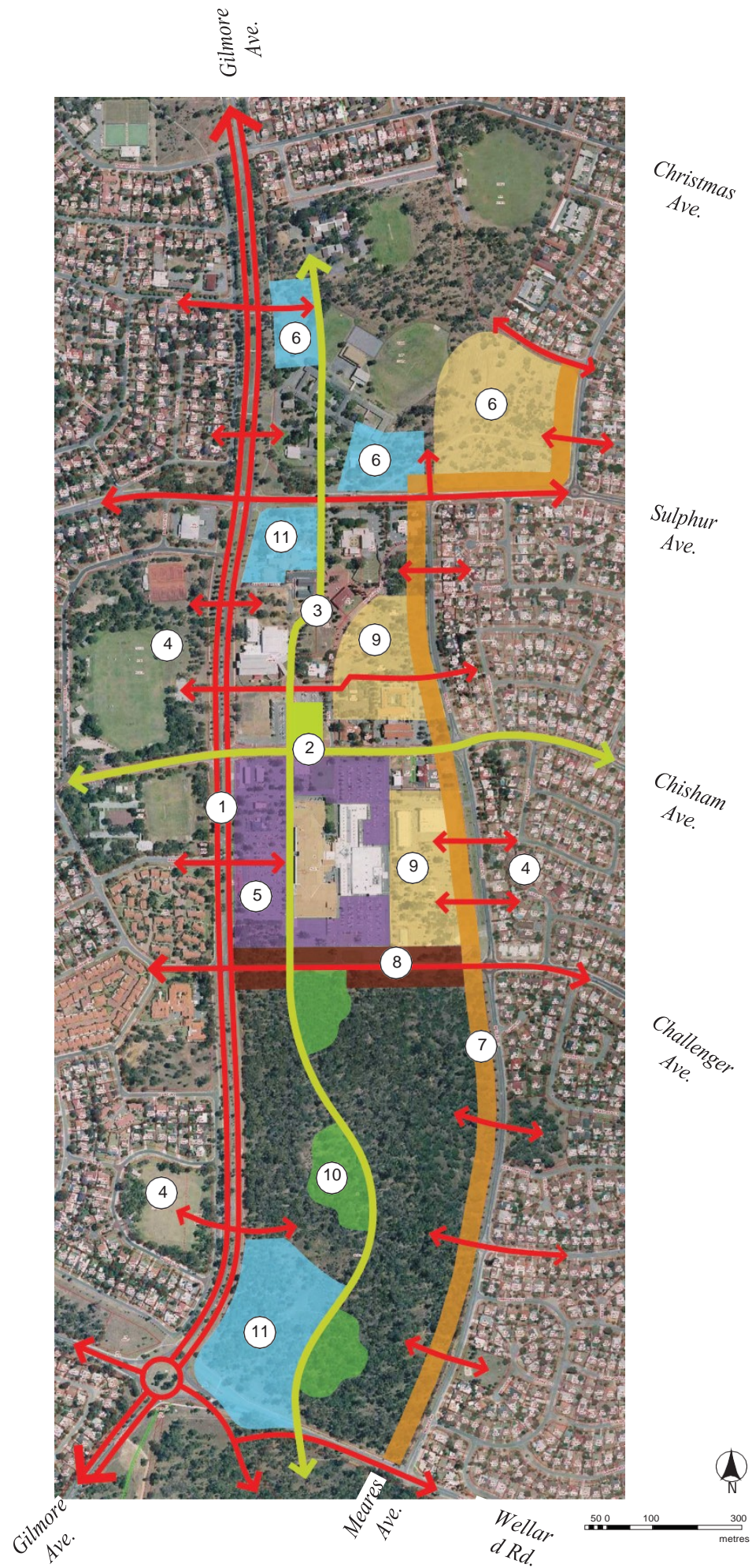


Figure 4:
TownCentre design principles

Development Objectives

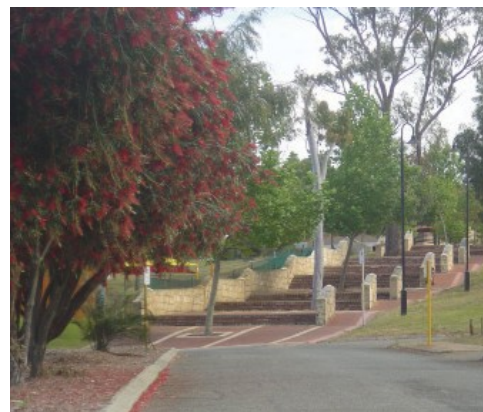
The following objectives for development of the Town Centre were distilled from the community visioning session at the beginning of the workshop:

- The Town Centre is to be the focus of retail, commercial, community, civic and entertainment uses in Kwinana.
- Encourage mixed use development.
- Support walkability and access to public transport.
- Plan for a vibrant and safe community.
- Provide for housing choices and variety with higher densities near activity centres.
- Maximise the range and mix of employment opportunities.
- Enhance and develop a Kwinana character and identity.

Design Principles

Participants in the workshop explored different ways to achieve these objectives in diagrams and sketches. The various approaches, however, shared a series of common values – or development principles – which together produce a strong conceptual diagram for redevelopment of the Town Centre (Figure 4):

1. Improve the appearance of Gilmore Avenue
2. Convert Chisham Avenue into a “main street”.
3. Connect the three precincts of the Town Centre.
4. Connect the Town Centre to surrounding residential neighbourhoods.
5. Improve retail function, parking and bus access.
6. Develop compatible uses on excess land in the Education precinct
7. Establish appropriate relationships to residential development on Meares Avenue
8. Control the interface between the retail core and residential development on Challenger Avenue
9. Provide a diversity of housing types within the Town Centre.
10. Preserve the natural land forms and significant vegetation of the Challenger neighbourhood.
11. Preserve long term development opportunities.



Existing pedestrian improvements between Sulphur and Chisham Avenues provide a strong foundation for construction of the north-south link.

The Concept Plan

The more detailed concept plan of Figure 5 is based on these objectives and design principles. This plan is illustrative only, showing a general layout of streets, public spaces and building footprints which meet the intentions for development of the Town Centre. The final form of buildings and open spaces may differ from those shown here, but they must maintain the essential qualities outlined in the following description of the eleven development principles and the more detailed design guidelines for each of the three precincts presented in the next section of this manual.



Figure 5:
Town Centre illustrative plan

1. Gilmore Avenue:

One of the most distinctive and memorable features of Kwinana is its unusual amount of open space, wide street reserves and generous landscaping. This is a legacy of the original plan of the town prepared by Margaret Feilman, Perth's first female town planner, who adapted the British 'new town' model to local conditions in her innovative plan for Kwinana³.

Based on a philosophy of 'responding to the land', the plan provided for four neighbourhoods on the north-south ridges of the site, accessed by an elegant parkway – Gilmore Avenue – which runs through the central valley between the ridges. This parkway, which is the main artery of Kwinana's hierarchical circulation system, occupies a road reserve of approximately 70 metres in width and provides a gracious entry into the town, showcasing many of the tree species native to the area. Through the town centre area, however, its distinctive landscape character has been eroded by the commercial development on the east side, by intrusive signage, unrelated building forms, and exposed parking lots and service areas.

Because of its width and the speed and volume of traffic it carries, Gilmore Avenue would be difficult to convert into the active, pedestrian oriented 'main street' typical of most successful town centres. Its role, however, is to provide a graceful entry and memorable route through the centre, highlighting the attractions of the area and distributing traffic to the various destinations along the way. A special design concept should be developed for the town centre segment of Gilmore Avenue to emphasize the significance of the area and improve the visual quality and traffic function of the street. This concept should compliment the unique landscape qualities of the original parkway, but be distinctly different, coordinating planting, paving, lighting and signage elements to create a unique and intriguing streetscape through the Town Centre.

2. Chisham Avenue:

In contrast to Gilmore Avenue, the two blocks of Chisham Avenue, between Gilmore and Meares, are to achieve the character of a bustling commercial street, with a high level of pedestrian activity, slow moving traffic, a rich mix of uses, and comfortable, sheltered sidewalks and quality public spaces where people spend time with their friends or gather for special events and community festivals.

Development on Chisham Avenue will include retail and office uses, restaurants, cafés and other services and entertainments, in 2 to 3 storey mixed-use buildings that front directly onto the sidewalks, creating a relatively continuous façade of activity on both sides of the street.

The buildings will also frame a central space, or Town Square, that becomes the 'heart' of the Kwinana community,

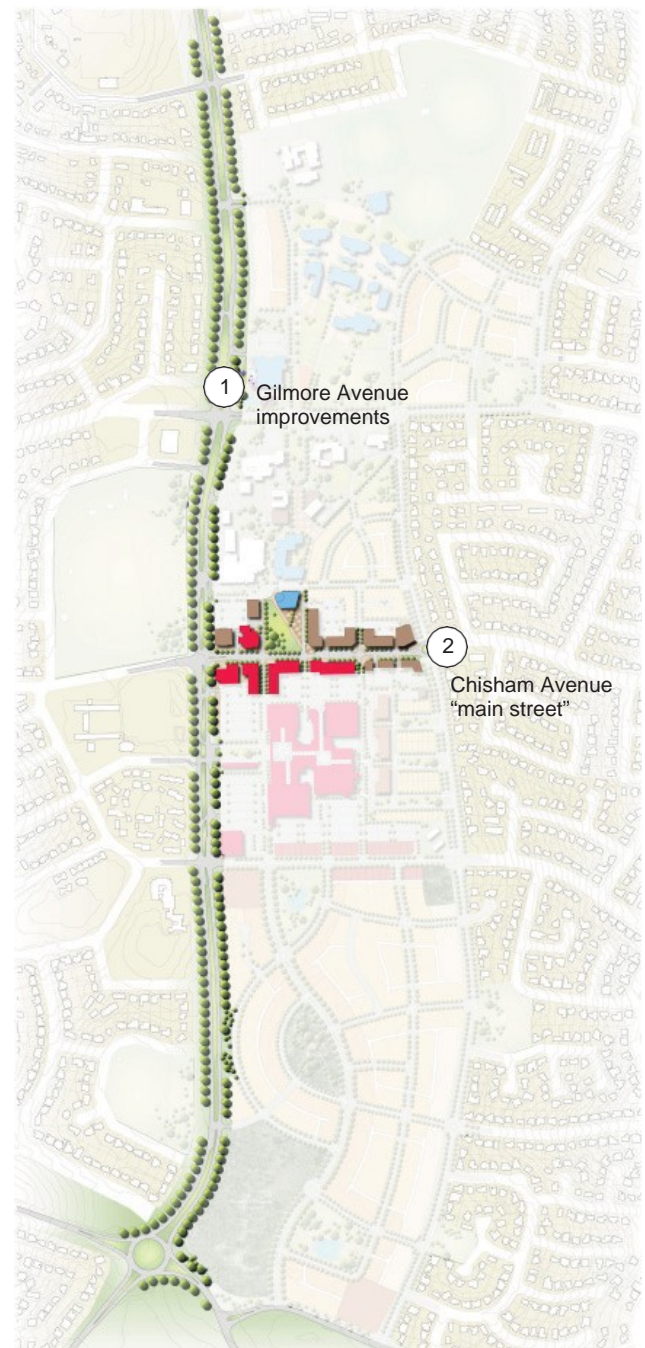


Figure 6:
PRINCIPLES 1 and 2: Gilmore and Chisham Avenues



Typical "main street": continuous retail frontage, consistent scale, sheltered sidewalks, slow moving traffic and convenient short-term parking

³ Sarah Brown: "Surveying Our Past and Building Our Future: An Environmental History of an Australian Suburb" in *Limina: A Journal of Historic and Cultural Studies*, Volume 13, 2007. pp. 23-33.

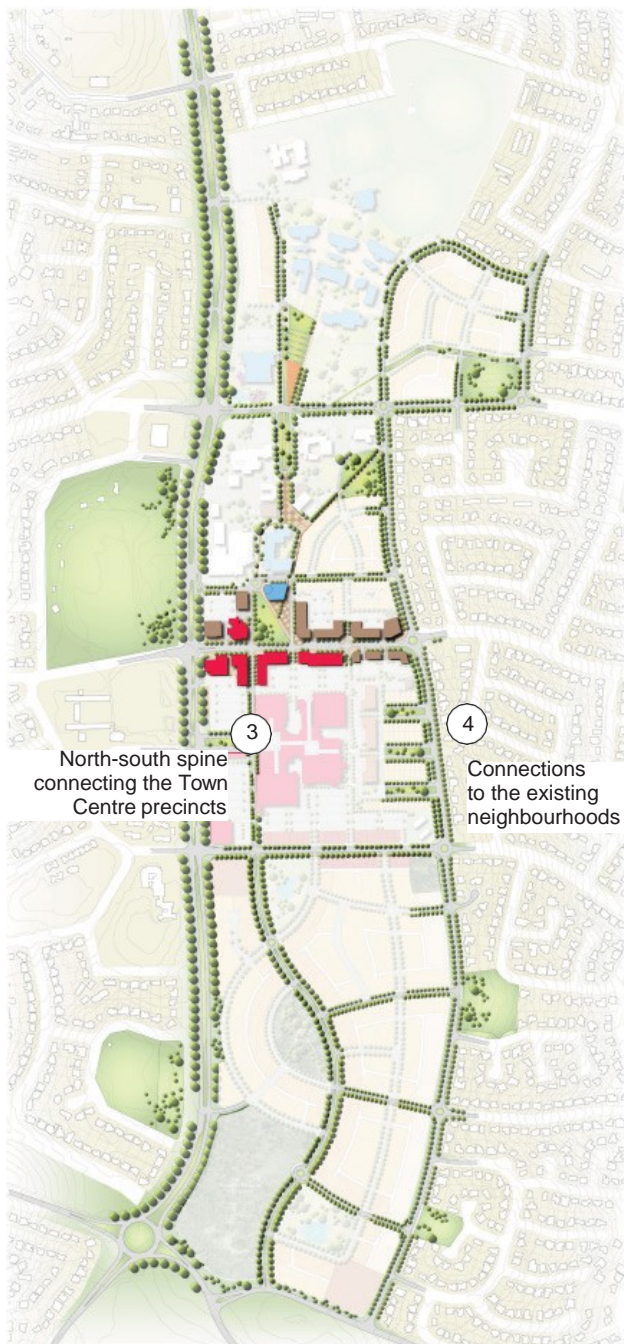


Figure 7:
PRINCIPLES 3 and 4: Connecting precincts and neighbourhoods



Key sections of the north-south spine are already in place in the walkway connecting from Sulphur Avenue to Chisham

offering a place for weekend markets or other occasional events, as well as a casual, outdoor meeting place for day-to-day visitors to the Town Centre.

3. Connecting the precincts:

Given the size of the overall town centre area, it is important to link all three precincts with a strong north-south spine that will encourage pedestrian access from the Education Precinct and the Challenger Neighbourhood into the Civic Marketplace area. Key elements of this spine are already in place in the grand axis leading up the hill from Sulphur Avenue, and the two stepped pathways that connect from the crest of the hill to Chisham Avenue. These paths are to be reinforced and extended north into the TAFE and high school complex, and south through the shopping centre area, into the Challenger Neighbourhood.

This critical connection must be public and accessible at all times of the day and at night. It should be clearly visible as a structural component of the town centre's circulation network. It needs to be a safe and attractive way through the area, with quality paving and landscape treatments, good lighting, comfortable places to sit and interesting things to see along the way, including public art elements, interesting display windows and elegantly articulated building facades. This connection should also provide for bicyclists, with a dedicated bike path through the Challenger Neighbourhood, and bike racks and water fountains where appropriate.

4. Connecting to the neighbourhoods:

One of the present problems with the town centre area is that it is made up of four very large 'super blocks', with a limited number of places where they can be penetrated from the surrounding neighbourhoods. The area needs to become more permeable, with a network of streets and pedestrian paths dividing the large blocks into a more finely grained pattern of development.

New streets should be cut through the blocks where possible, and existing neighbourhood streets extended into the town centre to blur the north-south 'barriers' created by Gilmore and Meares Avenues. Public spaces in new housing developments should be designed as amenities for the whole area within a walking distance radius, not just for the new units; and connection should be made to existing parks to help integrate new housing into the existing neighbourhoods.

5. Improving retail function:

Much of the success of the Town Centre will depend on the quality of the retail experience and the level of convenience that the area offers. This is largely a function of the quality and mix of retail tenants, but it also depends on the array of other uses provided in the centre, and on supply of adequate amounts of easily accessible parking, appropriately located in relation to the retail functions and other public activities.

With respect to quantity, parking requirements should be calculated for the district as a whole, taking advantage of shared parking opportunities between complimentary land uses. For example, office and retail uses with peak demand during the day can share parking spaces with recreation and entertainment functions which attract most custom outside of normal business hours. In terms of location, parking should be well distributed throughout the centre, but located strategically to draw pedestrians past tempting shops and through key public spaces. Access to parking areas should be clearly visible, but where possible, parking lots should be screened from full view to minimize the impact of large expanses of paving.

The attraction of the centre is also affected by the convenience of public transport. Existing bus services will be modified when the Perth-Mandurah rail line opens and the lay-over function of the existing bus station on Gilmore Avenue will be replaced by more frequent through service. This creates an opportunity to provide more convenient access to the shops by bringing buses further into the centre. It also suggests replacing the visual barrier of the existing bus station with a lighter, more modern bus shelter which can be integrated into the design of the centre's pedestrian amenities.

6. Peripheral uses in the Education Precinct:

The new high school and TAFE facility use only about half of the land controlled by DET north of Sulphur Avenue. The remainder should be developed in land uses that both benefit from a close relationship to learning institutions and support the education functions. Housing is an obvious option because it offers opportunities for students to live within walking distance of the facilities, while also providing surveillance of the school grounds at night and during the weekend. Extension of the Orelia neighbourhood is clearly the best use of the eastern part of the precinct, between Orelia and Mearns Avenues.

The future of the sites on Gilmore and Sulphur Avenues, however, is not so clear. With high visibility and immediate connection to the central pedestrian spine of the Town Centre, these sites provide valuable opportunities for commercial or institutional uses with a connection to education, such as a corporate training facility, research laboratory or adult education centre. Although housing is always a fall-back option, the Gilmore and Sulphur Avenue sites should be reserved while efforts are made to attract non-residential uses that expand opportunities for community education and training in Kwinana.



Figure 8:
PRINCIPLES 5 and 6: Retail improvements and Education Precinct sites



Figure 9:
PRINCIPLES 7 and 8: Meares and Challenger Avenues

7. Meares Avenue:

With low density housing on one side and a variety of commercial uses and undeveloped sites on the other, Meares Avenue presents an incoherent streetscape which creates a poor image of the Town Centre from the east. However, the relatively wide reserve, occasional stands of mature vegetation, and significant number of developable sites on the west side offer an opportunity to create an elegant streetscape, with an appropriate transition in land use between the existing neighbourhood and the commercial activities of the Town Centre.

Development on the west side of Meares Avenue, therefore, should be primarily residential, in types and densities that generally relate to the existing housing across the street. Higher densities are appropriate in the Civic Marketplace sub-area, arranged to allow regular penetrations through the blocks to the commercial uses, as required under Principle 5 above.

8. Challenger Avenue:

The interface between commercial development of the Civic Marketplace sub-area and new housing of the Challenger Neighbourhood occurs at Challenger Avenue. To avoid an abrupt change of character across the street, Challenger Avenue should be developed as a transition between the two sub-areas, with a mix of commercial and residential uses on both sides of the street and strong vehicular and pedestrian links across the corridor, connecting into the hearts of the areas on either side.

Suitable types of development include mixed use buildings with housing over professional offices or showrooms, or live/work units providing studio, office or workshop space on the ground floor for low-impact, home-based businesses.

9. Housing types:

Residential development is a high priority in all sub-areas of the Town Centre to promote activity throughout the day and at night, and to provide a constant level of surveillance of the streets and public spaces. Its other objective is to take advantage of the opportunity to increase the range of housing



Mixed use development on Challenger Avenue can take a variety of forms, depending on the specific uses

choices available in Kwinana, providing options to live within walking distance of the commercial, institutional, entertainment and recreation facilities of the Town Centre.

While more traditional single-family detached housing is appropriate in the Education Precinct and the Challenger Neighbourhood, the Civic Marketplace sub-area provides a unique setting for higher density living in more urban unit types, including townhouses, garden apartments or other forms of group dwellings, apartments above retail or office space, and live/work units. Housing for the elderly could also be appropriate on Meares Avenue or in the Challenger Avenue corridor since these sites are somewhat removed from core activity areas but maintain easy access to the retail services, public transport and open space amenities.

10. The natural environment:

The site of the proposed Challenger Neighbourhood is a treasured area of natural bush land which has contributed for a long time to the special landscape character of Kwinana. Its development is inevitable, but through careful design of the patterns and forms of development, much of the natural bush land quality of the area can be maintained.

As far as practically possible, the natural land forms and drainage patterns of the site should be preserved in the layout of new roads and the location of open spaces. The streets should generally follow the existing contours of the land, and open space should be located on the low points of the site to serve as natural drainage areas. Significant stands of natural vegetation and mature specimen trees should be preserved wherever possible, and new plantings should use species indigenous to the area, or compatible with the existing vegetation.

11. Long term development opportunities:

The rebirth of Kwinana is only just beginning and it is impossible to predict future opportunities for major new developments such as a regional hospital, the branch campus of a University, corporate headquarters or training facilities. It is

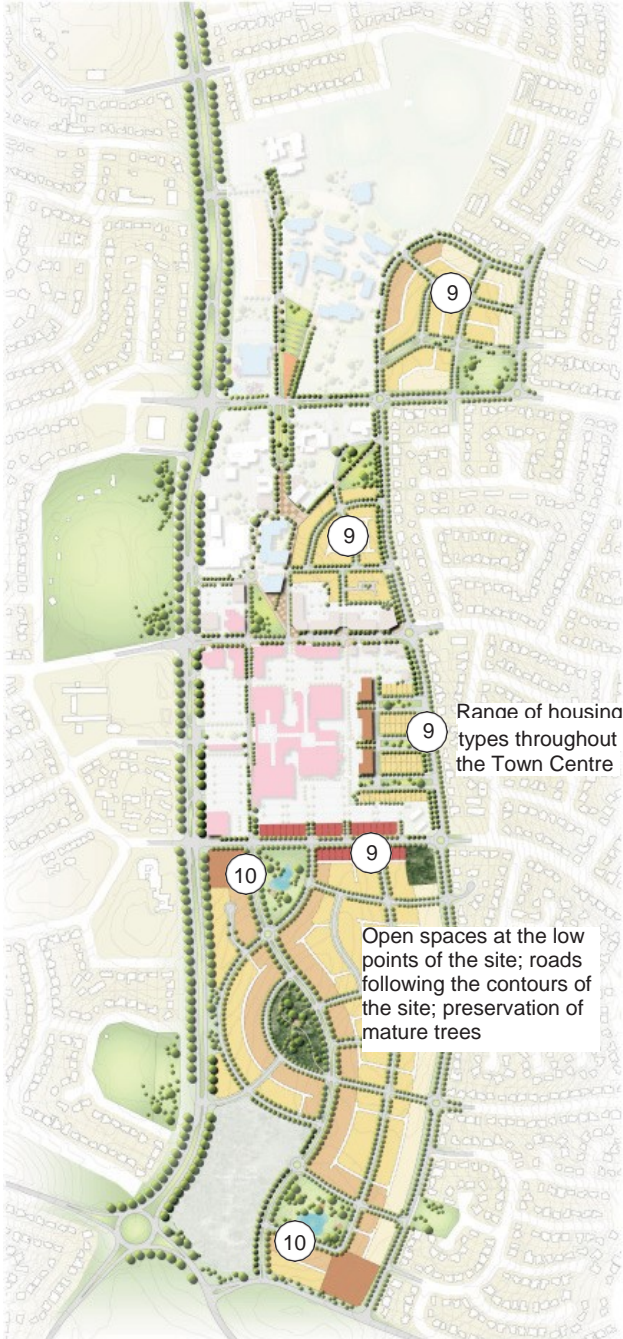


Figure 10:
PRINCIPLES 9 and 10: Housing types and the natural environment



Existing natural bushland of the Challenger Neighbourhood



Figure 11:
PRINCIPLES 11: Long-term development opportunities

important, therefore, to reserve key sites for future development, in highly visible locations where a variety of potential functions could be successfully accommodated.

As noted under Principle 6 above, the sites on Gilmore and Sulphur Avenues in the Education Precinct should be reserved for further institutional or corporate development compatible with the educational focus of the area.

In the Civic Marketplace sub-area, the City of Kwinana owns a valuable freehold property in the site of the existing Council offices on the corner of Gilmore and Sulphur Avenues. Although this site can only be made available with relocation of the administrative functions, a significant redevelopment opportunity could make it feasible to relocate the Town Hall to Calista Oval, at the corner of Gilmore and Chisham Avenues, where its presence in a landmark building would anchor the centre of the town and add considerable activity to the “main street”.

In the Challenger Neighbourhood, a site of approximately 4 hectares is reserved in the southwest corner, with frontage on Gilmore Avenue and Wellard Road and immediate connection to the central spine connecting the three sub-areas of the town centre. The layout of the rest of the Challenger Neighbourhood should ensure that this site can be integrated into the surrounding housing development as an integral part of the new area, if the possibility of an alternative strategic use does not eventuate within a reasonable time frame.



Urban Design Guidelines

1. Civic Marketplace

1.1 Objectives

The role of the Civic Marketplace is to become the 'heart' of the community — the place where people go to take part in the government of their town, to enjoy cultural activities, to socialize, to recreate and be entertained, and to access the goods and services they need every day.

Many of the essential elements are already in place: the Council offices, Arts Centre and Police Station on Sulphur Avenue, the popular Recquatic Sports Centre on Gilmore Avenue, the Kwinana library and almost 17,500 square metres of retail in The Hub shopping centre, a clinic and various other offices and commercial services. The existing development, however, fails to create a successful "place" and there is little synergy between any of the functions in the area. This is partly because the uses are dispersed over too large an area, with weak connections between different activities and no obvious "centre". The existing buildings bear little relationship to each

other and the sidewalks and pathways between facilities are generally exposed and unattractive. In addition, most of the retail functions are located in The Hub, an internalized shopping mall which concentrates pedestrian activity on the interior and does little to activate the surrounding areas.

Correcting these deficiencies and improving the overall function and appeal of the area is promoted by the following specific objectives for the Civic Marketplace sub-area:

- to create a vibrant, safe, convenient, prosperous Town Centre that is cherished by the residents of Kwinana, their friends and visitors;
- to create a central public space that is identified with the Town Centre and makes a suitable venue for weekend markets and special events;
- to provide a range of services and amenities that will attract people to the area and sustain a constant level of public activity;
- to increase the range of housing choices available in Kwinana and maximize the number of people living within walking distance of the Town Centre; and
- to improve access and circulation for cars and service vehicles, buses, pedestrians, and cyclists.

Achieving these objectives will require significant redevelopment and in-fill of vacant sites, in a series of coordinated projects that follow the urban design guidelines below, and the general building and landscape guidelines presented in the following sections of this manual.



1.2 Structure of the precinct

The key to the success of the Civic Marketplace is to develop a clear, comprehensible structure of streets, pedestrian paths and public open spaces which link the different parts of the area into a network of connected places and activities. Parts of this structure are already in place — in the major streets: Gilmore, Meares, Chisham, Sulphur and Challenger Avenues; and in the internal pedestrian route that leads from Sulphur Avenue to Chisham Avenue. The challenge is to build on these existing elements to achieve a unifying structure for the whole area.

1.2 (a) As required under Principle 3 of the overall development framework, a key component of the Town Centre structure is a central north-south corridor, providing a continuous pedestrian connection through all the precincts, and linking peripheral development directly to the core area. Existing pedestrian amenities leading into the Town Centre from Sulphur Avenue are to be preserved and extended to create this corridor — leading through the Civic Marketplace from Sulphur Avenue to Challenger Avenue, and extending north into the Education Precinct and south into the Challenger Neighbourhood.

1.2 (b) Under Principle 2, Chisham Avenue is converted into a 'main street', with a continuous frontage of active uses lining the street, and roadway improvements defined under Guideline 1.5 (b) below.

1.2 (c) A market square, or central public open space, is an essential component of the north-south spine and is to be located on the north side of Chisham Avenue, contributing to the 'main street' vitality of the corridor. This space should be at least 0.5 hectares in area, and of a generally simple and well defined shape. It should connect directly to the two existing pathways from the north, and have streets on at least two sides to provide night time surveillance from passing cars.

1.2 (d) To strengthen the definition of the north-south spine over the crest of the hill and provide more activity in and around the existing public space of this landmark location, further development or expansion of the existing Business Incubator and former TAFE facility is recommended.

1.2 (e) Between Chisham and Challenger Avenues, the central north-south spine is to run along the western facade of The Hub retail complex, providing a direct vehicular and pedestrian connection from the Challenger Neighbourhood, past the main entry to the shopping centre, to the market square. In addition to the design features specified under Guideline 1.5 (a) below, this route is to be enlivened by active retail frontage wherever possible, or artful advertising or display panels on any unavoidably inactive walls.



Figure 12:
Civic Marketplace: Structure of the precinct

1.2 (f) To further break down the scale of the blocks (Principle 4), an east-west connection between Gilmore and Meares Avenues is to be developed north of Chisham Avenue. In addition, the existing service road on the east side of the shopping centre is to be extended north across Chisham Avenue, connecting to the new community park that is to be developed North of the residential development along Meares Avenue (Lots 4 and 11). To discourage their use as traffic short-cuts, neither of these secondary streets should be direct through-block connections.

1.2 (g) A major vehicular entry to The Hub is to be provided from Gilmore Avenue, approximately mid-way between Chisham and Challenger Avenues. This entry should be designed as the formal 'front door' of the shopping centre, configured to act as a landmark for passing traffic on Gilmore Avenue, and to break down the scale of this oversized block which is over 375 metres long, from Chisham to Challenger Avenue.

The intersection at this entry should be the only full, four-way intersection on Gilmore Avenue between Chisham and Challenger Avenues, and it may be signalized, pending advice from Main Roads WA. It should also be appropriately configured to provide for the easy entry and exit of buses, with the bus stop located as close to the entry of the shopping centre as possible, providing immediate access to the central north-south spine for transit passengers.

1.2 (h) On Meares Avenue, further penetrations into the Civic Marketplace blocks are to be provided in a minor access road into the development area between the park at Hutchins Cove and the new cross block connection [Guideline 1.2(f)], and in at least two entries to development between Chisham and Challenger Avenues. If possible, one or more of these entries should continue in a pedestrian path into The Hub, providing convenient access to the shopping centre for employees and residents of new development on Meares Avenue and the existing neighbourhood to the east.



Chisham Avenue will be the focus of commercial activity in the Civic Marketplace



The market square will provide a relaxing alternative to the commercial bustle of Chisham Avenue

Blank walls can be activated by artful advertising and display panels, especially at night



1.3 Land use

To ensure a vibrant Civic Marketplace, the area should provide a wide range of community services and commercial, entertainment and residential uses that attract people throughout the day and at night. An appropriate mix of uses provides opportunities for visitors to do a number of different things in a visit to the Town Centre, thus encouraging them to stay longer, patronize food and beverage outlets, and participate in public activities. To achieve these benefits, however, the land uses of the area must be strategically located to entice pedestrian movement through the centre and extend the average length of time people spend in the area, while at the same time, making their experience comfortable and convenient.

1.3 (a) The retail space of the Town Centre will remain concentrated in The Hub, but a complementary corridor of street-oriented shops, galleries, cafés, bars and restaurants is to be developed on Chisham Avenue, focused on the western end of the street, from Gilmore Avenue to the service road behind the shopping centre. Expansion of The Hub is to extend the retail area to the north, providing retail frontage on Chisham Avenue and, ideally, an entry into the mall that opens directly onto the street.

1.3 (b) Sites on either side of the central spine, between The Hub and Chisham Avenue, are to orient active retail frontage to both Chisham Avenue and the north-south connector, enticing shoppers parked in the main parking area on Gilmore Avenue to head north, along the spine, to Chisham Avenue, the market square and the public facilities beyond.

1.3 (c) The remainder of the ground floor frontage on Chisham Avenue, through to Mearns Avenue, may be office, showroom or community service functions, with active, 'store front' facades fronting the public domain.

1.3 (d) Upper storey development throughout the Chisham Avenue corridor may be residential, office, or other low impact commercial uses.

1.3 (e) The area immediately east of the Recquatic Centre, between the existing pedestrian paths stepping up the hillside, is being planned for public uses, including a new library and associated Community Resource Centre. Should the currently proposed development not progress, every effort should be made to identify a similar type of public use for this site, taking advantage of its prominent position in relation to the market square, excellent pedestrian access and proximity to established recreation facilities.

1.3 (f) Additional office, laboratory or related uses such as professional meeting and function facilities are recommended in expansion of existing development on the



Figure 13:

Civic Marketplace: Land use

crest of the hill, above the Recquatic Centre.

- 1.3 (g) The area on the east side of the slope, from the straight hillside path to Meares Avenue, is designated for residential use, in detached, semi-detached or townhouse units at a density of R50.
- 1.3 (h) To develop an appropriate relationship with existing development to the east of Meares Avenue (Principle 7), sites on the west side of Meares Avenue are proposed for residential use, in medium density dwelling types including townhouses, garden apartments, other forms of group dwellings and aged-care facilities. Given the depth of these sites (approximately 150 metres), they may also be developed in a mix of land uses, with lower density residential development fronting Meares Avenue, and on the rear part of the site, higher density apartments, back office space or other service commercial uses requiring only limited visibility from the street.
- 1.3 (i) The Challenger Avenue corridor is a similar transition area between the commercial uses of the Civic Marketplace and new residential development in the Challenger Neighbourhood (Principle 8). Appropriate uses include a mix of residential, office, showroom and workshop space, preferably in mixed-use buildings with active, street-oriented functions on the ground floor, and uses that are not dependant on pedestrian access and visibility above. To expand the housing choices of the area with a unique residential type (Principle 9), live/work units with business proprietors living above studio, office or workshop space on the ground level would be particularly suited to the Challenger Avenue corridor.

A minimum site depth of 25 metres should be designated for this type of mixed-use development, on both sides of Challenger Avenue.

- 1.3 (j) A location for a larger, free-standing retail outlet or showroom, such as a hardware or electronics superstore or a furniture warehouse, may be defined on the northeast corner of the Challenger and Gilmore intersection, or flanking the main entry to the shopping centre on Gilmore Avenue, where the new buildings could add to the definition of a 'gateway' into the area.

A rich mix of retail, office, entertainment, civic and residential uses keeps the Civic Marketplace active throughout the day and at night



1.4 Building location and scale

The type and distribution of land uses, as defined above, have significant impacts on the function of the Town Centre. The siting and scale of the buildings that contain those uses, however, have a greater influence on the visual character, comfort and quality of the streets and public spaces that make up the area.

In general, buildings should be sited to define public places and movement corridors, creating outdoor 'rooms' for public activity. To ensure these rooms have 'walls' of a comfortable height, the scale of the buildings should relate to the width of the open space(s) they enclose, and the height of adjacent structures and buildings on the other side of a space.

Siting and scale requirements for specific parts of the Civic Marketplace are summarized in the diagram of Figure 14 below.

1.4(a) The Chisham Avenue corridor and market square should be recognizable as the focus of public activity in the Town Centre - the most vibrant, colourful, active part of town where one can always find other people and something intriguing to see or do. To emphasize the importance of this 'main street', the buildings must work together to clearly define the street and market square. They must be sited to form a continuous building edge enclosing the public space, and they should be of a consistent scale and related architectural character.

Building height recommended on Chisham Avenue is a minimum of two storeys and a maximum of three. Additional height is appropriate at the intersection of Gilmore and Chisham Avenues to create a 'gateway' into the Chisham main street. Where a specific use requires only a single storey structure – for example, the tavern at the corner of Chisham and the central north-south spine – special architectural treatments should be included to increase the visual scale of the building, such as extended parapets or a landmark corner element.



Figure 14:
Civic Marketplace: Building location and scale

All buildings on Chisham Avenue should be built to the property line. This guideline may be contradicted where the alignment of the building facades is set back to define the geometry of the market square, as suggested in the alternative concepts for the market square in Figure 15 below. Any other setbacks in the street facade, such as entry recesses or indentations to provide space for outdoor dining, should be sufficiently subtle that the overall alignment of the building is maintained.



Figure 15:
Civic Marketplace: Alternative concepts for the market square

1.4 (b) The public facilities adjacent to the Recquatic Centre and new office development to the north should be sited to define the pedestrian paths leading up the hill and the public space at the top, filling as much of the available land as possible and enclosing the public spaces with more continuous building facades.

1.4 (c) Any stand-alone retail or showroom development on the shopping centre site should be located on the Gilmore Avenue property line to maximize its exposure and add visual interest to the Gilmore Avenue corridor. The most suitable locations for such development are at Challenger Avenue where a corner building would anchor the southern end of the retail precinct, or at the main entry where street-oriented development could strengthen the gateway into the retail area.

1.4 (d) To achieve a soft, landscaped character on Challenger Avenue, all development is to be setback at least 4 metres from the property line. This setback may contain driveways and short-term parking spaces, but no more than 50% of the total setback area is to be paved.

1.4 (e) All residential development in the Civic Marketplace should conform with the setbacks and lot coverage provisions of the Residential Code.



A generally consistent building line helps to define the public domain

1.5 The public domain

Much of the success of the Civic Marketplace will depend on the quality and character of the public domain which is comprised of the streets and sidewalks, public open spaces and pedestrian pathways that will have an effect on the experience of every visit to the Town Centre. The City of Kwinana is planning to commission the design of a suite of public improvements through the central area, which will detail selections in planting, paving, lighting and street furniture, including directional signage, benches, rubbish bins, bike racks, water fountains, etc. The following guidelines do not attempt to preempt any of those detailed design decisions, but to provide the key structural requirements for the major components of the public realm in the Civic Marketplace.

1.5 (a) The central north-south spine is, arguably, the most important functional element of the Town Centre, and potentially its most memorable. Everyone coming to the Town Centre will walk, drive or cycle some section of this route during his or her visit, and it will be a criti-

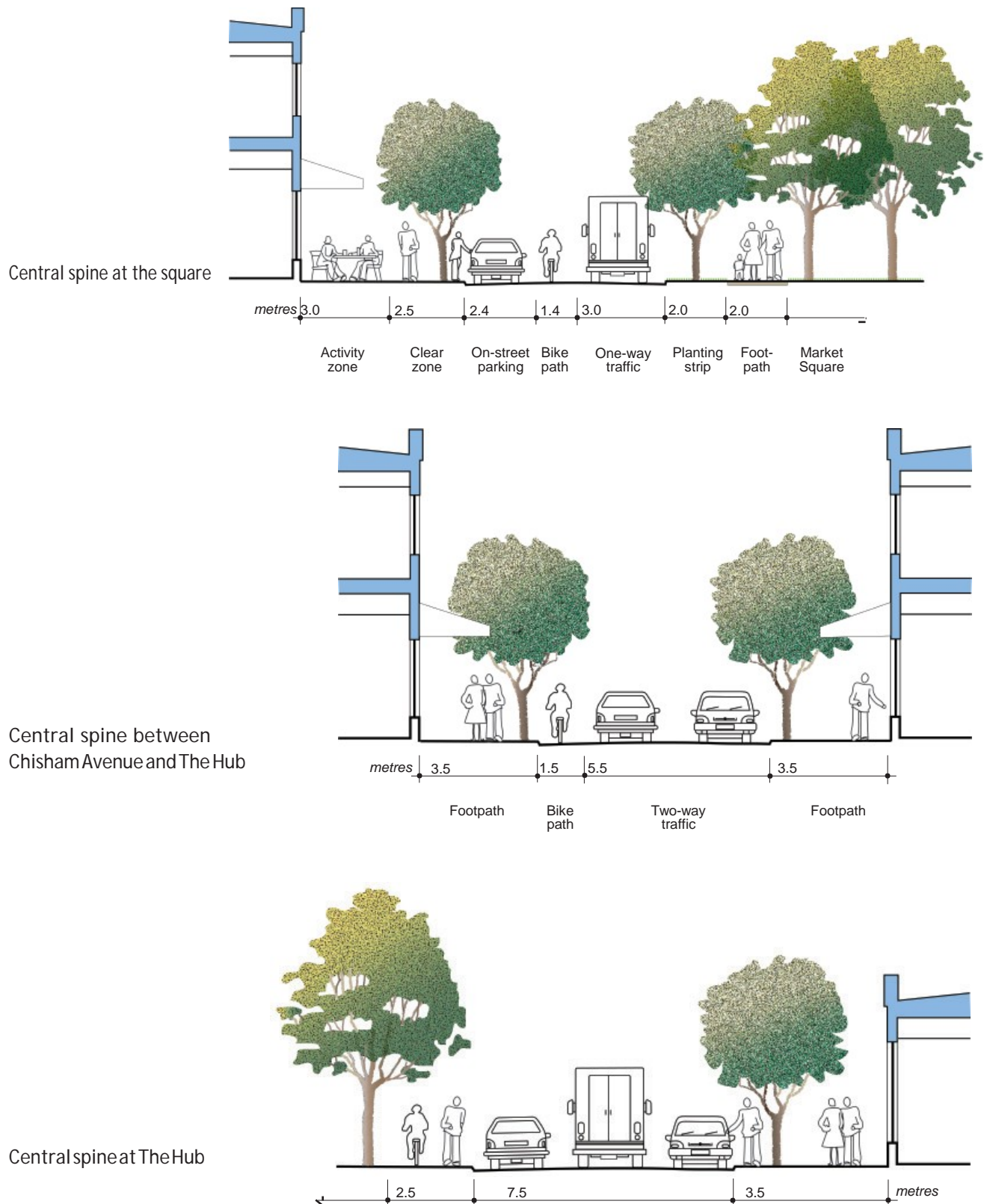


The quality of the public environment is central in attracting people to the Civic Marketplace – and enticing them to stay



Figure 15:
Civic Marketplace: Key elements of the public domain

cal way-finding cue that will help people comprehend the layout of the area and orient themselves as they move through it. The 'new' section of the spine, from the Recquatic Centre to Challenger Avenue, should be designed to allow comfortable, safe, efficient movement for a mix of cars, pedestrians and bicyclists, according to the indicative sections of Figure 16.



Parking
lot

Shared
path

Two-way
traffic

Pick-up
lane

Footpath

Figure 16:
Civic Marketplace: Central spine sections

1.5 (b) To achieve its purpose as a bustling corridor of mixed commercial uses and sidewalk activity, Chisham Avenue needs to strike an appropriate balance between vehicular convenience and pedestrian safety and enjoyment. Figure 17 shows the typical section recommended for this street. The final dimensions of this section may vary to minimize disturbance of the paving and landscape improvements that have already been installed.

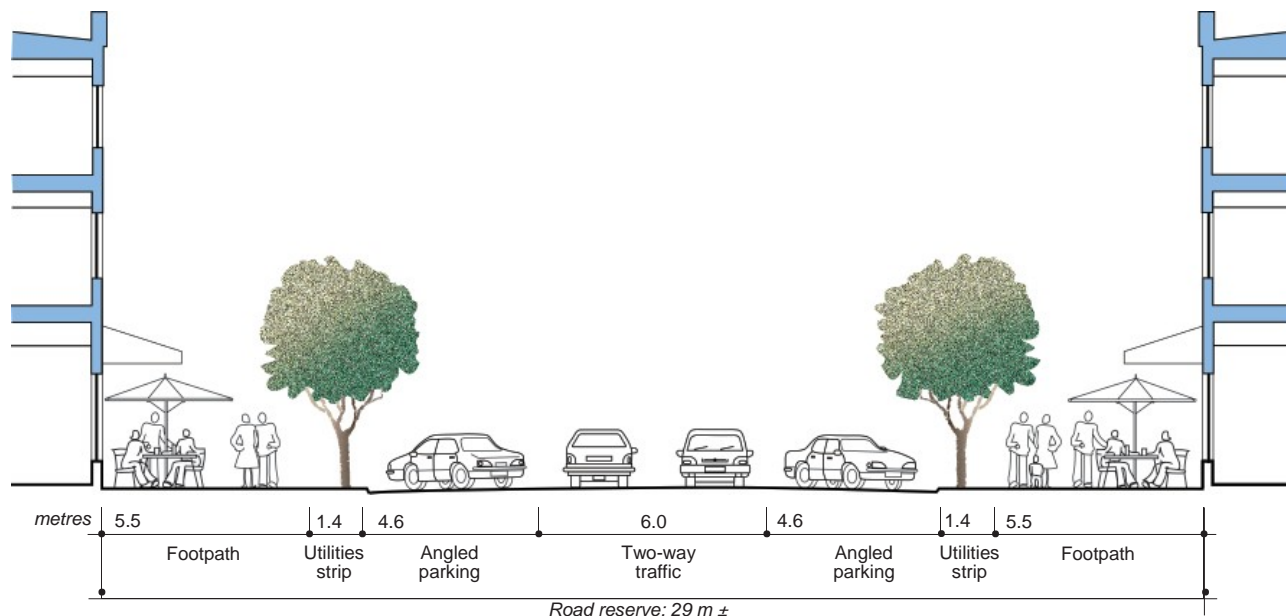


Figure 17:

Civic Marketplace: Chisham Avenue indicative section



Paved area for markets and exhibits



Lawn section for casual sitting

1.5 (c) Like Chisham Avenue, the market square is to be a multi-functional space that provides for casual, everyday use by shoppers, as well as for occasional markets and special community events. The detailed design of the space will be conditioned by its geometry, but irrespective of its final form, the following characteristics should be included:

- clear connections to the Recquatic Centre and new public facilities adjacent to it –from several points on Chisham Avenue;
- extension of the two hillside paths through the space;
- a section of lawn that will invite casual seating on the grass;
- adequate paved area for temporary market stalls or special exhibits;
- deep shelter during the summer but adequate exposure to winter sunshine;
- power and water supply to support special events;
- adequate lighting to ensure a sense of security at night; and
- public art integrated into the design of the space.

1.5 (d) Although Challenger Avenue is also a mixed-use street, it should have a less urban, more relaxed streetscape than Chisham Avenue, according to the typical section of Figure 18.

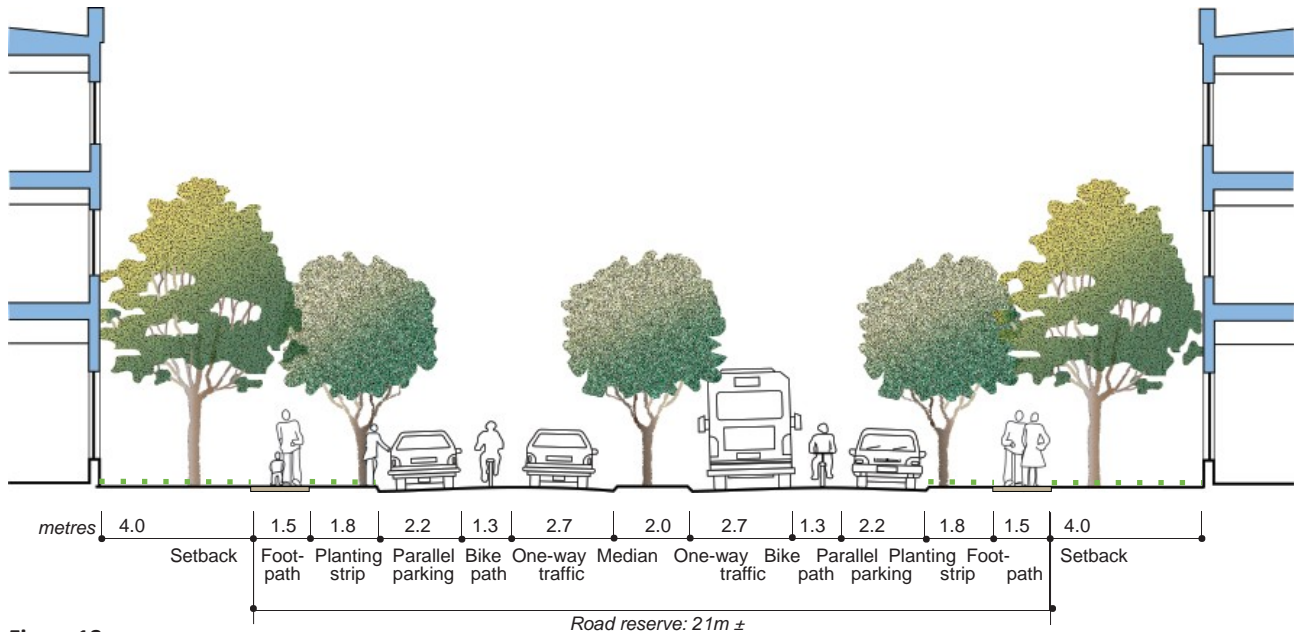
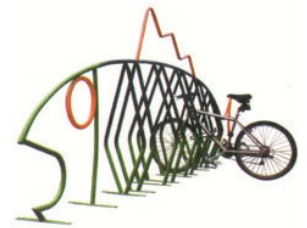


Figure 18:

Civic Marketplace: Challenger Avenue indicative section

1.5 (e) Including art in the design of the public realm adds interest to the experience of a place and provides opportunities to educate visitors about the history of the community and the ecology of the region. By commissioning work from local artists and youth groups, or by enlisting the community in judging public art competitions, it is also an effective way to engage residents in the design of their Town Centre, building a sense of local ownership and pride in the revitalization initiative. Rather than monumental installations in designated 'public art locations', a more intriguing approach is to integrate art into buildings and the everyday elements of streetscapes, such as paving patterns, tree grates, benches, lighting fixtures and bike racks.



Integrating art into everyday objects and unexpected places adds interest to the public environment

2. Education Precinct

2.1 Objectives

Much of the design character of the Education precinct has already been established in the new high school and TAFE Automotive Centre of Excellence which are currently under construction. These facilities, therefore, are included as given in the concept plan and the guidelines for this precinct focus on the remaining development sites on Gilmore, Sulphur and Orelia Avenues.

The high school and TAFE facilities are the core of this precinct and have established the character of an integrated campus of related buildings, set amongst an elegant landscape of connecting paths and public gathering spaces. Continuation of the "grand axis" of the Civic Marketplace is a central organizing element of the new campus which emphasizes its connections to other activities in the Town Centre and its integral part in the community life of Kwinana.

Building on this design direction, the objectives for development of the remaining sites are:

- to attract related institutional or corporate uses that will expand education and employment opportunities in Kwinana;
- to reinforce an open and welcoming character in the precinct;
- to create quality public spaces that invite community use; and
- to establish strong connections to surrounding development and the other sub-areas of the Town Centre.



Figure 19:
Education Precinct: Development sub-areas

Mearns
Ave.

2.2 Gilmore Avenue site

The future use of this site is uncertain at this time. DET has indicated it as a residential site, providing an opportunity to maximize the number of households within walking distance of the educational facilities, and increasing the level of surveillance of the school grounds, particularly at night. Alternatively, frontage on Gilmore Avenue and excellent exposure to traffic entering the Town Centre may make the site attractive to other institutional uses with a connection to the education functions, or to a corporate headquarters or cluster of smaller office tenants.

The development future of this site will be determined as the market for residential and office space in Kwinana matures and the need for further institutional sites is revealed over time. Irrespective of the ultimate land use of the site, the following general development guidelines are recommended:

- 2.2 (a) Primary access to the site is to be from Gilmore Avenue, at the northern end of the parcel, with a new break in the Gilmore Avenue median to allow two-way entry and exit. This access should be a public right-of-way – not a private entry drive – connecting to the new north-south road proposed between the high school and TAFE facilities.
- 2.2 (b) As a major entry point to the Education Precinct as a whole, the new intersection at Gilmore Avenue should be marked with signage displaying the collection of facilities accessible via this entry, and special landscape treatments indicating entry into the Town Centre area.
- 2.2 (c) If, based on the development intensity of the site, a second access from Gilmore Avenue is required, it should be aligned with the existing break in the median, approximately 250 metres north of Sulphur Avenue.
- 2.2 (d) No part of the new development, including access drives and surface parking lots, may intrude into the Gilmore Avenue reserve.

- 2.2 (e) Buildings should address Gilmore Avenue, presenting an elegantly articulated and, as far as possible, continuous building line along Gilmore Avenue. Buildings fronting Gilmore Avenue may be no more than three (3) storeys in height, stepping down to a maximum of two (2) storeys on the internal north-south road.
- 2.2 (f) No front setback is required, but buildings may be setback no more than 10 metres from the Gilmore Avenue property line. The setback area, if any, may contain an access drive, but no long-term parking spaces.
- 2.2 (g) To reinforce the sense of a single, integrated precinct, buildings fronting the internal road should relate in massing and architectural treatments to buildings of the high school across the road. In addition, pedestrian paths and landscape treatments of the Gilmore Avenue site should connect across the road into the high school complex where appropriate, enabling for a seamless integration of the boundaries between different projects and land uses of the precinct.



Figure 20:
Education Precinct: Gilmore Avenue site requirements

2.3 Sulphur Avenue site

As for the Gilmore Avenue site, the ultimate use of the area fronting Sulphur Avenue is currently unknown. It is suitable for office or institutional use, preferably with a functional connection to the educational facilities, or the civic and cultural uses across the road, on the south side of Sulphur Avenue. Because of the very public nature of the Sulphur Avenue corridor west of Meares Avenue, the site is not suitable for housing which would tend to privatize the forecourt of the new high school.

Irrespective of the ultimate land use of the site, the following general development guidelines are recommended:

2.3 (a) Vehicular access to the site is only from the northern extension of Meares Avenue, leaving car-free, landscaped areas fronting Sulphur Avenue and the central pedestrian pathway from Sulphur Avenue to the high school complex.



The TAFE facility under construction on the corner of Gilmore and Sulphur Avenues

2.3 (b) The primary facades of the building (or buildings) on the site must address Sulphur Avenue and the pedestrian spine of the precinct. Buildings should be designed to take advantage of the natural topography of the site, and should relate in scale and character to the adjacent TAFE facility.

2.3 (c) Minimum setbacks from Meares Avenue north and the southern boundary of the school complex are 10 metres. To make a transition between the deep setback of the TAFE facility and the setback line of future housing east of Meares Avenue, a 30 meter zone is defined along Sulphur Avenue, within which the street face of the building must be located. To maintain the visibility of the high school complex from Sulphur Avenue, this zone begins 40 metres east of the pedestrian spine and strikes an angled building setback line to the north, exposing at least half of the first building of the high school complex. No building elements may extend west of this line and the landscape of the setback area should be an extension of the treatments designed for the entry to the school.

2.3 (d) If the southern face of the building is closer to Sulphur Avenue than the TAFE facility, its western corner should include an iconic treatment that will act as a landmark for traffic turning into Sulphur Avenue from Gilmore Avenue, and mark the entry to the precinct for pedestrians using the "grand axis" through the Civic Market place.

2.3 (e) If possible, the route of the historic trail across the southeast corner of the site should be preserved, either as an external pedestrian path or as a route through the building, incorporated as an organizing feature of the layout of internal spaces.

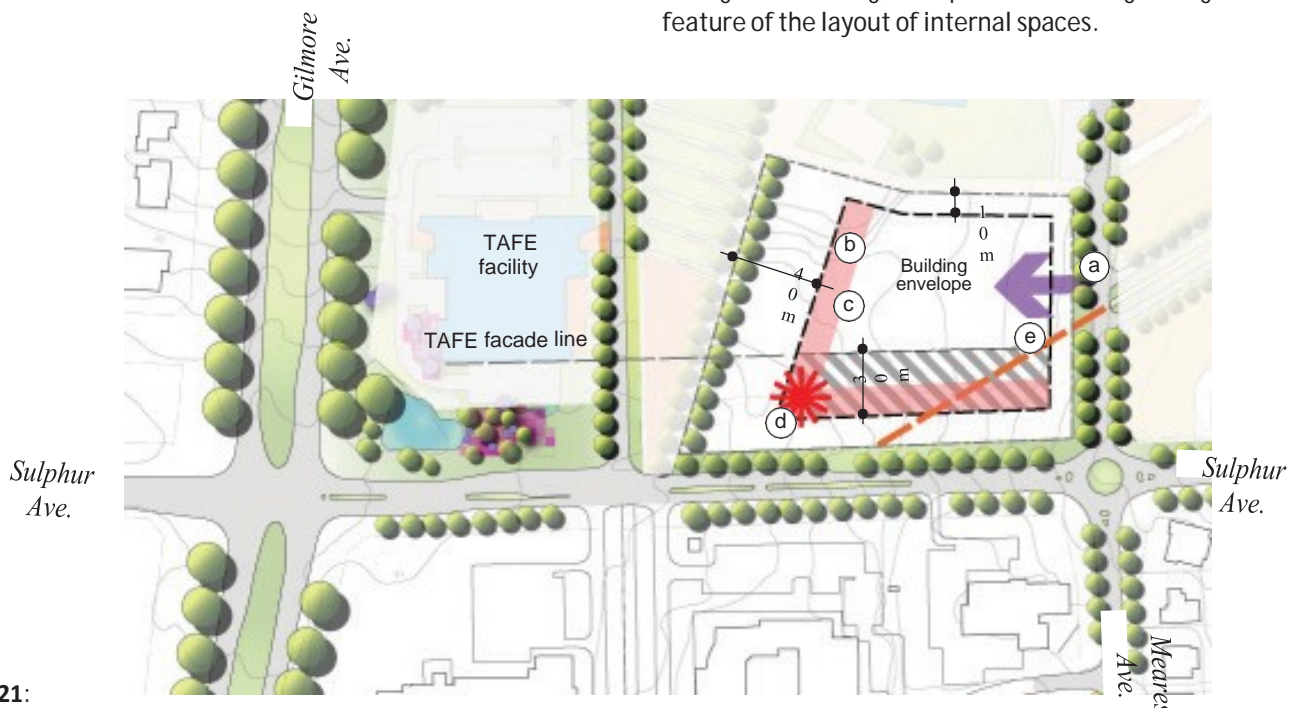


Figure 21: Education Precinct: Sulphur Avenue site requirements

2.4 Orelia neighbourhood expansion

The area east of Meares Avenue is intended for residential development, filling the gap in the existing housing along Orelia Avenue and north of Sulphur Avenue. The key objective of this area is that it is closely knitted into the fabric of the existing neighbourhood, rather than developed as a separate housing enclave or gated community. To meet this objective, while also maximizing the advantage of proximity to the new high school and associated open space amenities, the following development guidelines are recommended:

- 2.4 (a) A minimum of 10% of the site is to be reserved in a significant public open space or community park. This space is to be located on the Orelia and Sulphur Avenue corner so that it serves existing residents as well as the new homes, and helps to tie the new development into the larger context of the existing neighbourhood.
- 2.4 (b) The route of the historic trail through the site should be preserved — as a pedestrian access way, a traditional footpath along a residential street, or in a grander celebration of its historic significance, as illustrated in the Concept Plan of Figure 5.
- 2.4 (c) The western boundary of the development will be the extension of Meares Avenue to the north, connecting with Dargin Place, and hence, to Orelia Avenue. This new street, which is currently under construction, forms the interface between the housing development and the high school and it will be the primary entry route for school staff and students being dropped-off by car. It will therefore carry significant traffic at the beginning and end of the school day, including bus services. To minimize traffic conflicts, the number of intersections with internal roads of the residential area should be limited, but at the same time, the development should be sufficiently permeable to encourage pedestrian access to the high school complex.



The historic trail through the Orelia Neighborhood site



Figure 22:
Education Precinct: Orelia Neighbourhood expansion requirements

2.4 (d) Internal streets will be contained in 16 meter road reserves, with one lane of on-street parking, footpaths on both sides and landscaped verges.

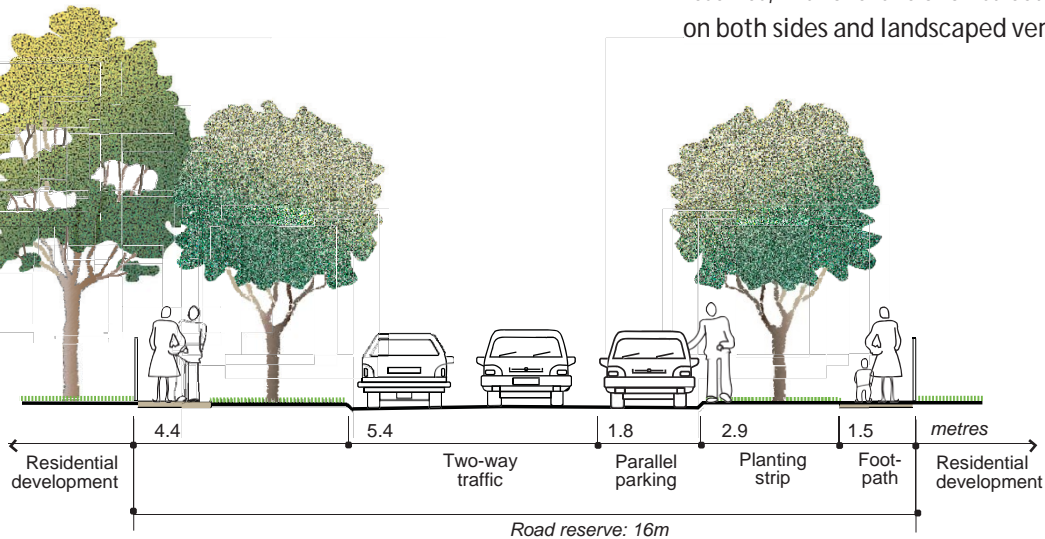


Figure 23:

Education Precinct: Orelia Neighbourhood internal roads indicative section

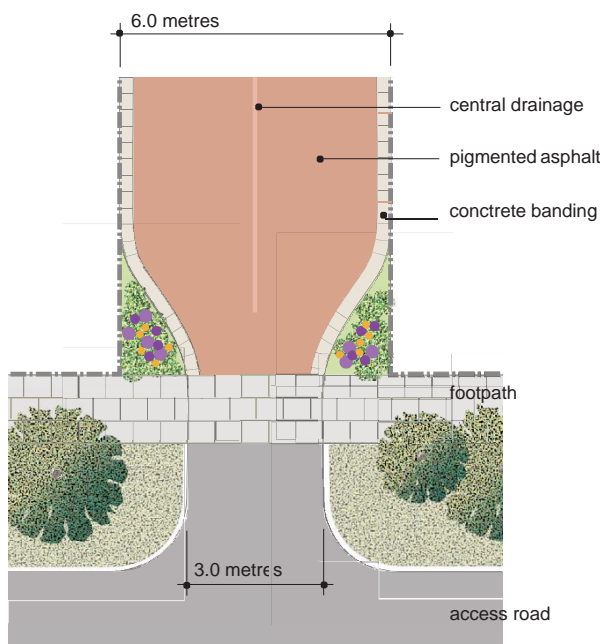


Figure 24:

Education Precinct: Orelia Neighbourhood laneways

2.4 (e) To avoid garages lining the streets, lots should be provided with rear access laneways wherever possible. These lanes are typically 6 metres wide and should be narrowed to 3 metres at their intersection with neighbourhood streets to reduce the impact of mid-block breaks in the streetscape. Laneways are to be surfaced with pigmented asphalt that differs in colour from the surface of public streets to emphasize their semi-private, service function. They are centrally drained, with the property lines on both sides marked by flush concrete banding.

2.4 (f) To maintain an appropriate relationship with existing housing around the site, the density of development fronting existing streets—Sulphur and Orelia Avenues and Dargin Place—is R20. On the interior of the development, densities of R30 to R50 are recommended to increase the range of housing choice in the area and maximize the number of units within easy walking distance of the high school, TAFE and other facilities of the Town Centre.

2.4 (g) Building setbacks, lot coverage and all other matters relating to the development of individual lots are to follow the provisions of the Residential Code.

2.4 (h) Existing mature trees should be preserved wherever possible, and special attention should be paid to the landscaping of public open space, streets and pedestrian paths to reinforce Kwinana's image as a town with extensive open space assets, a unique appreciation of its natural bush land, and a tradition of quality landscape design.



Typical rear alley

3. Challenger Neighbourhood

3.1 Objectives

At over 37 hectares, the block of undeveloped land south of Challenger Avenue offers an extraordinary opportunity to produce a high quality residential environment with easy access to all the amenities and services of the Town Centre.

At the same time, this large area of natural bushland has been an important community asset for many years. Its development, therefore, should attempt to retain as much of the natural character of the site as possible—maintaining the existing topography where practical, conserving natural drainage systems, and protecting as many mature specimen trees as possible.

The objectives for this important precinct are:

- to expand the range of in-town housing choices in Kwinana and increase the number of residents within the trade area of the central retail and entertainment uses of the town centre;
- to develop the area in an environmentally sensitive manner that integrates development into the natural bushland quality of the site;
- to tie the development into the fabric of existing neighbourhoods; and
- to reserve a site of approximately 4 hectares for strategic development opportunities of various kinds.

These objectives are addressed by the following design guidelines.



Existing bush of the Challenger Neighbourhood



Gilmore Avenue at the Challenger Neighbourhood



Existing open space on Meares Avenue, opposite the Challenger Neighbourhood

3.2 Site layout

- 3.2 (a) The proposed development pattern of the neighbourhood should preserve significant stands of native trees, the existing topography, and natural drainage patterns of the land, wherever possible.
- 3.2 (b) The primary organizing feature of the neighbourhood is to be continuation of the central spine, from Challenger Avenue to Wellard Road, in a special street designed according to the indicative section of Guideline 3.5 below. This connection must link directly to the road in front of the shopping centre in the Civic Marketplace, and exit at a point on Wellard Road where a combined pedestrian and bike path can continue south, skirting the Community School at the end of Meares Road, to access the new rail station in Wellard Village.

The spine road should contact, or provide easy access to, the public open spaces of the Challenger Neighbourhood to create a connected system of amenity through the site. The central spine should also be connected to Rhodes Park on the west side of Gilmore Avenue, and to the two smaller parks on the east side of Meares Avenue, providing a wider network of public open space that helps to knit the new neighbourhood into the fabric of existing development.

- 3.2 (c) The required strategic development site should remain undeveloped on the corner of Gilmore Avenue and Wellard Road. Since the ultimate development program is unknown, the flexibility of the site should be maximized in an approximately square configuration, with access available from both internal sides.

Because the likelihood of a strategic development is only speculative at this time, the layout of internal streets in adjacent sections of the Challenger Neighbourhood should allow for extension of the residential fabric through the reserve site, without a break in the continuity of the neighbourhood, should a suitable strategic use not materialize within a reasonable time frame.

- 3.2 (d) A minimum of 15% of the site must be developed for the purposes of public open space. This area should include the existing drainage basin on the corner of Challenger and Meares Avenues, and two spaces located on the lowest points of the site where they can serve as both community recreation facilities and natural drainage areas. One or both of these spaces could be developed to contain an artificial pond as part of the landscape concept of a 'manicured' community park. Alternatively, they could maintain a more natural bushland quality, with native wetland species introduced to purify stormwater run-off in an educational "eco-park" environment.



Figure 25:
Challenger Neighbourhood: Site layout

- 3.2 (e) If a third open space is required to make up the necessary 15%, it should be located on the highest point of the site (see Figure 25) to provide a variety of open space qualities in the development.
- 3.2 (f) Internal streets through the site should be designed as an inter-connected network, providing multiple entry points and circulation routes through the new neighbourhood. Culs-de-sac and staggered junctions are to be avoided.

Intersections with Meares Avenue should align with existing streets where possible to create a seamless integration with existing development to the east. No single street, however, should connect directly between Gilmore and Meares Avenues to avoid encouraging through traffic to short-cut through the Challenger neighbourhood.



At least one of the open spaces should be developed as a manicured park suitable for special events such as a wedding or neighbourhood picnic

.... the other can be more 'natural', with an unstructured water body and native plant materials

3.3 Land use

- 3.3 (a) In order to preserve the concentration of commercial uses in the Civic Marketplace, the Challenger neighbourhood is focussed on residential development of various types and tenure, including single family homes and group dwellings, ownership and rental options, special needs housing and retirement complexes.
- 3.3 (b) Non-residential uses may only be developed on the strategic development site provided at the corner of Gilmore Avenue and Wellard Road, on the Gilmore and Challenger Avenue corner, and on sites fronting Challenger Avenue, to a maximum depth of 25 metres from the street frontage (Figure 26). Mixed use development is strongly encouraged in the Challenger Avenue corridor, in a variety of live-work combinations that provide a unique housing option, supporting small, home-based businesses, professionals working from home, or members of the creative community who need suitable studio space near where they live.





Typical R-30 townhouse development



Higher densities should be located around the public open spaces



Figure 26:
Challenger Neighbourhood: Land use and density

3.4 Development density

- 3.4 (a) To achieve a variety of housing types in residential-only sections, the density of development across the neighbourhood should vary, from single-family houses similar in density to existing development, to higher density complexes of garden apartments or other types of multi-family dwellings. The average, density of the neighbourhood, however, must not exceed R40 (40 dwelling units per hectare).
- 3.4 (b) Development fronting Meares Avenue should be at the lowest density, matching the density of the existing housing across the street (R20). This is to achieve a consistent building edge on both sides of the avenue which will help to integrate the new development into the character of the existing neighbourhood to the east.
- 3.4 (c) Medium densities (R40–R50) are recommended for sites fronting Gilmore Avenue. Although this is inconsistent with the R20 density of existing development to the west, the width of the Gilmore Avenue corridor makes it impossible to form visual connections across the street, particularly with single-storey buildings on either side. A higher density is warranted to create a stronger street edge along Gilmore Avenue, and to take advantage of the wide street verge which provides a buffer from traffic impacts and adequate space for an attractive landscaped setting for the new housing.
- 3.4 (d) The highest density sections of the development (R60 – R80) should be on sites adjacent to public open spaces, where the effects of density are mitigated by immediate access to outdoor amenities, and impacts on existing residential areas are minimized. In addition to internal, open space oriented sites, a higher density complex may also be developed on the corner of Meares Avenue and Wellard Road. Additional bulk and height in a building or buildings at this intersection will anchor the southeast corner of the new neighbourhood, and visually mark the entry to the Town Centre area from the south and east.
- 3.4 (e) To maintain a coherent scale and character in the streetscapes of the neighbourhood, densities should typically be the same on both sides of a street. Significant changes between density zones should occur mid-block or along rear access alleys, rather than along a street or other public right-of-way.

3.5 Street design

The concept of a network of streets differs from the typical practice of a functional hierarchy of streets. Its purpose is to provide multiple routes between destinations, thus distributing traffic more evenly across an area and avoiding the congestion that inevitably arises when traffic is channelled onto a single major route. The street sections of a network system, therefore, tend to be relatively consistent throughout the neighbourhood.

Nevertheless, street sections of the Challenger neighbourhood should vary in response to changing traffic volumes in different parts of the site, and to provide variety in the streetscapes of the development. The indicative sections below are recommended for the different street types indicated in the diagram opposite.

Rear alleys are also recommended for utilities, services and access to garages. They should be designed according to Guideline 2.4 (e) [Figure 24] of the Orelia Neighbourhood.

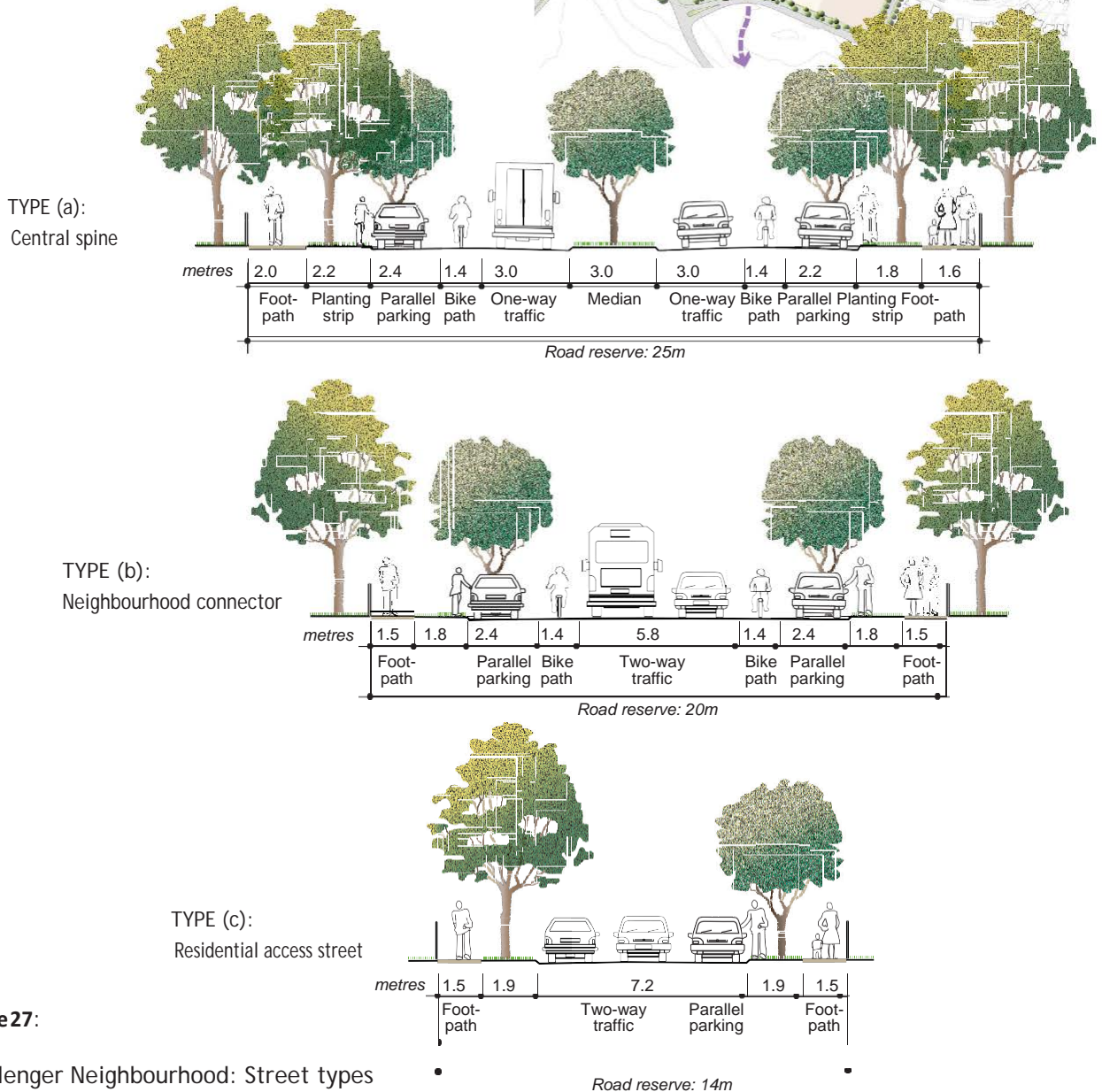
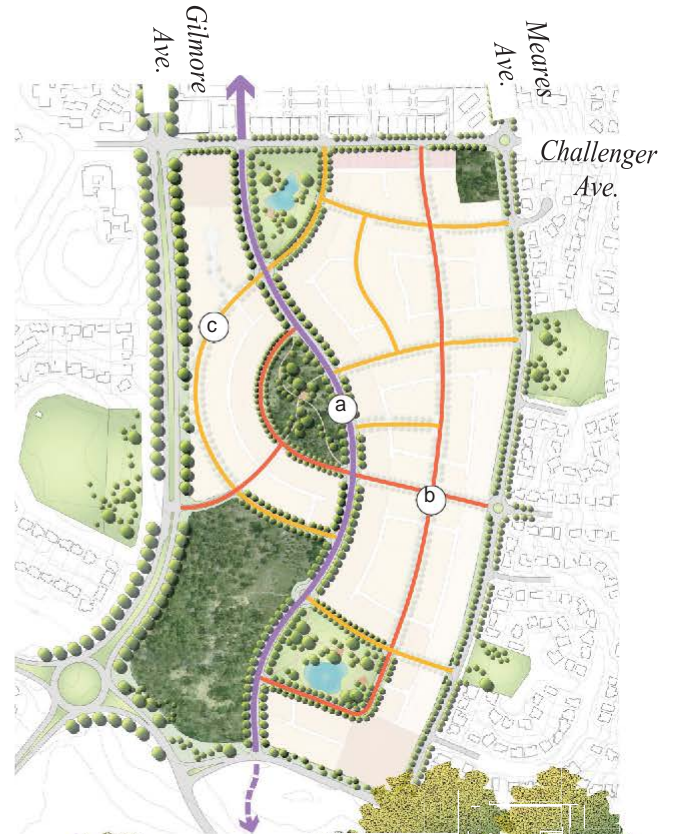


Figure 27:
Challenger Neighbourhood: Street types

3.6 Landscape principles

The primary landscape objective for the Challenger neighbourhood is to retain as close a connection as possible to the natural bushland character of the existing site. In addition to the general landscape guidelines of Section 5 below, the following approaches to treatment of the existing vegetation of the Challenger Neighbourhood are recommended:

- 3.6 (a) Existing indigenous vegetation should be retained, wherever possible.
- Healthy upper canopy trees such as tuart (*Eucalyptus gomphocephala*) and jarrah (*E. marginata*, and *E. calophylla*), with a trunk diameter greater than 400 mm, should be retained where possible and trimmed of any dead wood.
 - Grass trees (*Xanthorrhoea preissii*) with a trunk height greater than 750 mm should be retained in situ if possible. Alternatively, they should be suitably prepared and relocated nearby.
 - Remnant middle canopy endemic species such as banksias (eg. *Banksia attenuate* or *B. menziesii*) and she-oaks (eg. *Allocasuarina fraseriana*) generally have shorter life cycles than the eucalypts and therefore, can be removed without significantly affecting the natural ecology of the site.
 - Remnant indigenous vegetation, particularly jarrah, is sensitive to changes in soil conditions such as the nutrient load or level of compaction. Existing topography, therefore, should be retained in the vicinity of remnant vegetation. A zone around each remnant specimen, approximately equivalent to the area of the crown, should be mulched or planted as a more satisfactory alternative to turf.



With appropriate management and augmentation, the existing bush provides a strong foundation for a variety of public open spaces in the Challenger Neighbourhood



Building Guidelines

4.1 Architectural objectives

Existing buildings of the TownCentre vary widely in form and style and offer nothing of an architectural expression that is unique to Kwinana or the region. Arbitrarily adopting a style as a 'theme' for new construction is a common way of establishing a recognizable image, but it is a superficial approach that holds no particular relevance or meaning for the community. Instead, it is ultimately more effective to avoid the notion of style altogether and commit to:

- contemporary buildings of quality construction and materials,
- designed as a contribution to the collective, rather than as individual monuments,

- in sympathy with adjacent buildings, natural land forms and existing vegetation,
- with flexible floor plans that can be readily converted to alternative uses, and
- environmentally responsible features that make them energy efficient and water-wise.

Buildings of the TownCentre will be generally between one and three storeys in height, with footprints that vary according to their function. Although the centre supports a wide range of building types, the following general principles apply to all structures.



Simple, contemporary architecture of quality materials and construction is expected in all building types of the Town Centre

4.2 Building form

4.2 (a) Traditional pitched roofs are preferred in most parts of the Town Centre, but alternative roof forms, such as skillions, saw tooth and curved roofs, may be approved in appropriate locations. Mansard roofs, complex forms that combine several roof types, and pseudo-historical details such as dormers and cupolas will not be approved. On Chisham Avenue, where the buildings are to create the continuous frontage of a traditional main street, flat roofs behind parapets are encouraged.



4.2 (b) Building facades, on all sides of the structure, shall be designed to promote a sense of human scale, including recessed doors and deep window reveals, string courses that express floor levels and window sill and head lines, articulated parapets, projecting balconies and awnings, and pilasters that break up the expanse of otherwise featureless walls. Blank, unarticulated walls should be avoided in all instances, and will not be permitted facing a street, pedestrian pathway or public space.



4.2 (c) The main entry to a building or tenancy should be clearly identifiable and expressed with a pediment, awning or recess, as appropriate to the overall composition of the facade.



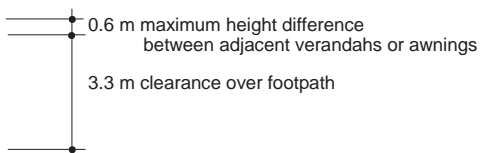
4.2 (c) Balconies, awnings and verandahs are encouraged to break down the mass of a continuous facade and to provide shade. Balconies may project up to 900mm beyond the property line, with a minimum clearance of 600mm above passing traffic, including buses and emergency service vehicles. Projections beyond a lot boundary must also avoid interference with the growth of nearby street trees.



Balconies or verandahs over footpaths must have a clearance of 3.3 metres. Abutting projections should be of similar, preferably the same, design and must be finished to maintain continuous weather protection of the sidewalk below. On sloping sites, verandahs are to be stepped to follow the grade of the sidewalk, with each step not to exceed 600mm.



Sloping sidewalk



4.3 Building materials

4.3 (a) Masonry is the preferred building material – predominantly natural brick, face rendered or painted. Clay or ceramic tiles, and marble, granite or other stone claddings should only be used to delineate entrances or provide special decorative features. Standing seam or corrugated sheet metal panels may be used as decorative accents or in feature walls, but not as the primary building material. Other unacceptable materials include pre-manufactured timber panelling and faux-stone claddings, which should be removed from any existing structures undergoing renovation and expansion.



4.3 (b) Acceptable roof materials include clay tiles, copper, zinc, natural or reconstructed slate, colour bond steel and zincalume custom orb. 'Green' roofing systems are encouraged but will be reviewed on a case-by-case basis, evaluating the environmental benefits, potential impacts on adjacent properties and the view from the public domain. Similarly, solar panels, photovoltaic modules, wind power generators and any other renewable energy equipment mounted on a roof will be reviewed on its merits.



4.3 (c) No reflective materials will be permitted on walls or roofs, and reflective or obscure glass in windows and doors is prohibited.



4.4 Shopfront design

4.4 (a) While allowing each tenancy to express its individual identity, storefronts on the ground floor of mixed-use buildings are to be designed as an integral part of the overall building. Although the elevation of the storefronts will be different from the floor(s) above, the entire building facade should read as a coherent composition, and the margin that separates each tenancy should be consistent with the materials and detailing of the overall building.

4.4 (b) Storefronts should be highly articulated with bay windows and recessed doorways to add interest to the sidewalk. The predominant material of a storefront should be glazing, with a solid base panel of a maximum height of 600mm. The materials and finishes of this base panel must be hard-wearing, capable of withstanding damage from shopping carts, delivery trolleys and other potential hazards on the footpath.





4.4 (c) Tenancy signage shall be integrated into the design of the building (see Guideline 4.5 (d) below) and no additional signage will be permitted, except for free-standing, sandwich boards which may be approved as part of the streetscape design. In particular, no temporary signs or notices may be attached to the glazing of a storefront.

4.4 (c) Roller shutters will not be permitted unless they provide a clear view into the store when closed and are totally concealed from view when open.

4.5 Signage

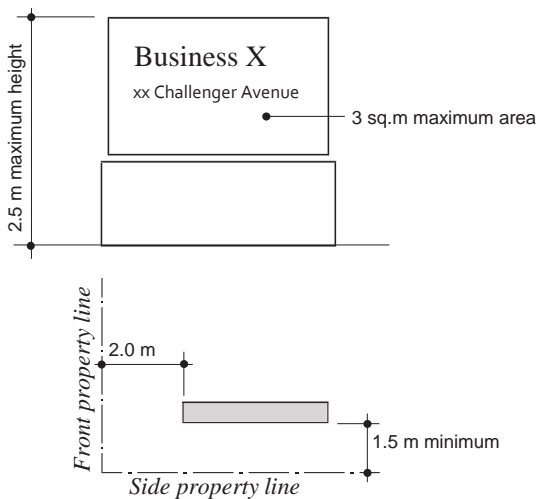
The nature and diversity of signage in a Town Centre has an important impact on the character and convenience of the area. While artful and inventive signs add colour and interest to a streetscape, their location, size and content must be controlled to avoid a visually chaotic scene where the information purpose of signs is lost in the confusion of competing messages.

4.5 (a) Unless specific to the commercial activity which it supports, pole signs are prohibited throughout the Town Centre, along with billboards, roof signs and hoardings, rotating, moving or inflated signs and general advertising.

4.5 (b) Monument signs may be approved in non residential developments of the Education Precinct and the Challenger Neighbourhood. Each sign of this type, however, will be reviewed individually for its compatibility with surrounding development, its impact on the streetscape, and its potential encroachment on the sight lines of motorists.

The maximum area of any monument sign is 3 square metres, and its maximum height 2.5 metres. These signs should only carry the name and address of the enterprise(s) operating on the property, and must not contain changeable copy or descriptive text on services or special offers, other than tag lines that are part of an enterprise's identity. Monument signs can be located anywhere in the front setback, but not within 2 metres of a street frontage, or 1.5 metres of a side property line.

4.5 (c) Apart from a building name, no signs are permitted for residential development anywhere in the Town Centre. A sign identifying the name of a residential building must be attached to the structure and should be designed as an integral part of the architecture.



Signage can also be integrated into walls or other landscape elements

4.5 (d) For commercial uses, acceptable sign types include

- panel signs attached directly to buildings,
- projecting or hanging signs attached to a building façade or under an awning, verandah, balcony or colonnade,
- awning or fascia signs which are integral to the design of attached awnings, fascias or verandahs,
- transom or window signs applied directly to the glazing surfaces of a storefront façade, and
- sandwich board signs which may be approved only for ground level uses offering food and beverage services.

Signage of all types should relate to the architectural composition of the building it serves, without obscuring any of the building's architectural features.



Panel sign



Projecting sign



Fascia sign

4.5 (e) Each tenancy may have no more than two signs at ground level, and one sign per upper floor level. Shared signage is preferred in buildings with several upper level tenants.

4.5 (f) Horizontal signs may be no more than 600mm high, and vertical signs no more than 600mm wide, with no single sign greater than 1.5 square metres in area. All signage projecting over a footpath or other pedestrian way must maintain a vertical clearance of 2.7 metres to the pavement level.

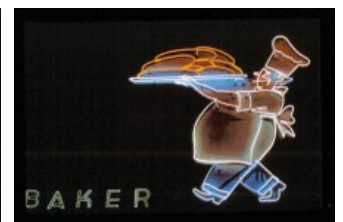


Window sign



Sandwich board

4.5 (g) To add interest and colour to commercial sidewalks, special 'art signs' are encouraged in neon, small sculptural pieces, or designs etched into the glass of display windows. These signs must cover no more than 50% of the display window, and may not include flashing lights or moving letters or symbols.



4.6 Service areas

4.6 (a) All services, transformers, storage and deposit areas, and wheeled rubbish bins must be effectively screened from view.

4.6 (b) Screening walls or plant masses shall be at least 2.4 metres high and must conform to the following requirements:

- All screening shall be designed to allow free and easy access to the facilities, as required to permit maintenance and checking by all relevant parties, including service authorities, township officials, tenants and property owners.
- Screening walls and plant materials shall be selected which have no adverse impacts on the operation of the facilities.
- Service cubicles, transformers and boxes shall be painted according to the required standards of the relevant service authority, in colours that limit their visual impact.
- Planting types shall be evergreen species, providing solid visual screening to a minimum height of 2.4 metres. While planting approaches to screening are preferred, walls or fences may be used where appropriate, in form, scale, colour and texture related to adjacent structures and the building to which the services are attached.

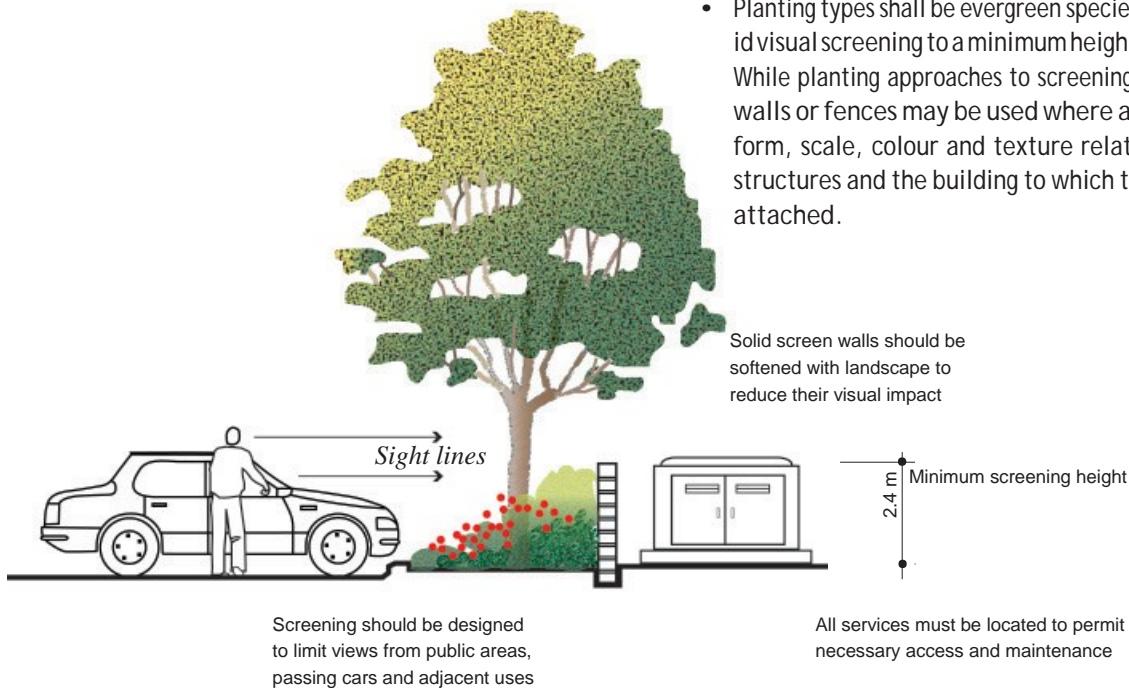


Figure 28:
Screening of service areas

4.6 (c) All air conditioners must be located in areas where any noise and dripping condensation will have minimal impact on the public domain. No roof or wall mounted air conditioners shall be visible from public areas.

4.6 (d) Television antennas are to be located within the roof space wherever reception permits. Special planning permission is required for the installation of satellite dishes and radio masts.

4.7 Security and maintenance

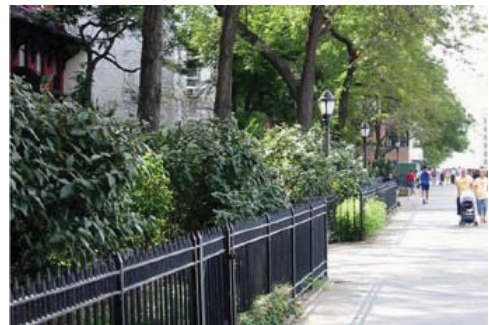
4.7 (a) The design of all buildings, fences and landscape elements shall take sight lines, both horizontal and vertical, into consideration to minimize blind spots and promote a sense of security throughout the Town Centre for pedestrians, bicyclists and motorists.

4.7 (b) All streets, alleys, bike paths and pedestrian walkways must be adequately lit at all times. In general, lighting shall be installed to ensure the safety of all circulation routes, to floodlight large, open areas, including parking lots and public open spaces, and to highlight landmarks and other special building features.

Lighting fixtures must be sturdy, durable, vandal resistant and easily maintained. Fixtures visible from the public domain should be mounted at a height of at least 2.7 metres, and their appearance should complement the architectural and landscape character of the location.

All light sheds must minimize impacts on adjacent commercial premises, and have no impact on any residential property.

4.7 (c) All buildings and open spaces of the Town Centre must be adequately maintained at all times, including the timely repair of damage to any building or landscape element, removal of graffiti and regular rubbish pick-up. Durable and easily cleaned materials should be selected in all areas exposed to the public, and all masonry surfaces to a height of 3 metres should be protected with an approved anti-graffiti treatment.



Fencing and planting should be designed to achieve an appropriate balance between screening and security

4.8 Sustainable design

The City of Kwinana is committed to sustainable design and will expect a strong commitment to the principles of 'green architecture' in all building projects. In particular, building applications will be reviewed for:

4.8 (a) Energy efficiency, demonstrated through:

- siting to take advantage of opportunities to integrate passive and active solar strategies,
- maximizing natural ventilation,
- incorporating strategies to maximize natural lighting,
- orientation to maximize north-facing windows and reduce the amount of glazing facing directly south or west,
- the appropriate use of eaves, overhangs, pergolas or other external shade devices to permit winter sun and block summer sun.
- using light colours in roofing and wall materials to reduce heat gain in summer,
- using high R-value wall and ceiling insulation, and
- use of alternative energy sources such as photovoltaics and fuel cells.



New energy efficient technologies, such as solar roofing, should be used wherever feasible

4.8 (b) Material efficiency:

- Select sustainable construction materials by evaluating characteristics such as reused and recycled content, sustainably harvested materials, high recyclability, longevity and local production.
- Use dimensional planning and other material efficiency strategies to reduce the volume and waste of materials needed.
- Allow for the reuse and recycling of construction and demolition materials and require that all development plans incorporate sustainable practices in the management of materials throughout demolition and construction.
- Design with adequate space to facilitate recycling collection and to incorporate a solid waste management program that prevents waste generation.

4.8 (c) Stormwater management and water efficiency:

- Limit disruption and pollution of natural water by managing and reducing runoff and promoting infiltration through: green roofs, pervious paving, grey water reuse, constructed wetlands, vegetated filter strips and bioswales.
- Design for dual plumbing to use recycled water for toilets or a grey water system that recovers rainwater or other non-potable water.
- Landscape with natives and plants that have low water and pesticide needs as well as generate minimum plant trimmings, and
- Use composts and mulches.



On-site rainwater collection should be considered in both commercial and residential development



'Green screens', in fencing and on building façades and courtyard walls, can significantly reduce heat loads and improve air quality



Landscape Guidelines

5.1 Landscape objectives

The quality of Kwinana's public open spaces and streetscapes is one of the town's most distinctive features, providing a unique landscape tradition that has preserved much of the natural quality of the native bushland. The Town Centre should seek to capitalize on this special character, in the development of streets and public places that:

- preserve the qualities of the natural bushland of the area, wherever possible,
- mitigate the disturbance of natural systems and plant and animal habitat,
- minimize energy and water use,
- provide information about the ecology of the area and its environmental challenges, and
- encourage people of all ages and abilities to enjoy the outdoor amenities of the Town Centre.

To achieve these broad objectives, the following practices should be observed in all public and private landscape projects:



*Existing open space to be preserved
as a community park on Hutchins Cove,
in the Civic Marketplace*

5.2 Hardscape elements

5.2 (a) Paving design in public and private areas should conform to the following requirements:

- Readily available segmented paving materials should be used throughout to ensure easy access to underground services and cost-effective replacement in the event of damage or discolouration.
- All paving materials must conform to relevant standards for durability, non-slip textures, strength and surface treatment to withstand use by light automobiles, service vehicles, pedestrians and bicycles.
- Paving materials should also be certified colour stable for a period of at least 20 years to ensure a reasonable match to existing paving when damaged sections are replaced.
- All paved areas should be adequately drained, and follow 'best practises' in installation, including sub-surface preparation and stormwater management.
- All paved areas must be properly designed to facilitate use by the elderly and disabled.



Special crosswalk treatment, using common modular paving materials



Coordinated bench, rubbish bin, bike rack and lamp post

5.2 (b) Street furniture and open space amenities, such as benches, rubbish bins, water fountains, lighting fixtures, bollards, bike racks and information kiosks, should be designed as a coordinated system of public elements, ensuring a level of visual order and consistency in each precinct of the Town Centre.

5.2 (c) Where appropriate, local artists and indigenous people should be engaged in the design of hardscape elements of the Town Centre, providing opportunities to create a uniquely local expression in the public domain and reveal the unknown stories of the area, both ancient and contemporary.



Unique paving patterns, designed by local community artists



5.3 Softscape elements

5.3 (a) In keeping with the special landscape qualities of Kwinana, a generally high standard of planting and landscape design is expected throughout the Town Centre. Planting in all precincts must:

- consist of species which complement remnant native vegetation,
- focus on hardy, drought tolerant, easily maintained species,
- be of an appropriate scale in relation to the function of the area, and
- be designed to contribute to, or create, specific character areas, preferably with simple and clearly identifiable themes.

5.3 (b) In all parts of the Town Centre, existing vegetation must be preserved wherever feasible, and particularly where it is determined to be 'valuable' — either aesthetically, because of its maturity or visual domination of a specific location, or ecologically, because of its role in the natural systems of a specific location, such as a wetland or old growth forest.

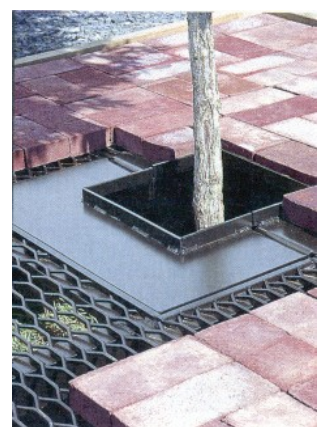


5.3 (c) Plants should be selected with regard to the level of on-going maintenance that is likely to be available. Maintenance is an integral part of landscape design, and before designing a planting scheme for an urban area, it is vital to know what maintenance resources are available. Irrespective of their suitability on other dimensions, species with heavy maintenance demands should be avoided wherever the resources for proper maintenance are not fully committed.



5.3 (d) To ensure plants establish successfully, they require the appropriate soils, conditions and maintenance for the first two years after planting. They also need to be guarded against vandalism, and additional plants should be set aside in the event that replacements are required during this critical period. Irrigation is essential in this period and adequate provision should be made for sufficient underground irrigation, both during establishment and ongoing as necessary.

5.3 (e) Urban environments are often hostile to planting and trees may require protection from the mechanical damage of vandalism and vehicle impacts, as well as the environmental damage of polluted surface run-off. In highly trafficked areas, tree guards must be installed to protect young trees from mechanical damage, and tree grates should be installed to allowing surface water to percolate into the soil. Raised kerbs or edgings should not be used around the base of a tree as they obstruct drainage and can collect litter.



5.3 (f) In accordance with current 'best practice', all planting works should observe the following procedures:

- all planting is to be carried out in the correct planting season,
- the ground is to be properly prepared in advance of the delivery of planting stock,
- the plants are to be properly prepared by the nursery,
- back-fill material is to be a good quality soil – as specified by the landscape architect, and tested if necessary,
- correct staking materials and methods are to be used, and
- the works should be supervised by a landscape architect or arborist, particularly if the location of any specimen trees or plants need to be finely tuned on site.

5.4 Parking areas

The landscape of parking lots is critical to the visual appeal of any area and can contribute significantly to the comfort and convenience of motorists by clarifying circulation patterns and increasing the amount of shade available. All surface parking areas of the Town Centre should conform to the following requirements:

5.4 (a) Trees of a minimum 100 litre pot size shall be provided in the ratio of 1 tree for every 8-10 car bays. All tree planting areas shall be a minimum of 2 square metres in area and shall be located to meet all requirements related to safe vehicle and pedestrian circulation and preserving required sight lines.

5.4 (b) Selected trees must be hardy, deciduous shade trees, capable of under-pruning to a minimum height of 2.5 metres to ensure clear sight lines and reduce vehicle conflicts. Species should compliment the landscape character of adjacent areas where possible, but not at the expense of compromising their function in the parking area.

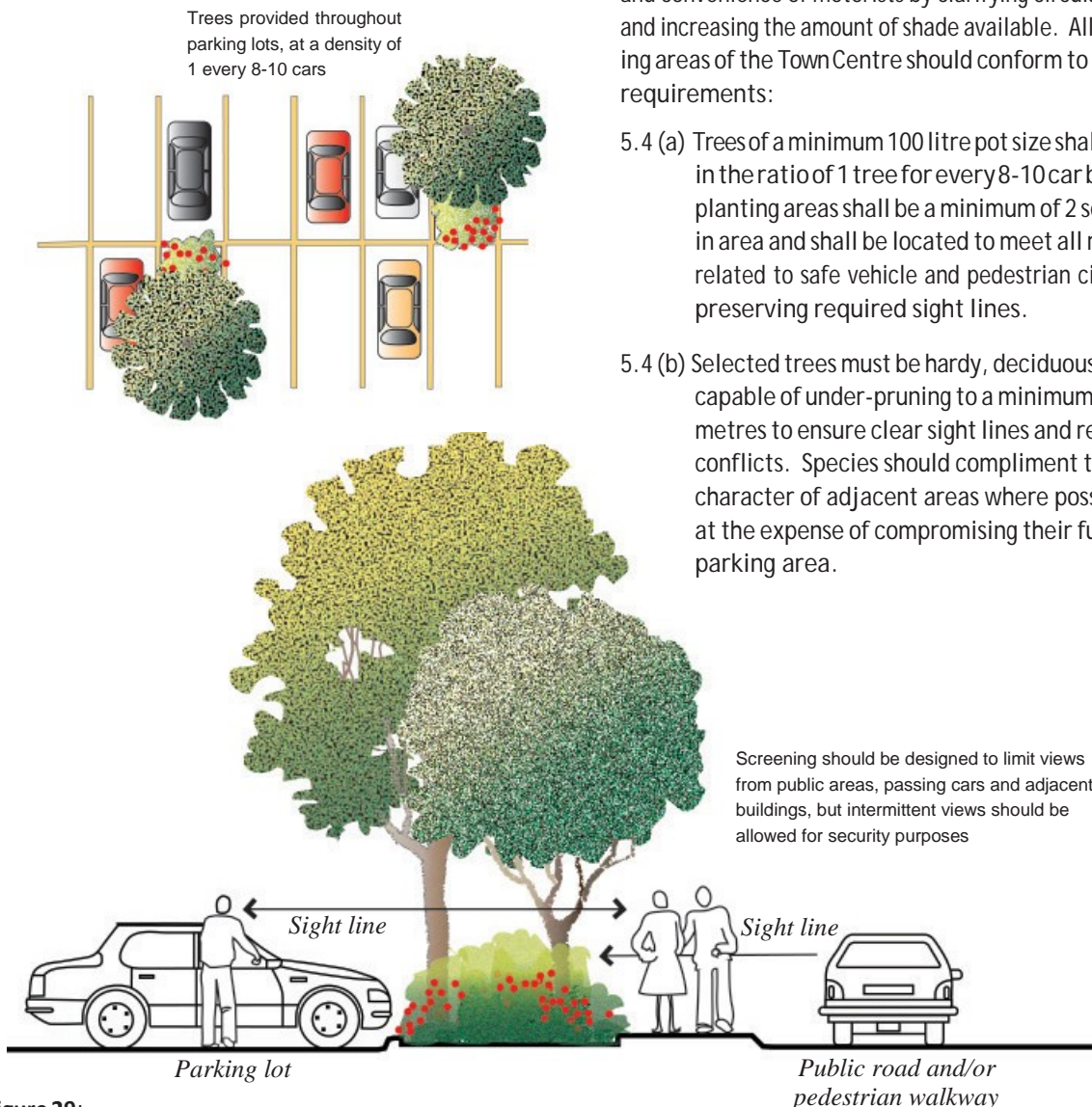


Figure 29:

Parking lot planting requirements

5.4 (c) Understorey planting is to be incorporated at the base of trees in traffic islands that are greater than 20 square metres in area. Understorey planting should be designed to allow pedestrian access across traffic islands at regular intervals of 20 metres, or 8 parking bays. Islands smaller than 20 square metres are to be paved.

Where possible, planting islands should be designed as natural drainage swales, allowing run-off from parking lots to irrigate trees and understorey planting and re-enter the groundwater. Breaks should be provided in parking kerbs to allow water to flow into the swale, and native grasses and shrubs should be selected that contribute to the purification of the run-off.

5.4 (d) Installation of parking area plantings should observe the following practices:

- all planting areas shall contain at least 1 cubic meter of imported black soil, free of road base, bitumen, concrete, limestone or other rocks;
- all planting beds are to be properly drained to prevent ponding or saturation of root balls;
- all trees are to be mulched and staked with at least 2 hardwood or treated pine stakes tied to the tree trunk; and
- all trees in small planting areas surrounded by hard surfaces shall have some method of root control to prevent up-lifting of the paving.

5.4 (e) Perimeter planting is required wherever a surface parking area faces a public street or pedestrian walkway. While screening is a key objective of perimeter planting, it should be sufficiently transparent to allow views into the carpark from adjoining public areas for security purposes.

Perimeter plant materials shall include trees similar to (or the same as) the species used on the interior of the lot, spaced at 10 metres on centre. Evergreen shrubs, rather than grasses, shall be used as understorey planting, in a continuous line along the perimeter. These shrubs should be trimmed to a maximum height of 1.2 metres to maintain visual surveillance of the interior of the parking lot.



Parking lot drainage swales



Large, mature trees provide deep shade in an inner suburban parking lot

5.5 Recommended plant list

This list is intended as a guide only and is provided to illustrate the general design intent of landscape development in the Town Centre.

It is divided into trees and shrubs. In both sections, plants marked with an 'E' are evergreens which maintain year-round foliage and are useful for structure planting. Typical mature heights are noted for the trees, and predicted mature height x spread is included for each of the shrubs.



Eucalyptus gomphocephala: Tuart



Banksia grandis: Bull Banksia



Acer negundo: Box Elder

5.5 (a) Trees

Medium/large canopy trees

Informal habits, suitable for use in shelterbelts, parkland or roadside woodland

- *Casuarina cunninghamiana*: River She-Oak (10-30m) E
- *Casuarina equisetifolia*: Beach She-Oak (6-15m) E
- *Casuarina glauca*: Swamp Oak (10-15m) E
- *Casuarina torulosa*: Forest Oak (6-20m) E
- *Eucalyptus gomphocephala*: Tuart (15-35m) E
- *Eucalyptus microtheca*: Coolibah (10-20m) E
- *Eucalyptus nichollii*: Willow Leafed Peppermint (12-16m) E

Small/medium trees

Informal habits, suitable for use in parkland, reserves, shelterbelts and for screening.

- *Banksia grandis*: Bull Banksia (8-14m) E
- *Banksia prionotes*: Acorn Banksia (4-12m) E
- *Eucalyptus lansdowneana*: Crimson Mallee Box Tree (3-12m) E
- *Eucalyptus macrocarpa*: Mottlecah (3-4m) E
- *Eucalyptus platypus var. heterophylla*: Marlock (4-8m) E
- *Eucalyptus torquata*: Coral Gum (5-10m) E
- *Grevillea barklyana*: Gully Grevillea (4-10m) E
- *Melaleuca lanceolata*: Dryland Tea Tree (4-6m) E
- *Metrosideros excelsa*: Pohutukawa (9-12m) E

Medium/large canopy trees

Formal habits, suitable for street trees, major entry areas, carparks, and as large feature trees

- (10-20m)
- *Agonis flexuosa*: Willow Myrtle (8-15m)
- *Angophora costata*: Red Gum (10-25m) E

- *Brachychiton acerifolius*: Illawarra Flame Tree (6-15m)
- *Celtis australis*: European Hackberry (15-20m)
- *Eucalyptus ficifolia*: Red Flowering Gum (12-15m) E
- *Eucalyptus maculata*: Spotted Gum (20-30m) E
- *Eucalyptus microtheca*: Snow Queen (10-20m) E
- *Fraxinus griffithii*: Griffith's Ash (9-12m) E
- *Jacaranda mimosifolia*: Avenue (10-15m)
- *Liquidamber styraciflua*: Gumball (15-20m)
- *Lophostemon conferta*: Queensland Box Tree (10-25m) E
- *Platanus orientalis*: Oriental Plane Tree (15-18m)

Small/medium trees

Formal habit, suitable for street trees, entry areas, residential areas, and smaller feature trees

- *Fraxinus oxycarpa* 'Raywoodii': Raywood Ash (7-9m)
- *Hibiscus tiliaceus rubra*: Bronze Hibiscus (7-9m)
- *Hymenosporum flavum*: Native Fragipani (3-8m) E
- *Olea europea* 'Mission': Wild Olive (8-10m) E
- *Pyrus ussuriensis*: Chinese Pear (7-9m)
- *Robinia pseudoacacia* 'Frisia': Black Locust (5-8m)
- *Sapium sebiferum*: Chinese Tallow Tree (8-10m)
- *Tipuana tipu*: Pride of Bolivia (9-12m)
- Citrus species (lemon, orange)



Brachychiton acerifolius: Illawarra Flame Tree

5.5 (b) Shrubs

Medium/Large Shrubs

Native shrubs or small trees generally over 2.5m which provide a substantial physical and visual barrier. Character is informal. Uses include wind break/shelterbelts and green buffers. They also contribute to wildlife habitat creation. Usually at or above eye level and can help to screen low rise buildings.

- *Adenanthos sericea*: Coastal Woolly Bush (6 x 5m) E
- *Callistemon phoeniceus*: Lesser Bottlebrush (2.5 x 4m) E
- *Callistemon viminalis*: Weeping Bottlebrush (10 x 5m) E
- *Calothamnus quadrifidus*: One-sided Bottlebrush Sims (4 x 4m) E
- *Grevillea olivacea*: Grevillea (3.5 x 2.5m) E
- *Melaleuca fulgens*: Scarlet Honey Myrtle (2.5 x 2m) E
- *Melaleuca incana*: Grey Honey Myrtle (2.5 x 2.5m) E
- *Ricinocarpus tuberculatus*: Wedding Bush (3.5 x 3m) E



Ricinocarpus tuberculatus: Wedding Bush



Acacia pulchella: Prickly Moses



Callistemon viminalis: Weeping Bottlebrush

Small/Medium Shrubs

Native shrubs, generally between 1 and 2m high, which provide a physical barrier and help to enclose or edge informal spaces. Character is informal. Native shrubs also contribute to the creation of wildlife habitats. Generally the height remains below eye level and therefore, can screen at a lower level, or provide a graduated edge to shelterbelts.

- *Acacia pulchella*: Prickly Moses (1.5 x 1.5m) E
- *Correa reflexa*: Native Fuchsia (prostrate/2m-1.2m) E
- *Grevillea brachystylis*: Grevillea (1 x 0.65m) E
- *Leptospermum scoparium*: Manuka/Tea Tree (prostrate/2.2 x 1.2m) E
- *Leptospermum sericeum*: Leptospermum (1.5 x 2m) E
- *Olearia axillaris*: Coast Daisy Bush (2 x 2m) E
- *Thryptomene saxicola*: Payne's Thryptomene (1 x 1.5m) E

Medium/Large Shrubs

Mostly native shrubs and small trees, generally over 2.5m, which provide a substantial physical and visual barrier. General character is more formal, with valuable amenity features such as attractive flowers or foliage providing seasonal colour and accents.

Uses include the creation of a green background to planting areas, or as a screen at or above eye level that can help to screen low rise buildings and provide privacy in gardens.

- *Beaufortia squarrosa*: Sand Bottlebrush (3 x 2.2m) E
- *Grevillea thelemanniana pinaster*: Grevillea (1.5/3 x 3m) E
- *Callistemon viminalis 'Captain Cook'*: Bottlebrush (2 x 1.2m) E
- *Metrosideros 'Springfire'*: New Zealand Christmas Bush cultivar (3 x 3m) E

Small/Medium Shrubs

General character is more formal, with particular amenity value including attractive flowers or foliage providing seasonal colour and accents. Native shrubs generally between 1 and 2m provide a physical barrier, and help to enclose or edge informal spaces, while also contributing to the creation of wildlife habitats. Generally the height remains below eye level and therefore can screen at a lower level.

- *Agonis flexuosa 'Nana'*: Dwarf Willow Myrtle (1.5 x 1.5m) E
- *Grevillea bipinnatifolia*: Fuchsia Grevillea (1.2 x 1.5m) E
- *Darwinia citriodora*: Lemon-scented Myrtle (1.5 - 1.5m) E
- *Grevillea thelemanniana*: Spider-net Grevillea (variable forms: 0.3 x 2.5m) E
- *Melaleuca scabra*: Rough Honey Myrtle (0.6 x 1m) E
- *Melaleuca nesophilla*: Little Nussy (0.6 x 1m) E
- *Pimelea ferruginea*: Coast Banjine (1 x 0.9m) E
- *Templetonia retusea*: Cockies' Tongues (2.5 x 2m) E



Darwinia citriodora: Lemon-scented Myrtle

Groundcovers

General character is more formal, with particular amenity value including attractive flowers or foliage. Native shrubs generally between 0.25 and 1.2m provide a ground level cover and edging to paths and paving areas, while also contributing to the creation of wildlife habitats.

- *Arctotis stoechadifolia*: African daisy (0.4 x 0.3m) E
- *Banksia prostrata*: Prostrate Banksia (prostrate x 2-3.5m) E
- *Eremophila glabra*: Tar Bush (prostrate/1.5 x 3m) E
- *Eremophila maculate*: Spotted Emu Bush (prostrate/0.3 x 2.5m) E



Arctotis stoechadifolia: African daisy



Hardenbergia comptoniana: Native Wisteria

- *Callistemon 'Little John'*: Dwarf Bottlebrush (prostrate/0.3 x 1m) E
- *Grevillea crithmifolia*: Grevillea (prostrate/2 x 2m) E
- *Grevillea obtecta*: Rock Grevillea (prostrate/0.2 x 2m) E
- *Grevillea thelemanniana obtusifolia*: Grevillea spp. (prostrate/0.3 x 2m) E
- *Hemiantra pungens*: Snake Bush (prostrate x 4m) E
- *Isolepis nodosa*: Knotted Club-Rush (0.5 x 0.5m)
- *Myoporum parvifolium*: Creeping Boobialla (prostrate x 2.5m) E
- *Hardenbergia comptoniana*: Native Wisteria (creeper or climber) E
- *Kennedia conferta/prostrata*: Running Postman (creeper or climber) E
- *Lechenaultia biloba*: Blue Lechenaultia (0.45 x 0.60m) E

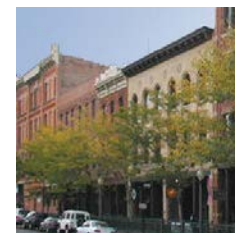
Small-Medium Shrubs and Groundcovers

General character is formal, with particular amenity value including attractive flowers or foliage, some with architectural accents. Non-native shrubs generally between 0.25 and 2.0m provide a range of plant sizes and habits, to be used in key areas of a more urban character, such as around buildings, pedestrian courtyards, and feature/entrance areas.

Crinum pendunculatum: Swamp Lily



- *Angiozanthus spp.*: Kangaroo Paw (size varies)
- *Cordyline spp.*: eg. 'Purple Sensation' (1.5 x 2m) E
- *Crinium pendunculatum*: Swamp Lily/River Lily (1.5 x 2m) E
- *Dietes bicolor*: Dietes (0.5 x 0.5m) E
- *Hebe 'Beverley Hills'* (1 x 1.5m) E
- *Juniperus conferta*: Japanese Shore Juniper (prostrate/0.2 x 2m) E
- *Lavendula spp.*: Lavendar (1 x 1.5m) E
- *Liriope muscari*: Lilyturf (0.3 x 0.5)
- *Macrozamia riedlei*: Zamia palm (0.3 x 0.5) E
- *Ophiopogon japonica*: Mondo Grass (0.3 x 0.5) E
- *Phormium spp.*: eg. 'Anna Red' (1 x 1.5m) E
- *Rosmarinus 'Blue Lagoon'*: Rosemary (prostrate x 1.5m) E
- *Strelitzia reginae*: Bird of Paradise/Crane Flower (1 x 2m) E
- *Trachelospermum jasminoides*: Chinese Star Jasmine (0.4 x 2.0) E



Administration

The guidelines of this manual will be administered by the City of Kwinana through its Planning Department.

All development proposals for construction within the City Centre, including buildings, parking areas, public amenities, landscape improvements and signage are to be submitted for approval by the Town Planner who will refer to this document in reviewing proposals. It is strongly recommended that project proponents and their design consultants familiarize themselves with these provisions, and seek clarification of any items as necessary, before embarking on detailed design.

For major projects, it is further recommended that the development proponent and his or her design team schedule a preliminary meeting with City staff to review in-progress sketch designs and discuss any possible modifications prior to finalising the submission documents. Since these guidelines have deliberately avoided prescriptive controls where the ideas and creativity of different designers will enrich the quality of place in the City Centre, many issues remain open to interpretation. Project teams, therefore, should seek confirmation of the direction of a project before investing significant time in detailed design.

Submission requirements

For details of the City of Kwinana's requirements for Planning Approval, Building Licenses and required application fees, call (08) 9439 0200 or check the City's website: www.kwinana.wa.gov.au, which offers a link to a comprehensive description of the complete approvals process.

In general, project proponents are required to submit three (3) sets of documents, including:

- **Site Plan** (1:200) indicating building outline, contours and proposed levels, entry points, existing buildings and landscape features on adjacent sites, carparking and service provisions.
- **Landscape Plan** (1:200) including plant species, paving and reticulation types.
- **Floor Plans** (1:100) indicating room functions, all openings in mrmal walls, floor levels and overall dimensions.
- **Elevations and Sections** indicating overall heights, roof profiles, openings in external walls and materials.
- At least one (1) **perspective sketch** indicating colours, materials and general appearance.
- **Signage Strategy** indicating the location, type, size and design of all existing and proposed signs.
- **Report** including design philosophy, description of building function(s), services, materials and compliance with the design guidelines.
- **Structural and Services Plans and Specifications** describing method of construction, equipment and systems proposed.

Any variations between the Approved drawings and those submitted for building licence must be referred to the Town Planner for approval prior to application for a building licence.



Appendix

Related policy documents

The following State and Local Government policy documents define the broader context of development in the Kwinana Town Centre. Although not all their provisions apply, they should be consulted to understand the historical background to development of the guidelines in this manual, and the wider State policies governing the growth of metropolitan centres and residential development throughout the metropolitan area.

The list is divided into State documents published by the Western Australian Planning Commission (WAPC), and local policies developed by the City of Kwinana.

WA Planning Commission documents

These are available on the WAPC website:

www.wapc.wa.gov.au.

- Statement of Planning Policy: *Network City*
- *Network City*: Community Planning Strategy for Perth and Peel
- *Metropolitan Region Scheme*
- *Metroplan* (now superseded but nonetheless influential on urban form)
- *Metropolitan Centres Policy Statements*, 1991 and 2000
- *Development Control Policies*
- *Liveable Neighbourhoods Policy*
- *Residential Design Codes* of Western Australia

City of Kwinana documents

These are available on the City of Kwinana website:

www.kwinana.wa.gov.au

- *Local Planning Scheme No. 2* and associated policies:
 1. Policy 3.3.8: Design Guidelines for Medium Density Development
 2. Policy 3.3.24: Residential Development
 3. Policy 3.3.25: Development within the Cockburn Sound Catchment
 4. Policy 3.3.27: Guidelines for Subdivision Development
 5. Policy 3.3.7: Community Purpose Sites
 6. Policy 4.3.1: Conservation of Remnant Vegetation
 7. Policy 4.3.2: Street Trees and Streetscapes
 8. Policy 4.3.3: Public Open Space
 9. Policy 8.2.1: Pavement and Drainage for Residential, Commercial and Industrial Areas.
 10. Policy 9: Advertising Signage.
- *Local Planning Scheme No. 3* (Town Centre) and Town Centre Strategy Plan and Report
- *Draft Local Planning Strategy*
- *Commercial Centres Strategy*
- *Local Housing Strategy*
- *Department of Education & Training Kwinana Education Precinct Master Plan*, Hames Sharley, August 2005

LOCAL GOVERNMENT ACT
Town of Kwinana
By-law Relating to Signs & Bill Posting

Attachment C

Interpretation

- 1 In these by-laws, unless the context otherwise requires-
- “Act” means the Local Government Act 1960 (as amended);
 - “Commercial area” means an area classified as commercial zone by the Town Planning Scheme;
 - “Council” means the Council of the Town of Kwinana;
 - “Direction Sign” means a sign in a street or public place to indicate the direction to be taken to some other place; but does not include a sign erected or affixed by the Council or the Main Roads Department or a road direction sign erected or affixed by a duly incorporated association or union of motorists, authorised in that regards by the Minister for Transport;
 - “Illuminated Sign” means a sign that is so arranged as to be capable of being lighted, with from within or without the sign by artificial light provided, or mainly provided for that purpose;
 - “Industrial Area” means an area classified as an Industrial Zone by the Town Planning Scheme;
 - “Pylon Sign” means a sign supported by one or more piers and not attached to a building;
 - “Residential Area” means an area classified as a residential zone by the Town Planning Scheme;
 - “Roof Signs” means a sign attached to the roof;
 - “Rural Producer Sign” means a sign advertising for sale produce grown on a farm;
 - “Town Planning Scheme” means a Town of Kwinana Town Planning Scheme No. 1 published in the *Government Gazette* of 19 March 1971 and amended from time to time;
 - “Sale Sign” means a sign indicating that the premises whereon it is affixed are for sale or for letting;
 - “Semaphore Sign” means a sign affixed to a wall and supported at, or by, one of its ends only;
 - “Sign” includes a signboard and a clock, other than a clock that is built into a wall and that does not project beyond the face of the wall;
 - “Surveyor” means the Council’s Building Surveyor appointed pursuant to the Act;
 - “Hoarding” means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and incudes poster panel, a wall panel or an illuminated panel but does not include a hoarding within the meaning of section 377 of the Local Government Act.
- and
- Words and expressions used have the respective meanings as are given them in, and for the purposes of the Act.

Licence Required

- 2.1 A person shall not erect or maintain a sign, and the owner or occupier of premises shall not suffer or permit a sign to remain on those premises, within thirty metres of a street or other public place, except pursuant to a licence issued to under these by-laws, unless the sign is exempt under By-law 8.
- 2.2 A licence issued under these by-laws remains valid until an alteration is made to the sign in respect of which it is issued and in that event the licensee shall apply for a new licence.
- 2.3 A licensee shall be in the form set out in the First Schedule to the by-laws.

Applications for Licences

- 3.1 An application for a licence under these by-laws shall be made in the form of application set out in the First Schedule hereto.
- 3.2 An application for a licence in respect of a sign shall be accompanied by a plan drawn to scale of not less than 1:50 showing the position, design, method of construction, colours to be used in painting and the method of illumination of the sign for which the licence is sought.
- 3.3 An applicant for a licence shall furnish, in writing, any further particulars required by the Surveyor.

Licence Fees

The fee payable for the issue of a licence is that specified in the Second Schedule.

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Licence Numbers

The person to whom a licence is issued in respect of an advertising sign shall cause to be painted or stencilled on the face of the sign in figures of at least 25mm in height the licence number relating to it.

Licence to be Produced

The owner or occupier of the premises on which a sign is erected shall on demand buy an officer of the Council produce the licence for inspection.

Revocation of Licence

Where anything purporting to be done pursuant to a licence issued under these by-laws is not done in conformity with the licence or with these by-laws or where the licensee is guilty of an offence against these by-laws the Council may, without derogation of any penalty to which that person may be liable, by notice in writing revoke the licence.

Exempt Signs

Nothing in these by-law relates to a sign erected or maintained pursuant to an Act or to a sign that is:

- 8.1 a land sale sign not exceeding 0.7sqm in the area;
- 8.2 a sign, not exceeding 0.7sqm in area, erected, or affixed between the street alignment and the building line, indicating the name and occupation or profession of the occupier of the premises, subject to By-law 13.7;
- 8.3 a sign not exceeding, 0.4sqm in area affixed to a building or erected or affixed, behind the building line, to indicate the name of the occupier and his trade or occupation;
- 8.4 a sign on a construction site indicating the scope of development and/or principal contractors, architects and other consultants involved.
- 8.5 signs erected by the Council of the Town of Kwinana on land under care, control or management of the Council.

Fixing Signs

Every sign shall be securely fixed to the structure by which it is supported to the satisfaction of the Surveyor and shall be maintained in a safe condition.

Glass in Signs

Glass shall not be used in any sign, other than in an illuminated sign.

Sign Designs

- 11.1 All signs shall be designed to be compatible with their surroundings, including building, landscaping and other signs. Signs attached to buildings shall be incorporated into the architectural features of the building in placement, style, proportions, materials and finish. All permanent signs shall be professionally designed, constructed, finished, installed and maintained.
- 11.2 Notwithstanding that a sign would otherwise comply with the provisions of these by-laws, the Council may refuse a licence thereof, if the sign in its opinion, would be injurious to the amenity or natural beauty of the area.

Obstruction by Signs

A person shall not erect a sign so as to obstruct access to or from a door, fire escape or window, other than a window designed for the display of goods.

Prohibited or Restricted Signs

A person shall not erect or maintain a sign-

- 13.1 so as to obstruct the view from a street or public place of traffic in the same or any other street or public place.
- 13.2 so as to be likely to be confused with, or mistaken for, an official traffic light or sign, or so as to contravene the Road Traffic Act 1974, or Regulations made thereunder;

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- 13.3 on a tower, mast, chimney stack, spire dome or similar architectural feature or on a lift machinery room, bulk-head over stairs or other superstructure over the main roof of a building.
- 13.4 on a building where the stability of the building is, in the opinion of the Surveyor, likely to be affected by the sign;
- 13.5 on land other than on which is conducted a business or profession approved by Council and to which the sign relates;
- 13.6 on the median strip of any road;
- 13.7 affixed to boundary fences not being exempt signs under By-law 8.

Readily Combustible Material

Except in the case of posters securely affixed to a sign board, paper, cardboard, clothe or other readily combustible material shall not form part of, or be attached to a sign.

Signs to be Maintained

- 15.1 The holder of a licence in respect of a sign shall keep the sign clean and free from unsightly matter.
- 15.2 Where any person fails to comply with the requirements of sub-by-law (1) of this by-law, the Council may order the sign or any part of the sign removed.

Bill Posting

- 16.1 Subject to sub-by-law (2) of this by-law a person shall not post a bill or paint, stencil, place or affix an advertisement on a street or on a building, structure, fence, wall, sign, post, building or awning.
- 16.2 This by-law does not apply to-
 - 16.2.1 advertisements affixed to, or painted on, a shop window by the occupier thereof and relating to the business carried therein;
 - 16.2.2 signs within a building.

Information on Signs

A sign other than a sign referred to in By-law 18 or By-law 22 shall contain the following information only and no other-

- 17.1 the name of the occupier, or each of them if more than one;
- 17.2 the business or businesses carried on in the premises;
- 17.3 the occupiers telephone number;
- 17.4 a description of the goods sold or offered for sale in the premises to which the sign is affixed or to which it relates.

Business Direction Signs.

The Council may erect Business Direction Signs, in or near the intersection of streets which indicate the nature of the business that may be located by following the direction indicated by the sign.

Special Permits for Signs in the Public Interest

- 19.1 Notwithstanding anything contained in these by-laws, the Council may, by permit under the hand of the Building Surveyor allow the display of advertisements of meetings, charitable functions, arts or cultural activities (other than those conducted by a person for the purpose of commercial gain) or other events of public interest or the display of advertisements at theatres and other places of public entertainment upon terms and conditions decided by the Council in each case.
- 19.2 A person shall not erect or maintain a sign more than four weeks before the meeting, function, event or activity to which it relates and the person by whom it was erected shall cause it to be removed not later than one week after the conclusion of the meeting, function, event or activity.
- 19.3 Notwithstanding anything contained in this by-law a person shall not-
 - 19.3.1 erect a sign on the median strip of any road;
 - 19.3.2 nail a sign to a street tree.

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Clocks

- 20.1 A clock shall-
- 20.1.1 if suspended under a verandah, have its centre coinciding with the centre line of the footway thereunder;
- 20.1.2 comply, as regards size, with the following table:-
- | Height of Bottom of
Clock Above Footway | Maximum Diameter of Width
Clock Face and Depth of
Clock including lettering |
|--|---|
| 2.75m and under 3.5m | 450mm |
| 3.5m and over | 750mm |
- 20.1.3 be fixed either parallel with, or at right angles to, the wall to which it is attached;
- 20.1.4 not project from the wall to which it is attached;
- 20.1.5 if parallel to the wall, more than 300mm; or
- 20.1.6 if at right angles to the wall, more than 1.8m
- 20.1.7 afford a minimum headway of 2.7m;
- 20.1.8 be maintained so as to show the correct time;
- 20.1.9 be illuminated from sunset to midnight; and
- 20.1.10 not be permitted to strike between midnight and seven o'clock in the morning.
- 20.2 Notwithstanding the provisions of sub-by-law (1) of this by-law a clock suspended in an arcade, may suspend over the centre of the arcade.

Horizontal Signs Fixed to a Wall.

A horizontal sign shall-

- 21.1 afford a minimum headway of 2.5m;
- 21.2 be affixed parallel to the wall of the building to which it is attached and with the bottom of the sign contiguous to the wall;
- 21.3 conform as to the height to the following table-
- | Minimum height of sign above street | Maximum height
Of sign |
|-------------------------------------|---------------------------|
| Less than 7.5metres | 600mm; |
| 7.5 metres to 9 metres | 750mm; |
| 9 metres or more | 900mm; |
- 21.4 not project more than 600mm from the wall to which it is attached; and
- 21.5 not be within 600mm of either end of the wall to which it is attached, unless the end of the sign abuts against a brick, stone or cement corbel, pier or pilaster which is at least 250mm wide and projects at least 25mm in front of, and 75mm above and below, the sign;
- 21.6 notwithstanding the provisions of paragraph (c) of sub-by-law (1) of this by-law, the Council may permit an increase of not ore than 50 per cent of the depths mentioned in that paragraph in any part or parts of a sign to permit the inclusion therein of a motif or capital letter;
- 21.7 there shall be not more than one line of horizontal signs facing any one street on nay storey of a building;
- 21.8 the name of the building, owner or occupier may be placed on the facade of a building, but-
- 21.8.1 unless otherwise specifically approved by the Council, only one such name shall be placed on any facade;
- 21.8.2 the letters of the name shall not exceed 600mm in depth;
- 21.8.3 the letters shall be of metal or other incombustible material; and
- 21.8.4 the letters shall not be lit or illuminated unless all illuminated lettering has been specifically approved by the Council.

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Illuminated Signs

An illuminated sign shall-

- 22.1 have any boxing or casing in which it is enclosed, constructed of incombustible material;
- 22.2 where it is comprised of glass (other than fluorescent tubing) be so protected as to prevent its falling into a public place in the event of breakage.
- 22.3 be maintained to operate as an illuminated sign;
- 22.4 not have a light of such intensity as to cause annoyance to the public or be a traffic hazard;

Pylon Signs

- 23.1 A person shall not erect more than one pylon sign on a lot.
- 23.2 A pylon sign shall-
 - 23.2.1 not have any part thereof less than 2.7 m or more than 6m above the level of the ground immediately below it;
 - 23.2.2 not exceed 2.5m measured in any direction across the face of the sign or have a greater superficial area than 4sqm;
 - 23.2.3 not project more than 900mm over a street;
 - 23.2.4 be supported on one or more piers or columns of brick, stone, cement, concrete, steel or timber of sufficient size and strength to support the sign under all conditions;
 - 23.2.5 not as to any part thereof, project over a street at a height of less than 2.7m.
- 23.3 Where a pylon sign is supported on two or more piers or columns, the space between the piers or columns shall not be wholly or partly filled with any material.
- 23.4 The Council may issue a licence in respect of a pylon sign notwithstanding it does not comply with By-law 23 (2) if-
 - 23.4.1 it is to be erected on a lot used or to be used for professional or commercial offices;
 - 23.4.2 will be of a height not exceeding 2.7m;
 - 23.4.3 will be of a width not exceeding 1.8m;
 - 23.4.4 will have two vertical supports with horizontal flat boards of a maximum height of 200mm with a minimum space between each board of 50mm.
 - 23.4.5 the letters will not be greater than 150mm in height.

Roof Signs

- 24.1 Approval for the erection of a sign on a roof of a building shall be granted only on land within the zoned Industrial and Commercial areas, and provided the sign shall:
 - 24.1.1 not at any point be within 3.5m of the ground;
 - 24.1.2 not extend laterally beyond the external walls of the building;
 - 24.1.3 not be at any point more than 45m above the ground;
 - 24.1.4 comply as regards height above ground and height of sign, with the following table:-

Height of Main Building above ground level at a point where sign is to be erected	Max height of sign
3.5 and under 4.5	1m
4.5 and under 6.00	1.5m
6 and under 12	2m
12 and above	3m
 - 24.1.5
- 24.2 Council shall not approve the erection of roof sign unless a certification by an appropriately qualified structural engineer is given that the building is so designed and constructed that the sign may be erected thereon without fear of damage or danger to the building or its occupants.

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Rural Producer Signs

A rural producer sign shall

- 25.1 not indicate or display any matter otherwise than for the purpose of advertising the sale of produce grown on the land on which the sign is erected;
- 25.2 be erected within the boundaries of the land on which the produce offered for sale was grown, and
- 25.3 not exceed 1.0m² in area;
- 25.4 not be of a height of more than 2m from the natural ground level.

Semaphore Signs

- 26.1 A semaphore sign shall-
 - 26.1.1 afford a minimum headway of 2.5m;
 - 26.1.2 be affixed at right angles to the wall to which it is attached;
 - 26.1.3 not project more than 900mm from any point of attachment nor be of a greater height at any point than 1m;
 - 26.1.4 be fixed over or adjacent to the entrance to a building; and
- 26.2 Not more than one semaphore sign shall be fixed over, or adjacent to any one entrance to a building.

Verandah Fascias Signs

A sign comprising free standing lettering only may be erected above the outer fascia of a verandah, parallel to the kerb, if the lettering does not exceed 400mm in height and is mounted on a base of at least 100mm in width.

- 27.1 A sign fixed to the outer or return fascia of a verandah-
 - 27.1.1 shall not exceed 600mm in height;
 - 27.1.2 shall not project beyond the outer metal frame, or surround of the fascia; and
 - 27.1.3 if an illuminated sign, may be of changing colours but shall not emit a flashing light.

Verandahs With Signs Underneath

A sign under a verandah shall-

- 28.1 afford a headway of at least 2.5m;
- 28.2 not exceed 2.5m in length, 1.5sqm in area or 600mm in height;
- 28.3 not weigh more than 55 kilograms;
- 28.4 not, if it exceeds 300mm in height, be within 1.2m or, where it does not exceed 300mm in height, be within 900mm of the side wall of the building, measured along the front of the building, before which it is erected;
- 28.5 not, if it exceeds 300mm in width be within 2.7m or where it does not exceed 300mm in height, be within 1.8m of another sign under that verandah;
- 28.6 be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection, where the sign may be placed at an angle with the wall so as to be visible from both streets.

Vertical Signs

- 29.1 A vertical sign shall-
 - 29.1.1 afford a minimum headway of 2.5m;
 - 29.1.2 subject to sub-by-law (2) of this by-law, not project more than 900mm from the point of attachment to the building to which it is attached;
 - 29.1.3 not project above the top of the wall;
 - 29.1.4 be of a height of not more than its width, but not exceeding 2.5m;
 - 29.1.5 not be within 3.5 metres of another vertical sign on the same building, without the approval of the Council;
 - 29.1.6 not be placed on a corner of a building;
 - 29.1.7 not exceed 600mm in width;
 - 29.1.8 be 1.8m clear of State Energy Commission aerial wires.

LOCAL GOVERNMENT ACT
Town of Kwinana
By-law Relating to Signs & Bill Posting

- 29.2 Where a vertical sign is affixed to the face of a building that is set back beyond the face of another building within 3 m of it the sign may project 600mm further than the distance prescribed by paragraph (b) sub-by-law (1) of this by-law or the distance by which the building to which is affixed is set back beyond the face of the other, whichever is the lesser.

Offences

- 30.1 A person who erects a sign that does not comply with or erects a sign in a manner contrary to the provisions of these by-law commits an offence.
- 30.2 A person who maintains a sign without a licence or in respect of which the licence has expired or been cancelled commits an offence.
- 30.3 Where, in exercise of the power conferred by sub-by-law (1) of this by-law, the Council removes and disposes of a sign, it may recover the cost of the removal and disposal in a court of competent jurisdiction from the person responsible for the placing or erecting of the sign.

Hoardings

- 33.1 A hoarding shall not-
- 33.1.1 be erected on land that is zoned for residential purposes.
- 33.1.2 except with the approval of the Council be erected within 15m of a street or other public place and in any case not closer than its own height to a street or public place;
- 33.1.3 be of greater area than 36m²
- 33.2 A licence issued in respect of a hoarding is valid in terms of the licence for the period specified in the licence but not exceeding ten years.
- 33.3 The licence fee for a hoarding is the annual licence fee specified in the Second Schedule and is payable annually so long as the hoarding is maintained with the approval of Council.

Discretionary Powers of Council

- 34.1 Notwithstanding that a sign or hoarding would otherwise comply with the provision of these by-laws, the Council may refuse a licence if the sign or hoarding would, in its opinion, increase the number or variety of signs so as to become too numerous or various and/or should be refused having regard to the safety, free passage or traffic and the carrying out of authorised works in a street, way, footpath or public place and to the suitability or otherwise of the sign or hoarding to the locality and be injurious to the amenity or natural beauty or safety of the area.
- 34.2 The Council may grant a licence in respect of a sign or hoarding that would otherwise be in contravention of these by-laws providing that Council is satisfied that the sign is not injurious to the amenity or natural beauty or safety of the area.

Discretionary Powers of Council

- 35.1 The Council may, without derogation of any penalty to which that person may be liable, by notice in writing revoke the licence.
- (a) Where anything purporting to be done pursuant to a licence issued under these by-laws is not done in conformity with the licence or with these by-laws or is so altered that, in the opinion of Council, it is objectionable or contravenes By-law 34.1; or
- (b) Where the licensee is guilty of an offence against these by-laws.

LOCAL GOVERNMENT ACT
Town of Kwinana
By-law Relating to Signs & Bill Posting

First Schedule

FORM 1
TOWN OF KWINANA
BY-LAWS RELATING TO SIGNS AND BILL POSTING

APPLICATION FOR LICENCE

FULL NAME OF APPLICANT:
ADDRESS:
VALUE:
TYPE OF SIGN:
PREMISES ON WHICH SIGN TO BE ERECTED:
EXACT POSITION OF SIGN: (Plans to be submitted)

DIMENSIONS OF SIGN:
MATERIALS AND CONSTRUCTION OF SIGN:
BUILDER:
INSCRIPTION OR DEVICE ON SIGN:

The applicant named above hereby applies for the issue of a licence in respect of the abovementioned sign.

Dated this _____ day of _____ 19____

(Applicant)

- (1) An applicant for a licence under these by-laws shall be made in the form of application set out in the First Schedule hereto.
- (2) An application for a Licence in respect of a sign shall be accompanied by a plan drawn to scale of not less than 1:50 showing the position, design, method of construction, colours to be used in painting and the method of illumination of the sign for which the licence is sought,
- (3) An applicant for a licence shall furnish, in writing, any further particulars required by the Surveyor.

FORM 2
TOWN OF KWINANA
By-laws Relating to Signs and Bill Posting

LICENCE

of

is hereby licensed to erect and maintain a sign on the premises specified hereunder subject to the abovementioned by-laws from time to time in force.

TYPE OF SIGN:
PREMISES ON WHICH ERECTED:
EXACT POSITION OF SIGN:
CONDITIONS OF LICENCE:

Dated this _____ day of _____ 19____

BUILDING SURVEYOR

LOCAL GOVERNMENT ACT
Town of Kwinana
By-law Relating to Signs & Bill Posting

This Licence remains valid until any alteration is made to the sign, in which case the licensee must apply for a new licence.

Second Schedule

FEEES

1.	A pylon sign	\$20.00
2.	An illuminated sign	\$15.00
3.	Any other sign	\$10.00
4.	Hoardings up to 22square metres	\$50.00 per annum
5.	Hoardings over 22square metres and up to 36 square metres	\$100.00 per annum

Dated the 23rd day of December 1982.

The common seal of the Town of Kwinana was affixed hereto in the presence of-
[L.S.]

F.G.J. BAKER,
Mayor

L.G. BAKER,
Town Clerk

Recommended-

JEFF CARR,
Hon. Minister for Local Government

Approved by His Excellency the Governor in Executive Council this 3rd day of May 1983.

R D DAVIES,
Clerk of the Council



LOCAL GOVERNMENT ACT 1995

TOWN OF KWINANA

**ACTIVITIES ON THOROUGHFARES AND
PUBLIC PLACES AND TRADING LOCAL
LAW 2011**

Local Government Act 1995

Town of Kwinana

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW 2011

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Local Government Act 1995

Town of Kwinana

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW 2011

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Kwinana resolved on 27 July 2011 to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation

This local law may be cited as the Town of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law 2011.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

- (1) The following local law is repealed –
Town of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law published in the *Government Gazette* of 21 June 2002
- (2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.
- (3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

1.5 Interpretation

In this local law unless the context otherwise requires –

"Act" means the *Local Government Act 1995*;

"applicant" means a person who applies for a permit;

"authorised person" means a person appointed by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

"bicycle" has the meaning given to it in the *Road Traffic Code 2000*,

"built-up area" has the meaning given to it in the *Road Traffic Code 2000*;

"bulk rubbish container" means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish **or recycling** collection service;

"carriageway" has the meaning given to it in the *Road Traffic Code 2000*;

"CEO" means the Chief Executive Officer of the local government;

"commencement day" means the day on which this local law comes into operation;

"Council" means the council of the local government;

"crossing" means a crossing giving access from a public thoroughfare to –

- (a) private land; or
- (b) a private thoroughfare serving private land;

"district" means the district of the local government;

"footpath" has the meaning given to it in the *Road Traffic Code 2000*;

"garden" means any part of a thoroughfare that is planted, developed or treated, other than as a lawn, with one or more plants;

"intersection" has the meaning given to it in the *Road Traffic Code 2000*;

"kerb" includes the edge of a carriageway;

"lawn" means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

"liquor" has the meaning given to it in section 3 of the *Liquor Control Act 1988*;

"local government" means the Town of Kwinana;

"local government property" means anything –

- (a) which belongs to the local government
- (b) of which the local government is the management body under the Land Administration Act 1997; or
- (c) which is an otherwise unvested facility within section 3.53 of the Act;

"lot" has the meaning given to it in the *Planning and Development Act 2005*;

"nuisance" means –

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;

- (b) an unreasonable interference with the use and enjoyment of a person in their ownership or occupation of the land; and
- (c) interference which causes material damage to land or other property on the land affected by the interference.

"owner" or **"occupier"** in relation to land does not include the local government;

"permissible verge treatment" means any one of the four treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;

"permit" means a permit issued under this local law;

"permit holder" means a person who holds a valid permit;

"person" does not include the local government;

"premises" for the purpose of the definition of "public place" in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

"public place" includes any thoroughfare or place which the public is allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

- (a) premises on private property from which trading is lawfully conducted under a written law; and
- (b) local government property;

"Regulations" means the *Local Government (Functions and General) Regulations 1996*;

"sign" includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

"thoroughfare" has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management and control of the local government;

"town planning scheme" means a town planning scheme of the local government made under the *Planning and Development Act 2005*;

"vehicle" includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes –

- (a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and

(b) a pram, a stroller or a similar device; and

"verge" means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath;

"wheeled recreational device" has the meaning given to it in the *Road Traffic Code 2000*.

PART 2 – ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

2.1 General prohibitions

- (1) A person shall not -
- (a) plant any plant which exceeds or which may exceed 0.75 m in height on a thoroughfare so that the plant is within 10 m of an intersection;
 - (b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless –
 - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
 - (ii) the person is acting under the authority of a written law;
 - (c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2 m of a carriageway;
 - (d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;
 - (e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;
 - (f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or
 - (g) within a mall, arcade or verandah of a shopping centre, ride any bicycle, skateboard or wheeled recreational device.

2.2 Activities allowed with a permit - general

- (1) A person shall not, without a permit –
- (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a rubbish or recycling collection service, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;

- (f) damage a thoroughfare;
 - (g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;
 - (h) fell any tree onto a thoroughfare;
 - (i) unless installing, or in order to maintain, a permissible verge treatment –
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (k) on a public place use anything or do anything so as to create a nuisance;
 - (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or
 - (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person, subject to conditions as the local government considers appropriate.

2.3 No possession and consumption of liquor on thoroughfare

- (1) A person shall not consume any liquor or have in their possession or under their control any liquor on a thoroughfare unless –
- (a) that is permitted under the *Liquor Control Act 1988* or under another written law; or
 - (b) the person is doing so in accordance with a permit.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 2 - Vehicle crossing

2.4 Permit required

- (1) In this clause –

“**person responsible for the works**” means the builder named on the building licence issued under the *Local Government (Miscellaneous Provisions) Act 1960*, if one has been issued in relation to the works; or the registered owner or occupier of the lot, if no building licence has been issued under the *Local Government (Miscellaneous Provisions) Act 1960* in relation to the works.

- (2) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the

construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –

- (a) a crossing does not exist; or
 - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the conditions:
- (a) The permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare;
 - (b) Once the need for a temporary crossing is passed, the permit holder shall remove the temporary crossing and reinstate the carriageway, kerb, drains and footpath affected by the crossing to the satisfaction of the local government.

2.5 Removal of redundant crossing

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give written notice to the owner or occupier of a lot requiring her or him to –
- (a) remove any part of or all of a crossing which does not give access to the lot; and
 - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,

within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.

Division 3 - Verge treatments

2.6 Interpretation

(2) In this Division, unless the context otherwise requires –

“**acceptable material**” means any material which will create a hard surface, and which appears on a list of acceptable materials maintained by the local government.

2.7 Permissible verge treatments

(1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of their land install a permissible verge treatment, provided that stormwater is to be contained within the verge.

(2) The permissible verge treatments are –

(a) the planting and maintenance of a lawn;

(b) the planting and maintenance of a garden provided that –

(i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare; and

(ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2 m along that part of the verge immediately adjacent to the kerb; or

(c) the installation of an acceptable material; or

(d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with subclause (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

2.8 Only permissible verge treatments to be installed

(1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.

(2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.

2.9 Obligations of owner or occupier

(1) An owner or occupier who installs or maintains a permissible verge treatment shall –

(a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;

(b) not place any obstruction on or around the verge treatment; and

(c) not disturb a footpath on the verge.

2.10 Notice to owner or occupier

- (1) The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

2.11 Transitional provision

- (1) In this clause –

“**former provisions**” means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.

- (2) A verge treatment which –

- (a) was installed prior to the commencement day; and

- (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

2.12 Power to carry out public works on verge

- (1) Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority –

- (a) is not liable to compensate any person for that disturbance;

- (b) may backfill with sand, if necessary, any garden or lawn; and

- (c) is not liable to replace or restore any –

- (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulated equipment.

Division 4 - Property numbers

2.13 Interpretation

- (1) In this Division, unless the context requires otherwise –

“**number**” means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

2.14 Assignment of numbers

- (1) The local government may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.

- (2) An assigned number shall be displayed in a prominent position on the front of the lot so that it is clearly visible from the road carriageway.

Division 5 - Fencing

2.15 Land adjoining public place

(1) For the purposes of clause 4(1) of Division 1 of Schedule 3.1 of the Act, the local government may give notice to the owner of land that adjoins –

- (a) a public place; or
- (b) a thoroughfare

to ensure that the owners land is –

- (a) suitably enclosed and separated from the public place or thoroughfare; or
- (b) enclosed with a closed fence where applicable;

to prevent sand or other matter from the land to fall onto or drift into the public place or thoroughfare.

(2) The enclosure or enclosed fence must be built, repaired and maintained to the satisfaction of the local government.

Division 6 - Signs erected by the local government

2.16 Signs

(1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.17 Transitional

(1) Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.16 if –

- (a) the sign specifies a condition of use relating to the public place which gives the notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

Division 7 - Driving on a closed thoroughfare

2.18 No driving on closed thoroughfare

(1) In this clause –

"closed thoroughfare" means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

- (2) A person shall not drive or take a vehicle on a closed thoroughfare unless –
- (a) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or
 - (b) the person has first obtained a permit.

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES

Division 1 - Preliminary

3.1 Interpretation

(1) In this Part, unless the context otherwise requires -

"advertising sign" means a sign used for the purpose of advertisement and includes an "election sign";

"direction sign" means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

"election sign" means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election; and

"portable direction sign" means a portable free standing direction sign; and

"portable sign" means a portable free standing advertising sign.

Division 2 - Permit

3.2 Advertising signs and portable direction signs

(1) A person shall not, without a permit –

(a) erect or place an advertising sign on a thoroughfare; or

(b) post any bill or paint, place or affix any advertisement on a thoroughfare.

(2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500 millimetres in height nor 0.5 square metres in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.

(3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign -

(a) on a footpath;

(b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5 metres;

(c) on or within 3 metres of a carriageway;

(d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or

(e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.3 Matters to be considered in determining application for permit

- (1) In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to -
- (a) any other written law regulating the erection or placement of signs within the district;
 - (b) the dimensions of the sign;
 - (c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;
 - (d) whether or not the sign will create a hazard to persons using a thoroughfare; and
 - (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3 – Conditions on permit

3.4 Conditions on portable sign

- (1) If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions –
- (a) the portable sign shall -
 - (i) not exceed 1metre in height;
 - (ii) not exceed an area of 1square metre² on any side;
 - (iii) relate only to the business activity described on the permit;
 - (iv) contain letters not less than 200 millimetres in height;
 - (v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
 - (vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
 - (vii) be secured in position in accordance with any requirements of the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
 - (ix) be maintained in good condition; and
 - (b) no more than one portable sign shall be erected in relation to the one building or business.

3.5 Conditions on election sign

- (1) If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign –
- (a) being erected at least 30 metres from any intersection;
 - (b) being free standing and not being affixed to any existing **building**, sign, post, power or light pole, or similar structure;
 - (c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
 - (d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
 - (e) being maintained in good condition;
 - (f) not being erected until the election to which it relates has been officially announced;
 - (g) being removed within 24 hours of the close of polls on voting day;
 - (h) not being placed within 100 metres of any works on the thoroughfare;
 - (i) being securely installed;
 - (j) not being an illuminated sign;
 - (k) not incorporating reflective or fluorescent materials; and
 - (l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

PART 4 – OBSTRUCTING ANIMALS OR VEHICLES

Division 1 - Animals and vehicles

4.1 Leaving an animal or vehicle in public place or on local government property

- (1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property, unless that person has first obtained a permit or is authorised to do so under a written law.
- (2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.
- (4) Where an animal or vehicle is left in a public place or on local government property in contravention of this clause the animal or vehicle may be removed by an authorised person and impounded in accordance with the Act.

4.2 Prohibitions relating to animals

- (1) In subclause (2), "**owner**" in relation to an animal includes –
 - (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal shall not –
 - (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
 - (c) train or race the animal on a thoroughfare.
- (3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in an area zoned residential, commercial or industrial under a town planning scheme, unless that person does so under a permit or under the authority of a written law.

Division 2 - Shopping trolleys

4.3 Interpretation

(1) In this Division –

“**retailer**” means an owner or occupier of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and

“**shopping trolley**” means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.

4.4 Shopping trolley to be marked

(1) A retailer shall clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

4.5 Trolley storage areas to be provided

(1) A retailer shall set aside an area for the adequate storage of shopping trolleys within the property boundary.

4.6 Person not to leave trolley in public place

(1) A person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

4.7 Retailer to remove abandoned trolley

(1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.

(2) A retailer shall remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer –

(a) requests the local government to collect and deliver the shopping trolley to the retailer; and

(b) pays any fee for that collection and delivery (imposed and determined under and in accordance with section 6.16 to 6.19 of the Act) within the period specified by the local government.

4.8 Retailer taken to own trolley

(1) In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.

PART 5 - ROADSIDE CONSERVATION

Division 1 - Preliminary

5.1 Interpretation

(1) In this Part -

"MRWA" means Main Roads Western Australia;

"protected flora" has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

"rare flora" has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

"Roadside Conservation Committee" means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet, but now located in the Department of Environment and Conservation.

"special environmental area" means an area designated as such under clause 5.7.

Division 2 - Flora roads

5.2 Declaration of flora road

(1) The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.3 Construction works on flora roads

(1) Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the "Handbook of Environmental Practice for Road Construction and Road Maintenance Works" (April 2005) prepared by the Roadside Conservation Committee.

5.4 Signposting of flora roads

(1) The local government may signpost flora roads with the standard MRWA 'flora road' sign.

5.5 Driving only on carriageway of flora roads

(1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.

(2) Subclause (1) does not apply where -

(a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;

(b) there is no carriageway; or

(c) an exemption from the application of subclause (1) has been obtained from the local government.

Division 3 - Special environmental areas

5.6 Designation of special environmental areas

- (1) The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which -
- (a) has protected flora or rare flora; or
 - (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.7 Marking of special environmental areas

- (1) The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Division 4 – Planting in thoroughfares

5.8 Permit to plant

- (1) A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.9 Relevant considerations in determining application

- (1) In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to -
- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
 - (b) the diversity of species and the prevalence of the species which are to be planted or sown.

Division 5 - Clearance of vegetation

5.10 Permit to clear

- (1) A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1 metre of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

5.11 Application for permit

- (1) In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.10 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

Division 6 - Fire management

5.12 Permit to burn thoroughfare

- (1) A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.13 Application for permit

- (1) In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall –
 - (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and
 - (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.14 When application for permit can be approved

- (1) The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will -
 - (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
 - (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.15 Prohibitions on burning

- (1) Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government -
 - (a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or
 - (b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

Division 7 - Firebreaks

5.16 Permit for firebreaks on thoroughfares

- (1) A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.17 When application for permit cannot be approved

- (1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20 metres wide.
- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Division 8 - Commercial wildflower harvesting on thoroughfares

5.18 General prohibition on commercial wildflower harvesting

- (1) Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.19 Permit for revegetation projects

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where-
 - (a) the seed is required for a revegetation project in any part of the district; and
 - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –
 - (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
 - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

PART 6 - TRADING ON THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders

6.1 Interpretation

(1) In this Division, unless the context otherwise requires -

"Competition Principles Agreement" means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

"public place" includes -

(a) any thoroughfare or place which the public is allowed to use whether or not the thoroughfare or place is on private property; and

(b) local government property,

but does not include premises on private property from which trading is lawfully conducted under a written law;

"stall" means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

"stallholder" means a person in charge of a stall;

"stallholder's permit" means a permit issued to a stallholder;

"trader" means a person who carries on trading;

"trader's permit" means a permit issued to a trader; and

"trading" includes –

(a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;

(b) displaying goods in any public place for the purpose of –

(i) offering them for sale or hire;

(ii) inviting offers for their sale or hire;

(iii) soliciting orders for them; or

(iv) carrying out any other transaction in relation to them; and

(c) the going from place to place, whether or not public places, and –

(i) offering goods or services for sale or hire;

(ii) inviting offers or soliciting orders for the sale or the hire of goods or services,

but does not include –

- (d) the delivery of pre-ordered goods or services to the purchaser of those goods or services or to the person nominated by the purchaser of those goods or services whether or not payment for those goods or services is accepted on delivery; or

the taking of further orders for goods or services from the purchaser of those goods or services or from the person nominated by the purchaser of those pre-ordered goods or services when those orders are taken at the same time as a previous order is being delivered, whether or not payment is made for those goods or services at the time of taking the order;

- (e) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;
- (f) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;
- (g) the selling or the offering for sale or hire by a person of goods of their own manufacture or services which he or she provides; and
- (h) the selling or hiring or the offering for sale or hire of –
 - (i) goods by a person who represents a manufacturer of the goods; or
 - (ii) services by a person who represents a provider of the services,,

which are sold directly to consumers and not through a shop.

6.2 Stallholder's permit

(1) A person shall not conduct a stall on a public place unless that person is –

- (a) the holder of a valid stallholder's permit; or
- (b) an assistant specified in a valid stallholder's permit.

(2) Every application for a stallholder's permit shall –

- (a) state the full name and address of the applicant;
- (b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;
- (c) specify the proposed location of the stall, and where applicable, the stall number;
- (d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;
- (e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall;
- (f) be accompanied by an accurate plan and description of the proposed stall; and

- (g) comply with the provisions of the *Food Act 2008* and subsidiary legislation where the application relates to a food business.

6.3 Trader's permit

(1) A person shall not carry on trading unless that person is –

- (a) the holder of a valid trader's permit; or
- (b) an assistant specified in a valid trader's permit.

(2) Every application for a trader's permit shall –

- (a) state the full name and address of the applicant;
- (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;
- (c) specify the location or locations in which the applicant proposes to trade;
- (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;
- (e) specify the proposed goods or services which will be traded;
- (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading; and
- (g) comply with the provisions of the *Food Act 2008* and subsidiary legislation where the application relates to a food business.

(3) The conditions subject to which the local government may approve an application for a trader's permit include that the permit holder is permitted to remain at a particular location for as long as there is a customer making a purchase, but if there is no customer making a purchase the permit holder must move on from that location within a reasonable time of the last purchase having been made.

6.4 No permit required to sell newspaper

(1) Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper is not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

(1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to –

- (a) any relevant policies of the local government;
- (b) the desirability of the proposed activity;
- (c) the location of the proposed activity;
- (d) the principles set out in the Competition Principles Agreement; and
- (e) such other matters as the local government may consider to be relevant in the circumstances of the case.

- (2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds –
- (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;
 - (b) that the applicant is not a desirable or suitable person to hold a permit;
 - (c) that –
 - (i) the applicant is an undischarged bankrupt or is in liquidation;
 - (ii) the applicant has entered into any composition or arrangement with creditors; or
 - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property;
 - (d) such other grounds as the local government may consider to be relevant in the circumstances of the case.

6.6 Conditions of permit

- (1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include –
- (a) the place, the part of the district, or the thoroughfare to which the permit applies;
 - (b) the days and hours during which a permit holder may conduct a stall or trade;
 - (c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;
 - (d) the goods or services in respect of which a permit holder may conduct a stall or trade;
 - (e) the number of persons and the names of persons permitted to conduct a stall or trade;
 - (f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;
 - (g) whether and under what terms the permit is transferable;
 - (h) any prohibitions or restrictions concerning the -
 - (i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;
 - (ii) the use of amplifiers, sound equipment and sound instruments;
 - (iii) the use of signs; and
 - (iv) the use of any lighting apparatus or device;
 - (i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;

- (j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;
 - (k) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;
 - (l) the acquisition by the stallholder or trader of public risk insurance;
 - (m) the period for which the permit is valid; and
 - (n) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.
- (2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorise another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

- (1) In this clause –

"charitable organisation" means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and

"commercial participant" means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

- (2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on –
- (a) on a portion of a public place adjoining the normal place of business of the applicant; or
 - (b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.
- (3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

6.8 Conduct of stallholders and traders

- (1) A stallholder while conducting a stall or a trader while trading shall –

- (a) display their permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;

- (b) not display a permit unless it is a valid permit; and
 - (c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the national measurement legislation.
- (2) A stallholder or trader shall not –
- (a) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
 - (b) act in an offensive manner; or
 - (c) create a nuisance; or
 - (d) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
 - (e) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

Division 2 – Street entertainers

6.9 Interpretation

- (1) In this Division, unless the context otherwise requires -

“**perform**” includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

“**permit**” means a permit issued for the purpose of clause 6.10;

“**permitted area**” means the area or areas, specified in a permit, in which the permit holder may perform; and

“**permitted time**” means the time or times, specified in a permit, during which the permit holder may perform.

6.10 Permit required to perform

- (1) A person shall not perform in a public place without a permit.

6.11 Variation of permitted area and permitted time

- (1) The local government may by notice in writing to a permit holder vary –

- (a) the permitted area;
 - (b) the permitted time; or
 - (c) both the permitted area and the permitted time,
- shown on a permit.

- (2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

6.12 Duration of permit

- (1) A permit is valid for a period of 12 months after the date on which it is issued or such other period as approved by the local government unless it is sooner cancelled under this local law.

6.13 Cancellation of permit

- (1) The CEO may cancel a permit if in their opinion the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in their opinion, or in the opinion of an authorised person, the performance otherwise constitutes a nuisance or is deemed to be unreasonable as defined by the *Environmental Protection (Noise) Regulations 1997*.

6.14 Obligations of permit holder

- (1) A permit holder shall not in a public place –
- (a) act in an offensive manner; or
 - (b) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier –
 - (i) other than in the prescribed area; and
 - (ii) unless the musical instrument or device is specified in the permit; **or**
 - (c) create a nuisance; or
 - (d) create unreasonable noise as defined by the *Environmental Protection (Noise) Regulations 1997*.

Division 3 – Outdoor eating facilities on public places

6.15 Interpretation

- (1) In this Division –

“**facility**” means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

“**permit holder**” means the person to whom a permit has been issued for the purpose of clause 6.16; and

“**public place**” has the meaning given to it in clause 6.1

6.16 Permit required to conduct facility

- (1) A person shall not establish or conduct a facility without a permit.

6.17 Matters to be considered in determining application

- (1) In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not –

- (a) the facility is conducted in conjunction with and as an extension of **an** approved food business which abut on the facility, and whether the applicant is the person conducting such approved food business;
- (b) any abutting food businesses are registered in accordance with the *Food Act 2008* and all subsidiary legislation and *Health Act 1911* and whether the use of the business is permitted under the town planning scheme;
- (c) the facility will comply with the requirements of the *Food Act 2008* and any subsidiary legislation, *Liquor Control Act 1988*, *Tobacco Products Control Act 2006*, Codes of Practice and relevant Australian Standards pertaining to food businesses;
- (d) all users of the facility will have access to proper and sufficient sanitary and ablutionary conveniences;
- (e) the facility would –
 - (i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
 - (ii) impede pedestrian access; and
- (f) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designated.

6.18 Obligations of permit holder

- (1) The permit holder for a facility shall –
 - (a) ensure that the facility is conducted at all times in accordance with the requirements of the *Food Act 2008* and any subsidiary legislation, *Liquor Control Act 1988*, *Tobacco Products Control Act 2006*, Codes of Practice and relevant Australian Standards pertaining to food businesses;
 - (b) ensure that the eating area is kept in a clean and tidy condition at all times;
 - (c) maintain the facility, including chairs, tables and other structures in the eating area in good, clean and serviceable condition at all times;
 - (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the facility; and
 - (e) be solely responsible for all rates and taxes levied upon the land occupied by the facility.
- (2) Whenever, in the opinion of the local government, any work is required to be carried out to a facility, the local government may give a notice to the permit holder for the facility to carry out that work within the time limited by the notice.
- (3) In subclause (2), “work” includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a facility.

6.19 Removal of facility unlawfully conducted

- (1) Where a facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorised person and impounded in accordance with the Act.

6.20 Use of facility by public

- (1) A person shall not occupy a chair or otherwise use the equipment in a facility that is the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the facility.
- (2) A person shall leave a facility when requested to do so by the permit holder.

6.21 Temporary removal of facility may be requested

- (1) The permit holder for a facility is to temporarily remove the facility when requested to do so on reasonable grounds by an authorised person or a member of the police service or an emergency service.
- (2) Where a person fails to comply with a request referred to in subclause (1), the local government may do the thing requested and recover from that person, as a debt, the costs incurred in so doing.
- (3) The permit holder may replace the facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7 - PERMITS

Division 1 – Applying for a permit

7.1 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall -
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

- (1) The local government may –
 - (a) approve an application for a permit unconditionally or subject to any conditions;
or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

Division 2 - Conditions

7.3 Conditions which may be imposed on a permit

- (1) The local government may approve an application for a permit subject to conditions relating to -
- (a) the payment of a fee;
 - (b) the duration and commencement of the permit;
 - (c) the commencement of the permit being contingent on the happening of an event;
 - (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (e) the approval of another application for a permit which may be required by the local government under any written law;
 - (f) the area of the district to which the permit applies;
 - (g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
 - (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
 - (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.4 Imposing conditions under a policy

- (1) In this clause –

"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

- (2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (4) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).
- (5) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (6) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

- (1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.
- (2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 3 - General

7.6 Duration of permit

- (1) A permit is valid for one year from the date on which it is issued, unless it is –
 - (a) otherwise stated in this local law or in the permit; or
 - (b) cancelled under clause 7.10.

7.7 Renewal of permit

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of –
 - (a) this Part; and
 - (b) any other provision of this local law relevant to the permit which is to be renewed,

shall apply to an application for the renewal of a permit including any changes and due alterations of details.

7.8 Transfer of permit

- (1) An application for the transfer of a valid permit is to –
 - (a) be made in writing;
 - (b) be signed by the permit holder and the proposed transferee of the permit;
 - (c) provide such information as the local government may require to enable the application to be determined; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by –
 - (a) an endorsement on the permit signed by the CEO; or

- (b) issuing to the transferee a permit in the form determined by the local government.
- (4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

- (1) A permit holder is to produce to an authorised person or Police Officer their permit immediately upon being required to do so by that person.

7.10 Cancellation of permit

- (1) Subject to clause 8.1, a permit may be cancelled by the local government if the permit holder has not complied with a -
 - (i) condition of the permit; or
 - (ii) provision of any written law which may relate to the activity regulated by the permit; or
- (2) On the cancellation of a permit the permit holder –
 - (a) shall return the permit as soon as practicable to the local government; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8 - OBJECTIONS AND REVIEW

8.1 Review of decision

(1) When the local government makes a decision -

(a) under clause 7.2(1); or

(b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 9 - MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler

- (1) Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

- (1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.
- (2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

- (1) Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

- (1) Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

10.1 Offence to fail to comply with notice

- (1) Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

- (1) Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

10.3 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

10.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that –
 - (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Forms

- (1) Unless otherwise specified, for the purposes of this local law -
 - (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and

- (c) the form of the withdrawal of infringement notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

SCHEDULE 1 - PRESCRIBED OFFENCES

[cl. 10.4]

Local Government Act 1995

Town of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law
2011

OFFENCES AND MODIFIED PENALTIES

ITEM NO	CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
1	2.1(a)	Plant of 0.75 metres in height on thoroughfare within 10 metres of intersection	125
2	2.1(b)	Damaging lawn or garden	125
3	2.1(c)	Plant (except grass) on thoroughfare within 2 metres of carriageway	125
4	2.1(d)	Placing hazardous substance on footpath	125
5	2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
6	2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125
7	2.1(g)	Riding of bicycle, skateboard or wheeled recreational device on mall or verandah of shopping centre	125
8	2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	125
9	2.2(1)(b)	Throwing or placing anything on a verge without a permit	125
10	2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	125
11	2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	250
12	2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	250
13	2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
14	2.2(1)(h)	Felling tree onto thoroughfare without a permit	125
15	2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	125
16	2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350
17	2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	125
18	2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	125
19	2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	125
20	2.3(1)	Consumption or possession of liquor on thoroughfare	125
21	2.4(1)	Failure to obtain permit for temporary crossing	250
22	2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	350

23	2.9	Installation of verge treatment other than permissible verge treatment	250
24	2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	125
25	2.11	Failure to comply with notice to rectify default	125
26	2.16(2)	Failure to comply with sign on public place	125
27	2.18(2)	Driving or taking a vehicle on a closed thoroughfare	350
28	3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	125
29	3.2(3)	Erecting or placing of advertising sign in a prohibited area	125
30	4.1(1)	Animal or vehicle left in a public place or local government property	125
31	4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125
32	4.2(2)(b)	Animal on public place with infectious disease	125
33	4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	125
34	4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	125
35	4.6	Person leaving shopping trolley in public place other than trolley bay	125
36	4.7(2)	Failure to remove shopping trolley upon being advised of location	125
37	5.6(1)	Driving a vehicle on other than the carriageway of a flora road	250
38	5.9	Planting in thoroughfare without a permit	250
39	5.11	Failure to obtain permit to clear a thoroughfare	600
40	5.13	Burning of thoroughfare without a permit	600
41	5.17	Construction of firebreak on thoroughfare without a permit	600
42	5.19	Commercial harvesting of native flora on thoroughfare	600
43	5.20(1)	Collecting seed from native flora on thoroughfare without a permit	350
44	6.2(1)	Conducting of stall in public place without a permit	350
45	6.3(1)	Trading without a permit	350
46	6.8(1)(a)	Failure of stallholder or trader to display or carry permit	125
47	6.8(1)(b)	Stallholder or trader not displaying valid permit	125
48	6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125
49	6.8(2)	Stallholder or trader engaged in prohibited conduct	125
50	6.10	Performing in a public place without a permit	125
51	6.11(2)	Failure of performer to move onto another area when directed	125
52	6.14	Failure of performer to comply with obligations	125
53	6.16	Establishment or conduct of outdoor eating facility without a permit	350

54	6.18	Failure of permit holder of outdoor eating facility to comply with obligations	125
55	6.20(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	60
56	6.20(2)	Failure to leave outdoor facility when requested to do so by permit holder	60
57	7.5	Failure to comply with a condition of a permit	125
58	7.9	Failure to produce permit on request of authorised person	125
59	10.1	Failure to comply with notice given under local law	125

Dated: 27 July 2011

The Common Seal of the Town of Kwinana was affixed by the authority of a resolution of the Council in the presence of-

.....
 Mayor
 Carol Adams

.....
 Chief Executive Officer
 Neil Hartley



POLICY

ADVERTISING AND DIRECTIONAL SIGNAGE IN THOROUGHFARES AND ON LOCAL GOVERNMENT PROPERTY



ADVERTISING AND DIRECTIONAL SIGNAGE IN THOROUGHFARES AND ON LOCAL GOVERNMENT PROPERTY

To establish uniformity in the design, installation and control of illuminated, advertising and directional street signs located in thoroughfares and on local government property within the City.

Adopted:	09/09/2015 #560
Last reviewed:	13/04/2016 #162
Legal Authority:	Local Government Act 1995 Section 2.7 – Role of Council Main Roads Act 1930 Sections 33B and 33C Transport Co-ordination Act 1966 Section 27 Town of Kwinana By-law relating to Signs and Bill Posting
Strategic Community Plan:	Objective 4.5: Actively improve the appearance of public areas and streetscapes throughout the City. Strategy 4.5.5: Develop and implement urban design guidelines to achieve a good standard of built form in the City

Scope:

This Policy relates to signage located within thoroughfares and land vested in the City of Kwinana. The requirements for signage located within private property or crown land not vested in the City is subject to the requirements of the City's local planning schemes and local laws.

Policy:

General conditions:

While Council is mindful that effective signage is important for business, emergency services and community purposes, it aims to ensure that any signage is located strategically to maximise effect while minimising visual pollution and providing good amenity within the City.

All signage approved by the City under this Policy will remain the property of the City with all costs to be born by the applicant. The applicant will retain exclusive use of the signage for the period and conditions established with the City.

The City will assess all applications against the criteria within this policy and consideration of Main Roads WA's 'Guide to the Management of Roadside Advertising' and any other relevant local factors. Appropriate conditions of approval may be imposed.

Requests for signage must be in the form of a signage application obtainable from the City.

All signage is to be designed in accordance with the City's engineering and design requirements and approved by the City.

Fees and charges that may be applicable to the installation of signage will be detailed in the City's Schedule of Fees and Charges.

Graffiti removal will be in accordance with Council's Graffiti and Vandalism Policy.

Tenure of signage:

Advertising signs will be granted approval, unless approved for a shorter term, for a period of five years with an option to extend for a further period of five years. No advertising signage will be approved beyond a maximum of ten years.

On expiration of ten years a new application must be made for the location and if applicable, the applicant may be required to including the installation of a new sign in order to prevent the build up of old, worn and outdated signage. At any time, the existing sign may be required to be removed and replaced at the applicant's expense if the City believes the sign is in poor condition.

Prohibited advertising

The City will not approve any signage or advertising that in the opinion of the Chief Executive Officer:

- Is political, religiously offensive, pornographic in nature, or that in any other way is likely to be considered offensive to any person or class of persons;
- Promotes smoking, or tobacco products;
- Promotes alcohol or the consumption of alcohol;
- Could be mistaken for a traffic sign, or that constitutes a traffic hazard; or
- That is, or the content of which, is false, deceptive or misleading.

The above prohibitions would generally exclude actual registered business names.

The City will however have discretion to approve any signage in respect to the sponsorship of local clubs and community groups within local government property.

Preferences

Preference will be given to businesses whose purpose aligns with Council's Healthy Lifestyle Plan and the codes and initiatives of the Advertising Standards Bureau.

Signage categories

Specific requirements for individual styles of signs under this policy are as follows:

- Street Name Signs

Street name signs will be installed by the City, its contractors or as part of a new approved development by the developer, on street light poles whenever possible.

- Finger signs

Finger signs are small signs with white reflective writing on a blue background. The purpose of finger signage is to indicate the direction or location of a business area, e.g. local shopping centre and would generally be located at a road intersection along with a street name sign.

Signage for community facilities may be approved in specific locations for facilities such as:

- Religious centres;
- Sporting and recreational grounds and facilities;
- Civic and cultural centres;
- Non-profit organisations;
- Government facilities, eg post office, train station;
- Public toilets; and
- Emergency Services

- **Illuminated Street Name Signs**

Illuminated street name signs for individual businesses, shopping centres or industrial complexes may be approved by the City in specific locations and on arterial routes subject to planning and building approval but will not be approved adjacent to a residential property. The City maintains a list of permitted locations as is detailed in Annexure A. The preferred method for lighting for illuminated signage is for solar powered lighting.

The City will be the applicant where the sign is on City controlled land and an agreement will be entered into with the advertiser for a five year term (with an option for a further five years) with the construction and maintenance of the sign to be the responsibility of the advertiser.

- **Signs at bus stops, on bus shelters and bin surrounds.**

Sign installation, maintenance and advertising upon certain bus shelters, including those within the Kwinana Bus Terminal is to be in accordance with the 'Street Furniture Agreement' between the Minister for Transport and Adshel Street Furniture Pty Ltd dated 5 June 2000 and as amended. This agreement only refers to bus stops within the State Government's 'Rockingham – Fremantle System 21 Bus Route Plan'.

The City may approve the installation of advertising on bus shelters and bin surrounds at bus stops for which the above agreement does not apply.

Signs

- All signs are subject to the requirements of the City's local planning scheme, local laws and other policies.

Annexure A – Approved locations of Illuminated Street Name Signs

(Approved locations marked by red dot)



This location is identified for the City of Kwinana



POLICY

Promotional Street Banners on Gilmore Avenue



PROMOTIONAL STREET BANNERS ON GILMORE AVENUE

Outlines the process and requirements for the hiring, design, installation and maintenance of street banners on the banner poles located along Gilmore Avenue, Kwinana.

Adopted:	11/05/2016 #197
Last reviewed:	
Relevant Legislation	Local Government Act 1995 Section 2.7 – Role of Council Main Roads Act 1930 Sections 33B and 33C Transport Co-ordination Act 1966 Section 27
Strategic Community Plan:	Objective 1.1: Protect and enhance community identity Strategy 1.1.2: Produce communications that celebrate the spirit of Kwinana

Scope:

This Policy refers only to existing banner poles located along Gilmore Avenue, Kwinana for the purpose of flying promotional street banners (street banners).

Policy:

1. General conditions

- 1.1 All applications for the hiring of the banner poles for the purpose of flying street banners will be assessed against the criteria within this Policy with due consideration of Main Roads Western Australia's 'Roadside Advertising Guidelines' and any other relevant local factors and appropriate conditions of approval that may be imposed.
- 1.2 Any hire of the banner poles will be done through a formal written agreement between the applicant and the City of Kwinana.

2. Banner poles available for hire

- 2.1 Of the 104 banner poles located on Gilmore Avenue, Kwinana, the available banner pole locations and quantity of banner poles available for hire at any particular time will be at the discretion of the City.
- 2.2 There is no guarantee that a particular banner pole will be available for hire and the City reserves the right to refuse an application should the City require the banner pole for other purposes.

3. Booking of banner poles

- 3.1 An application for the hire of a banner pole on Gilmore Avenue must be submitted on the application form available from the City, at least eight weeks prior to the requested installation date.
- 3.2 Applications will be assessed on a 'first booked' basis.
- 3.3 If a banner pole at a particular time or location for a booking is unavailable, the applicant will be advised by the City in writing.

4. Period of hire

- 4.1 The initial minimum period of hire is three calendar months.
- 4.2 Prior to the expiration of the initial or other hire period, an applicant may request an extension for a further period of either:
- Month by month
 - 3 monthly,
 - 6 monthly, or
 - 12 monthly,
- with the relevant fees and charges listed in the City's Schedule of Fees and Charges.
- 4.3 The period of hire will not exceed more than one (1) year per agreement. The City may enter into another agreement for a further 12 months.
- 4.4 Upon expiration of the period of hire, any request for extension must be in the form of a new application.
- 4.5 The period of hire will commence from the first day after installation takes place.

5. Specifications, installation and maintenance of banners

- 5.1 The manufacture, installation, maintenance and removal of banners and associated fittings are to be undertaken by the applicant.
- 5.2 The applicant is to supply all fittings with which to attach the street banners to the banner poles. Banner poles to be fitted with appropriate attachment rings only.
- 5.3 Banners must be constructed to meet Australian Standards, including but not limited to UV radiation resistance, meet the minimum wind load for Wind Region A, Terrain Level 2, and be designed based on importance level 1 as prescribed in Australian Standard AS 1170.2-1989 - Minimum design loads on structures – Wind Loads.
- 5.4 Banners to be supplied and installed by a suitably qualified person.
- 5.5 The applicant must ensure appropriate traffic management is in place during street banner installation, removal or maintenance work, to the satisfaction of the City.

6. Design and messages

- 6.1 Approval of a street banner design is at the discretion of the City and designs may be refused for any reason deemed relevant by the City.
- 6.2 Street banner content must be of a theme that is consistent with the amenity, location, environment, events or strategies supported by the City of Kwinana.
- 6.3 The City will not approve any signage or advertising which, in its opinion is:
- Political advertising, religiously offensive, pornographic in nature, or that in any other way is likely to be considered offensive to any person or class of persons;
 - Promotes smoking, or tobacco products;
 - Promotes alcohol or the consumption of alcohol;

- Could be mistaken for a traffic sign or that constitutes a traffic hazard; or
- That is, or the content of which, is false, deceptive or misleading.

7. Removal of banners

- 7.1 The City reserves the right to have any street banners removed at the applicant's expense, which do not meet the requirements of this Policy, the hire agreement, or any other Policy or written law.
- 7.2 Street banners which are in contravention of clause 6.1 may be dealt with in accordance with sections 3.39 and 3.46 of the *Local Government Act 1995* which includes removing and impounding any goods that are involved in a contravention and requiring the costs of removing, impounding and keeping them being paid to the local government prior to collection.

8. Fees and charges

- 8.1 Fees and charges for the hire of banner poles are set out in the City's adopted Schedule of Fees and Charges and reviewed annually.
- 8.2 The minimum initial period of hire is three months.
- 8.3 The fee is for the hire of advertising space upon a banner pole only. The costs for the manufacture, installation, maintenance and removal of street banners, is to be borne by the applicant.
- 8.4 Fees must be paid in full prior to the commencement of any period of hire.
- 8.5 Where the City approves use by a not-for-profit or community group or where it is deemed the use is primarily for a social or community benefit as opposed to a commercial one, any fees and charges or other costs associated with the banner pole hire may be waived. Any additional request for funding is to be in accordance with Council's Policy – Community Funding. The costs for the manufacture, installation, maintenance and removal of the street banners still apply.
- 8.6 For applications approved under clause 8.5, the applicant will remain responsible for all other requirements of this Policy, including the construction, installation, maintenance and removal of the street banner for the period of hire of the banner pole and will be required to enter into an agreement with the City of Kwinana in accordance with clause 1.2.

9. Administration and maintenance

- 9.1 The applicant will be responsible for maintenance of the street banner and associated fittings that connect the street banner to the banner pole.
- 9.2 The City will be responsible for the maintenance of banner poles, however, any damage that is caused to the banner poles by the hirer, or hirer's representative, will be the responsibility of the hirer and the City may require the hirer to pay for any damage caused to a banner pole by any actions as a result of the hirer's or hirer's representative actions.
- 9.3 In the event that a street banner or associated fittings are damaged or displaced, the applicant is to commence restoration efforts as soon as practicable or in any case, within five business days.
- 9.4 In the event that a street banner and associated fittings are damaged or displaced and the City becomes aware before the applicant, the City will notify the applicant of the damage or displacement and the applicant will have five

business days to commence restoration.

- 9.5 Street banners and associated fittings are to be in good condition at all times and any that are torn, ripped, defaced, worn out or otherwise in disrepair are to be replaced or repaired in accordance with clause 8.3.
- 9.6 At no time is a street banner in contravention of clause 8.3 to remain in-situ for longer than 14 days. If repairs are not able to be effected within this time period then it is to be removed until such time as it is repaired or replaced.
- 9.7 The City accepts no liability, direct or otherwise, for losses incurred during any period in which a street banner has become damaged or has been displaced, through no fault of the City.
- 9.8 At the expiration of an agreement with the City, the applicant is required to remove the street banner within 14 days. In the event this does not occur, the City may arrange for the removal of the street banner and if so, will invoice the applicant for the costs incurred by the City for the removal of the banner(s).

10. Other advertising and signs

All other advertising and signs that are not specified in this Policy are subject to the requirements of the City's local planning scheme, local laws and other Policies.

15.3 Parking Restrictions on Trusty Way and Kail Place, Bertram

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

As a result of growth in student intake at Bertram Primary School, there has been an increased demand for parking in the vicinity of Bertram Primary School, in particular Trusty Way and Kail Place. The saturated parking conditions on Trusty Way and Kail Place is resulting in unsafe parking and driving behaviour by motorists around the school.

Recently, there have been several complaints received from the nearby residents about motorists parking on both sides of Trusty Way and Kail Place, restricting Trusty Way to one-way access. Additionally, complaints have been received regarding motorists parking in front of residents' driveways, inhibiting access and egress to properties.

The purpose of this report is for the Elected Members to consider the implementation of parking restrictions along a portion of Trusty Way and Kail Place in Bertram, to improve traffic conditions for the local residents and road users. A plan of the proposed parking restrictions is included at Attachment A.

OFFICER RECOMMENDATION:

That Council, in accordance with clause 1.8 of the City of Kwinana *Parking and Parking Facilities Local Law 2010*, approve implementation of the proposed parking restrictions to street parking along sections of Trusty Way and Kail Place, in Bertram, as shown on Attachment A.

DISCUSSION:

Bertram Primary School's student intake, as of semester one in 2018, has grown to 860 students, from an original design population of 460 students. This growth in student numbers has resulted in an increase in traffic during drop off and pick up periods. Additionally, as this school provides kindergarten and pre-primary education, it is expected that the younger age group students are more dependant and require assistance from parents for transportation to and from the school. Accordingly, it is suspected that there is a higher proportion of the school community travelling to and from school in private cars.

The current on-street parking along Trusty Way and Kail Place is not controlled by signage, although, some of the parking is still contrary to the *Parking and Parking Facilities Local Law 2010* (Local Law). In particular, the Local Law requires private driveways and intersections to be kept clear.

The blocking of the road, caused by the parking issues, has resulted in cars reversing along the road to allow other cars passage through the restricted space. This is considered to be a high-risk manoeuvre in the vicinity of a primary school, due to the difficulty in spotting primary-school-aged children when reversing.

15.3 PARKING RESTRICTIONS ON TRUSTY WAY AND KAIL PLACE, BERTRAM

To improve access and the level of service for the local residents and road users, it is proposed to address the current parking issues by implementing parking restrictions on the eastern side of Trusty Way and on both sides of Kail Place, as depicted on the drawing in Attachment A. To highlight these parking restriction locations to drivers 'No Stopping on Road or Verge' signs, with time restrictions applicable between the hours of '7:30am to 9am' and '2:30pm to 4pm', are proposed to be installed.

Following the completion of the design for the proposed parking restrictions, local residents along Trusty Way and Kail Place were consulted through a formal public consultation process. Consultation letters, with a prepaid reply envelope for residents were issued, to provide their response and feedback regarding if they support or do not support the proposed parking restrictions. Four out of thirteen letters were returned to the City in support of the proposal, with no negative responses received. Bertram Primary School was also consulted regarding the problem, and responded that ideally additional parking would be provided around the school. It is noted that the City has already contributed significantly to the provision of parking for this particular school, with the construction of 43 additional parking bays on Moombaki Avenue.

The proposed treatment will encourage traffic to seek appropriate parking locations, provide sufficient road width for traffic to flow freely in both directions, and provide improved access and improved road safety for all road users, including pedestrians, potentially increasing walking and riding to school. Additionally, once implemented, this treatment will minimise the demand for Officers responding to parking matters as the signs clearly define the restricted parking areas.

LEGAL/POLICY IMPLICATIONS:

The proposed parking restriction signs design and implementation are in accordance with the *Road Traffic Code 2000 (Code)*, Australian Standard 1742.11 – Parking Controls, and the City's Local Law.

FINANCIAL/BUDGET IMPLICATIONS:

The approximate cost of supply and installation of the parking signs will be less than \$1,000. The required funding can be sourced from the existing 2018/2019 budget.

ASSET MANAGEMENT IMPLICATIONS:

The parking restriction signs will be owned and maintained by the City of Kwinana. The whole of life cost of the signs will be negligible.

ENVIRONMENTAL IMPLICATIONS:

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

15.3 PARKING RESTRICTIONS ON TRUSTY WAY AND KAIL PLACE, BERTRAM**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan 2017 - 2027	A connected transport network	4.6 Provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system

The recommendations in this report will ultimately increase the amenity and safety of the area adjacent and fronting the school for residents and road users.

COMMUNITY ENGAGEMENT

Public consultation letters were sent to 13 properties, including Bertram Primary School. Stakeholders were provided the opportunity to review the proposed parking restrictions and provide a response within two weeks. The proposal was explained and the letter advised that residents who supported the proposal did not have to respond, and if no response was received this would be deemed as support. Alternatively, they could reply with the prepaid reply envelope provided, to outline any concerns and if they do or do not support the proposal. Four responses were received, which supported the proposal with no objections received. Bertram Primary School confirmed the need to address the problem, although requested more parking bays be constructed.

RISK IMPLICATIONS:

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

Risk Event	Non-compliance with the new parking regime, resulting in traffic issues.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Reputation
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Education and information. Enforcement action, if problems emerge.
Rating (after treatment)	Low

15.3 PARKING RESTRICTIONS ON TRUSTY WAY AND KAIL PLACE, BERTRAM

COUNCIL DECISION

244

MOVED CR P FEASEY

SECONDED CR S LEE

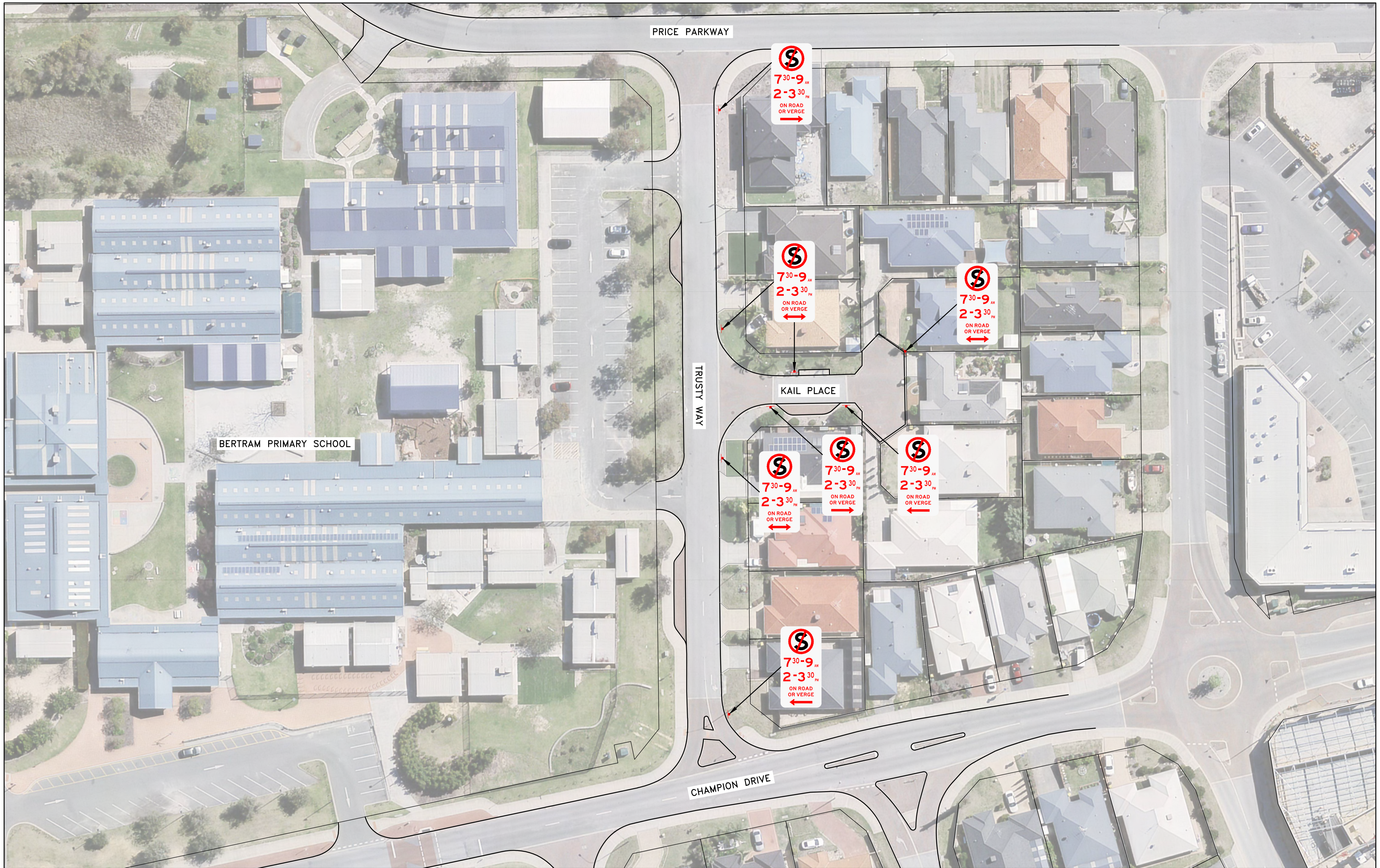
That Council:

- 1. In accordance with clause 1.8 of the City of Kwinana Parking and Parking Facilities Local Law 2010, approve implementation of the proposed parking restrictions to street parking along sections of Trusty Way and Kail Place, in Bertram, as shown on the amended Attachment A.**
- 2. Regulate the proposed street parking restrictions between 7:30am to 9am and 2pm to 3:30pm, along sections of Trusty Way and Kail Place, in Bertram, as shown on the amended Attachment A.**

CARRIED

8/0

NOTE – That the officer recommendation has been amended due to at the time of preparing this Council Report and parking restriction plan (Attachment A), it was not identified that the initial proposed parking restriction period, 2:30pm to 4pm would be ineffective due to Bertram Primary School finishing at 2:35pm. This parking restriction regime would result in vehicles parking early on the street in advance of the parking restrictions coming into effect. The afternoon parking restriction period has therefore been amended to commence at 2pm to prevent early parking along Trusty and Kail Place, as shown on the amended Attachment A.



A	06/18	ISSUE FOR COMMENT	G.B.
REV	DATE	DESCRIPTION	DRAWN

ASSOCIATE CONSULTANT:



PROJECT: PROPOSED PARKING RESTRICTIONS
TRUSTY WAY & KAIL PLACE, BERTRAM

PHONE: (08) 9439 0200 ADDRESS: Cnr Gilmore Avenue and Sulphur Road, Kwinana WA 6167
FAX: (08) 9439 0222
EMAIL: admin@kwinana.wa.gov.au
WEB: http://www.kwinana.wa.gov.au

SCALE: 1:250 (A1)

DESIGN: G.B.	CHECK: S.S.
DRAWN: G.B.	DATE: 06/18

AUTHORISED (MANAGER ENGINEERING SERVICES)

R.NAJAFZADEH

DRAWING TITLE: PARKING RESTRICTION SIGN DETAIL PLAN (SHEET 1 OF 1)

FILE NO. 18-049

DRAWING NUMBER: 18-049-01

REVISION: A

16 Reports – Civic Leadership

16.1 Budget Variations

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

To amend the 2018/2019 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 2018/2019 as outlined in the report.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	LEDGER ACCOUNT	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	600019.1002	Capital Expense – Building Construction – DCA 13 Local Sporting Ground with Community Sports Facility	(328,516)	(150,000)	(475,516)
	700013.1917	Transfer from Reserve – Future Community Infrastructure Reserve	Nil	150,000	150,000

Reason:

The 2017/18 budget for the delivery of the Bertram Sports pavilion was reduced from \$734,000 to \$350,000, to match the planned delivery for the financial year. During the construction of the facility, additional costs were realised, due to a higher than anticipated water table, impacting the required sewer extension. In addition to the additional costs associated with the sewer, to finalise the project this financial year, funds are required for building fitout, connections to adjacent infrastructure (such as a driveway and footpaths) and minor landscaping. The total required funds, including the additional costs associated with the sewer, are \$150,000.

The final project cost is estimated to be \$500,000, which is \$234,000 under budget. This project is funded through developer contributions under DCA13.

16.1 BUDGET VARIATIONS**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.

ASSET MANAGEMENT IMPLICATIONS:

The construction of new buildings increases the City’s asset base, resulting in an overall higher cost to the City to maintain the portfolio to the same level of service.

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 outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future

COMMUNITY ENGAGEMENT:

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

16.1 BUDGET VARIATIONS

RISK IMPLICATIONS:

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

Risk Event	The City does not manage its finances adequately and allows budget expenditure to exceed allocation and the City then finds itself unable to fund its 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	Rare
Rating (before treatment)	Low
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

COUNCIL DECISION

245

MOVED CR D WOOD**SECONDED CR M ROWSE**

That Council approves the required budget variations to the Adopted Budget for 2018/2019 as outlined in the report.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**8/0**

16.2 Adoption of the “Kwinana 2030” Corporate Business Plan 2018-2023

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Following the major review of the Corporate Business Plan (CBP) in 2017, an annual minor review has been undertaken. The Corporate Business Plan mirrors the structure of the Strategic Community Plan and goes into further detail on how the City will go about achieving the community’s vision. The City aims to create a clear link between the activities it carries out every day and the progression towards the aspirations and vision of the future.

OFFICER RECOMMENDATION:

That Council adopt the Corporate Business Plan 2018-2023 as detailed in Attachment A.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

All local governments in Western Australia are required to have developed and adopted a Strategic Community Plan and a Corporate Business Plan. These two plans combine, to form the City’s ‘Plan for the Future – Kwinana 2030’.

The Strategic Community Plan outlines the community’s long term vision and aspirations for the area, while the Corporate Business Plan details how that vision will be achieved by linking the City’s business operations to the community’s vision. Both plans were originally created from the outcomes of the Kwinana 2030 community visioning process in 2012.

As stated in the *Local Government (Administration) Regulations 1996*, each local government is to review its Corporate Business Plan every year with a major review occurring every two years. This minor review of the Corporate Business Plan as detailed in Attachment A will achieve this requirement. City Officers have extensively reviewed the 2017 Corporate Business Plan and have made minor changes to ensure the City’s operations are aligned to the community’s vision for the future.

The Corporate Business Plan also obtains information from various informing strategies, such as the:

- Long Term Financial Plan
- Workforce Plan
- Asset Management Plans
- Various area specific plans and strategies
- Integrated Team Business Plans

Once adopted, the City will ensure printed copies of the Corporate Business Plan will be available in the Kwinana Library, Administration Centre and on the City’s Website.

16.2 "KWINANA 2030" CORPORATE BUSINESS PLAN 2018-2023

Reporting on the City's achievements towards the vision set out in the Strategic Community Plan will still occur in the Annual Report each year, as will any changes to the Corporate Business Plan. A Performance Report will also be presented to Council each quarter to report on the progress made on individual actions in the Corporate Business Plan.

LEGAL/POLICY IMPLICATIONS:

The Integrated Planning and Reporting Framework is governed by the *Local Government (Administration) Regulations 1996* which sets out the minimum requirements for a Corporate Business Plan. The minimum requirements are:

Local Government (Administration) Regulations 1996: Regulation 19DA states:

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

16.2 "KWINANA 2030" CORPORATE BUSINESS PLAN 2018-2023

Further to these legislative requirements, the Integrated Planning and Reporting Framework and Guidelines set out the standards to which the Corporate Business Plan will be rated. The three rating categories can be seen in the table below:

Achieving Standard	<p>Achieving Standard is met when:</p> <ul style="list-style-type: none"> • A Council has adopted a Corporate Business Plan that meets all of the listed regulatory requirements • Year 1 of the Corporate Business Plan establishes the Annual Budget • The local government also has in place: <ul style="list-style-type: none"> - a Workforce Plan that meets the Achieving Standard <p>Achieving Standard is met when:</p> <ul style="list-style-type: none"> • Council has a current Workforce Plan • The Workforce Plan identifies the current workforce profile and organisational structure • The Workforce Plan identifies gaps between the current profile and the organisation's requirements • The Workforce Plan identifies organisational activities to foster and develop workforce • The Workforce Plan is budgeted for in the Corporate Business Plan and Long Term Financial Plan - asset management key performance indicators that meet the Achieving Standard <p>Achieving Standard is met when:</p> <ul style="list-style-type: none"> • Asset Consumption Ratio can be identified and the ratio is 50% or greater • Asset Sustainability Ratio can be calculated and the ratio is at least 90% or greater • Asset Renewal Funding Ratio can be identified and the ratio is greater than 75% - a Long Term Financial Plan
Intermediate Standard	<p>Intermediate Standard is met when:</p> <ul style="list-style-type: none"> • The Corporate Business Plan meets the Achieving Standard • Core informing strategies (Workforce Plan, Asset Management Plans, Long Term Financial Plan) have been integrated to drive activities and service delivery • The Workforce Plan meets Intermediate Standard <p>Intermediate Standard is met when:</p> <ul style="list-style-type: none"> • Council has a Workforce Planning policy • Council has a system to collect and analyse workforce information • Organisational activities to foster and develop the workforce are being implemented as planned • The Workforce Plan is integrated with other plans

16.2 "KWINANA 2030" CORPORATE BUSINESS PLAN 2018-2023

<p>Intermediate Standard</p>	<ul style="list-style-type: none"> • Reports to Council identify workforce requirements and implications and Council decision making takes these into account • Employees have the opportunity to participate in the workforce planning process • Asset key performance indicators are at "Standard is improving" <ul style="list-style-type: none"> Standard is improving when: <ul style="list-style-type: none"> • Asset Consumption Ratio (ACR) can be identified and the ratio is between 60% and 75% • Asset Sustainability Ratio (ASR) is between 90% and 100% • Asset Renewal Funding Ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%. • Financial management key performance indicators meet Achieving Standard <ul style="list-style-type: none"> Achieving Standard is met when: <ul style="list-style-type: none"> • Operating Surplus Ratio is between 0% and 15% • Current Ratio is 100% or greater • Debt Service Cover Ratio is greater than or equal to 2 • Own Source Revenue Coverage Ratio is between 0.4 and 0.9
<p>Advanced Standard</p>	<p>Advanced Standard is met when:</p> <ul style="list-style-type: none"> • The Corporate Business Plan meets the Achieving Standard and Intermediate Standard • All activities and services delivered are integrated through the Corporate Business Plan • Asset key performance indicators are at "Standard is improving" and all financial performance indicators meet Advanced Standards (where applicable) <ul style="list-style-type: none"> Advanced Standard for financial performance indicators is met when: <ul style="list-style-type: none"> • Operating Surplus Ratio is greater than 15% • Current Ratio is 100% or greater • Debt Service Cover Ratio is greater than 5 • Own Source Revenue Coverage Ratio is greater than 0.9 • The Workforce Plan meets Advanced Standard <ul style="list-style-type: none"> Advanced Standard is met when: <ul style="list-style-type: none"> • Workforce planning, policy and practices are a high priority for the organisation and are incorporated into all planning, decision making, systems, policies and procedures • Managers include workforce considerations as an integral part of the local government's operations for which they are responsible and accountable

16.2 "KWINANA 2030" CORPORATE BUSINESS PLAN 2018-2023

The Corporate Business Plan as presented to Council will achieve the Achieving Standard with the exception of the Asset Sustainability Ratio, based on the Annual Financial Statements for year ended 30 June 2017. The City's Asset Sustainability ratio has been trending downwards and is below the target level and the 5 year Regional and State averages. The main reasons for the deterioration of this ratio are:

- a) A significant reduction in the City's capital renewal expenditure for the 2017 financial year. This was due mainly to the City's resources being utilised on new capital projects such as the Calista Oval Destination Park and Kwinana Outdoor Youth Space Skate Park. Capital expenditure on new projects is not taken into account in calculating this ratio and may be a reason for short term fluctuations; and
- b) An increase in the depreciation expense for the 2017 financial year. Total depreciation increased from \$11,315,275 in 2016 to \$12,461,397 in 2017. This increase in depreciation is attributable to infrastructure assets worth \$29,397,461 contributed by developers in the previous financial year. Whilst new this year, they will need to be considered as part of the City's asset management moving forward.

The City will progress towards the Advanced Standard by implementing asset management and financial strategies to achieve the ratio results set as the benchmark for the Advanced Standard.

FINANCIAL/BUDGET IMPLICATIONS:

The Corporate Business Plan guides the City's budget for the next five years, ensuring that major community aspirations are taken into account through the Long Term Financial Plan.

ASSET MANAGEMENT IMPLICATIONS:

Broad asset management implications are identified as a result of this Corporate Business Plan, however no specific asset management implications exist as a result of this recommendation that have not already been identified. By adoption of the Corporate Business Plan, the City will commit to the review and implementation the following Asset Management Plans:

- Buildings Asset Management Plan
- Parks and Reserves Asset Management Plan
- Storm Water Drainage Asset Management Plan
- Public Lighting Asset Management Plan
- Roads and Transport Asset Management Plan

ENVIRONMENTAL IMPLICATIONS:

Broad environmental implications are identified as a result of this Corporate Business Plan, however no specific environmental implications exist as a result of this recommendation that have not otherwise been identified. By adoption of the Corporate Business Plan, the City will commit to the review and implementation of the following Environmental Plans:

16.2 "KWINANA 2030" CORPORATE BUSINESS PLAN 2018-2023

- Natural Areas Management Plan
- Local Biodiversity Strategy
- Climate Change Mitigation and Adaptation Plan
- Sustainable Water Management Plan
- Water Conservation Plan

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of all of the outcomes and objectives of the Strategic Community Plan and Corporate Business Plan.

COMMUNITY ENGAGEMENT:

There are no specific requirements to conduct community engagement when reviewing the Corporate Business Plan. However, it is proposed that advertising through the available media channels will occur following approval of the Corporate Business Plan 2018-2023.

RISK IMPLICATIONS:

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

Risk Event	The City does not adopt a minor review of the Corporate Business Plan.
Risk Theme	Errors omissions delays
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The City currently employs an Integrated Planning Officer to oversee the Corporate Business Plan reviews.
Rating (after treatment)	Low

16.2 "KWINANA 2030" CORPORATE BUSINESS PLAN 2018-2023

COUNCIL DECISION

246

MOVED CR M ROWSE

SECONDED CR W COOPER

That Council adopt the Corporate Business Plan 2018-2023 as detailed in Attachment A.

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
8/0**

Corporate Business Plan 2018-2023

1. Message from the Chief Executive Officer

I am pleased to present the City of Kwinana's Corporate Business Plan for 2018-2023. It provides clarity on the initiatives and services that the City is working towards over the next five years, with emphasis on the delivery of the strategic priorities outlined in our Strategic Community Plan 2017-2027.

The City of Kwinana is continuing to grow and evolve as it proves to be a desirable place to live, work and play. As a community, we can look forward to a promising future of prosperity, health, economic growth and sustainability.

The past few years have been an exciting time for the City of Kwinana, with the City Centre revitalisation project resulting in a number of state-of-the art facilities such as the Edge Skatepark and the award winning Adventure Park.

The Kwinana Industrial Area's future is looking very bright with State Government recognising the importance of the Outer Harbour and responding with the establishment of the Westport Taskforce. Additionally, interest from international investors has seen the area dubbed as 'Lithium Valley' as a number of large players in the lithium industry establish themselves in Kwinana. Both of these opportunities will create long-term job opportunities for our residents and will attract new families to settle within the community.

However, rapid growth brings its own set of challenges, particularly in the areas of service provision and infrastructure development, which makes our task of balancing priorities critical. Moving forward, I am confident the City will handle this task with maturity and creativity.

The Corporate Business Plan 2018-2023 gives us clear direction for delivering the services and programs our community needs in order to prosper. Our City's workforce has strived to deliver actions from previous revisions of the plan, to ensure the broadest range of high quality services are provided at the lowest possible cost to meet community needs.

Long-term financial sustainability and affordability of the City's commitments remain a primary focus for us moving forward, as we advance the future for Kwinana and its people.

I would like to thank the community for joining us on this exciting journey. We look forward to delivering on our commitments.

Joanne Abbiss
Chief Executive Officer

2. Our Community Profile

*Graphic designer to complete tables into graphics

Population:

- 2018 = 44,791
- 2036 = 85,158

*Data obtained from Forecast.id population forecast.

Family Composition

Family/household type	Number of households City of Kwinana	Percentage of total households in City of Kwinana
Couples with Children	4622	33.5
Couples without children	3195	23.1
One parent families	1775	12.8
Other families	176	1.3
Group households	416	3.0
Lone person	2703	19.6

*Data obtained from ABS 2016 Census.

Age

Age Group	Number of residents in City of Kwinana	Percentage of total residents in City of Kwinana
0-4	3391	8.7
5-9	2955	7.6
10-14	2335	6.0
15-19	2296	5.9
20-24	2875	7.4
25-29	3548	9.1
30-34	4032	10.4
35-39	3169	8.1
40-44	2789	7.2
45-49	2556	6.6
50-54	2079	5.3
55-59	1792	4.6
60-64	1511	3.9
65-69	1255	3.2
70-74	908	2.3
75-79	666	1.7
80-84	439	1.2

Over 85	324	0.8
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*Data obtained from ABS 2016 Census.

Country of Birth

Total City of Kwinana residents born overseas = 13340 = 34.3%

Country of Birth	Number of residents in City of Kwinana	Percentage of total residents within City of Kwinana
UK	3398	8.7
NZ	2027	5.2
Philippines	1757	4.5
India	1282	3.3
South Africa	560	1.4
Germany	144	0.4
China	256	0.7
Netherlands	104	0.3
Sri Lanka	131	0.3
Thailand	113	0.3

Note: Countries with less than 20 residents born there have not been included

*Data obtained from ABS 2016 Census.

3. Our Economic Profile

*Graphic designer to complete Map of Kwinana graphic

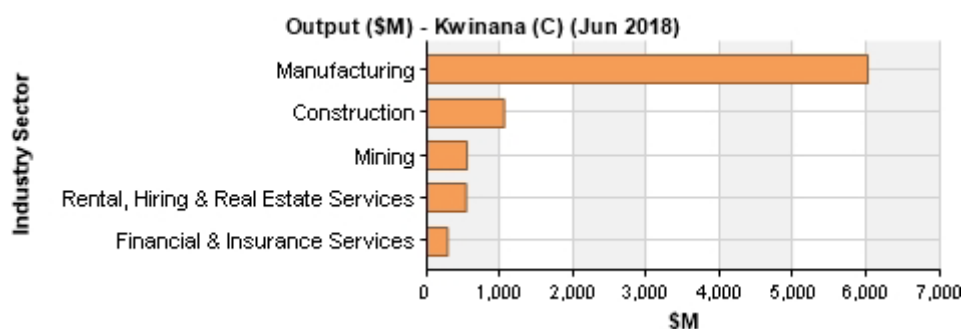
Size

120.01 square kilometres

Output

Total Output in Kwinana is estimated at \$10,139.728 million.

The major contributors to output are:

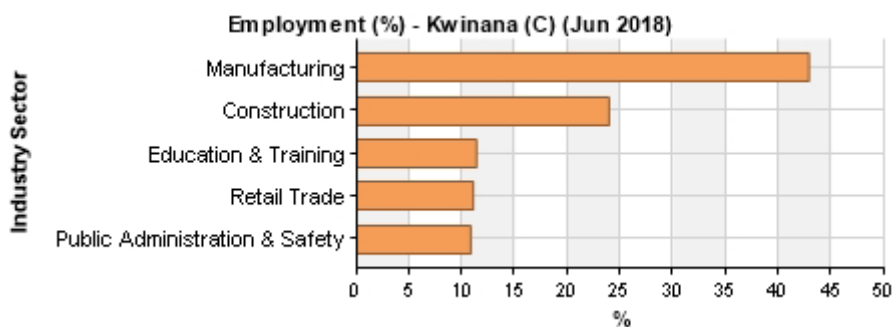


*Data obtained from REMPLAN June 2018 Dataset.

Employment

The total employment estimate for Kwinana is 13,270 jobs.

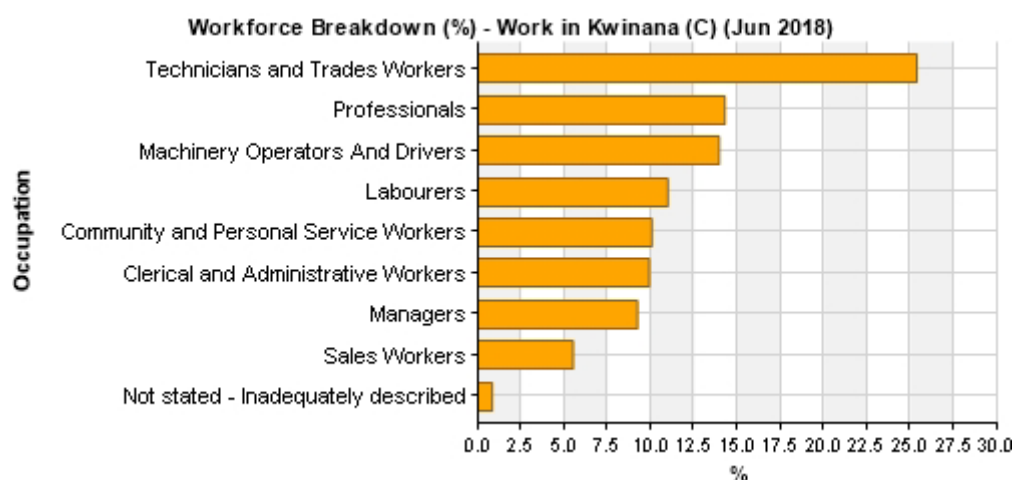
The largest contributors the following industries:



*Data obtained from REMPLAN June 2018 Dataset.

Occupation

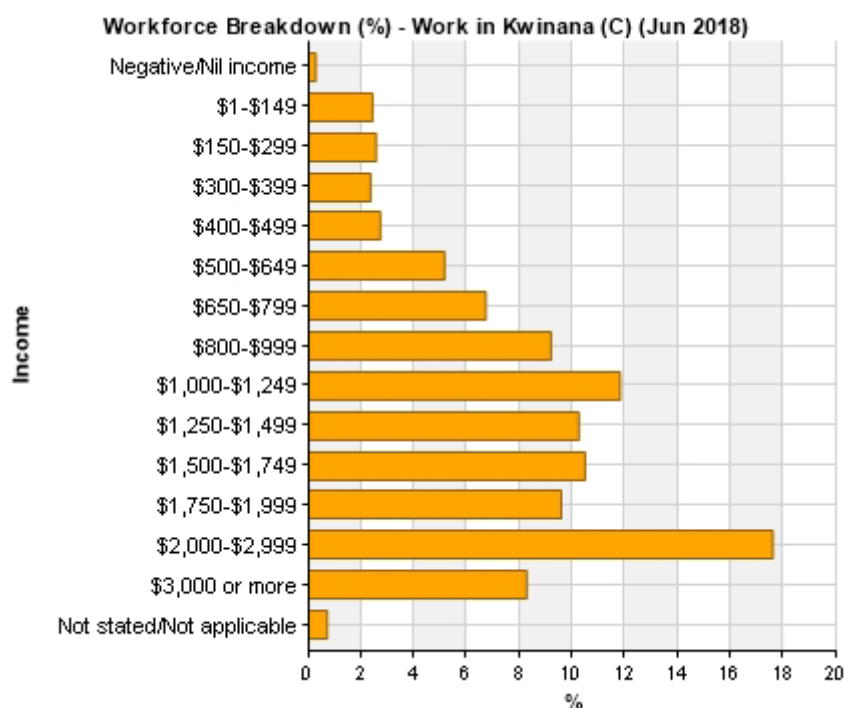
People who work in Kwinana are in the following occupations:



*Data obtained from REMPLAN June 2018 Dataset.

Income

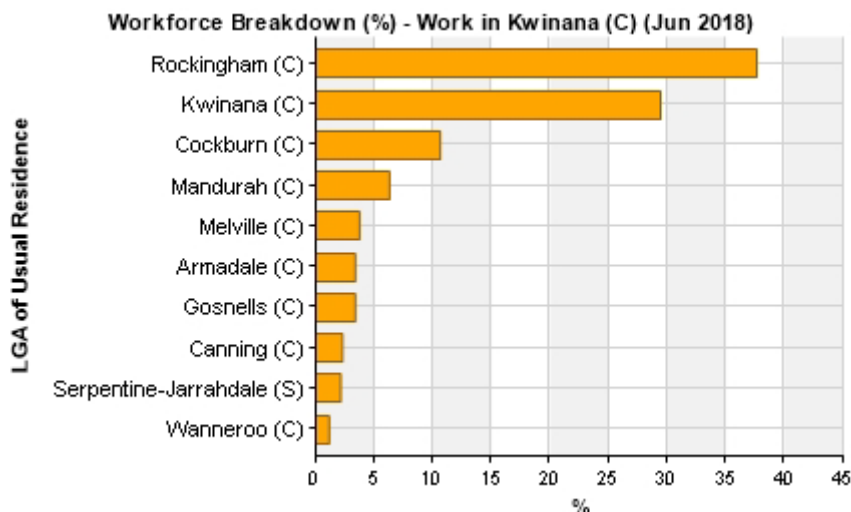
People who work in Kwinana earn the following income:



*Data obtained from REMPLAN June 2018 Dataset.

Place of Residence

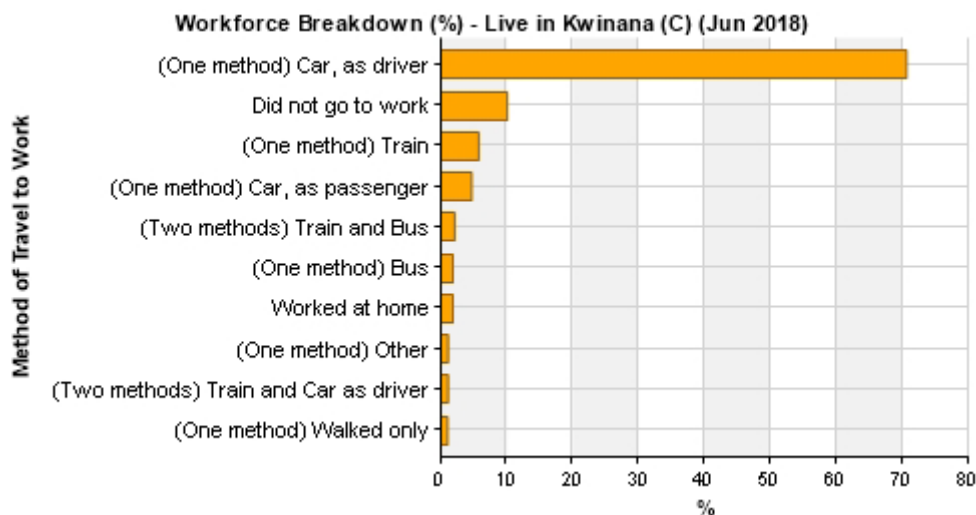
People who work in Kwinana live in the following places:



*Data obtained from REMPLAN June 2018 Dataset.

Travel to work

People who live in Kwinana used the following methods to get to work:



*Data obtained from REMPLAN June 2018 Dataset.

:

4. The Integrated Planning Framework

The Strategic Community Plan outlines the community's long term vision and aspirations for the area, while the Corporate Business Plan details how that vision will be achieved. Both plans have been significantly influenced by the outcomes of several community visioning processes and have been reviewed against the City of Kwinana's Long Term Financial Plan and other adopted strategies.

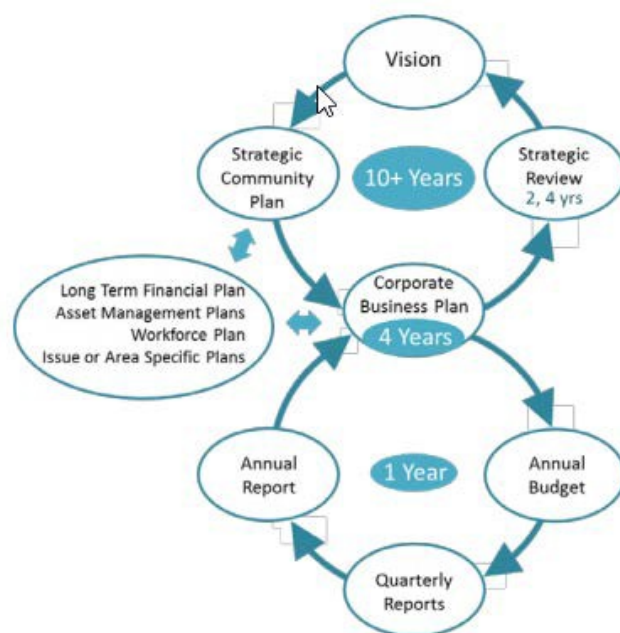
The objective of the Department of Local Government, Sport and Cultural Industries' approach to Integrated Planning and Reporting is to create a process of continuous improvement. The Department of Local Government, Sport and Cultural Industries anticipates that over time, local governments will progress to an advanced level in their planning and integration. To aid the process of continuous improvement and alignment with community aspirations, the Strategic Community Plan and Corporate Business Plan must be periodically reviewed and the City's performance regularly monitored and reported.

Figure 1 demonstrates how the Strategic Community Plan and Corporate Business Plan make up the Plan for the Future and how the Integrated Business Plans for each of the City's business units contain actions that will deliver on the objectives and strategies of each Plan. The relationship each plan has to the various informing strategies such as the City's Long Term Financial Plan and Workforce Plan is also shown.

The Corporate Business Plan is a more detailed document than the Strategic Community Plan as it contains information about the specific actions that will be undertaken to achieve the community's aspirations whilst still providing essential services. To include every specific action that each service team will undertake is not the intent of the Corporate Business Plan as it would make for a very lengthy document. Instead this plan generally includes only those actions that are beyond "business as usual" or are a part on an existing strategy, those actions that are seeking to improve the services we deliver or provide new services to meet the aspirations of our community. The extensive detail of how each business unit operates and all the functions they undertake as part of their day-to-day services will be contained in their integrated business plans. All business units have a responsibility to deliver their integrated business plans and to stretch themselves to achieve the key actions identified in the Corporate Business Plan and ultimately the Strategic Community Plan.

It is through implementation of this Plan for the Future, that the City will achieve a sustainable future for the Kwinana community.

Figure 1 – The Integrated Planning Framework



*Department of Local Government and Communities – Integrated Planning and Reporting: Framework and Guidelines, 2016

5. The Key Informing Plans

Long Term Financial Plan

The Long Term Financial Plan informs the Corporate Business Plan by identifying and forecasting the City's finances over the next 20 years. The City of Kwinana is planning for a positive and sustainable future. The City seeks to maintain, and where possible, improve service levels into the future, while maintaining a healthy financial position.

The aim is to achieve this with the imposition of the least possible financial burden for the Kwinana community. This has been considered as a part of the Corporate Business Plan.

Workforce Plan

The Workforce Plan informs the Corporate Business Plan by identifying trends in the City's workforce and forecasting the needs for additional staff over the next 20 years. In addition to this, workforce planning is centred on the aspirations, objectives and strategies that the community has identified in the Strategic Community Plan as well as the statutory obligations the City is responsible to administer and deliver which have been identified in the Corporate Business Plan.

The Workforce Plan is required to be flexible and forward thinking whilst acknowledging the current trends in the workforce that will affect the demands and influences of employers and employees. During this ongoing process, the projected financial constraints that the organisation may face will need to be reviewed and assessed as this will possibly affect the continued delivery of the Workforce Plan and ultimately the services provided to the community.

Asset Management Plans

The Asset Management Plans focus on the management of the City of Kwinana's many assets. The City currently has Asset Management Plans for the following asset categories:

- Buildings
- Parks and Reserves
- Public Lighting
- Roads and Transport
- Stormwater Drainage

These plans specify the life cycle requirements for the effective management, inspection and replacement of these asset groups whilst outlining the financial implications and standards that need to be adhered to. This Corporate Business Plan is intended to demonstrate how Council will achieve this outcome by applying the principles of responsible asset management planning.

6. Our Strategic Context

Through extensive community engagement the community's vision for the future is:

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

The vision has provided the structure for the Strategic Community Plan, with each part of the vision becoming a specific community aspiration. To achieve these aspirations, clearly defined community outcomes have been identified. These outcomes further illustrate how the community would like the City of Kwinana to look like in 10 years time.

Community Aspiration

Aspiration 1: Rich in spirit

Community Outcomes

- A unique identity
- A City alive with activity
- A safe and welcoming place
- Services for an active community
- Strong community leaders
- A community who help each other
- A vibrant arts culture
- A sense of place and heritage
- Accessibility for everyone

Community Aspiration

Aspiration 2: Alive with opportunities

Community Outcomes

- Varied job opportunities
- Quality education for all ages
- A bustling retail scene
- A powerhouse industrial area
- A thriving local economy
- An innovative approval system

Community Aspiration

Aspiration 3: Surrounded by nature

Community Outcomes

- A beautiful natural environment
- An energy efficient City
- A water-wise City
- A City adapted to climate change

Community Aspiration

Aspiration 4: It's all here

Community Outcomes

- Great public places
- Well-kept green spaces
- A well serviced City
- A well planned City
- A well maintained City
- A connected transport network

To aid in the alignment towards the community's vision, the City will live its values in all aspects of its operations. In 2015, the City launched a set of refreshed organisational values, based on the findings of numerous staff workshops and thousands of employee contributions. The City will live these values in everything that it does with the ultimate goal of gaining accreditation as a 'Great Place to Work'.

Our values 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's right*

Trust and be trusted - *Value the message, value the messenger*

Why not yes? - *Ideas can grow with a yes!*

7. Key Projects Year 1

The City is committed to making a positive impact in the community each and every year of this five year plan. Key projects that will be undertaken over the next financial year are:

Projects/Initiatives	Description	Budget Allocation (\$)
Safety and Security	Including expansion of CCTV coverage, community education initiatives, illegal dumping control, compliance operations and 24/7 City Assist service	2.5m
Road Renewal and Upgrades	Including Orelia Avenue, Sulphur Road, Gilmore Avenue	3.0m
Footpath Upgrades	Rowley Road - Lyon Road to Freeway – Joint Project with City of Cockburn, Walgreen Crescent	193k
Koorliny Arts Centre Upgrade	Installation of storage shed and upgrade of central courtyard	100k
Community Events	Big Concert, Children's Festival, Christmas Lolly Run, Youth Festival, and Australia Day	415k
Community Grant Funding Programs	Greening Fund, Community Development	285k
Community Liaison Service	Continuation of the Community Liaison service	360k
Bushcare and Coastcare Programs	Including weed control, coastal care, feral animal control and firebreak maintenance in Kwinana's reserves	421k
Street Tree Program	Tree planting in Bertram and the Kwinana Industrial Area	140k
Parks for People Program	Continuation of upgrades to the City's parks	125k
Medina Oval Lighting	Upgrade oval lighting	300k
Thomas Oval Lighting	Upgrade oval lighting	495k
Family Day Care Centre Upgrade	Upgrade to the Bright Future's Family Day Care Centre, including new playground and landscaping and building upgrades	751k

Local Business Grants and Programs	Initiatives to support and help local business grow including the Local Commercial and Activity Centre Grant	390k
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8. 5 Year Action Plan

Refer to Corporate Business Action Plan.

9. Risk Management

The City has adopted a Risk Management Policy which will drive the City's commitment towards taking a Strategic Risk Management approach across all of its operations. A register of significant risks and corrective actions is maintained by the City and reported to the Audit Committee quarterly.

10. How will we know if the plan is succeeding?

Reporting

All actions generated from the Integrated Planning and Reporting Framework will be entered into the City's corporate planning software to be reported on in a variety of different ways. As can be seen below, strategically important actions will be reported back to Council on a quarterly basis. Actions within Integrated Business Plans will be reported internally on a monthly basis.

Strategic Community Plan and Corporate Business Plan

Type: Strategic Progress and Corporate Progress

Frequency: Annual Report and Quarterly Performance Report

Who is the report for? The Community and Council

Integrated Business Plans

Type: Progress and Target Specific

Frequency: Quarterly and Monthly

Who is the report for? Senior Management and Executive

Measures

The City will utilise community perception indicators as well as several business indicators to show the overall performance of the Corporate Business Plan. This will be achieved through a detailed community perceptions survey and recording of internal business performance indicators. The Community Perceptions Survey was undertaken in early 2016 to review the community's perception of City services, with the questions asked being specifically related to objectives the community had outlined in the formulation of the Strategic Community Plan. The results of this survey were used as guidance in prioritising areas for improvement and measuring the organisation's success towards the community's vision. These Key Performance Indicators in addition to internal business performance indicators are listed below next to the outcome they are applicable to:

Rich in spirit

Rich in Spirit Outcomes	Measure	Industry Average (%)	2016 Performance (%)
A unique identity	Increase in % of community satisfied with the area's character and identity	65	56
	Increase in % of community satisfied with multiculturalism and racial harmony	N/A	56
A City alive with activity	Increase in % of community satisfied with festivals, events and cultural activities	66	64
A safe and welcoming place	Increase in % of community satisfied with safety and security	61	41
A healthy and active community	Increase in % of community satisfied with access to mental health information and support	N/A	46
	Increase in % of community satisfied with opportunities to take part in physical activity	N/A	63
Services for everyone's needs	Increase in % of community satisfied with services and facilities for youth	56	58
	Increase in % of community satisfied with services and facilities for families	63	58
	Increase in % of community satisfied with services, facilities and care for seniors	65	56
	Increase in % of community satisfied with health and wellbeing services	N/A	60
	Increase in % of community satisfied with access to mental health information and support	N/A	46
	Increase in % of community satisfied with library and information services	75	76
Strong community leaders	Increase in % of community satisfied with access to community grants and funding	N/A	56
A community who help each other	Increase in % of community satisfied with volunteer support and recognition	N/A	61

A vibrant arts culture	Increase in % of community satisfied with public arts	N/A	49
A sense of place and heritage	Increase in % of community satisfied with how local history is preserved and promoted	64	58
Accessibility for everyone	Increase in % of community satisfied with access to services and facilities for people with disabilities	60	54

Alive with opportunities

Alive With Opportunities Outcomes	Measure	Industry Average (%)	2016 Performance (%)
Varied job opportunities	Increase in % of community satisfied with job creation	49	43
Quality education for all ages	Increase in % of community satisfied with education and training	54	49
	Increase in % of community satisfied with local primary schools	N/A	59
	Increase in % of community satisfied with local high schools	N/A	43
A bustling retail scene	Increase in % of community satisfied with how the City Centre is being developed	58	62
	Increase in % of community satisfied with access to goods and services in the local area	59	57
	Increase in % of community satisfied with cafes and restaurants in the local area	N/A	51
A thriving local economy	Increase in % of community satisfied with economic development	49	43
Innovative approval system	Increase in % of community satisfied with planning and building approvals	52	57

Surrounded by nature

Surrounded by Nature Outcomes	Measure	Industry Average (%)	2016 Performance (%)
A beautiful natural environment	Increase in % of community satisfied with conservation and environmental management	62	57

	Increase in % of community satisfied with animal and pest control	60	54
An energy efficient City	Increase in % of community satisfied with effort to promote and adopt sustainable practices	59	52

It's all here

It's All Here Outcomes	Measure	Industry Average (%)	2016 Performance (%)
Great public places	Increase in % of community satisfied with community centres, halls and toilets	64	65
	Increase in % of community satisfied with sport and recreation facilities	71	66
Well-kept green spaces	Increase in % of community satisfied with playgrounds, parks and reserves	72	65
A well serviced City	Increase in % of community satisfied with street lighting	66	54
	Increase in % of community satisfied with weekly rubbish collections	83	71
	Increase in % of community satisfied with fortnightly recycling collections	79	63
	Increase in % of community satisfied with verge side bulk rubbish collections	73	63
	Increase in % of community satisfied with management of food, health, noise and pollution issues	60	53
A well planned City	Increase in % of community satisfied with access to housing that meets your needs	66	62
A well maintained City	Increase in % of community satisfied with road maintenance	61	56
	Increase in % of community satisfied with streetscapes	60	55
A connected transport network	Increase in % of community satisfied with traffic management on local roads	60	56

	Increase in % of community satisfied with footpaths and cycleways	61	54
	Increase in % of community satisfied with access to public transport	70	55

City Outcomes

The City also tracks Key Performance Indicators that are vital to business improvement.

DLGSC Indicators	Measure	Achieving Benchmark Standard	Current*
Asset Management Indicators	Asset Consumption Ratio (%)	>50%	76%
	Asset Renewal Funding ratio (%)	Greater than 75%	102%
	Asset Sustainability Ratio (%)	90%	31%

City Indicators	Measure	City Target	Current*
Business Performance	Development Applications assessed within statutory timeframes (%)	100	79
	Local Development Plans assessed within statutory timeframes (%)	100	100
	Subdivision Applications assessed within statutory timeframes (%)	100	100
	Building Approval Certificates processed and issued within 10 days (%)	100	100
	Certified Building Permits processed and issued within 10 days (%)	100	100
	Uncertified Building Permits processed within 25 days (%)	100	100

* Current values for Business Performance and Assets are as at 30 June 2017.
DLGSC – Department of Local Government, Sport and Cultural Industries

Review

The Corporate Business Plan is reviewed annually as it is the main “driver” for the City of Kwinana’s annual budget. The annual review will also seek to improve the functionality of the document and will further prioritise key actions.

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
	A unique Identity	1.1 Develop and strengthen community identity to create a sense of belonging	Place Plans for City areas	1.1.1 Create a Wellard District Place Plan	Community Engagement	X				
				1.1.2 Create a Bertram District Place Plan	Community Engagement	X				
				1.1.3 Create a Kwinana Central Place Plan	Community Engagement	X				
				1.1.4 Create a Kwinana Industrial Area Place Plan	Economic Development	X				
				1.1.5 Implement the actions from the Wellard District Place Plan	Community Engagement		X	X	X	X
				1.1.6 Implement the actions from the Bertram District Place Plan	Community Engagement		X	X	X	X
				1.1.7 Implement the actions from the Kwinana Central Place Plan	Community Engagement		X	X	X	X
				1.1.8 Implement the actions from the Kwinana Industrial Area Place Plan	Economic Development		X	X	X	X
				1.1.9 Refine the framework and scope for the Place Plan Template	Community Engagement	X				
				1.1.10 Facilitate culture sharing by organising get-togethers and classes for cooking, dance and other hobbies	Community Centres	X	X	X	X	X
			1.1.11 Continue dissemination of a "New Residents' Kit / Welcome Pack" including information about local resources and services	Community Centres	X	X	X	X	X	
			1.1.12 Work with culturally and linguistically diverse groups and relevant service providers to ensure newcomers are welcomed and integrated into the community	Community Engagement	X	X	X	X	X	
			1.1.13 Develop and implement youth programs that increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people	Youth Services	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
			1.1.14 Advocate for and with CaLD communities in all appropriate forums and networks to share information about CaLD-related issues and opportunities	Community Engagement	X	X	X	X	X	
			1.1.15 Work with the City's residents and community groups to increase CaLD residents' participation in community life	Community Engagement	X	X	X	X	X	
			1.1.16 Increase CaLD content in City marketing and promotional materials	Marketing and Communications	X	X	X	X	X	
			1.1.17 Work with other organisations to ensure essential community information available in priority community languages	Community Engagement	X	X	X	X	X	
			1.1.18 Identify priority City publications for translation into key community languages, and translate them	Marketing and Communications		X	X	X	X	
			1.1.19 Introduce a standardised multilingual message, including a contact number for an interpreting service, on all City letterhead and communications	Marketing and Communications	X					
			1.1.20 Leverage all available opportunities to promote the benefits of cultural diversity and the success of Kwinana as a harmonious multicultural community	Community Engagement	X	X	X	X	X	
			1.1.21 Seek endorsement and then implement a Conciliation Action Plan	Community Engagement	X	X	X	X	X	
			1.1.22 Review the operation of the Zone Drop in facility	Youth Services	X		X		X	
			1.1.23 Ensure young people have access to good quality local education and employment opportunities and are 'ready' to enter employment and/or pursue economic success	Youth Services	X	X	X	X	X	
			1.1.24 Adopt the ten key principles of the Youth Friendly Communities Framework to guide City service provision in meeting the needs of young people	Youth Services	X					
			1.1.25 Run life skills workshops (financial counselling, health, parenting skills etc.) at various community centres targeting young people, young parents, homeless people, etc.	Youth Services	X	X	X	X	X	
			1.1.26 Deliver youth and community outreach programs throughout the community to support vulnerable people at risk	Youth Services	X	X	X	X	X	
			Multicultural Action Plan							
			Conciliation Action Plan							
			Youth Strategy							

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23			
	A City alive with activity	1.2 Inspire and strengthen community spirit through community activities and events	Events Strategy	1.2.1 Host an Australia Day Celebration event	Community Engagement	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000			
				1.2.2 Host a Youth Festival	Community Engagement	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000			
				1.2.3 Host a Children's Festival event	Community Engagement	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000			
				1.2.4 Host a Big Concert event	Community Engagement	\$260,000	\$260,000	\$260,000	\$260,000	\$260,000			
				1.2.5 Host the Christmas Lolly Run	Community Engagement	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500			
				1.2.6 Provide a Community Event Funding Program for local community groups to host local events in their communities	Community Engagement	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000			
			Multicultural Action Plan	1.2.7 Assist CALD groups to host multicultural festivals with food, a market, music, fashion, and crafts	Community Engagement	X	X	X	X	X			
				1.2.8 Provide culturally-appropriate food options at City events and functions	Community Engagement	X	X	X	X	X			
				1.2.9 Assist CaLD community groups to present cultural celebrations, including Chinese New Year and Diwali	Community Engagement	X	X	X	X	X			
				1.2.10 Ensure local multicultural groups are involved in all local events	Community Engagement	X	X	X	X	X			
				1.2.11 Support Harmony Week events	Community Engagement	X	X	X	X	X			
				1.2.12 Facilitate Aboriginal cultural celebrations that people of other cultures can be involved in	Community Engagement	X	X	X	X	X			
				1.2.13 Promote multiculturalism through multimedia displays at City facilities such as the Administration Building's and Darius Wells' reception areas	Community Engagement	X	X	X	X	X			
				1.2.14 Incorporate CaLD themes into all City events	Community Engagement	X	X	X	X	X			
			Youth Services Team Business Plan	1.2.15 Activate the Kwinana Adventure Playground	Youth Services	X	X	X	X	X			
				1.2.16 Activate the Edge Skatepark	Youth Services	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000			
			City Strategy Team Business Plan	1.2.17 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	City Strategy	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000			
							1.3.1 Investigate the process for the City of Kwinana to become a World Health Organisation "Safe City"	Community Engagement	X				
							1.3.2 Increase collaboration with the community to plan and develop more localised community safety and crime prevention programs	Community Engagement	X	X	X	X	X
							1.3.3 Regularly review delivery of community safety and crime prevention programs with State Government and community organisations to determine effectiveness	Community Engagement	X	X	X	X	X
1.3.4 Undertake activities to ensure the adequate provision of local support initiatives and services to increase the confidence of victims to report incidents of family violence and criminal activity to the WA Police	Community Engagement	X					X	X	X	X			
1.3.5 Maintain a local database of community and Government programs that focus on community safety and crime prevention	Community Engagement	X					X	X	X	X			
1.3.6 Consider Crime Prevention Through Environmental Design (CPTED) principles in the design of all residential and commercial developments	Strategic Planning and Statutory Planning	X					X	X	X	X			
1.3.7 Promote the application of CPTED principles amongst local residents and relevant business owners	All Teams	X					X	X	X	X			
1.3.8 Develop and undertake a safety audit program and improve Crime Prevention Through Environmental Design (CPTED) outcomes at City "hot-spots" to address perceived safety issues in public spaces (lighting, streetscape, CCTV)	Engineering						X						

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
				1.3.9 Continue to develop and roll out the CCTV camera installation program at identified City "hot spots" and facilities including Rapid Deployment Kits and covert cameras at "hot spots" not suitable for fixed cameras (bush locations – litter dumping, off road vehicle usage)	Essential Services	\$100,000	X	X	X	X
				1.3.10 Develop a Public Area Lighting Plan	Engineering		X			
				1.3.11 Develop an annual marketing plan for the promotion of community safety and crime prevention initiatives and services to the community	Community Engagement	X				
				1.3.12 Deliver a community perceptions and wellbeing scorecard survey in 2018/19 and every two years thereafter	City Strategy	\$50,000		\$50,000		\$50,000
				1.3.13 Develop and deliver a community safety survey in 2018/19 and every two years thereafter	Community Engagement	X		X		X
			Community Safety and Crime Prevention Plan	1.3.14 Continue to deliver the City's Traffic Survey Schedule to assess speeds of traffic in identified areas of concern	Engineering	X	X	X	X	X
				1.3.15 Identify and support external community and government agencies who develop programs that seek to educate and improve safety and crime prevention within the community	Community Engagement	X	X	X	X	X
	A safe and welcoming place	1.3 Facilitate improved community safety and reduced crime levels		1.3.16 Co-ordinate and organise community safety workshops and awareness raising events with external stakeholders (including local schools), targeting specific community groups (e.g. older people, youth, women, parents with teenagers)	Community Engagement	X	X	X	X	X
				1.3.17 Promote early intervention and prevention programs about family violence	Community Engagement	X	X	X	X	X
				1.3.18 Raise awareness among residents of the impact of family violence on children and encourage linkages to appropriate referral services	Community Engagement	X	X	X	X	X
				1.3.19 Develop an anti-bullying and anti-violence social media campaign in partnership with WA Police and other key stakeholders	Community Engagement	X	X	X	X	X
				1.3.20 Disseminate safety awareness and crime prevention materials through the City's library and other community facilities	Community Engagement	X	X	X	X	X
				1.3.21 Develop security awareness and crime prevention materials and resources on key issues – CPTED, burglary, theft, graffiti, anti-social behaviour, safe parking habits, compliance with City of Kwinana local laws, bush fire preparedness etc.	Community Engagement	X	X	X	X	X
				1.3.22 Create opportunities for community members to express their concerns in order to understand the nature of the disparity between perception and reality of crime levels	Community Engagement	X	X	X	X	X
				1.3.23 Utilise the City's social media platforms and website to highlight internal and external safety and crime prevention materials and initiatives, programs and partnerships to share information and resources with the community	Community Engagement	X	X	X	X	X

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
1. Rich in spirit				1.3.24 Provide information and advice to residents and businesses on a range of community safety and crime prevention measures including the application of Crime Prevention Through Environmental Design (CPTED) principles, emergency management and community preparedness, etc.	All teams	X	X	X	X	X
				1.3.25 Continue Community Liaison Officer community engagement patrols in the City Centre public places	Youth Services	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
				1.3.26 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement	Youth Services	X	X	X	X	X
				1.3.27 Implement a range of youth diversion activities and programs in partnership with key stakeholders in various locations in the City Centre and surrounding areas	Youth Services	X	X	X	X	X
				1.3.28 In partnership with WA Police and key stakeholders develop an antibullying and anti-violence social media campaign	Youth Services	X				
				1.3.29 In liaison with local schools carry out workshops assisting parents of teenagers	Youth Services	X				
				1.3.30 Continue to provide the Zone Youth Space 'Drop In Service'	Youth Services	X	X	X	X	X
				1.3.31 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	Youth Services	X				
				1.3.32 Develop and implement an activation plan for the Edge Skatepark	Youth Services	X				
				1.3.33 Develop youth activation plans for key community facilities and spaces	Youth Services	X	X	X	X	X
				1.4.1 Activating parks, ovals and walking trails through place making	Community Engagement	X	X	X	X	X
				1.4.2 Supporting Community Events that promote community inclusion and involvement	Community Engagement	X	X	X	X	X
				1.4.3 Support community involvement in activities that encourage a connected and mentally healthy community, such as community gardens and volunteering	Community Engagement	X	X	X	X	X
				1.4.4 Support healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	Community Engagement	X	X	X	X	X
	1.4.5 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	Community Engagement	X	X	X	X	X			
	1.4.6 Implement actions related to the health and wellbeing portfolio	Community Engagement	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
	Children and Families Policy	1.4.7 Implement a range of initiatives focusing on families and children	Community Centres	X	X	X	X	X		
	Active Ageing Strategy	1.4.8 Create an Active Ageing Strategy	Community Engagement		X					
		1.4.9 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	Youth Services	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000		
		1.4.10 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	Community Centres	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		
		1.4.11 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	Community Centres	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000		

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23		
	Services for an active community	1.4 A healthy and active community with services for everyone's needs		1.4.12 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	Community Centres	\$29,400	\$29,400	\$29,400	\$29,400	\$29,400		
				1.4.13 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	Community Centres	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000		
			Youth Strategy	1.4.14 Continue to facilitate multi-sector youth at risk services group	Youth Services	X	X	X	X	X		
				1.4.15 Continue to deliver a range of low-cost, inclusive programs, which build confidence, self-esteem and general wellbeing	Youth Services	X	X	X	X	X		
				1.4.16 Continue to work in partnership with service providers, organisations and agencies to submit joint funding initiatives to address gaps in service provision	Youth Services	X	X	X	X	X		
				1.4.17 Continue to maintain key stakeholder contact lists	Youth Services	X	X	X	X	X		
				1.4.18 In partnership with other service providers deliver community events, which increase awareness of key social issues such as homelessness, domestic violence and drug and alcohol abuse	Youth Services	X	X	X	X	X		
				1.4.19 Continue to support the Kwinana Rockingham Homelessness Interagency Group	Youth Services	X	X	X	X	X		
				1.4.20 Continue to support the Kwinana / Rockingham Local Drug Action Group	Youth Services	X	X	X	X	X		
			1.4.21 In partnership with nongovernment organisations ensure the provision of community events	Youth Services	X	X	X	X	X			
			Multicultural Action Plan	1.4.22 Increase CaLD content in all community, cultural, health and recreational facilities and services	Community Engagement	X	X	X	X	X		
				1.4.23 Increase CaLD content at the Kwinana Public Library and Youth Zone Space (e.g. multilingual Storytime sessions and CaLD-related youth activities)	Community Engagement	X	X	X	X	X		
			Strong community leaders	1.5 Actively work with the community to build local capacity	Club Development Plan	1.5.1 Complete actions to improve local sporting club organisational development	Community Engagement	X	X	X	X	X
						1.5.2 Complete actions to improve local sporting club participation	Community Engagement	X	X	X	X	X
	1.5.3 Complete actions to improve local sporting club membership	Community Engagement				X	X	X	X	X		
	1.5.4 Complete actions to improve local sporting club people development	Community Engagement				X	X	X	X	X		
	1.5.5 Complete actions to improve local sporting club infrastructure	Community Engagement				X	X	X	X	X		
	1.5.6 Complete actions to improve local sporting club talent development	Community Engagement				X	X	X	X	X		
	Community Development Fund	1.5.7 Deliver the Community Funding Program in two funding rounds per annum			Community Engagement	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000		
	Community Engagement Team Business Plan	1.5.8 Form partnerships with local community groups to promote healthy environments i.e. healthy canteens, safe alcohol provision, no smoking venues			Community Engagement	X	X	X	X	X		
		1.5.9 Provide input into the Connecting Communities for Kids working groups			Community Engagement	X	X	X	X	X		
						1.5.10 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	Youth Services	X	X	X	X	X
1.5.11 Facilitate the delivery of the Kwinana Youth Incentives Program - LYRIK						Youth Services	X	X	X	X	X	
1.5.12 Review and enhance the structure of existing youth and community support service committees and networks						Youth Services	X	X	X	X	X	

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23	
			Youth Strategy	1.5.13 Host a series of professional development workshops in Kwinana targeting youth workers	Youth Services	X	X	X	X	X	
				1.5.14 Market and promote the Zone Youth Space to the local secondary schools as both a hub of youth services and hireable space for school events and functions	Youth Services	X	X	X	X	X	
				1.5.15 Administer a Youth Wellbeing Scorecard with industry benchmarking biannually	Youth Services	\$10,000					
				1.5.16 Hold capacity-building sessions for the youth sector	Youth Services	X	X	X	X	X	
				1.5.17 Promote youth data available via the web, and ensure all stakeholders are aware of it	Youth Services	X	X	X	X	X	
				1.5.18 Analyse changes in data after two years to inform the impact assessment and prioritisation of youth development initiatives, and the review of Youth Strategy	Youth Services	X		X		X	
			Multicultural Action Plan	1.5.19 Assist unincorporated CaLD groups to access funding	Community Engagement	X	X	X	X	X	
				1.5.20 Ensure information about grant and tender opportunities are communicated to CaLD communities in an accessible manner	Community Engagement	X	X	X	X	X	
				1.5.21 Provide CaLD communities with training and support in grant and tender writing	Community Engagement	X	X	X	X	X	
				1.5.22 Ensure job advertisements encourage applicants from CaLD backgrounds	Human Resources	X	X	X	X	X	
	A community who help each other	1.6 Increase the prevalence of volunteering in Kwinana	Active Citizenship Strategy	1.6.1 Create an Active Citizenship Strategy	Community Centres	\$3,500					
			Youth Strategy	1.6.2 Develop a campaign in partnership with the Kwinana Volunteer Service targeting local high schools promoting the benefits and opportunities for volunteering	Youth Services	X					
				1.6.3 Provide a range of dedicated youth volunteer positions within the City of Kwinana	Youth Services	X	X	X	X	X	
	A vibrant arts culture	1.7 Develop and celebrate arts in Kwinana	Public Art Masterplan	1.7.1 Review the City's Public Art Masterplan	Community Engagement	X					
			Multicultural Action Plan	1.7.2 Present and support arts initiatives relating to Kwinana's diversity	Community Engagement	X	X	X	X	X	
			Community Engagement Team Business Plan	1.7.3 Facilitate the development of partnerships for the installation of public art throughout the City	Community Engagement	X	X	X	X	X	
				1.7.4 Review the City's Cultural Policy	Community Engagement	X	X	X	X	X	
				1.7.5 In partnership with the KIC refine the public art strategy to enable successful delivery of public art in the industrial area where funds are available	Community Engagement	X	X	X	X	X	
				1.7.6 Liaise with the Koorliny Arts Centre on the delivery of a vibrant and varied arts program throughout the City	Community Engagement	X	X	X	X	X	
				1.7.7 Document and review the City's existing art collection	Community Engagement	X	X	X	X	X	
	A sense of place and heritage	1.8 Respect and promote Kwinana's unique heritage	Heritage Assets	1.8.1 Review the City's Municipal Heritage Inventory	Strategic Planning	\$30,000					
				1.8.2 Seek endorsement for and then implement the Business Plan related to the City's Heritage Assets	Community Engagement	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
					1.9.1 Develop links between the DAIP and other Council plans and strategies, including departmental business plans, and implement the DAIP consistently across the organisation in line with the City's Strategic Community Plan	Community Engagement	X	X	X	X	X
					1.9.2 Continue to provide a priority bin service for eligible people with a disability	Environmental Health	X	X	X	X	X

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
				1.9.3 Design City of Kwinana events using the Disability Services Commission 'Creating Accessible Events checklist', and provide a link to the checklist on the City's webpage and Live webpage	Community Engagement	X	X	X	X	X
				1.9.4 Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disability	Community Engagement	X	X	X	X	X
				1.9.5 Continue to ensure the City's Library provides products, resources and services for people with disability	Library	\$500	\$500	\$500	\$500	\$500
				1.9.6 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan (DAIP)	Contracts	X	X	X	X	X
				1.9.7 Ensure that contractor requirements are met as per the legislation and that contractors report on their delivery of DAIP objectives and strategies during the course of the contract	Contracts	X	X	X	X	X
				1.9.8 Ensure that City of Kwinana staff are aware of the DAIP requirements of relevant legislation	Community Engagement	X	X	X	X	X
				1.9.9 Ensure all programs run are accessible and inclusive	Community Engagement	X	X	X	X	X
				1.9.10 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	Asset Management Services	X	X	X	X	X
				1.9.11 Ensure that all City owned buildings meet Access Standards	Asset Management Services	X	X	X	X	X
				1.9.12 Ensure that ACROD parking meets both the required standards and the needs of people with disability	Engineering	X	X	X	X	X
				1.9.13 Ensure all parks and recreational areas are inclusive and accessible	Community Engagement	X	X	X	X	X
				1.9.14 Ensure bushland walks and trails are inclusive and accessible	Environment	X	X	X	X	X
				1.9.15 Ensure that footpaths are accessible, maintained and kept free of debris and sand	Works Depot	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
				1.9.16 Ensure buildings, car parks and public spaces are clearly signed	Asset Management Services	X	X	X	X	X
				1.9.17 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	Building Services and Statutory Planning	X	X	X	X	X
				1.9.18 Continue to update You're Welcome information and provide this information via the City's website	Community Engagement	X	X	X	X	X
				1.9.19 Provide a beach wheel chair and matting for use by the community at Kwinana Beach	Community Engagement	X	X	X	X	X
				1.9.20 Promote the achievement of DAIP outcomes to the community	Community Engagement	X	X	X	X	X
				1.9.21 Ensure all of the City of Kwinana information is available on request in alternative formats and promote this to the community	Marketing and Communications	X	X	X	X	X
				1.9.22 Ensure the City of Kwinana website and associated websites and social media pages meet the access and universal design principles listed on the Disability Services Commission website	Marketing and Communications	X	X	X	X	X
				1.9.23 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	Customer Services	X	X	X	X	X
				1.9.24 Ensure Customer Service Officers are adequately trained so they can facilitate complaints from people with a disability	Customer Services	X	X	X	X	X

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
				1.9.25 Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	Community Engagement	X	X	X	X	X
				1.9.26 Ensure all community consultations are accessible and inclusive for everyone	Community Engagement	X	X	X	X	X
				1.9.27 Consult with disability organisations and networks as required	Community Engagement	X	X	X	X	X
				1.9.28 Ensure consultation documents are available in accessible formats	Community Engagement	X	X	X	X	X
				1.9.29 Ensure all aspects of Council Meetings are accessible and inclusive	City Strategy	X	X	X	X	X
				1.9.30 Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	Community Engagement	X	X	X	X	X
2. Alive with opportunities	Varied job opportunities	2.1 Residents have access to ample job opportunities locally	Economic Development Action Plan	2.1.1 Review the Local Employment Solutions Council Policy	Economic Development	X		X		X
			Kwinana Outer Harbour Project	2.1.2 Work with the State and Commonwealth governments, and non-government agencies, in progressing the Kwinana Outer Harbour Project to improve job prospects to the community	Executive	X	X	X	X	X
			Multicultural Action Plan	2.1.3 Work with the State and Commonwealth governments, and non-government agencies, in job creation initiatives targeting culturally and linguistically diverse residents	Community Engagement	X	X	X	X	X
				2.1.4 Consider the community's diversity when reviewing vacancies; and where appropriate, include CaLD-related competencies in selection criteria (including relevant language skills)	Human Resources	X	X	X	X	X
				2.1.5 Engage CaLD people with English language proficiency to assist those who don't with employment and housing, etc.	Youth Services	X	X	X	X	X
			Community Engagement Team Business Plan	2.1.6 Encourage service providers to take part in the healthier workplaces program	Community Engagement	X	X	X	X	X
	2.1.7 Support a coordinated effort by Volunteer Coordinator and Club Development Officer to promote local opportunities	Community Engagement		X	X	X	X	X		
	Quality education for all ages	2.2 The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time	Lifelong Learning Strategy	2.2.1 Create a Lifelong Learning Strategy	Community Services	X				
			Multicultural Action Plan	2.2.2 Facilitate the holding of workshops on skills for success in the Australian job market	Community Centres	X	X	X	X	X
				2.2.3 Advocate for expansion of affordable English classes for newcomers and those previously without access	Community Engagement	X				
				2.2.4 Advocate and work with all levels of government and the business community to strengthen Kwinana's position as a diverse and inclusive community	Community Engagement	X	X	X	X	X
				2.2.5 Promote the importance of cross-cultural awareness training in the community	Community Engagement	X	X	X	X	X
			Economic Development Team Business Plan	2.2.6 Ensure Private Sector Education providers are aware of opportunities that population growth in the region bring by creating a prospectus annually	Economic Development	X	X	X	X	X
	A bustling retail scene	2.3 The City Centre is home to a thriving range of specialty shops, restaurant and family entertainment venues and an active nightlife while neighbourhood centres are revitalised	Local Commercial and Activity Centres Strategy	2.3.1 Improve Local Commercial and Activity Centres by providing a small business grant program annually	Economic Development	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
				2.3.2 Complete the Medina Town Centre Revitalisation Project	Economic Development	X				
2.3.3 Continue to see opportunities to achieve a better urban outcome for the Pace Road sheds in Medina				Economic Development	X					
2.3.4 Complete a report to revitalise the Orelia Local Commercial Centre				Economic Development		X				
2.3.5 Complete a report to revitalise the Calista Local Commercial Centre				Economic Development		X				

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23	
A powerhouse industrial area	2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure	Local Planning Strategy	2.4.1 Complete the Postans Precinct Study	Strategic Planning		\$20,000					
			2.4.2 Create an Industrial Development Policy	Statutory Planning	X						
		Integrated Transport Strategy	2.4.3 Create an Integrated Transport Strategy	Strategic Planning	\$60,000						
		Kwinana Outer Harbour Project	2.4.4 Continue to lobby for the Kwinana Outer Harbour Project	Executive	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		
	A thriving local economy	2.5 Stimulate economic development and encourage diversification	Economic Development Action Plan	2.5.1 Create an Economic Development Action Plan	Economic Development	X					
				2.5.2 Implement actions from the Economic Development Action Plan	Economic Development		X	X	X	X	X
				2.5.3 Lobby and advocate for the relocation of a State Government agency to the Kwinana region	Executive	X					
			Land Optimisation Strategy	2.5.4 Create a Land Optimisation Strategy	Economic Development	\$20,000					
			Community Development Team Business Plan	2.5.5 Advocate for the development of a policy that supports and addresses barriers for local and new businesses offering health promoting services, such as personal trainers in public open spaces	Community Engagement	X	X	X	X	X	X
	Innovative approval system	2.6 Provide a best practice development approval system that attracts and retains business investment in the area	Planning and Development Team Business Plan	2.6.1 Annually review the City's approval system to encourage business investment and retention in Kwinana	Statutory Planning	X	X	X	X	X	
	Local Biodiversity Strategy	3.1.1 Finalise the Local Biodiversity Strategy	Environment and Planning	3.1.1 Finalise the Local Biodiversity Strategy	Environment and Planning	X					
3.1.2 Inspect and report on grass weed control tender performance				Environment	X	X	X	X	X		
3.1.3 Complete bushland weed and condition mapping				Environment				\$65,000			
3.1.4 Tender and engage contractor to carry out Environmental Weed Control				Environment	\$195,000	\$195,000	\$195,000	\$195,000	\$195,000		
3.1.5 Prepare and implement a works program to control significant environmental weeds in Kwinana Reserves				Environment	X	X	X	X	X		
3.1.6 Investigate and apply for grants				Environment	X	X	X	X	X		
3.1.7 Budget for new reserves				Environment	X	X	X	X	X		
3.1.8 Post controlled burn/arson weed control				Environment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
3.1.9 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs				Environment	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000		
3.1.10 Removal of illegal dumping/litter from reserves				Environment	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control				Environment	\$280,000	\$420,000	\$420,000	\$420,000	\$420,000		
3.1.12 Post-arson weed management				Environment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
3.1.13 Improve bushland in Clementi Reserve, Millar Reserve and bushland surrounding Wellard Park				Environment	\$23,000						
3.1.14 Complete fuel load assessments				Environment	X	X	X	X	X		
3.1.15 Complete controlled burns				Environment	X	X	X	X	X		
3.1.16 Complete Fire Mapping				Environment	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000		
3.1.17 Complete firebreak maintenance				Environment	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000		
3.1.18 Investigate undertaking controlled patch burns in-house and complete if possible				Environment	X	X	X	X	X		
3.1.19 Complete survey reserves				Environment							
3.1.20 Undertake rabbit control measures				Environment	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000		
3.1.21 Undertake fox control measures				Environment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
3.1.22 Undertake phytophthora control measures				Environment	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000		
3.1.23 Undertake cat control measures				Environment	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000		
3.1.24 Undertake bee control measures				Environment	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000		
3.1.25 Provide information brochures/posters and promotion for natural areas				Environment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		
3.1.26 Conduct Water Wise Garden & Community Energy Efficiency Workshops				Environment	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000		
Natural Areas Management Plan				3.1.1 Finalise the Local Biodiversity Strategy	Environment and Planning	3.1.1 Finalise the Local Biodiversity Strategy	Environment and Planning	X			
	3.1.2 Inspect and report on grass weed control tender performance	Environment	X			X	X	X	X		
	3.1.3 Complete bushland weed and condition mapping	Environment						\$65,000			
	3.1.4 Tender and engage contractor to carry out Environmental Weed Control	Environment	\$195,000			\$195,000	\$195,000	\$195,000	\$195,000		
	3.1.5 Prepare and implement a works program to control significant environmental weeds in Kwinana Reserves	Environment	X			X	X	X	X		
	3.1.6 Investigate and apply for grants	Environment	X			X	X	X	X		
	3.1.7 Budget for new reserves	Environment	X			X	X	X	X		
	3.1.8 Post controlled burn/arson weed control	Environment	\$5,000			\$5,000	\$5,000	\$5,000	\$5,000		
	3.1.9 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	Environment	\$35,000			\$35,000	\$35,000	\$35,000	\$35,000		
	3.1.10 Removal of illegal dumping/litter from reserves	Environment	\$20,000			\$20,000	\$20,000	\$20,000	\$20,000		
	3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	Environment	\$280,000			\$420,000	\$420,000	\$420,000	\$420,000		
	3.1.12 Post-arson weed management	Environment	\$5,000			\$5,000	\$5,000	\$5,000	\$5,000		
	3.1.13 Improve bushland in Clementi Reserve, Millar Reserve and bushland surrounding Wellard Park	Environment	\$23,000								
	3.1.14 Complete fuel load assessments	Environment	X			X	X	X	X		
	3.1.15 Complete controlled burns	Environment	X			X	X	X	X		
	3.1.16 Complete Fire Mapping	Environment	\$15,000			\$15,000	\$15,000	\$15,000	\$15,000		
	3.1.17 Complete firebreak maintenance	Environment	\$15,000			\$15,000	\$15,000	\$15,000	\$15,000		
	3.1.18 Investigate undertaking controlled patch burns in-house and complete if possible	Environment	X			X	X	X	X		
	3.1.19 Complete survey reserves	Environment									
	3.1.20 Undertake rabbit control measures	Environment	\$7,000			\$7,000	\$7,000	\$7,000	\$7,000		
	3.1.21 Undertake fox control measures	Environment	\$5,000			\$5,000	\$5,000	\$5,000	\$5,000		
	3.1.22 Undertake phytophthora control measures	Environment	\$7,000			\$7,000	\$7,000	\$7,000	\$7,000		
	3.1.23 Undertake cat control measures	Environment	\$4,000			\$4,000	\$4,000	\$4,000	\$4,000		
	3.1.24 Undertake bee control measures	Environment	\$4,000			\$4,000	\$4,000	\$4,000	\$4,000		
	3.1.25 Provide information brochures/posters and promotion for natural areas	Environment	\$3,000			\$3,000	\$3,000	\$3,000	\$3,000		
	3.1.26 Conduct Water Wise Garden & Community Energy Efficiency Workshops	Environment	\$4,000			\$4,000	\$4,000	\$4,000	\$4,000		

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23	
3. Surrounded by nature	A beautiful natural environment	3.1 Improve conservation of biodiversity and protection of native vegetation whilst achieving high levels of environmental protection in new developments	Perth Natural Resource Management Swan Region Strategy	3.1.27 Conduct schools planting events	Environment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
				3.1.28 Conduct community planting events	Environment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
				3.1.29 Conduct guided activities (e.g. bushwalks, nightstrolls, bird walks and wildflower tours)	Environment	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	
				3.1.30 Conduct a Clean Up Australia Day event	Environment	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
				3.1.31 Conduct volunteer training	Environment	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	
				3.1.32 Collect provenance seed	Environment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
			Perth Natural Resource Management Swan Region Strategy	3.1.33 Advocate for the continued hosting of the Coastcare position	Environment	X	X	X	X	X	X
			Memorandum of Understanding between the City of Kwinana and Department Fire and Emergency Services	3.1.34 Develop a Bushfire Risk Management Plan as per WESTPLAN Fire	Emergency Services	X					
				3.1.35 Develop and implement bushfire management and mitigation programs for Unallocated Crown Land and Unmanaged Reserves	Emergency Services	X	X	X	X	X	X
				3.1.36 Develop practices for bushfire management on local government lands	Emergency Services	X	X	X	X	X	X
				3.1.37 Administer the provisions of relevant Statutes, Regulations, Policies and Local Laws	Emergency Services	X	X	X	X	X	X
				3.1.38 Support community engagement and awareness programs as identified in the Bushfire Risk Management Plans	Emergency Services	X	X	X	X	X	X
				3.1.39 Provide advice on Bushfire Management Plans in regards to land use planning	Emergency Services	X	X	X	X	X	X
				3.1.40 Develop and review relevant Emergency Services management documents	Emergency Services	X	X	X	X	X	X
				3.1.41 Develop Emergency Services policies and procedures	Emergency Services	X	X	X	X	X	X
				3.1.42 Develop and maintain the City Bushfire Response Plan	Emergency Services	X	X	X	X	X	X
				3.1.43 Develop Brigade Response Plans	Emergency Services	X	X	X	X	X	X
				3.1.44 Provide input to the annual review of Gazetted Fire Districts within the City	Emergency Services	X	X	X	X	X	X
				3.1.45 Facilitate Volunteer Bush Fire Brigade training	Emergency Services	X	X	X	X	X	X
				3.1.46 Liaise with and support the State Emergency Service	Emergency Services	X	X	X	X	X	X
				3.1.47 Develop and submit annual Local Government Grants Scheme operations and capital grants	Emergency Services	X	X	X	X	X	X
				3.1.48 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	Emergency Services	X	X	X	X	X	X
				3.1.49 Audit Emergency Coordination Centres to ensure readiness for activation	Emergency Services	X	X	X	X	X	X
				3.1.50 Support key Bushfire meetings and Committees	Emergency Services	X	X	X	X	X	X
				3.1.51 Maintain emergency water supplies owned by the City	Emergency Services	X	X	X	X	X	X
				3.1.52 Inspect hydrants outside Gazetted Fire Districts	Emergency Services	X	X	X	X	X	X
				3.1.53 Exercise Emergency Services as per Local Emergency Management Arrangements	Emergency Services	X	X	X	X	X	X
				3.1.54 Attend Local Emergency Management Committee meetings	Emergency Services	X	X	X	X	X	X
				3.1.55 Coordinate Local Government Incident Management capacity and capability	Emergency Services	X	X	X	X	X	X
			3.1.56 Participate in Emergency Services Forums	Emergency Services	X	X	X	X	X	X	
3.1.57 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	Emergency Services	X	X	X	X	X	X				
3.1.58 Respond to incidents in line with mutual aid agreements with neighbouring local governments	Emergency Services	X	X	X	X	X	X				

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23		
				3.1.59 Encourage brigades to report suspicious and deliberately lit fires	Emergency Services	X	X	X	X	X		
				3.1.60 Provide appropriate support and counselling to City volunteers and staff following incidents	Emergency Services	X	X	X	X	X		
				3.1.61 Provide support to the City Recovery coordinator or recovery team when established	Emergency Services	X	X	X	X	X		
				3.1.62 Coordinate special projects as required by the Department of Fire and Emergency Services or the City	Emergency Services	X	X	X	X	X		
				3.1.63 Conduct a detailed review of Emergency Management Arrangements and the City's compliance with legislative responsibilities for emergency management and bush fire control	Emergency Services	X						
			3.2 Educate and promote improved environmental land management	Environmental Education Strategy	3.2.1 Create an Environmental Education Strategy	Environment	X					
		An energy efficient City	3.3 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible	Revolving Energy Fund	3.3.1 Retrofit City buildings with updated codes and actively engage in the design process of new City buildings to ensure energy efficiency is maximised	Environment	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
	3.3.2 Progressively install solar panels on City buildings				Environment	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
	3.3.3 Investigate green building options when planning new City buildings				Asset Management Services	X	X	X	X	X		
	3.3.4 Investigate working with sporting clubs to reduce their electricity use in the City's sporting facilities				Environment	X						
		A water-wise City	3.4 Encourage and exercise best practice water management	Sustainable Water Management Plan	3.4.1 Review the City's Verge Policy to align with the Water Corporation's Water wise Verge Best Practice Guidelines	Environment	X					
	3.4.2 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks				Environment	X						
	3.4.3 Continue to redevelop bores and attach to centralised irrigation control				Works Depot	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000		
	3.4.4 Carry out mapping of irrigated areas to allow quick station identification				Works Depot	X	X	X	X	X		
				Groundwater Operating Strategy	3.4.5 Maintain the registry of City of Kwinana bores	Works Depot	X	X	X	X	X	
	3.4.6 Continue to monitor water use and irrigation application rates and improve water use efficiency				Works Depot	X	X	X	X	X		
	3.4.7 Maintain monitoring of the groundwater resource to identify any potential adverse impacts of abstraction and respond pro-actively to mitigate impacts				Works Depot	X	X	X	X	X		
	3.4.8 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed				Works Depot	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
	3.4.9 Review the Groundwater Operating Strategy every 5 years				Works Depot	X						
					Water Conservation Plan	3.4.10 Review the Water Conservation Plan	Environment	X		X		X
				Asset Management Services Team Business Plan	3.4.11 Compile the asset data for the educting program for the cleaning of side entry pits, GPTs and bubble up pits	Asset Management Services	X	X	X	X	X	
	3.4.12 Compile the asset data for the schedule/program for the inspection and maintenance of sumps and compensating basins				Asset Management Services	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000		
		A City adapted to climate change	3.5 Understand the impacts of climate change and take a risk management approach to addressing these effects in	Kwinana Local Emergency Management Plan	3.5.1 Review the Kwinana Local Emergency Management Plan annually	Emergency Services	X	X	X	X	X	
	Community Emergency Services Coordinator Business Plan			3.5.2 Review with Department of Fire and Emergency Services Community Emergency Services Coordinator Business Plan	Emergency Services	X						
				3.5.3 Develop and adopt an Urban Forest Strategy which can guide tree management	Engineering	X						

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23			
		future planning	Climate Change Mitigation and Adaptation Plan	3.5.4 Promote the use of recycled materials in road construction where possible	Engineering	X							
				3.5.5 Create a Local Planning Policy to address sea level rise	Strategic Planning	X							
				3.5.6 Develop a management plan to address sea level rise	Environment	X							
	Great public spaces	4.1 Residents are provided with a range of multifunctional community places and accessible facilities	Community Infrastructure Plan	4.1.1 Design and construct a Local Community Centre in Wandl	Asset Management Services			\$167,300	\$1,589,350	\$1,589,350			
						4.1.2 Design and construct a Local Sporting Ground with a Community Sports Building in Anketell North	Asset Management Services			\$36,700	\$348,650	\$348,650	
						4.1.3 Design and construct a Local Sporting Ground with a Pavilion in Wandl	Asset Management Services			\$107,500	\$1,021,250	\$1,021,250	
						4.1.4 Design and construct a Local Sporting Ground with a Community Sports Building in Wandl	Asset Management Services	\$107,500	\$1,107,250	\$128,750			
						4.1.5 Design and construct a Local Community Centre in Wellard East	Asset Management Services	\$294,300	\$3,031,290	\$3,090,150			
						4.1.6 Design and construct a Pavilion Extension for Wellard	Asset Management Services	\$261,484					
						4.1.7 Design and construct the Arts and Cultural Centre Upgrade	Asset Management Services	\$100,000	\$950,000	\$950,000			
						4.1.8 Subject to Long Term Financial Plan deliberations of Council, design and construct Stage 1 of the Civic Administration Building Upgrade	Asset Management Services	\$2,268,000					
						Asset Management Services Team Business Plan	4.1.9 Complete condition auditing of the City's building portfolio	Asset Management Services	\$55,000		\$55,000		\$55,000
						Community Engagement Team Business Plan	4.1.10 Seek endorsement of, and then implement recommendations from the Wells Park Beach Foreshore feasibility study report	Community Engagement	X	X	X	X	X
						4.1.11 Facilitate community led activation of local parks, playgrounds, ovals and walk trails e.g. meet up groups etc.	Community Engagement	X	X	X	X	X	
	Well-kept green spaces	4.2 The community has easy access to well equipped, quality parks and public open spaces	Parks and Reserves Asset Management Plan	4.2.1 Undertake a condition survey of parks and reserves	Asset Management Services	X		X		X			
						4.2.2 Undertake a condition survey of the City's Public Open Space	Asset Management Services	X		X		X	
					Depot Service Review Improvement Plan	4.2.3 Develop a master schedule of annual work for Depot services	Works Depot	X					
							4.2.4 Develop infrastructure standards for work tasks and develop appropriate unit rates	Works Depot	X	X	X	X	X
							4.2.5 Gather data for the implementation of a Tree Management System	Works Depot	\$140,000				
							4.2.6 Review current in house mowing schedules and advise on capacity to take on new mowing areas currently performed by contractors	Works Depot	X				
							4.2.7 Implement the parks inspection and continuous improvement system	Works Depot	X	X	X	X	X
							4.2.8 Coordinate the transfer of landscape and irrigation developer gifted assets to the City's maintenance operations and asset management systems	Works Depot	X	X	X	X	X
					Community Engagement Team Business Plan	4.2.9 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	Community Engagement	X	X	X	X	X	
							4.2.10 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	Community Engagement	X	X	X	X	X
							4.2.11 Review the Parks for People Strategy	Community Engagement	X				
			Strategic Waste Management Plan	4.3.1 Conduct a full review of waste management contracts	Environmental Health				X	X			
			Local Planning Strategy	4.3.2 Review the Local Housing Strategy	Statutory Planning	X	X	X	X	X			

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
4. It's All Here!	A well serviced City	4.3 Ensure the Kwinana community is well serviced by government and non-government services	Land Optimisation Strategy	4.3.3 Manage and maintain the City of Kwinana Aged Persons Accommodation	City Strategy	\$335,796	\$335,796	\$335,796	\$335,796	\$335,796
			Lobbying Strategy	4.3.4 Create a Lobbying Strategy	City Strategy	X				
			Community Engagement Team Business Plan	4.3.5 Work with community, non-government and government agencies to identify gaps, monitor service levels and advocate to government to ensure the community is adequately serviced	Community Engagement	X	X	X	X	X
	A well planned City	4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity	Local Planning Strategy	4.4.1 Review the Policy Framework to reflect quality residential design and development	Statutory Planning	X				
			Public Open Space Standards Policy	4.4.2 Create a Public Open Space Standards Policy	Strategic Planning	X				
			Parking Strategy	4.4.3 Create a Parking Strategy	Statutory Planning	X				
			Local Planning Strategy	4.4.4 Review the Local Housing Strategy	Statutory Planning	X	X	X	X	X
			Town Planning Scheme	4.4.5 Progress a new Town Planning Scheme	Strategic Planning		X	X	X	
			Strategic Waste Management Plan	4.4.6 Work with the Waste Authority to implement the West Australian Waste Strategy where consistent with the City's Waste Strategy	Environmental Health	X	X	X	X	X
	A well maintained City	4.5 Actively improve the appearance of public areas and streetscapes throughout the City	Works Depot Team Business Plan	4.5.1 Implement the Depot Annual Maintenance Works Program	Works Depot	\$9,004,713	\$9,004,713	\$9,004,713	\$9,004,713	\$9,004,713
				4.5.2 Implement the recommendations from the Works Depot Service Review	Works Depot	X	X	X	X	X
			Engineering Team Business Plan	4.5.3 Review Landscape Maintenance Agreements with Main Roads Western Australia every 2 years	Works Depot	X		X		X
			Landscape Strategy	4.5.4 Develop a Landscape Strategy	Engineering	X				
			Public Lighting Asset Management Plan	4.5.5 Develop policy and guidelines to ensure all new installations are in accordance with energy efficiency principles and Western Power specifications	Asset Management Services	X				
				4.5.6 Undertake a comprehensive audit of lighting assets for asset condition rating subject to funding being available	Asset Management Services		\$50,000			
				4.5.7 Undertake a survey to determine the type of lamp for all the lights and develop a energy efficient lamp replacement program subject to resources/funding availability	Asset Management Services		X			
				4.5.8 Develop and implement a plan for the operation, maintenance, renewal and disposal of public lighting assets	Asset Management Services	X				
				4.5.9 Undertake a project to verify and label existing lighting poles outside the road reserve as part of the asset condition rating subject to funding being available	Asset Management Services		X			
				4.5.10 Identify opportunities and undertake upgrade of lamps to energy efficient type lamps where possible and continue with Western Power bulk globe replacement program	Asset Management Services	X	X	X	X	X
	A connected transport network	4.6 Provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system	Integrated Transport Strategy	4.6.1 Create an Integrated Transport Strategy	Strategic Planning	\$60,000				
			Roads and Transport Asset Management Plan	4.6.2 Undertake a complete condition survey of all roads, kerbs and unkerbed road, including footpaths	Asset Management Services	\$60,000				
				4.6.4 Develop an Infrastructure Risk Management Plan	Asset Management Services	X				
			Engineering Team Business Plan	4.6.5 Implement the Traffic Survey Program	Engineering	X	X	X	X	X
				4.6.6 Coordinate installation of bus shelters/facilities in conjunction with the Public Transport Authority	Engineering	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
				4.6.7 Complete the construction of all capital civil infrastructure projects as per the adopted budget	Engineering	\$5,216,585	\$5,216,585	\$5,216,585	\$5,216,585	\$5,216,585
	4.6.8 Create a Road Rehabilitation Strategy	Engineering		X						

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
			Multicultural Action Plan	4.6.8 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	Elected Members	X				
			Bike and Walk Plan	4.6.9 Create the City's Bike and Walk Plan	Strategic Planning	X				
				5.1.1 Review the Strategic Community Plan	City Strategy	X		X		X
				5.1.2 Review the Corporate Business Plan annually	City Strategy	X	X	X	X	X
				5.1.3 Review the Workforce Plan annually	Human Resources	X	X	X	X	X
				5.1.4 Review the Long Term Financial Plan	Finance	X		X		X
				5.1.5 Review the Asset Management Strategy	Asset Management Services	X		X		X
				5.1.6 Review the Buildings Asset Management Plan	Asset Management Services	X	X	X	X	X
				5.1.7 Review the Parks and Reserves Asset Management Plan	Asset Management Services	X	X	X	X	X
				5.1.8 Review the Roads and Transport Asset Management Plan	Asset Management Services	X	X	X	X	X
				5.1.9 Review the Storm Water Drainage Asset Management Plan	Asset Management Services	X	X	X	X	X
				5.1.10 Review the Public Lighting Asset Management Plan	Asset Management Services	X	X	X	X	X
				5.1.11 Review the Multicultural Action Plan	Community Engagement		X		X	
				5.1.12 Review the Youth Strategy	Youth Services		\$5,000		\$5,000	
				5.1.13 Review the Healthy Lifestyles Plan	Community Engagement	X				
				5.1.14 Review the Events Strategy	Community Engagement	X		X		X
				5.1.15 Consolidate the Parks for People Strategy	Community Engagement	X	X	X	X	X
				5.1.16 Review the Club Development Plan	Community Engagement	X	X	X	X	X
				5.1.17 Review the Access and Inclusion Plan	Community Engagement					X
				5.1.18 Review the Local Commercial and Activity Centres Strategy	Strategic Planning	X		X		X
				5.1.19 Review the Natural Areas Management Plan	Environment	X		X		X
				5.1.20 Review the Climate Change Mitigation and Adaptation Plan	Environment	X		X		X
				5.1.21 Review the Sustainable Water Management Plan	Environment	X		X		X
				5.1.22 Review the Local Planning Strategy	Strategic Planning	\$50,000				\$50,000
				5.1.23 Review the Community Infrastructure Plan	Community Engagement	X		X		X
				5.1.24 Review the Business Continuity Plan	City Legal	X		X		X
				5.1.25 Review the Disaster Recovery Plan	City Legal	X		X		X
				5.1.26 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	City Strategy	X	X	X	X	X
				5.1.27 Advocate for projects and services that will achieve the community's vision	Elected Members	X	X	X	X	X
				5.1.28 Regularly attend and participate in community events	Elected Members	X	X	X	X	X
				5.1.29 Promote the opportunities and attributes that Kwinana offers	Elected Members	X	X	X	X	X
				5.1.30 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	Elected Members	X	X	X	X	X
				5.1.31 Annually update the Community Directory	Community Engagement	X	X	X	X	X
				Community Communications Strategy						
	Civic Leadership	5.1 An active and engaged Local Government, focussed on achieving the community's vision	Integrated Planning and Reporting Framework							
			Lobbying Plan							

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23	
			Transformation Program	5.1.32 Commence the design and redevelopment of the City's Website	Marketing and Communications	\$70,000					
				3.1.33 Recoup funds from the City Centre Revitalisation Project	City Strategy	X	X	X	X	X	
				3.1.34 Continue to progress the implementation of the Community Engagement Service Review Recommendations including the restructure of services by June 2019	Community Engagement	X					
				5.1.35 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	City Strategy	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
		5.2 Engage in meaningful consultation to understand and prioritise community needs	Community Engagement Strategy	5.2.1 Ensure all projects requiring community engagement adhere to the Community Engagement Strategy	Community Engagement	X	X	X	X	X	
				5.2.2 Investigate the viability of Community Engagement Software	Marketing and Communications		X				
				5.2.3 Conduct a biennial Community Perception Survey and utilise the results to inform the review of the Strategic Community Plan and other City strategic documents	City Strategy	\$50,000		\$50,000		\$50,000	
		5.3 Maintain and improve risk management	Risk Management Policy	5.3.1 Manage and monitor the City's Risk Register	City Legal	X	X	X	X	X	
		Business Performance	5.4 Ensure the financial stability of the City of Kwinana into the future	Long Term Financial Plan	5.4.1 Incorporate strategies into the Long Term Financial Plan to improve the City's financial sustainability	Finance	X	X	X	X	X
					5.4.2 Create a Rating Strategy	Finance	X				
	5.4.3 Create a Debt Strategy				Finance	X					
	Finance Team Business Plan			5.4.4 Prepare the Annual Budget for adoption	Finance	X	X	X	X	X	
				5.4.5 Complete the Land Data Project	Finance	X					
				5.4.6 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13	Finance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
				5.4.7 Undertake the Financial Management Review (every four years)	Finance		\$9,000				
				5.4.8 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	Finance	X					
				5.4.9 Review land uses and their rating categories to ensure fair and equitable rating within the City	Finance	X					
				5.4.10 Conduct tender process for a new Corporate Business System for the City of Kwinana	Finance	X					
				5.4.11 Implement the Corporate Business System for the City of Kwinana	Finance	X	X	X	X	X	
				5.4.12 Create a Procurement Strategy	Contracts	X					
	5.5 Increase the level of Federal, State and Corporate funding			Lobbying Plan	5.5.1 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	Executive	X	X	X	X	X
	5.6 Maximise the value of the City's property assets			Land Optimisation Strategy	5.6.1 Implement the action plan from the Land Optimisation Strategy	Economic Development	X	X	X	X	X
				Leases Policy	5.6.2 Annually review the lease management policy and procedures	City Legal	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
	5.7 Build productive relationships			Lobbying Plan	5.7.1 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	Executive	X	X	X	X	X
					5.7.2 Continue to engage with stakeholders to encourage economic development in Kwinana	Economic Development	X	X	X	X	X
		5.7.3 Continue to actively seek resource sharing opportunities with other organisations	City Strategy		X	X	X	X	X		
	5.8 Apply best practice principles and processes to maximise efficiencies and quality	Integrated Planning Framework	5.8.1 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	City Strategy	X	X	X	X	X		
5.8.2 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets			Finance	X	X	X	X	X			

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23		
5. City Sustainability				5.8.3 Develop and implement the project plan for the finance module for the new Corporate Business System	Finance	\$1,191,000	X					
				5.8.4 Implement the internal audit function and carry out audits as per the Internal Audit Plan	City Legal	X	X	X	X	X		
		5.9 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	Customer Services Team Business Plan	5.9.1 Implement actions from the Customer Services Improvement Program	Customer Services	X	X					
				5.9.2 Review the Customer Request Management system to ensure improved reporting	Customer Services	X	X	X	X	X		
				5.9.3 Continually improve technology such as the online lodgement of applications	Customer Services	X	X	X	X	X		
				5.9.4 Create a knowledge base to enable City Officers to provide a higher level of customer service to the community	Customer Services	X						
				5.9.5 Update call centre technology	Customer Services	\$20,000						
				5.10 Lead the management of the City's contractual arrangements and embed a compliant approach to procurement	Contracts and Procurement Team Business Plan	5.10.1 Implement a software system for the management and engagement of prequalified and non-prequalified suppliers and the facilitation of the City's procurement activities	Contracts	\$17,125	\$17,125	\$17,125	\$17,125	\$17,125
		5.10.2 Implement a software system for contracts management	Contracts			X	X	X	X	X		
		5.10.3 Provide training and continuously develop the online requisition enhancement throughout the whole organisation	Finance			X	X	X	X	X		
		5.10.4 Conduct an audit of existing contractual arrangements and agreements	Contracts			X	X	X	X	X		
		5.10.5 Conduct a review of the Contracts Team	Contracts			X						
		5.11 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value	IT Strategic Plan			5.11.1 Implement the Backup and Disaster Recovery Plan	IT	\$15,000				
				5.11.2 Develop a Software and Subscription Strategy	IT	X						
				5.11.3 Upgrade the internet connectivity at the Depot, Family Day Care and Community Centres	IT	X						
				5.11.4 Complete an IT Security Review	IT	X						
		5.12 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities	Records Team Business Plan	5.12.1 Continually develop the City's Electronic Document Management System	Records	X	X	X	X	X		
				5.12.2 Review the Recordkeeping Plan	Records	X		X		X		
				5.12.3 Implement the actions from the Records service review	City Strategy	X	X					
						5.13.1 Engage an independent consultant to facilitate Staff Values training sessions on a regular basis	City Strategy	\$30,000	\$50,000	\$50,000	\$50,000	\$50,000
						5.13.2 Deliver a Cultural Optimisation program which includes accreditation to be recognized as a 'Great Place to Work'	City Strategy	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
						5.13.3 Review and implement the Buddy System policy	Human Resources	X	X	X	X	X
						5.13.4 Develop a Change Ambassador mandate	City Strategy	X				
						5.13.5 Create a diverse mix of communications which includes EAP, EEO and Mental Health initiatives	Human Resources	X	X	X	X	X
						5.13.6 Create an annual calendar of social events	Social Team	X	X	X	X	X
						5.13.7 Identify skills experts and rollout through the intranet	Marketing and Communications	X				
						5.13.8 Provide presentation to new staff at induction about Staff Values	Marketing and Communications	X	X	X	X	X
5.13.9 Translate actions into the Performance Manager software that demonstrate alignment to staff values	City Strategy					X	X	X	X	X		
5.13.10 Undertake a survey to assess the current state of the City's organisational culture and implement recommendations	Human Resources					\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
5.13.11 Compare HR metrics with like local governments	Human Resources					X	X	X	X	X		

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
		5.13 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as a Great Place to Work	Staff Values Action Plan	5.13.12 Promote and improve awareness of the staff awards	Marketing and Communications	X	X	X	X	X
				5.13.13 Communicate staff achievements via different media	Marketing and Communications	X	X	X	X	X
				5.13.14 Actively pursue ways and opportunities to "thank/recognise a colleague/team"	Marketing and Communications	X	X	X	X	X
				5.13.15 Participate in the 'Great Place to Work' study in order to gain certification	City Strategy	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
				5.13.16 Conduct quarterly celebrations	Marketing and Communications	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
				5.13.17 Encourage team building exercises to build trust in the organisation	Human Resources	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
				5.13.18 Promote the submission of innovations and implement into intranet (phase 2)	Marketing and Communications	X	X	X	X	X
				5.13.19 Implement a Cultural Awareness training program	Human Resources	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
				5.13.20 Rollout EEO training every 2 years	Human Resources		\$30,000		\$30,000	
				5.13.21 Develop a Staff Values Communication Plan	Marketing and Communications	X				
				5.13.22 Report on and share progress towards the Staff Values (team meeting agendas, quarterly performance reports, staff values moment)	City Strategy	X	X	X	X	X
				5.13.23 Negotiate a new Enterprise Agreement that is consistent with the City's 2018/19 budget and Long Term Financial Plan	Human Resources	X				
				5.13.24 Process the development and consultation regarding a single classification System for the City's workforce	Human Resources	X				
				5.13.25 Review the Occupational Safety and Health Policy annually	Human Resources	X	X	X	X	X
				5.13.26 Ensure all employees receive a safety and health induction on commencement of employment	Human Resources	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
			5.13.27 Review position descriptions annually to ensure safety responsibilities are clear	Human Resources	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
			5.13.28 Ensure Staff Development Reviews include safety performance objectives (where applicable)	Human Resources	X	X	X	X	X	
			5.13.29 Ensure Team Agenda items clearly articulate safety issues and current safety performance	Human Resources	X	X	X	X	X	
			5.13.30 Develop an OSH calendar to coordinate OSH activities	Human Resources	X	X	X	X	X	
			5.13.31 Continuously develop and implement a cultural change program that promotes and rewards safe and healthy behaviour	Human Resources	X	X	X	X	X	
			5.13.32 Review the Safety Plan annually	Human Resources	X	X	X	X	X	
			5.13.33 Review OSH information in the City's record management system to ensure employees have the most current information	Human Resources	X	X	X	X	X	
			5.13.34 Review policies relating to OSH annually	Human Resources	X	X	X	X	X	
			5.13.35 Review OSH Committee Terms of reference and compliance of the OSH Committee against the OSH Act 1984	Human Resources	X	X	X	X	X	
			5.13.36 Revitalise the OSH Perception survey	Human Resources	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
			5.13.37 Review the hazard and risk management process annually	Human Resources	X	X	X	X	X	
			5.13.38 Conduct workplace inspections as directed by the OSH Committee	Human Resources	X	X	X	X	X	
			5.13.39 Conduct investigations for all accidents/incidents	Human Resources	X	X	X	X	X	
			5.13.40 Ensure employees are consulted and trained when purchasing new equipment or chemicals	Human Resources	X	X	X	X	X	
			5.13.41 Place information about incidents and health programs on Team Meeting Agendas	Human Resources	X	X	X	X	X	
5.13.42 Review the Hazard/Near Miss/Injury Report form annually	Human Resources	X	X	X	X	X				
	People and Culture		OSH Management Plan							

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23
			OSH Audit Action Plan	5.13.43 Develop an annual evaluation of training	Human Resources	X	X	X	X	X
				5.13.44 Review training requirements of all OSH Representatives	Human Resources	X	X	X	X	X
				5.13.45 Ensure all relevant staff are trained as Fire Wardens	Human Resources	X	X	X	X	X
				5.13.46 Develop procedure for in-house drills and review annually	Human Resources	X	X	X	X	X
				5.13.47 Ensure the OSH Policy is displayed in all customer services areas, intranet and website.	Human Resources	X	X	X	X	X
				5.13.48 Implement a corrective actions record in the City's records management system and report to the OSH Committee regularly	Human Resources	X	X	X	X	X
				5.13.49 Finalise the OSH Plan	Human Resources	X				
				5.13.50 Report on Safety KPIs in quarterly and annual reports	Human Resources	X	X	X	X	X
				5.13.51 Track, monitor and report on contractor prequalification and inductions	Human Resources	X	X	X	X	X
				5.13.52 Update the City's guideline on accessing legislation to include how workers gain access to this information	Human Resources	X				
				5.13.53 Include in the OSH Plan the involvement that the OSH Committee have in developing the plan	Human Resources	X				
				5.13.54 Conduct OSH Committee meetings monthly	Human Resources	X	X	X	X	X
				5.13.55 Communicate OSH project status/highlights to all staff	Human Resources	X	X	X	X	X
				5.13.56 Conduct a review of local consultative arrangements	Human Resources	X	X	X	X	X
				5.13.57 Ensure scheduling includes Managers/Supervisors to attend workplace inspections of their relevant area	Human Resources	X	X	X	X	X
				5.13.58 Ensure Take 5's and risk assessments are carried out	Human Resources	X	X	X	X	X
				5.13.59 Include the due diligence process into the OSH – Guideline – Hazard and Risk Management	Human Resources	X				
				5.13.60 Include other hazard assessment tools in the overarching procedure OSH – Guideline – Hazard and Risk Management	Human Resources	X				
				5.13.61 Undertake risk assessment training for relevant staff	Human Resources	X	X	X	X	X
				5.13.62 Define the review process within the overarching procedure OSH – Guideline – Hazard and Risk Management	Human Resources	X				
				5.13.63 Conduct a workshop with the OSH Committee annually to review hazard identification, risk assessment and risk control process reviews	Human Resources	X	X	X	X	X
				5.13.64 Ensure that the legal review for reporting and investigation is completed and the updated versions published and communicated	Human Resources	X				
				5.13.65 Undertake management training for incident reporting and investigations	Human Resources	X	X	X	X	X
				5.13.65 Review the procedure for incidents and investigations	Human Resources	X	X	X	X	X
				5.13.66 Arrange and complete OSH Duty of Care training for Managers and Supervisors	Human Resources	X	X	X	X	X
				5.13.67 Develop OSH roles and responsibilities for employees and management	Human Resources	X				
				5.13.68 Develop an induction handbook	Human Resources	X				
				5.13.69 Review, update and implement the City's OSH – Guideline – Internal Verification of Competency	Human Resources	X	X	X	X	X

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23		
				5.13.70 Develop and implement a work instruction or guideline which outlines how the City determines and assesses the competency of trainers	Human Resources	X	X	X	X	X		
				5.13.71 Engage LGIS to approve relevant OSH training or engage directly to carry out required training	Human Resources	X	X	X	X	X		
				5.13.72 Monitor and report quarterly and annually on the performance of the City's OSH training	Human Resources	X	X	X	X	X		
		5.14 Develop and implement training and development programs/activities that meet current and future skills and competency needs	Training Needs Analysis	5.14.1 Conduct a Training Needs Analysis annually	Human Resources	X	X	X	X	X		
		5.15 Establish a performance appraisal system that links individual and team behaviour with strategic direction	Integrated Planning and Reporting Framework	5.15.1 Review the Staff Development Review process to include performance against strategic actions	Human Resources	X						
		5.16 Develop programs and processes to encourage and formally recognise good performance	Staff Recognition and Reward Policy	5.17.1 Implement the Staff Recognition and Reward Policy	Human Resources	\$67,400	\$67,400	\$67,400	\$67,400	\$67,400		
		5.17 Ensure well developed systems are in place to manage the capacity of the HR team to service employees	Human Resources Team Business Plan	5.18.1 Investigate e-learning options for the City	Human Resources		X					
	Assets	5.18 Minimise the life cycle cost of assets	Asset Management Strategy	5.19.1 Continue the City's Asset Management Cross Functional Team	Asset Management Services	X	X	X	X	X		
				5.19.2 Create an Asset Management Strategy	Asset Management Services	X						
			6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse	Strategic Waste Management Plan	6.1.1 Maintain current scope for compliant recyclables (e.g. allow soft plastics)	Environmental Health	X	X	X	X	X	
6.1.2 Tender for kerbside and hard waste collection					Environmental Health				X			
6.1.3 Seek an update from Phoenix regarding facility opening					Environmental Health	X						
6.1.4 Continue assisting with the Recycle Right or similar model campaign					Environmental Health	X	X	X	X	X		
6.1.5 Develop a Waste Education Program					Environmental Health	X						
6.1.6 Increase recycling by issuing free 360L bins					Environmental Health	X	X	X	X	X		
6.1.7 Promote the use of home composting bins/worm farms by organising community workshops twice a year					Environmental Health	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		
6.1.8 Investigate options to participate in the Emissions Reduction Fund					Environmental Health	X	X	X	X	X		
6.1.9 Implement the Garage Sale Trail					Environmental Health	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
6.1.10 Implement the Tidy Neighbourhoods initiative (including an amendment to the Neighbourhood Events Funding Policy to progress Tidy Neighbourhood initiatives)					Environmental Health Team Business Plan	Environmental Health	X	X	X	X	X	
6.2 Provide City Assist services in line with stakeholder expectations to ensure a safer community					Essential Services Team Business Plan	6.2.1 Ensure that all requests for CCTV footage accompanied with required forms and incident report numbers submitted are completed within 10 days of receipt of the job	Essential Services	X	X	X	X	X
						6.2.2 Develop and review City Assist Standard Operating Procedures	Essential Services	X	X	X	X	X
						6.2.3 Implement a City Assist Regulatory Compliance Program	Essential Services	X				
			6.2.4 Develop and implement a City Assist Community Marketing and Education Program	Essential Services		X	X					
6.3 Provide Emergency Services in line with stakeholder expectations to ensure a safer community			Emergency Service Team Business Plan	6.3.1 Undertake annual reviews of the City's Local Emergency Management Arrangements (LEMAs)	Emergency Services	X	X	X	X	X		
				6.3.2 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	Emergency Services	X	X	X	X	X		
				6.3.3 Monitor and Implement Vehicle Movement and Harvest Bans in accordance with Bush Fires Act 1954	Emergency Services	X	X	X	X	X		
Community Services												

Aspirations	Community Outcomes	Objectives	Strategy / Plans	Key Action and Projects	Responsible Area	18/19	19/20	20/21	21/22	22/23	
6. Optimise City Services		6.4 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community	Library Team Business Plan	6.4.1 Further develop and implement the Library Local History Plan	Library	\$19,700	\$19,700	\$19,700	\$19,700	\$19,700	
				6.4.2 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	Library	\$21,150	\$21,150	\$21,150	\$21,150	\$21,150	
				6.4.3 Further develop and implement the Library E-Services Strategic Plan	Library	\$151,340	\$151,340	\$151,340	\$151,340	\$151,340	
				6.4.4 Review the Library Collection Development Guidelines	Library	X	X	X	X	X	
				6.4.5 Further develop and implement the Library Adult Services Plan for the provision of literacy and lifelong learning programs and potential grant funding	Library	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	
		6.5 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential	Family Day Care Team Business Plan	6.5.1 Maintain the highest qualification in the National Quality Framework (NQF)	Family Day Care	X	X	X	X	X	
				6.5.2 Provide services to support access to FDC for Aboriginal parents	Family Day Care	X	X	X	X	X	
				6.5.3 Monitor the new funding model for the FDC Service and examine the most cost effective provision of services	Family Day Care	X	X	X	X	X	
				6.5.4 Review service policies with input from educators, staff and families	Family Day Care	X	X	X	X	X	
				6.5.5 Review all systems and processes used to provide in-home care	Family Day Care	X	X	X	X	X	
	Regulatory and Legal	6.6 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City	Planning and Development Team Business Plan	6.6.1 Review the Residential Development Guidelines	Statutory Planning		X	X	X		
				6.6.2 Create a Signage Policy	Strategic Planning	X					
				6.6.3 Create a Telecommunications Policy	Strategic Planning	X					
				6.6.4 Create an Advertising Signage Policy	Statutory Planning	X					
				6.6.5 Complete the Cost Apportionment Schedule for Amendment 132 and progress Amendment 145 for adoption	Strategic Planning	X	X				
				6.6.6 Complete the City Centre Master Plan review	Strategic Planning	X					
		6.7 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings	Building Services Team Business Plan	6.7.1 Ensure Building Compliance across the City	Building Services	X	X	X	X	X	
				6.7.2 Review and ensure efficient Building processes	Building Services	X	X	X	X	X	
				6.7.3 Implement a Builder Satisfaction Survey	Building Services	X					
		6.8 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment	Environmental Health Team Business Plan	6.8.1 Develop a Public Health Plan consistent with legislative requirements	Environmental Health	X					
				6.8.2 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	Environmental Health	X	X	X	X	X	
				6.8.3 Complete a Mosquito and Midge Management Plan for Kwinana	Environmental Health	\$20,000					
				6.8.4 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	Environmental Health	X					
				6.8.5 Prepare the annual Food Act Report for the Department of Health	Environmental Health	X	X	X	X	X	
				6.8.6 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	Environmental Health	\$27,000					

16.3 Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 4 2017/2018 - April to June 2018)

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Council has endorsed a Plan for the Future made up of a Strategic Community Plan and a Corporate Business Plan. Actions have been developed for each of these plans in order to achieve the aspirations of the community. Every quarter, Council will receive a report detailing the progress against the adopted actions within the Strategic Community Plan and Corporate Business Plan.

OFFICER RECOMMENDATION:

That Council note the Quarterly Performance Report (April to June 2018) detailed in Attachment A.

DISCUSSION:

The *Integrated Planning and Reporting – Framework and Guidelines 2016* (Department of Local Government and Communities) recommend implementing quarterly reporting to inform Council of the City's performance against community aspirations and enable the City to respond to changing priorities. A Quarterly Strategic Community Plan and Corporate Business Plan Report is 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.

A list of highlighted achievements towards achieving the Strategic Community Plan for this financial year has been included below:

Rich in spirit

Status: On target

Highlighted Achievements for 17/18:

- A New Residents Welcome Pack has been developed
- A Conciliation Action Plan is now in draft form
- Completed construction of 'The Edge' Skate Park and continued activation with workshops, clinics and competitions
- Activated the Kwinana Adventure Park
- Held the Act Belong Commit Rock Symphony (with approximately 5,000 attendees)
- Held the Christmas Lolly Run (delivering 13,000 lolly bags to the community)
- Supported the Punjabi Association to host an annual cultural celebration in October 2017

**16.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT
(QUARTER 4 2017/2018 - APRIL TO JUNE 2018)**

- Recruited four Community Liaison Officers who aim to deter antisocial behaviour by providing an active presence and build relationships in the City Centre
- Delivered the Parks Play program
- Activated the Zone Youth Space with various programs
- Activated the City's Community Centres (William Bertram, John Wellard and the Darius Wells)
- Delivered a Homelessness Week event at Medina Hall
- Held the Australia Day Event (with approximately 500-600 attendees)
- Held the Children's Festival (with approximately 4,000-5,000 attendees)
- Developed the Community Safety and Crime Prevention Plan
- Provided a range of healthy lifestyles initiatives
- Provided extensive multicultural initiatives
- Delivered the LYRIK Youth Project Grants Program Action Plan

Alive with opportunities

Status: On target

Highlighted Achievements for 17/18:

- Appointed an Economic Development Specialist
- The City has been appointed to the Reference Group and associated workstreams for the Westport Taskforce
- Improved Local Commercial and Activity Centres through the provision of a small business grant program
- Progressed the Medina Town Centre Revitalisation Project
- Continued to brief stakeholders on the Kwinana Outer Harbour Project
- Progressed the City Centre Revitalisation reimbursement by the WA Government
- Created the City of Kwinana Investment Prospectus

Surrounded by nature

Status: On target

Highlighted Achievements for 17/18:

- Initiated the review of the Local Biodiversity Strategy
- Completed weed control measures for 2017
- Accepted three new reserves for inclusion in the City's natural areas
- Undertook fuel load assessments on City reserves
- Completed controlled burns in City reserves
- Completed fire break maintenance
- Held Living Smart workshops at the Wandi Community Centre
- Held guided activities such as the Wildflower Walk and Night Stalks
- Secured the Coastcare Program until 2018
- Commenced Rural Urban Interface Plans with local City brigades
- Commenced a review of the City's Emergency Services documents
- Initiated the development of an Environmental Education Strategy
- Adopted the Green Building Policy
- Completed the 2017 Groundwater Monitoring Program

16.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT (QUARTER 4 2017/2018 - APRIL TO JUNE 2018)

- Initiated the development of a Landscape Strategy

It's all here

Status: On target

Highlighted Achievements for 17/18:

- Completed the design and construction of a community sports building in Bertram
- Upgraded the Kwinana Netball Courts including resurfacing of five new courts, installation of players' shelters, retaining walls, perimeter fencing and a water fountain
- Upgraded the Tennis Club with the resurfacing of playing courts, installation of a sun shade and replacement of internal carpets
- Upgraded Rogan Park, including installation of the playground and bbq area
- Initiated a condition audit of the City's Building Portfolio
- Updated the Parks for People Strategy
- The City's Parking Strategy is now complete for Wellard
- The City's Bike and Walk Plan is now in draft form
- Initiated a review of the Local Housing Strategy

The Quarterly Performance Report is detailed in Attachment A.

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* have been created by the Department of Local Government to provide further information that will assist local governments to address regulatory requirements.

Integrated Planning and Reporting - Framework and Guidelines

Section 4.1 In Practice – Reporting indicates that:

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

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:

There are no budget implications in providing this report to Council. Actions that are stated in the report are carried out when there is a budget assigned to the action.

**16.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT
(QUARTER 4 2017/2018 - APRIL TO JUNE 2018)**

ASSET MANAGEMENT IMPLICATIONS:

The actions that have been identified in this report achieve the “Asset Management” outcomes and objectives 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 actions that have been identified in this report achieve the “Surrounded by Nature” objectives and strategies listed in the Strategic Community Plan.

STRATEGIC/SOCIAL IMPLICATIONS:

This report will support the achievement of the following outcome and objective detailed in the Strategic Community Plan and/or Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Civic Leadership	5.1 An active and engaged Local Government, focused on achieving the community’s vision.

COMMUNITY ENGAGEMENT:

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

RISK IMPLICATIONS:

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

16.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT
(QUARTER 4 2017/2018 - APRIL TO JUNE 2018)

COUNCIL DECISION

247

MOVED CR S MILLS

SECONDED CR W COOPER

That Council note the Quarterly Performance Report (April to June 2018) detailed in Attachment A.

**CARRIED
8/0**

Quarterly Performance Report

**Strategic Community Plan and Corporate Business Plan
Quarter 4 (April - June) 2017/18**

Summary

1. Rich in spirit

Highlighted Achievements for 2017/18:

- The City's Place Plans are now in draft form
- A New Residents Welcome Pack has been developed
- A Conciliation Action Plan is now in draft form
- Completed construction of 'The Edge' Skate Park and continued activation with workshops, clinics and competitions
- Activated the Kwinana Adventure Park
- Held the Act Belong Commit Rock Symphony (with approximately 5,000 attendees)
- Held the Christmas Lolly Run (delivering 13,000 lolly bags to the community)
- Supported the Punjabi Association to host an annual cultural celebration in October
- Recruited four Community Liaison Officers to engage in the City Centre
- Delivered the Parks Play program
- Activated the Zone Youth Space with various programs
- Activated the City's Community Centres (William Bertram, John Wellard and the Darius Wells)
- Delivered a Homelessness Week event at Medina Hall
- Held the Australia Day Event (with approximately 500-600 attendees)
- Held the Children's Festival (with approximately 4,000-5,000 attendees)
- Developed the Community Safety and Crime Prevention Plan
- Provided a range of healthy lifestyles initiatives
- Provided extensive multicultural initiatives
- Delivered the LYRIK Youth Project Grants Program Action Plan

2. Alive with opportunities

Highlighted Achievements for 2017/18:

- Appointed an Economic Development Specialist
- The City has been appointed to the Reference Group for the Westport Taskforce and associated workstreams
- Improved Local Commercial and Activity Centres through the provision of a small business grant program
- Progressed the Medina Town Centre Revitalisation Project
- Continued to brief stakeholders on the Kwinana Outer Harbour Project
- Progressed the City Centre Revitalisation reimbursement by the WA Government
- Created the City of Kwinana Investment Prospectus

3. Surrounded by nature

Highlighted Achievements 2017/18:

- Initiated the review of the Local Biodiversity Strategy
- Completed weed control measures for 2017
- Accepted 3 new reserves for inclusion in the City's natural areas
- Undertook fuel load assessments on City reserves
- Completed controlled burns in City reserves
- Completed fire break maintenance
- Held Living Smart workshops at the Wandi Community Centre
- Held Guided Activities such as the Wildflower Walk and Night Stalks
- Secured the Coastcare Program until 2018
- Commenced Rural Urban Interface Plans with local City brigades
- Commenced a review of the City's Emergency Services Documents
- Initiated the development of an Environmental Education Strategy
- Adopted the Green Building Policy
- Completed the 2017 Groundwater Monitoring Program
- Initiated the development of a Landscape Strategy

4. It's all here

Highlighted Achievements for 2017/18:

- Completed the design and construction of a community sports building in Bertram
- Upgraded the Kwinana Netball Courts including resurfacing of five new courts, installation of players' shelters, retaining walls, perimeter fencing and a water fountain
- Upgraded the Tennis Club with the resurfacing of playing courts, installation of a sun shade and replacement of internal carpets
- Upgraded Rogan Park, including installation of the playground and bbq area
- Initiated a condition audit of the City's Building Portfolio
- Updated the Parks for People Strategy
- The City's Parking Strategy is now complete for Wellard
- The City's Bike and Walk Plan is now in draft form
- Initiated a review of the Local Housing Strategy

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1 Develop and strengthen community identity to create a sense of belonging					
1.1.01 Create a Wellard/Bullrush District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	20	27/06/2018 - The creation of the Wellard/Bullrush District Place Plan is currently in progress.
1.1.02 Create a Mortimer District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	20	27/06/2018 - The creation of the Mortimer District Place Plan is currently in progress.
1.1.03 Create an Anketell District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	20	27/06/2018 - The creation of the Anketell District Place Plan is currently in progress.
1.1.05 Create a Kwinana Central Place Plan	4.3 Community Development	01/07/2017	30/06/2018	50	27/06/2018 - The creation of the Kwinana Central District Place Plan is currently in progress.
1.1.07 Facilitate culture sharing by organising get-togethers and classes for cooking, dance and other hobbies	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - This action is ongoing. Cultural sharing opportunities are explored when developing term programs for the community centres, in engaging with community groups and in discussions with other service providers within the City.</p> <p>The contract with the Befriend Network to recruit and train Volunteer Hosts is seeing a number of informal groups form around a range of interest areas, many meeting in the community centres.</p> <p>Officers attend and assist the Connecting Communities for Kids - Celebrate Culture Action Group meetings on a monthly basis. Small projects to achieve this objective are currently being planned by the working group.</p>
1.1.08 Develop and disseminate a "New Residents' Kit / Welcome Pack" including information about local resources and services	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - This action is complete. The New Resident's Welcome Pack has been developed and is being distributed to the community through the Community Centres, the Library and Administration Centre.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.09 Work with culturally and linguistically diverse groups and relevant service providers to ensure newcomers are welcomed and integrated into the community	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - This action is ongoing. The partnership with Fremantle Multicultural Centre enables weekly conversational English classes and an Inspire Me training program to be held at the Darius Wells Library and Resource Centre, during term times.</p> <p>The contract with the Befriend Network to recruit and train Volunteer Hosts is seeing informal groups establish around a range of interests, many meeting in the community centres.</p> <p>Officers also attend and assist Connecting Communities for Kids Celebrate Culture Action Group meetings monthly in which projects related to this initiative are developed.</p>
1.1.10 Develop and implement youth programs that increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - The Young Boxing Women program, aimed at building self confidence and resilience of girls aged 12-18, is delivered from the Recquatic. The objective is increased engagement of young women from multicultural backgrounds.</p>
1.1.11 Advocate for and with CaLD communities in all appropriate forums and networks to share information about CaLD-related issues and opportunities	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City facilitates a Multicultural Advisory Group (MAG) where information and opportunities are shared with members, for dissemination within relevant local groups and community. Officers attend the South West CaLD Network Meetings (network is currently inactive), as well as providing information and support to the Kwinana Action Group (an early years network), Connecting Communities for Kids, and the Communities for Children Kwinana initiative.</p> <p>Regular liaison also occurs with the Fremantle Multicultural Centre.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.12 Organise small community gatherings to build relationships	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Small groups of residents continue to use the community centres to meet informally to create local interest groups, with Community Centre staff working with the Befriend Network to develop new social meet-up groups. Officers also participate in the Connecting Community for Kids Neighbourhood Connections Action Team.
1.1.13 Work with the City's residents and community groups to increase CaLD residents' participation in community life	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - A joint action group has been established with Connecting Communities for Kids to develop strategies to celebrate cultural diversity in the community. A partnership exists with the Fremantle Multicultural Centre for weekly conversational English classes and Inspire Me training program for women from a CaLD background. A Skills Boosting and Networking Workshop for Community Groups scheduled for later in 2018 will cover the topic of making a community group more welcoming and inclusive.
1.1.14 Ensure multilingual support (partial or complete) on City websites	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - This action is now complete. The City's website now has the Google Translate feature added, and links to it are noted at the bottom of each web page. There is space for 4 community languages other than English - Tagalog, Punjabi, Mandarin and Hindi are the top languages spoken at home other than English, according to the 2016 ABS Census.
1.1.16 Increase CaLD content in City marketing and promotional materials	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Work on this action is ongoing. Content is dependent on the target audience.
1.1.17 Work with other organisations to ensure essential community information available in priority community languages	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Support for other organisations is provided when needed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.19 Introduce a standardised multilingual message, including a contact number for an interpreting service, on all City letterhead and communications	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Information on the Telephone Interpreter Service has been disseminated throughout the organisation. The associated marketing material has been developed.
1.1.20 Leverage all available opportunities to promote the benefits of cultural diversity and the success of Kwinana as a harmonious multicultural community	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - This action is ongoing as opportunity presents. For example, a recent community arts project undertaken with schools, Me and My Lunchbox, promoted and showcased the richness of the cultural diversity in our community through different food. An exhibition resulting from this project was hosted in the Darius Wells Exhibition space during June 2018.
1.1.21 Undertake and support anti-racism initiatives	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The City has resolved to develop a Conciliation Action Plan and form a Kwinana Conciliation Advisory Group to progress the work, with the City's Statement of Intent launched during Reconciliation Week in May 2018.
1.1.22 Advocate to the State and Commonwealth governments for the promotion of Kwinana's growth potential through its CaLD-related strengths	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Ongoing promotion activities occur when the opportunity presents.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.23 Partner with community organisations to respond to racism and safety concerns	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - City Officers regularly attend Kwinana/Rockingham Domestic Violence Network meetings and partner in joint awareness raising campaigns.</p> <p>Community Liaison Officers have been employed and the City Centre Welcoming Diversity Strategy has been implemented, including commencement of City Centre patrols. Discussions are continuing with the Aboriginal community on how best to support the Welcoming Diversity strategy initiatives and patrols.</p> <p>The Kwinana Library is currently working towards the eSmart Libraries accreditation. The eSmart Libraries program is an initiative of the Alannah & Madeline Foundation in collaboration with the Telstra Foundation, which aims to keep children safe from bullying, cyberbullying and violence. There are several elements to this program, one example is development of a Code of Conduct for people within the library, which includes being considerate and respectful of others in the library space, being cybersmart, and reporting risks and hazards.</p> <p>A Community Safety and Crime Prevention Plan has been developed for the City and adopted by Council - the Plan includes strategies in 4 main areas:</p> <ul style="list-style-type: none"> - Development of Partnerships; - Safe Physical Environments; - Community Education and Awareness; and - Community Engagement and Connection. <p>Work is also occurring across the Kwinana Conciliation Advisory Group, Multicultural Advisory Group, Youth Networks and Safe Kwinana Communities Action Group to address this action.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.24 Develop a Reconciliation Action Plan	4.3 Community Development	01/07/2017	30/06/2019	80	05/07/2018 - The City has resolved to develop a Conciliation Action Plan and form a Kwinana Conciliation Advisory Group to progress the work. Two meetings of the Conciliation Action Group have been held, and the City's Statement of Intent was launched during Reconciliation Week in May 2018.
1.1.25 Review the operation of the Zone Drop in facility	4.6 Youth Services	01/07/2017	30/06/2018	0	02/07/2018 - The review of the Zone Youth Space is planned to be completed prior to the end of 2018.
1.1.26 Ensure young people have access to good quality local education and employment opportunities and are 'ready' to enter employment and/or pursue economic success	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - The City is working in collaboration with local Department of Education participation coordinators, Aboriginal community representatives, Nyoongar Wellbeing and Sports, Redcross and Centacare to design an alternative education program targeting Aboriginal youth disengaged from education. The program is being designed around the needs of each young person in consultation with family members.
1.1.27 Adopt the ten key principles of the Youth Friendly Communities Framework to guide City service provision in meeting the needs of young people	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - Implementation is programmed through to the end of June 2018.
1.1.28 Run life skills workshops (financial counselling, health, etc.) at various community centres targeting young people, young parents, homeless people, etc.	4.6 Youth Services	01/07/2017	30/06/2018	25	02/07/2018 - Workshop opportunities are being investigated.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<p>1.1.29 Deliver youth and community outreach programs throughout the community to support vulnerable people at risk.</p>	<p>4.6 Youth Services</p>	<p>01/07/2017</p>	<p>30/06/2018</p>	<p>100</p>	<p>05/07/2018 - The City delivered youth outreach sessions twice weekly at the Edge Skate Park during School Holidays and the beginning of Term 2 2018.</p> <p>The City delivered monthly late night youth outreach on Thursday evenings targeting known youth hot spots. The City also delivered weekly outreach targeting hot spots in the Central Business District (CBD) where people experiencing homelessness are present.</p> <p>The Community Liaison Service conducts daily patrols across key City owned and managed facilities including the Edge Skate Park, Adventure Park, Retirement Villages, Darius Wells Library and Resource Centre and Recquatic.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2 Inspire and strengthen community spirit through community activities and events					
1.2.01 Host an Australia Day Celebration event	4.3 Community Development	01/07/2017	30/06/2018	100	03/07/2018 - The Australia Day Event occurred on 26 January 2018 at Calista Oval. Approximately 500 - 600 people attended the event and enjoyed a cooked breakfast, entertainment and activities. The Australia Day Citizenship Ceremony and City Awards presentation also occurred. Feedback from the event was extremely positive.
1.2.02 Host a Youth Festival	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The Youth Festival was held as part of the opening of the Edge Skate Park in November 2017. The event was very well received by families, adults and children of all ages. Consultation with Kwinana's youth is now planned to determine the type of event young people would like to participate in going forward.
1.2.03 Host a Children's Festival event	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The Children's Festival occurred on 17 March 2018 targeting families with children aged 0-12 years. The event was held on Calista Oval and was arranged around 5 Zones: - 0-5 year olds; - Arts and Culture; - Science; - Environment; and - Pamper Zone. Approximately 4,000 - 5,000 people attended the event over the course of the 4 hours and feedback from attendees was extremely positive.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.04 Host a Big Concert event	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The Act Belong Commit Rock Symphony was held on 2 December 2017. Approximately 5,000 residents and visitors rocked to the sound of the Perth Symphony Orchestra's Rock Symphony. Feedback from attendees was extremely positive.
1.2.05 Host the Christmas Lolly Run	4.3 Community Development	01/07/2017	30/06/2018	100	03/07/2018 - The Christmas Lolly Run occurred on 25 December 2017. 20 vehicles participated and delivered 13,000 lolly bags to the community.
1.2.06 Provide a Community Event Funding Program for local community groups to host local events in their communities	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The Local Events Fund was advertised in August 2017, with 16 groups funded to host a variety of local events. Applications totaling \$97,000 were received and \$47,240 was distributed to the community.
1.2.07 Facilitate multicultural festivals with food, a market, music, fashion, and crafts	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Ongoing as groups emerge, for example, Punjabi Association was supported to host an annual cultural celebration on Calista Oval in October 2017. Harmony Week events have been held throughout the City in March 2018. The William Bertram Community Centre Annual event will be a celebration of all cultures with a Street Circus/Carnival theme. The event is planned for September 2018.
1.2.08 Provide culturally-appropriate food options at City events and functions	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - All events invite a range of multicultural food vendors to be part of the event to meet the varying needs of patrons. For example, Kuditj Catering was engaged for the City's Reconciliation Week event held in May 2018 and Doorum Aboriginal Corporation was engaged to provide food for the Marmun Pit Stop event held on 12 June 2018 to celebrate Men's Health Week.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.09 Assist CaLD community groups to present cultural celebrations, including Chinese New Year and Diwali	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - The Skills Boosting and Networking Workshops for community groups are attended by CaLD members. The City regularly provides feedback to groups regarding event planning and access to resources via the community / events funding programs. A refined events process is being developed to enhance the capacity of groups to plan and run community events.
1.2.10 Ensure local multicultural groups are involved in all local events	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Multicultural content is automatically included in the programming for all events and relevant activities e.g. The Children's Festival, March 2018. Opportunities are currently being investigated for elements reflecting the City's cultural diversity to be integrated into the City's end of year Rock Symphony event. Mapping of existing and newly created multicultural groups will occur as part of the place based approach to assist achievement of this action.
1.2.11 Support Harmony Week events	4.3 Community Development	01/07/2017	30/06/2018	100	03/07/2018 - Community groups have been encouraged to stage Harmony Week events through the provision of small grants. A number of activities took place throughout the City during the week. Additionally, the Children's Festival was planned for March 2018 during Harmony Week. Programming included a number of different cultural activities from diverse cultural communities.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.12 Facilitate Aboriginal cultural celebrations that people of other cultures can be involved in	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City held an event for National Reconciliation Week on 28 May 2018. The event was attended by approximately 50 people from a variety of backgrounds. The City's Statement of Intent was launched during the event.</p> <p>The City is also sponsoring several community managed events for NAIDOC Week - 29 June to 5 July 2018.</p>
1.2.13 Present cultural programs and workshops that invite residents of all cultural backgrounds to come together	4.3 Community Development	01/07/2017	30/06/2018	100	<p>26/06/2018 - This action is ongoing - cultural content and participation by cultural groups is considered when planning all events, programs and activities. For example, the Library's Harmony Week events from 15 to 21 March encouraged attendance by residents of all cultural backgrounds, and incorporated opportunities to learn, participate and celebrate. Activities throughout the week included presentations, crafts, music, videos, an interactive display, and themed story times.</p> <p>The Community Centre programs are welcoming of all cultures. The partnership with Befriend encourages participation by people from diverse backgrounds.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.14 Present more art exhibitions by local CaLD artists	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - The exhibition program for 2017/18 involved 3 artists from CaLD backgrounds showcasing their artistic practice.</p> <p>The 'Me and My Lunchbox' project, currently being exhibited at the Darius Wells Library and Resource Centre, showcases work by local artist and photographer Yasmin Eghtesadi who worked with students from Orelia Primary School to develop portraits of school children and their lunchboxes. In creating these portraits, children were asked to talk about the things they liked. The project highlighted not only the importance of nutrition, but also the City's growing diversity.</p> <p>Work is progressing on a portrait exhibition by Abuzar Gharabyar (a young Afghani Artist) titled 'Unknown Heroes', scheduled for August 2018.</p>
1.2.15 Promote multiculturalism through multimedia displays at City facilities such as the Administration Building's and Darius Wells' reception areas	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Days of cultural significance are posted on the City's facebook site and on the screens at the Administration Building and the Community Centres.
1.2.16 Incorporate CaLD themes into all City events	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Key City events aim to include a multicultural element in planning and delivery, for example, the Children's Festival had a cultural hub including a range of cultures showcasing Indian dancers and multicultural foods, the Community Concert will have multicultural music and performances, the Youth Festival will engage a range of service providers to deliver multicultural activities at the event.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<p>1.2.17 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events</p>	<p>2.8 City Strategy</p>	<p>01/07/2017</p>	<p>30/06/2018</p>	<p>100</p>	<p>05/07/2018 - Citizenship ceremonies took place on 1 May and 5 June, where a total of 82 people took the pledge to become new citizens. The events took place at the Darius Wells Library and Resource Centre and the new citizens had guests with them to help celebrate this special event. The official ceremonies were followed by refreshments where the guests could mingle and meet the Mayor and Councillors. An official photographer took formal shots of the attendees with the Mayor and the Councillors, a copy of these were then sent to each new citizen, bound in a folder and accompanied by a letter from the Mayor welcoming them to the City of Kwinana. Local MP's Madeleine King and Reece Whitby attended these special events.</p> <p>In May a joint volunteer event and stakeholder event took place. This was an evening event for people involved in volunteering in the community. This event was attended by 91 local volunteers. They were welcomed with a speech by the Mayor, which was followed by a Quiz night.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3 Facilitate improved community safety and reduced crime levels					
1.3.01 Develop a Community Safety and Crime Prevention Plan	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - A Community Safety and Crime Prevention Plan has been developed for the City and adopted by Council. The Plan includes strategies in 4 main areas: <ul style="list-style-type: none"> - Development of Partnerships; - Safe Physical Environments; - Community Education and Awareness; and - Community Engagement and Connection.
1.3.02 Recruit Community Liaison Officers and commence community engagement patrols in the City Centre public places.	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Four Community Liaison Officers were recruited in October 2017 including 2 dedicated positions for people of Aboriginal decent. The team patrol the City Centre daily, seven days a week, connecting with and assisting residents. They are complemented by security guards at the Darius Wells Library and Resource Centre in the evenings.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.03 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement.	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - Positive partnerships have developed through the creation of various art works, for example, art works at the Adventure Park and the Edge Skate Park. Local Elders have been engaged as part of these projects to mentor young people.</p> <p>An engagement program is in place with respect to the development of the Conciliation Action Plan and the Kwinana Conciliation Advisory Group has been formed to assist with the process.</p> <p>The Community Engagement and Community Liaison teams regularly liaise with the Medina Aboriginal Cultural Centre, including with Elders to share information in support of Aboriginal community members in need.</p> <p>The City has partnered with Relationships Australia and the MACC to deliver the National Empowerment Program - a social and emotional wellbeing program targeting young Aboriginal Women.</p> <p>Local Elders have been consistently engaged and supported to undertake Welcome to Country ceremonies.</p>
1.3.04 Implement a range of youth diversion activities in various locations in the City Centre and surrounding areas.	4.6 Youth Services	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City delivered the fortnightly youth diversion program on Friday nights 5:30-9:00pm, which was a Beatball sports program targeting youth aged 10-18 years.</p>
1.3.05 Create a policy which influences environments supportive of non-risky alcohol consumption and free of tobacco and other drugs	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	75	<p>03/07/2018 - This Policy is currently under development.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.06 Providing educational opportunities to enhance community resilience	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - This action is ongoing and is delivered in the following ways: - Skills boosting and networking workshop series - Healthy lifestyles community lifestyle program - Various programs through community facilities
1.3.07 In partnership with WA Police and key stakeholders develop an antibullying and anti-violence social media campaign	4.6 Youth Services	01/07/2017	30/06/2018	0	05/07/2018 - This project is programmed for implementation over the 2018/19 financial year.
1.3.08 In liaison with local schools ensure the provision of workshops targeting parents of teenagers	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The City has implemented a series of cyber safety workshops targeting parents, which commenced in May 2018.
1.3.09 Continue to provide the Zone Youth Space 'Drop In Service'	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The Zone Youth Space Drop In Service was provided 6 days a week during the period. The Drop In service provides a safe, inclusive and welcoming space for young people aged 12 - 18.
1.3.10 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	4.6 Youth Services	01/07/2017	30/06/2018	50	02/07/2018 - Continued discussions with funding bodies in relation to the development of an Aboriginal youth mentor and leadership program. At this stage key partnerships have been confirmed with Nyoongar Wellbeing and Sports and Redcross.
1.3.11 Develop and implement an activation plan for the new Kwinana Outdoor Youth Space	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The City delivered BMX, Skating and Scooter workshops and clinics, along with weekly youth outreach sessions and security service patrols.
1.3.12 Develop youth activation plans for key community facilities and spaces	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - Youth diversion programs and activities delivered during the period include Beatball (fortnightly based at Kwinana Recquatic) and youth outreach sessions delivered weekly at the Edge Skate Park. Youth Outreach Live Outdoors (YOLO) sessions are delivered weekly at the Kwinana Market Place. The Zone Youth Space delivered daily after school drop in activities including Rock and Water, LAN Gaming, cooking programs and multi sports.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4 A healthy and active community with services for everyone's needs					
1.4.01 Activating parks, ovals, walking trails through place making	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - Park activation is provided through the Parks Play program. This year 6 parks were scheduled during mid week and weekend dates. Parks were selected on the basis of history of hosting previous events, history of suburb hosting and facilities available. Dates were mixed between week and weekend, school and holiday dates. Partnerships were made with Darius Wells Library local community groups to co-host and provide storytelling and support services.</p> <p>This year Community Engagement hosted a unique program aimed at the virtual reality game user. Like Pokemon Go, the program was hosted at Rhodes Park where participants engage in virtual games hosted in the grounds of the park.</p> <p>The City continues adding to the number of outdoor gyms. This is now up to 8 locations with the latest addition at Honeywood.</p> <p>Parks have seen upgrades to play equipment and facilities that encourage greater use. Parks such as Gawler, Rogan, Wells Beach and Hewison have all seen improvements this year.</p>
1.4.02 Supporting Community Events that promote community inclusion and involvement	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City ran community events including Marketplace health promotion events and Children's Festival.</p>
1.4.03 Support community involvement in activities that encourage a connected and mentally healthy community, such as community gardens and volunteering	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>03/07/2018 - Support is provided to each of the City's residents groups who provide events and programs for their local communities.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.04 Providing or supporting healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	03/07/2018 - This action is ongoing. The City delivered a number of community education programs.
1.4.05 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - The Kwinana Recquatic is used for sporting clubs (Kwinana Swimming and 2 badminton clubs) as well as social sporting competition. The Recquatic is available for community groups to host local sporting events. Community Centres are the location of local small scale sport and recreation businesses such as martial arts groups and yoga groups.
1.4.06 Review the Children and Families Policy	4.3 Community Development	01/07/2017	30/06/2018	80	25/06/2018 - The scope of this project is currently being reviewed.
1.4.08 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	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - The Zone Youth Space is fully activated with all available upstairs offices tenanted and community hirers operating 6 days a week. The Zone offers term and school holiday programs throughout the year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.09 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 Community Centres	01/07/2017	30/06/2018	100	<p>05/07/2018 - In April, the Darius Wells Library and Resources Centre worked towards organising program requirements for the current term, worked on program marketing (creating additional flyers and Facebook posts) and progressed towards finalising Term 3 program details.</p> <p>A total of 156 attended crèche service during April. A breakdown of service users was as follows:</p> <ul style="list-style-type: none"> - Casual Attendees: A total of 109 - Internal tenants: A total of 17 - External Group: A total of 5 - City of Kwinana internal: A total of 25 - Child enrolments: A total of 29 - Family enrolments: A total of 24
1.4.10 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	01/07/2017	30/06/2018	100	<p>05/07/2018 - The Social Sewing Group is averaging 15 participants' each week (Befriend Group). The have a Chat Group is averaging 15-20 people each week. Creative Minds on Wednesday mornings is full, with a diverse range of participants. Crafty Well (formally Pinterest) (Befriend Group) has 4 additional participant's added to the core group of crafters, since evolving into a Befriend Group. Lego Club on Thursday mornings is full, with children making some great constructions. Saturday Morning for Kids is also full with open ended play, allowing the children to develop their own creativity, art, gross motor and fine motor play children are encouraged to be able to access the toys and equipment, to help develop the child's own interests.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.11 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	01/07/2017	30/06/2018	100	05/07/2018 - Over the past quarter, the William Bertram Community Centre has: <ul style="list-style-type: none"> - Liaised with the Marketing team for additional street signage and Welcome Signage for the front doors to promote the Centre as a drop in space - Facilitated April School Holiday Programs such as, Paint by Numbers and Bollywood Dance Workshop, which were both well attended. - Commenced booking Term 3 Programs with Facilitators - The Book Exchange continues to be successful with the Befriend group meeting each Tuesday as a social catch up in the foyer. - A Child Health Nurse continues to bring in new residents and families into the Centre with approximately 7 bookings each day.
1.4.12 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2017	30/06/2018	100	05/07/2018 - Over the past quarter there have been Open Mic Evenings to activate Chisham Square and signs are being organised for Chisham Square Games to help increase the number of drop ins when this program is being run.
1.4.13 Continue to facilitate multi-sector youth diversional programming and support service network group	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The Youth Engagement team is comprised of two full time Youth Workers who provide support, advocacy and referral to young people at risk aged 12 - 18 years. The service was delivered consistently throughout the period. The service leads a Youth At Risk sub-committee of the Community Safety and Crime Prevention network which brings together WA Police and Child Protection and other services to develop strategies to support young people at risk and their families.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.14 Continue to work in partnership with stakeholders to deliver youth diversional programs i.e. Zone School Holiday Program, Beatball and Night Fields on Friday nights	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - Youth diversion programs and activities delivered during the period include Beatball (fortnightly based at Kwinana Recquatic) and youth outreach sessions delivered weekly at the Edge Skate Park. Youth Outreach Live Outdoors (YOLO) sessions are delivered monthly at the Kwinana Marketplace. The Zone Youth Space delivered daily after school drop in activities including Rock and Water, LAN Gaming, Cooking programs and multi sports.
1.4.15 Continue to deliver a range of low-cost, inclusive programs, which build confidence, self-esteem and general wellbeing	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - Youth programs delivered during the period include the Young Boxing Women program aimed at building self confidence and resilience of girls aged 12 - 18, delivered from the Recquatic, and Strong Empowered Girls program. Targeting girls 12-18, and building skills and abilities in goal setting, team work and leadership.
1.4.16 Continue to work in partnership with service providers, organisations and agencies to submit joint funding initiatives to address gaps in service provision	4.6 Youth Services	01/07/2017	30/06/2018	0	02/07/2018 - This action is ongoing. The City continues to work with partners to identify funding opportunities.
1.4.17 Continue to maintain and promote the City of Kwinana Youth Services Directory	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The Youth Services directory is available to the community.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.18 In partnership with services deliver community events, which increase awareness of key social issues such as homelessness, domestic violence and drug and alcohol abuse	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - The City in partnership with Indigenous Communities Education and Awareness (ICEA) Foundation coordinated the Maladjiny Project event during reconciliation week at the Edge Skate Park, Saturday 2 July. The battle of the bands event showcased Aboriginal culture and brought a number of aboriginal services together to collaborate on conducting the event with the Kwinana Youth Development Team. The event was a great success with ICEA Foundation playing a leading part, achieving great experiences for those who attended and developing cross cultural understanding through the coordination of the event.
1.4.19 Ensure parents in the City of Kwinana have access to appropriate parenting skills workshops	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - Parenting skills workshops were delivered by locally based community service organisations and include 123 Magic, Protective Behaviours, Sleep Solutions, Circle of Security and Managing Teenage Behaviours.
1.4.20 Continue to provide detached youth and community outreach sessions targeting homeless people and other marginalised and disadvantaged people	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - Detached youth service outreach delivered on a monthly basis targeting known youth hangout spots during the period. The Community Engagement team provided outreach at youth diversional programs and community events targeting families. The Community Engagement team engaged with four homeless people during the period.
1.4.21 Continue to support the Kwinana Rockingham Homelessness Interagency Group	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The Homelessness Interagency group is comprised of a range of Kwinana and Rockingham based community support service organisations who work with people at risk of homelessness or who are already homeless. The City's Community Engagement team members attend the quarterly meetings to share information and learn about new programs and initiatives in this space.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.22 Continue to support the South Metropolitan Mental Health Sub-committee	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The City continues to work with other organisations to deliver community events.
1.4.23 In partnership with nongovernment organisations ensure provision of community events	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The City in partnership with ICEA Foundation coordinated the Maladjiny Project event during reconciliation week at the Edge Skate Park, Saturday June 2nd. The battle of the bands event showcased Aboriginal culture and brought a number of Aboriginal services together to collaborate on conducting the event with the Kwinana Youth Development Team. The event was a great success with ICEA Foundation playing a leading part, achieving great experiences for those who attended and developing cross cultural understanding through the coordination of the event.
1.4.24 Increase CaLD content in all community, cultural, health and recreational facilities and services	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - This action is ongoing, CaLD content is considered as part of all programming decisions.
1.4.25 Increase CaLD content at the Kwinana Public Library and Youth Zone Space (e.g. multilingual Storytime sessions and CaLD-related youth activities)	4.3 Community Development	01/07/2017	30/06/2018	100	<p>05/07/2018 - A multicultural project conducted through the Library, the "My Home, My Place" book, was launched and distributed.</p> <p>The library purchased a range of both adult and junior multi-language resources from The Language Centre, with a focus on Punjabi and Chinese language resources. 175 stock items in languages other than English have been added to the collection this year, bringing the total physical collection to 894 items. In addition, there are a number of e-resources which have become available to borrowers through the Statewide system through Overdrive, Borrowbox, and RB Digital.</p> <p>The possibility of implementing a Learning English Through Storytime (LETS) program is currently being investigated for implementation in the near future.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5 Actively work with the community to build local capacity					
1.5.01 Complete actions to improve local sporting club organisational development	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City provides assistance to sporting clubs through the Club Development Officer. This position offers support for volunteers, referral to financial assistance programs, and efforts to ensure clubs meet legislative requirements.</p> <p>The Club Development Officer hosts meetings on a regular basis to address club issues and operational concerns.</p>
1.5.02 Complete actions to improve local sporting club participation	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City has helped sporting groups increase participation through:</p> <ul style="list-style-type: none"> - Provision of seasonal tenancies - Support of local volunteers to make it easier to manage clubs - Increase in facility provision to allow for increased sporting participation - Access to the City's 'What's On' page to promote their events
1.5.03 Complete actions to improve local sporting club membership	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - Each year two major promotion days are offered by the City to assist local sporting groups to promote their club and generate club membership. These traditionally occur at the commencement of the winter and summer sporting seasons. These events are generally hosted in larger public venues such as the Darius Well Library and Resource Centre with 2017/18 seeing them hosted at the Kwinana Marketplace and Kwinana Recquatic.</p> <p>Access to the City's 'What's On' page is an added opportunity for clubs to promote their events with a goal to increase membership.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.04 Complete actions to improve local sporting club people development	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City provides skills development to sporting and community groups through access to:</p> <ul style="list-style-type: none"> - The City's "Skills Boosting" program of seminars and workshops - The City's partnership with Sport and Recreation (WA) program of seminars and workshops - Access to the City's Volunteer Centre - Access to the City's Club Development Officer to assist in people development

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.05 Complete actions to improve local sporting club infrastructure	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - Completed the programming for 2018 under the City's Community Infrastructure Plan. Sporting facilities are planned for future City growth and demographic change. 2017/18 saw a series of improvements to pavilions, ovals, training facilities, ablution blocks as well as access to funding programs to purchase additional sporting equipment.</p> <p>An example to highlight the type of improvement includes the Kwinana Netball Courts with new playing surface, shelters, fencing, lights, goals posts, water bubblers, lighting control system and security measures.</p> <p>Improvements were made to other facilities including the Kwinana Tennis Club, Medina Oval car park, Bertram Oval Pavilion installation, Bertram Oval cricket nets, Kwinana United soccer goals, provision of a new cricket wicket at Wellard Primary School, new playing surface at Kwinana Bowls and new Bowls Club shed.</p> <p>Maintenance issues were addressed on an ongoing and as needed basis. These issues include repair and maintenance of sporting lighting, cricket wickets, cricket practice nets, football goal posts.</p>
1.5.06 Complete actions to improve local sporting club talent development	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	<p>05/07/2018 - The City offers a range of support for Talent Development via:</p> <ul style="list-style-type: none"> - Access to the Club Development Officer - Referral to funding sources available through City of Kwinana, Sport and Recreation (WA), and the Federal Government

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.07 Deliver the Community Development Fund in two funding rounds per annum	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The first allocation of the Kwinana Community Funding program was made in December 2017. 13 organisations received funding totaling \$30k. The second funding round was distributed in May 2018 with a similar number of organisations being funded. The program is a collaboration between the City, Bendigo Bank and the Kwinana Community Chest.
1.5.08 Deliver the Place Based Events Fund	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The Local Events Fund distributed \$47,240 to 16 community groups over the year. A diverse range of community events were funded.
1.5.09 Form partnerships with local community groups to promote healthy environments i.e. healthy canteens, safe alcohol provision, no smoking venues	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Partnerships have been developed with the following to improve healthy food and drinking options: <ul style="list-style-type: none"> - Food to Go - WA Schools Canteen Association - Good Sports - Australian Drug Foundation - Liquor Licencing - Department of Racing Gaming and Liquor - Tobacco Control Regulation - Department of Health
1.5.10 Support and encourage food businesses to provide healthy options	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Support is provided to Kwinana Sporting Clubs to offer healthy canteens as part of their service to their members. Connection to the Sport and Recreation (WA) promotion of healthy canteens is made. Workshops are offered for the "Fuel to Go" program encouraging clubs to improve menu options and food preparation.
1.5.11 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The Youth Advisory Council have been meeting fortnightly in term 2 2018. The Youth Advisory Council are hosting the annual YACtivate youth conference at the Zone Youth Space in August 2018 and have formed a planning committee with various other YAC's across Perth Metro to plan for this event.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.12 Provide a 'Youth Project Grants' program with the view to increase the number of youth led community-based projects.	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The program has been developed.
1.5.13 Review and enhance the structure of existing youth and community support service committees and networks	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - In conjunction with the Kwinana Early Years Network and the Children Community for Kids, the City has continued to support the Kwinana Action Group which aims to progress community issues based on needs identified through extensive consultation with key stakeholder groups. Key agenda items include school attendance, domestic violence and the Paint Kwinana ReAd initiative.
1.5.14 Host a series of professional development workshops in Kwinana targeting youth workers	4.6 Youth Services	01/07/2017	30/06/2018	0	02/07/2018 - This action is currently being planned.
1.5.15 Market and promote the Zone Youth Space to the local secondary schools as both a hub of youth services and hireable space for school events and functions	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The Marketing of the Zone Youth Space has increased with the focus on more effectively making use of social media channels to link in with local secondary schools to promote the Zone programs and available facilities.
1.5.16 Administer a Youth Wellbeing Scorecard with industry benchmarking biannually (modelled after the City's existing Community Wellbeing Scorecard	4.6 Youth Services	01/07/2017	30/06/2018	0	02/07/2018 - This action is currently being planned.
1.5.17 Hold capacity-building sessions for the sector	4.6 Youth Services	01/07/2017	30/06/2018	0	02/07/2018 - This action is currently being planned.
1.5.18 Promote youth data available via the web, and ensure all stakeholders are aware of it	4.6 Youth Services	01/07/2017	30/06/2018	100	02/07/2018 - The City's Youth Strategy 2017-2020 is available online and provides relevant statistics on youth demographics and needs.
1.5.20 Review all operations to remove barriers to accessibility for CaLD communities	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Active fostering of relationships with CaLD communities and CaLD related service providers is enhancing the City's capacity to know and understand areas requiring review and improvement.
1.5.21 Assist unincorporated CaLD groups to access funding	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - Assistance is given to groups as they present.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.22 Develop a Multicultural Officer position at the City to be the support person for referrals, information and possible advocacy	4.3 Community Development	01/07/2017	30/06/2018	100	03/07/2018 - Consideration will be given to such a position as part of the Review of the City Engagement Directorate.
1.5.23 Ensure information about grant and tender opportunities is communicated to CaLD communities in an accessible manner	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - This action is ongoing. The City's website includes a translate function.
1.5.24 Provide CaLD communities with training and support in grant and tender writing	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - A How to Write Successful Grants Workshop was held in February 2018. The Workshop was open to and included CaLD groups.
1.5.25 Collate and monitor data on the proportion of grants and tenders that support CaLD communities	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - This action is ongoing. Of the local events grants distributed, 1 supported a CaLD group. There were no applications from CaLD groups for the Kwinana Community Funding program.
1.5.26 Ensure job advertisements encourage applicants from CaLD backgrounds	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - This action is ongoing.
1.6 Increase the prevalence of volunteering in Kwinana					
1.6.02 Develop a campaign in partnership with the Kwinana Volunteer Service targeting local high schools promoting the benefits and opportunities for volunteering	4.6 Youth Services	01/07/2017	30/06/2018	0	02/07/2018 - This action is currently being investigated.
1.6.03 Provide a range of dedicated youth volunteer positions within the City of Kwinana	4.6 Youth Services	01/07/2017	30/06/2018	100	05/07/2018 - Youth volunteers were involved with the LYRIK awards ceremony, acknowledging youth contributions to the community.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.7 Develop and celebrate arts in Kwinana					
1.7.01 Develop a Local Planning Policy for public art contributions to be mandatory	3.1 Planning and Development	01/07/2017	30/06/2018	100	10/07/2018 - Local Planning Policy was adopted by Council at its 14 February 2018 Ordinary Council Meeting.
1.7.02 Review Public Art Masterplan	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - The scope of this project is currently being reviewed.
1.7.03 Review the City's Percent for Art Policy	4.3 Community Development	01/07/2017	30/06/2018	100	25/06/2018 - Work is progressing on reviewing all policies in relation to public art. The Policy on Developer Contributions toward Public Art was adopted by Council.
1.7.04 Present and support arts initiatives relating to Kwinana's diversity	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - In the 2017/18 art program, 10 exhibitions were showcased with artworks by local artists and with themes associated with Kwinana being the people and the landscape.
1.8 Respect and promote Kwinana's unique heritage					
1.8.02 Develop a vision for the City's Heritage Assets	4.3 Community Development	01/07/2017	30/06/2019	100	<p>10/07/2018 - Visioning workshops have been held to develop the vision and management plans for Sloan's and Smirk's Cottages. The plans were received by the City at the end of March 2018 and are being reviewed.</p> <p>Reviewed conservation plans for the 2 facilities were also received at the end of March 2018.</p> <p>An implementation plan for the management plans is currently being developed.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9 Improve levels of disability access and inclusion throughout the community					
1.9.01 Develop links between the DAIP and other Council plans and strategies	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - The City of Kwinana is a member of the Cockburn Kwinana Regional meeting for the National Disability Insurance Scheme. This concludes on 30 June in preparation for the national roll out commencing 1 August 2018. At this forum connection is made with City of Cockburn.
1.9.02 Continue to provide a priority bin service for eligible people with a disability	3.3 Environmental Health	01/07/2017	30/06/2018	100	22/06/2018 - The City is currently providing this service to 9 residents.
1.9.03 Design City of Kwinana events using the Disability Services Commission 'Creating Accessible Events checklist', and provide a link to the checklist on the City's webpage and Live webpage	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - The City's events planning process incorporates the 'Creating Accessible Events Checklist' and it is listed on the Events Booking Form (50+ people). All community groups and individuals who plan events are required to complete the checklist.
1.9.04 Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disability	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - Events are required to comply with the City's events checklist. Challenges still exist when hosting large scale events on ovals especially where wheel chairs have limited access unless they are mobile scooter type vehicles. The City is improving pathways and accessibility routes to its facilities for example, Calista Avenue with improved pathways and stairs

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.05 Continue to ensure the City's library provides products, resources and services for people with disability	4.4 Library	01/07/2017	30/06/2018	100	25/06/2018 - During this quarter, the library received a Touch and Feel Baby Ways Backpack as part of the Better Beginnings program. The kit is specifically designed for infants with vision impairments and will be available to loan for free once processed by library staff. It includes a Braille-embossed edition of the Baby Ways book, an audio CD with Baby Ways sung and narrated, and tactile objects that relate to the book. The library is investigating the potential to develop a collection of resources for families with children who are visually impaired.
1.9.06 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan	5.3 Contracts	01/07/2017	30/06/2018	10	05/07/2018 - The City's Disability Access and Inclusion Plan is under review. The Contracts Team is currently assisting the City's Healthy Lifestyles Team with the creation of the new Access and Inclusion Plan. Once the Access and Inclusion Plan is completed, the plan itself and any relevant processes required to implement the plan will be incorporated into the City's procurement and contract documentation.
1.9.07 Ensure that contractor requirements are met as per the legislation and that contractors report on their delivery of DAIP objectives and strategies during the course of the contract	5.3 Contracts	01/07/2017	30/06/2018	10	05/07/2018 - The Contracts Team are ensuring that Contractors are aware of their obligations in regards to the current Disability Access and Inclusion Plan. Once the requirements of the Access and Inclusion Plan are finalised the Contracts Team will be in a better placed to outline how it will ensure compliance.
1.9.08 Ensure that City of Kwinana staff are aware of the requirements of relevant legislation	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - City staff are provided with training at their induction in this area. Reminders can be provided through the City's Hub intranet service. Specific training can also be offered on an identified need basis.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.10 Ensure all programs run are accessible and inclusive	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Events are required to comply with the City's Access and Inclusion checklist. Events are promoted through a range of marketing campaigns to encourage access and inclusivity. Consideration is given to pricing structures to encourage access and inclusivity.
1.9.11 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	3.2 Building Services	01/07/2017	30/06/2018	0	05/07/2018 - This action is ongoing.
1.9.12 Ensure that all City owned buildings meet Access Standards	3.2 Building Services	01/07/2017	30/06/2018	0	05/07/2018 - This action is ongoing.
1.9.13 Ensure that ACROD parking meets both the required standards and the needs of people with disability	1.1 Engineering	01/07/2017	30/06/2018	100	16/05/2018 - ACROD parking is provided as part of the new developments and car park construction projects.
1.9.14 Ensure all parks and recreational areas are inclusive and accessible	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Each new park is designed with accessibility and inclusion principles in mind. When existing parks are upgraded these principles are included where budget allows. Selection of items for inclusion includes these principles.
1.9.15 Ensure bushland walks and trails are inclusive and accessible	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Field crew routinely maintain walk trails such as Walley's Walk, Honeywood Wetlands Walks and general footpath maintenance. Footpath upgrades along Sanctuary Drive have been undertaken.
1.9.16 Ensure developments create accessible public spaces and install accessible equipment including playgrounds in new developments	3.1 Planning and Development	01/07/2017	30/06/2018	100	05/07/2018 - All new developments including playgrounds are designed and constructed in compliance with accessibility requirements.
1.9.17 Ensure that footpaths are accessible, maintained, and kept free of debris and sand	1.3 Works Depot	01/07/2017	30/06/2018	100	05/07/2018 - The City's footpath network is maintained through planned and reactive maintenance to ensure accessibility for the general public.
1.9.18 Ensure buildings, car parks and public spaces are clearly signed	3.2 Building Services	01/07/2017	30/06/2018	0	05/07/2018 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.19 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	3.2 Building Services	01/07/2017	30/06/2018	100	05/07/2018 - Accessibility compliance forms part of every building permit assessment.
1.9.20 Continue to update You're Welcome information and provide this information via the City's website	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - The City continues to update the 'You're Welcome' information for those seeking information on the City's facilities.
1.9.21 Provide a beach wheel chair and matting for use by the community at Kwinana Beach	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - A beach wheel chair continues to be made available at Wells Beach for those persons with a disability to access the beach. Bookings can be made with key access through the Recquatic and the chair is available at the beach.
1.9.22 Promote the achievement of DAIP outcomes to the community	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	02/07/2018 - The DAIP's achievements are promoted to the community through the Access and Inclusion Working Group.
1.9.23 Ensure all of the City of Kwinana information is available on request in alternative formats and promote this to the community	2.6 Customer Services	01/07/2017	30/06/2018	100	05/07/2018 - A translating function has been included on the City's website, as well as the promotion of the National Relay Service and the removal of the outdated TTY service.
1.9.24 Ensure the City of Kwinana website and associated websites and social media pages meet the access and universal design principles listed on the Disability Services Commission website	2.2 Marketing and Communications	01/07/2017	30/06/2018	50	05/07/2018 - The City has just upgraded service providers to a new platform which detects broken links and accessibility issues with our website. We will make updates and improvements to the City's website based on the improvements identified through the new platform.
1.9.25 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	2.6 Customer Services	01/07/2017	30/06/2018	0	05/07/2018 - This action is ongoing.
1.9.26 Ensure customer service staff are adequately trained so they can facilitate complaints from people with a disability	2.6 Customer Services	01/07/2017	30/06/2018	100	05/07/2018 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.27 Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	02/07/2018 - The Working Group is hosted on a bi-monthly basis. Membership consists of Elected Members, City staff, Community disability groups, members of the public and persons with a disability.
1.9.28 Ensure all community consultations is accessible and inclusive for everyone	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - The City is guided by the Community Engagement Framework, with internal feedback provided by the Community Engagement team as required to support inclusive and appropriate engagement practices.
1.9.29 Consult with disability organisations and networks as required	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Consultation is undertaken with disability organisations at Access and Inclusion Working Group meetings as well as on an as needed basis.
1.9.30 Ensure meetings and forums held as part of community consultations comply with Accessible Events guidelines	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Meetings are held in venues that meet disability access guidelines.
1.9.31 Ensure consultation documents are available in accessible formats	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - The requirement for information in alternate formats is considered as part of the development of the communication plan for engagement processes.
1.9.32 Ensure all aspects of Council Meetings are accessible and inclusive	2.8 City Strategy	01/07/2017	30/06/2018	100	26/06/2018 - The City aims to have all aspects of Council Meetings accessible and inclusive. Recent updates to the visual and sound aspects have been completed in the Council Chambers.
1.9.33 Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - Issues that have been raised by the Access and Inclusion Working Group have been referred to appropriate parties for their attention and action. One such example to highlight was the street crossing, ramp and access at the Marketplace Shopping Centre.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.1 Residents have access to ample job opportunities locally					
2.1.01 Implement the Local Employment Solutions Council Policy	2.4 Economic Development	01/07/2017	30/06/2018	75	05/07/2018 - This Policy will be reviewed in the 2018/2019 financial year.
2.1.02 Work with the State and Commonwealth governments, and non-government agencies, in progressing the Kwinana Outer Harbour Project to improve job prospects to the community	6.1 Executive	01/07/2017	30/06/2018	100	03/07/2018 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and is part of all work streams.
2.1.03 Work with the State and Commonwealth governments, and non-government agencies, in job creation initiatives targeting culturally and linguistically diverse residents	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Liaison with government and non-government agencies on job creation opportunities is an ongoing activity.
2.1.04 Consider the community's diversity when reviewing vacancies; and where appropriate, include CaLD-related competencies in selection criteria (including relevant language skills)	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Recruitment processes are programmed for review to ensure they support culturally diverse applicants.
2.1.05 Engage CaLD people with English language proficiency to assist those who don't with employment and housing, etc.	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - This action will be considered as part of the service review process of the City Engagement Directorate.
2.1.06 Investigate the possibility of developing a work placement program for CaLD residents	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - No appropriate job placement opportunities were identified in this period.
2.1.07 Encourage service providers to take part in the healthier workplaces program	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	03/07/2018 - This action is ongoing.
2.1.08 Support a local network of service providers to encourage collaboration and partnerships and sharing of information regarding opportunities	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	05/07/2018 - More work needs to be done in this area. The City has and continues to host a series of cross functional working groups to assist in collaboration and information sharing. Commitment and participation in these forums varies with various outcomes achieved.

1 Strategic Community Plan 2017-2027 - Period 1/04/2018 to 30/06/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.1.09 Supporting a coordinated effort by Volunteering Coordinator and Club Development Officer to promote local opportunities	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	05/07/2018 - The Volunteer Centre and Club Development Officer work together to promote volunteering in the local community.
2.1.10 Continue to offer staff a variety of health and wellbeing opportunities	2.3 Human Resources	01/07/2017	30/06/2018	100	16/06/2018 - Staff wellbeing programs are ongoing and scheduled throughout the year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2 The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time					
2.2.01 Create a Lifelong Learning Strategy	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Programs offered through the Library and Community Centres program form the basis of the City's life long learning strategy.
2.2.02 Facilitate the holding of workshops on skills for success in the Australian job market	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Ongoing liaison occurs with agencies that support labour market programs, for example, Bridging the Gap, Challenger TAFE and South Metro Youth Link.
2.2.03 Advocate for expansion of affordable English classes for newcomers and those previously without access	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - A partnership exists, and ongoing liaison occurs, with Fremantle Multicultural Centre in relation to English classes for newly arrived migrants. Classes occur every Thursday at the Darius Wells Library and Resource Centre.
2.2.04 Facilitate foreign language classes	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Ongoing liaison occurs with Fremantle Multicultural Centre.
2.2.05 Participate in networks that facilitate coordinated approaches to education, employment and training for culturally and linguistically diverse residents	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Officers regularly attend the South West CaLD Network.
2.2.06 Advocate and work with all levels of government and the business community to strengthen Kwinana's position as a diverse and inclusive community	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Various initiatives and community events support the City's diverse population.
2.2.07 Promote the importance of cross-cultural awareness training in the community	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - This action is ongoing.
2.2.08 Advocate for a more diverse range of languages to be offered in school as a second language	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - This action is ongoing.
2.2.09 Advocate for cultural workshops in schools	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - This action is ongoing.

1 Strategic Community Plan 2017-2027 - Period 1/04/2018 to 30/06/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2.10 Support the development of student exchange opportunities through schools and community organisations (e.g. Rotary)	4.3 Community Development	01/07/2017	30/06/2018	100	05/07/2018 - Opportunities are supported when they present.
2.2.11 Ensure Private Sector Education providers are aware of opportunities that population growth in the region bring by creating a prospectus annually	2.4 Economic Development	01/07/2017	30/06/2018	100	05/07/2018 - A prospectus was sent to private school associations outlining the population growth, potential future areas of interest and changing demographics of the area. The City has offered to assist private school associations in their analysis of the region to support investment decision making.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.3 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					
2.3.01 Implement design guidance actions to ensure that the City Centre exhibits an Urban Structure that will create a context for people to engage with place	3.1 Planning and Development	01/07/2017	30/06/2018	100	05/07/2018 - Undertaken and implemented as part of subdivision and development assessment processes.
2.3.02 Implement design guidance actions to ensure that the City Centre exhibits a Built Form that will create a context for people to engage with place	3.1 Planning and Development	01/07/2017	30/06/2018	100	05/07/2018 - Undertaken and implemented as part of subdivision and development assessment processes.
2.3.03 Implement design guidance actions to ensure that the City Centre exhibits an Interface with the Public Realm that will create a context for people to engage with each other	3.1 Planning and Development	01/07/2017	30/06/2018	100	05/07/2018 - Undertaken and implemented as part of subdivision and development assessment processes.
2.3.04 Improve Local Commercial and Activity Centres by providing a small business grant program annually	2.4 Economic Development	01/07/2017	30/06/2018	100	05/07/2018 - Grants for this financial year have been completed. The policy has been updated and endorsed by Council for continuation in 2018/19.
2.3.05 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2017	30/06/2018	75	05/07/2018 - This project is progressing. Applications for a grant for CCTV has been made with the State Government and other initiatives suggested by residents groups are being evaluated and progressed.
2.3.06 Complete a report to revitalise the Orelia Local Commercial Centre	2.4 Economic Development	01/07/2017	30/06/2018	0	25/06/2018 - The City's Place Plan (the Plan which includes Orelia) will incorporate an economic development improvement action plan for the Orelia Local Commercial Activity Centre. Other assistance available to the businesses operating in the Orelia Local Commercial Activity Centre includes Council's Local Commercial Activity Centre Improvement Grant Funding Program.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.3.07 Complete a report to revitalise the Calista Local Commercial Centre	2.4 Economic Development	01/07/2017	30/06/2018	0	25/06/2018 - The City's Place Plan (the Plan which includes Calista) will incorporate an economic development improvement action plan for the Calista Local Commercial Activity Centre. Other assistance available to the businesses operating in the Calista Local Commercial Activity Centre includes Council's Local Commercial Activity Centre Improvement Grant Funding Program.
2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure					
2.4.01 Complete the Postans Precinct Study	3.1 Planning and Development	01/07/2017	30/06/2018	0	27/06/2018 - This action will commence in the 2019/20 financial year.
2.4.02 Create an Industrial Development Policy	3.1 Planning and Development	01/07/2017	30/06/2018	30	05/07/2018 - The draft Industrial Development Policy is underway for internal review.
2.4.03 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	5	05/07/2018 - The project plan and consultant brief have been prepared.
2.4.04 Continue to lobby for the Kwinana Outer Harbour Project	6.1 Executive	01/07/2017	30/06/2018	100	03/07/2018 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and is part of all work streams.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.5 Stimulate economic development and encourage diversification					
2.5.01 Create an Economic Development Action Plan	2.4 Economic Development	01/07/2017	30/06/2018	50	05/07/2018 - The City is currently engaging a consultant to progress an Economic Development Analysis, which will be the basis for the Action Plan to be implemented in 2018/19.
2.5.02 Create a Land Optimisation Strategy	2.4 Economic Development	01/07/2017	30/06/2018	100	05/07/2018 - An analysis of State Government holdings was completed to identify potential land swap options. This was presented to Council and the City is currently progressing proposals with the State Government to progress identified acquisition targets.
2.5.03 Advocate for the development of a policy that supports and addresses barriers for local and new businesses offering health promoting services, such as personal trainers in public open spaces	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	05/07/2018 - Limited outcomes have been achieved for such a policy.
2.6 Provide a best practice development approval system that attracts and retains business investment in the area					
2.6.01 Review the City's approval system annually to ensure that the City is utilising the integration features available with relevant State Government Planning Platforms	3.1 Planning and Development	01/07/2017	30/06/2018	75	05/07/2018 - The review of the City's approval systems is currently underway to identify any areas for potential improvement.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1 Improve conservation of biodiversity and protection of native vegetation whilst achieving high levels of environmental protection in new developments					
3.1.01 Integrate the Local Biodiversity Strategy into the Local Planning Strategy, Town Planning Scheme and Local Planning Policies	3.4 Environment	01/07/2017	30/06/2018	80	05/07/2018 - The Planning Strategy process will incorporate the Biodiversity Study and subsequent Strategy.
3.1.02 Tender for grass weed control	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - The grass weed tender was completed in 2017.
3.1.03 Complete bushland weed and condition mapping	3.4 Environment	01/07/2017	30/06/2018	95	05/07/2018 - The City is now finalising the Bushland Condition and Weed Distribution mapping project.
3.1.04 Tender for Environmental Weed Control	3.4 Environment	01/07/2017	30/06/2018	100	27/06/2018 - The tender has been completed.
3.1.05 Prepare and implement a works program to control significant Environmental weeds in Kwinana Reserves	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - The 2017/18 works program prepared and implemented.
3.1.06 Investigate and apply for grants for environmental weed control	3.4 Environment	01/07/2017	30/06/2018	100	20/06/2018 - Within this period no suitable grants were identified.
3.1.07 Budget for new reserves	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - 50 hectares of Natural areas have been handed over to the City of Kwinana in 2017/18. The reserves will be incorporated into the Natural Areas Management Plan upon review in the first half of the 2018/19 financial year.
3.1.08 Post Controlled Burn/Arson Weed Control	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Weed control is undertaken on a scheduled basis.
3.1.09 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - All fences and gates are inspected as part of the weekly reserve inspection process. The inspection process is complemented with the use of covert cameras to identify repeat/serial offenders.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.10 Removal of illegal dumping/litter from reserves	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Field crews routinely inspect reserves and remove any rubbish or dumped material. Fence maintenance is undertaken as a priority to prevent reserves being accessed for this purpose. This has been effective at reducing dumping although litter from walkers is still prevalent in some reserves.
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - In preparation for the 2018/19 planting season several sites have been prepared for planting including a section of Wildflower Reserve adjacent to Orelia Avenue and several areas of Sloans Reserve.
3.1.12 Budget for consumables	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - This action is complete. Additional PPE considerations for Field Staff has been factored in.
3.1.13 Post-arson weed management	3.4 Environment	01/07/2017	30/06/2018	100	20/06/2018 - Kwinana reserves were not subject to major arson events in the first half of 2018.
3.1.14 Improve bushland in Clementi Reserve	3.4 Environment	01/07/2017	30/06/2018	100	20/06/2018 - Clementi Reserve has had several years of grass control post catastrophic fires in 2015 that burnt through the reserve. Regeneration of native vegetation has been given the best opportunity for recovery through the suppression of weeds during this time.
3.1.16 Revegetation of degraded bushland surrounding Wellard Park – Homestead Ridge	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Wellard Park has had successive community planting days over several years, revegetation programs, significant tree watering efforts, fence installation, tree pruning and woody weed control and surveillance and signage to prevent illegal dumping.
3.1.17 Complete fuel load assessments	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Fuel Assessment and Hazard Reduction work is complete for 2017/18.
3.1.18 Complete controlled burns	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Millar Road Reserve, Henley Reserve and Crofter Court Reserve are complete.
3.1.19 Complete Fire Mapping	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Fuel Assessment and Hazard Reduction work is complete for 2017/18.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.20 Complete firebreak maintenance	3.4 Environment	01/07/2017	30/06/2018	100	27/06/2018 - This action is complete.
3.1.21 Complete controlled patch burns	3.4 Environment	01/07/2017	30/06/2018	100	27/06/2018 - This action is complete.
3.1.22 Complete survey reserves	3.4 Environment	01/07/2017	30/06/2018	95	20/06/2018 - Now finalising weed condition and weed distribution mapping.
3.1.23 Undertake rabbit control measures	3.4 Environment	01/07/2017	30/06/2018	100	20/06/2018 - Rabbit control has been undertaken as required including warren destruction, release of biological control agents and landowner education programs.
3.1.24 Undertake fox control measures	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Contracted services have been used to target foxes in conservation reserves identified through camera monitoring. A fox trapping research program is being entered into in partnership with adjacent Local Governments and organised by the South West Group.
3.1.25 Undertake phytophthora control measures	3.4 Environment	01/07/2017	30/06/2018	100	27/06/2018 - This action is complete. This will be scheduled at fortnightly field crew meetings.
3.1.26 Undertake cat control measures	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Cat trapping has been undertaken in City of Kwinana Natural Areas.
3.1.27 Undertake bee control measures	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Feral Beehives have been removed from nest boxes and tree hollows as required.
3.1.28 Provide information brochures/posters and promotion for natural areas	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Old brochures have been removed from circulation and new brochures and content is being developed.
3.1.29 Conduct Water Wise Garden & Community Energy Efficiency Workshops	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - A Living Smart Course was run over May and June 2018 at the Bertram Community Centre. This course covers energy efficiency and Waterwise gardening amongst other sustainability topics. A stall offering water and energy efficiency advice was also provided at the Living Green event on the 23 June.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.30 Conduct schools planting events	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - All primary schools within Kwinana have participated in planting events, several thousand trees have been installed by Kids of Kwinana.
3.1.31 Conduct community planting events	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Several events have been held, including planting at Sloans Reserve, Chalk Hill and Lake Magenup. This has made noticeable additions to the areas of revegetation at each site. In particular, Sloans Reserve has had high numbers of tubestock planted by several volunteer groups.
3.1.32 Conduct Guided Activities (e.g. Bushwalks, Nightstalks, Bird Walks and Wildflower Tours)	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Two 'Nightstalk' events were held with high participation rates. The wildflower walk included art installations adding an additional element to this event.
3.1.33 Conduct a Clean Up Australia Day event	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Clean Up Australia Day events had rubbish removed by the City. Several events were organised on Council Reserves.
3.1.34 Conduct volunteer training	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - Induction and training undertaken as required.
3.1.35 Collect provenance seed	3.4 Environment	01/07/2017	30/06/2018	100	25/06/2018 - Seed collection undertaken in reserves where suitable seed was located.
3.1.36 Continue to implement the Coastcare Program	3.4 Environment	01/07/2017	30/06/2018	100	05/07/2018 - The CoastCare Program will be reviewed in 2018/19.
3.1.37 Develop a Bushfire Risk Management Plan as per WESTPLAN Fire	5.2.2 Emergency Services	01/07/2017	30/06/2018	75	05/07/2018 - WESPLAN Fire is currently under review.
3.1.38 Develop and implement bushfire management and mitigation programs for Unallocated Crown Land and Unmanaged Reserves	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	05/07/2018 - The City has limited input to State controlled land. The Department of Fire and Emergency Services (DFES) is responsible for the bushfire management on these lands. The City continues to liaise with DFES.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.39 Develop practices for bushfire management on local government lands	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - The City's Emergency Services Team has commenced Rural Urban Interface Plans with local City brigades and the City's Environment Team.
3.1.40 Administer the provisions of relevant Statutes, Regulations, Policies and Local Laws	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This is a business as usual statutory and compliance action that the City completes each quarter.
3.1.41 Support community engagement and awareness programs as identified in the Bushfire Risk Management Plans	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	05/07/2018 - This is a business as usual activity that the City and volunteer bush fire brigades work to achieve whilst liaising with Department of Fire and Emergency Services in implementing community safety and bush fire preparedness programs.
3.1.42 Provide advice on Bushfire Management Plans in regards to land use planning	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	05/07/2018 - The City's Emergency Services team regularly provides advice and works with the Planning and Building departments to achieve this action.
3.1.43 Develop and review relevant Emergency Services management documents	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City has commenced the review process of the Bushfire Brigades Local Law.
3.1.44 Develop Emergency Services policies and procedures	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City has commenced the review process that provides guidance for the City's Emergency Services.
3.1.45 Develop and maintain the City Bushfire Response Plan	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City has commenced the review process that provides guidance for the City's Emergency Services.
3.1.46 Develop Brigade Response Plans	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City has commenced the review process that provides guidance for the City's Emergency Services.
3.1.47 Provide input to the annual review of Gazetted Fire Districts within the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - The City's Emergency Services Team provides input when requested on an annual basis.
3.1.48 Facilitate Volunteer Bush Fire Brigade training	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual and occurs as needed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.49 Liaise with and support the State Emergency Service	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City liaised with the Local Emergency Management Committee and State Emergency Services (SES) over the last quarter. The City of Rockingham directly manages the SES unit with the Department of Fire and Emergency Services.
3.1.50 Develop and submit annual Local Government Grants Scheme operations and capital grants	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - Liaison with brigades is complete and the Emergency Services Levy grants are complete.
3.1.51 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - This is a part of the Local Emergency Management Committee process and the new Local Emergency Management Committee Plan and has now been accepted by Council.
3.1.52 Audit Emergency Coordination Centres to ensure readiness for activation	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - This is a part of the Local Emergency Management Committee process and the new Local Emergency Management Committee Plan and has now been accepted by Council.
3.1.53 Support key Bushfire meetings and Committees	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The Emergency Services Team attends the meeting as required.
3.1.54 Maintain emergency water supplies owned by the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - Emergency water supplies are checked each quarter.
3.1.55 Inspect hydrants outside Gazetted Fire Districts	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The local volunteer brigades undertake these checks as business as usual.
3.1.56 Exercise Emergency Services as per Local Emergency Management Arrangements	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - A multi-agency exercise was completed in May 2018.
3.1.57 Attend Local Emergency Management Committee meetings	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City's Emergency Services Team attends these meeting quarterly.
3.1.58 Coordinate Local Government Incident Management capacity and capability	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.
3.1.59 Participate in Emergency Services Forums	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - The City's Emergency Services Team attends these meetings as required.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.60 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.
3.1.61 Respond to incidents in neighbouring Cities when requested by the Regional Duty Coordinator	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - The City's Emergency Services Team responds to these events when needed.
3.1.62 Encourage brigades to report suspicious and deliberately lit fires	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.
3.1.63 Provide appropriate support and counselling to City volunteers and staff following incidents	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.
3.1.64 Provide support to the City Recovery coordinator or recovery team when established	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.
3.1.65 Coordinate special projects as required by the Department of Fire and Emergency Services or the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.
3.2 Educate and promote improved environmental land management					
3.2.01 Create an Environmental Education Strategy	3.4 Environment	01/07/2017	30/06/2018	30	10/07/2018 - The Environmental Educational Strategy development will be rolled over to the 2018/19 financial year to allow reference groups to be formed and involved in the development.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.3 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible					
3.3.01 Retrofit City buildings with updated codes and actively engage in the design process of new Council buildings to ensure energy efficiency is maximised	3.4 Environment	01/07/2017	30/06/2018	100	10/07/2018 - The Environment Team has been involved in planning for the refurbishing of the Administration Building. This will allow energy efficiency to be incorporated early in the process.
3.3.02 Progressively install solar panels on Council buildings	3.4 Environment	01/07/2017	30/06/2018	100	10/07/2018 - Installation of 25 Kw of solar panels on the Business Incubator and Bertram Community Centre was completed on 1 March 2018.
3.3.03 Investigate green building options when planning new Council buildings	1.2 Asset Management Services	01/07/2017	30/06/2018	100	03/05/2018 - Council's Green Building Policy requirements are incorporated into the design of all new building infrastructure where practical. The Sustainability Officer is consulted as part of the design process.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.4 Encourage and exercise best practice water management					
3.3.04 Investigate working with sporting clubs to reduce their electricity use in the City's sporting facilities	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	90	10/07/2018 - The City is installing systems at the Tennis Club and Netball Club to have computerised and automatic systems for turning lights on and off.
3.4.01 Review the City's Verge Policy to align with the Water Corporation's Water wise Verge Best Practice Guidelines	3.4 Environment	01/07/2017	30/06/2018	90	10/07/2018 - The reviewed draft policy is complete. This is awaiting the review of the relevant local law before it is adopted.
3.4.02 Write and Adopt a Green Building Policy for new and renovated Council Buildings	3.4 Environment	01/07/2017	30/06/2018	100	10/07/2018 - The Green Building Policy was adopted by Council on the 17 January 2018.
3.4.03 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks	3.4 Environment	01/07/2017	30/06/2018	100	21/06/2018 - The data loggers are checked regularly (3 times per week) to identify leaks.
3.4.04 Continue to redevelop bores and attach to centralised irrigation control	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - All budgeted bores were redeveloped and one controller centralised.
3.4.05 Carry out mapping of irrigated areas to allow quick station identification	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - All mapping of irrigated areas under City's irrigation staff is complete.
3.4.06 Maintain the registry of City of Kwinana bores	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - The register is up-to-date.
3.4.07 Continue to monitor water use and irrigation application rates and improve water use efficiency	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - All required hydrometer readings are recorded and monthly programs are adapted.
3.4.08 Maintain monitoring of the groundwater resource to identify any potential adverse impacts of abstraction and respond pro-actively to mitigate impacts	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - Hydrometer reading data is up-to-date.
3.4.09 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - All nutrient monitoring data is up-to-date.
3.4.12 Develop an educting program for the cleaning of side entry pits, GPTs and bubble up pits	1.2 Asset Management Services	01/07/2017	30/06/2018	5	10/07/2018 - A program based on associated risk and industry best practice will be developed in liaison with the Works Depot in the 2018/19 financial year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.4.13 Develop the schedule/program for the inspection and maintenance of sumps and compensating basins	1.2 Asset Management Services	01/07/2017	30/06/2018	10	10/07/2018 - An interim program is being drafted to ensure the asset is still managed efficiently.
3.5 Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning					
3.5.01 Review the Kwinana Local Emergency Management Plan annually	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is complete.
3.5.02 Review with Department of Fire and Emergency Services the Community Emergency Services Coordinator Business Plan	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is complete.
3.5.03 Develop and adopt a Landscape Strategy which addresses the development and maintenance of an "urban forest"	1.1 Engineering	01/07/2017	30/06/2018	80	10/07/2018 - The development of the Landscape Strategy is in progress, it is due to be completed in September 2018.
3.5.04 Develop a triple bottom line planning policy which includes measures to reduce the carbon emissions of new developments	3.1 Planning and Development	01/07/2017	30/06/2018	80	10/07/2018 - The Local Biodiversity Strategy, Housing Strategy and preparation of a new Town Planning Strategy will address this action.
3.5.05 Investigate the use of recycled materials in road base	1.1 Engineering	01/07/2017	30/06/2018	100	10/07/2018 - The use of recycled road base has previously been investigated. The proposed project did not qualify for State Government subsidy. The City will keep this in mind for future projects.
3.5.06 Create a Local Planning Policy to address Sea Level Rise	3.1 Planning and Development	01/07/2017	30/06/2018	75	10/07/2018 - Work has commenced on the Sea Level Rise Local Planning Policy and completion will coincide with the finalisation of the City's Climate Change Adaptation Plan.
3.5.07 Develop a Management Plan to address Sea Level Rise	3.4 Environment	01/07/2017	30/06/2018	100	10/07/2018 - The City's participation in the Cockburn Sound Coastal Alliance delivered a Coastal Adaptation and Mitigation Plan as a product of the project's third stage.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1 Residents are provided with a range of multifunctional community places and accessible recreation facilities					
4.1.01 Conduct a feasibility study for the upgrade of Wells Beach Foreshore	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Stage 1 of the study, supporting the use of the area as a recreational precinct, has been completed. A community survey aimed at understanding community usage and appreciation of the beach and foreshore area is currently being conducted. The study will be finalised by end July 2018.
4.1.07 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	1.2 Asset Management Services	01/07/2017	30/06/2018	100	10/07/2018 - Building installed 13 June 2018, with all construction works completed. Minor fit-out, drainage and reinstatement works to be undertaken during July 2018.
4.1.08 Design and construct a Pavilion Extension for Wellard	1.2 Asset Management Services	01/07/2017	30/06/2018	5	10/07/2018 - This project will be carried over to the 2018/19 financial year. The project should take approximately 3 months to build once awarded.
4.1.11 Subject to Long Term Financial Plan deliberations of Council, design and construct Stage 1 of the Civic Administration Building Upgrade	1.2 Asset Management Services	01/07/2017	30/06/2019	30	03/06/2018 - Included in the 2018/19 draft budget is the refurbishment of the existing Administration and Council Building. A project mandate has been prepared and internal project planning is underway.
4.1.12 Upgrade the Thomas Oval Netball Courts	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - Stage 1 of this upgrade has been completed. Courts have been resurfaced, 2 new shelters and a water fountain have been installed. New posts, fencing and a disability access gate have been installed. Stage 2 works of sports lighting, additional seating, power board upgrade and final painting to be completed by the end of June 2018.
4.1.13 Complete condition auditing of the City's building portfolio	1.2 Asset Management Services	01/07/2017	30/06/2018	75	10/07/2018 - The Building Condition Audit is now scheduled for the next five years based on asset life and levels of criticality. The current year building condition auditing is underway.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.14 Continually engage community through the Parks for People Strategy	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - Each park upgrade conducted under the Parks for People Strategy is supported by community engagement. This is in the form of a letterbox drop to local residents with opportunity for feedback. Once the parks are completed, a follow up outcome is provided. This occurred with Rogan Park in Leda, Hewison Park in Medina and Gawler Park in Calista.
4.1.15 Motivate creative design of open space in newly developed areas	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - The City is keeping up to date with trends in outdoor space, design and provision through the installation of more nature play based infrastructure and design. Examples this year are upgrades to Calista Oval in Calista, Bellingham Park in Wellard, and Rogan Park in Leda.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2 The community has easy access to well-equipped, quality parks and public open spaces					
4.2.01 Construct the Kwinana Outdoor Youth Space which includes a skate park	1.1 Engineering	01/07/2017	30/06/2018	100	10/07/2018 - Construction of the Edge Skate Park is complete.
4.2.02 Activate the Kwinana Adventure Playground	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - In addition to City events, community groups are encouraged to hold events in the park. The Patio facility is extremely popular and the booking option has been extended to include an afternoon time slot to increase access to the facility.
4.2.03 Activate the Kwinana Outdoor Youth Space which includes a skate park	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - Activation of the Edge Skate Park includes youth outreach sessions twice a week, clinics twice a month and competitions twice a month targeting all ages and abilities across skating, BMX and scooter riding. School holiday programs are also delivered from the facility.
4.2.04 Upgrade the Rogan Park playground in Leda	1.1 Engineering	01/07/2017	30/06/2018	100	22/06/2018 - The upgrade to Rogan Park is complete. A new playground including a play structure, basket swing, musical pipes and nature play was installed. A barbecue, picnic tables and shelter were also installed to create a new picnic area near the playground.
4.2.05 Design and upgrade the Ascot Parkway Small Skate Park in Bertram	1.1 Engineering	01/07/2017	30/06/2019	0	10/07/2018 - This action is programmed for the 2018/19 financial year.
4.2.06 Upgrade Gawler Park in Calista	1.1 Engineering	01/07/2017	30/06/2018	20	12/07/2018 - The planning and design is in progress.
4.2.07 Upgrade Hewison Park in Medina	1.1 Engineering	01/07/2017	30/06/2018	20	12/07/2018 - The planning and design is in progress.
4.2.11 Undertake a condition survey of Parks and Reserves	1.2 Asset Management Services	01/07/2017	30/06/2018	100	10/07/2018 - Condition inspections of Parks and Reserves Assets have now been completed.
4.2.12 Undertake a condition survey of the City's Public Open Space	1.2 Asset Management Services	01/07/2017	30/06/2018	100	10/07/2018 - Condition inspections of Public Open Space assets have now been completed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.13 Develop a Master Schedule of annual work for Depot services	1.3 Works Depot	01/07/2017	30/06/2018	85	10/07/2018 - The development of a Works Master Schedule for Infrastructure and Parks Services has been completed. Further work is required for the Building Maintenance Master Schedule.
4.2.14 Develop Activity Standards for work tasks and develop appropriate unit rates	1.3 Works Depot	01/07/2017	30/06/2018	60	10/07/2018 - Existing Parks Maintenance Activity Standards are in place and Infrastructure Maintenance Activity Standards are currently being developed.
4.2.15 Investigate a Maintenance Management/Work Order System for generating and managing maintenance work	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - A Maintenance Management System will be addressed with the introduction of a new corporate business system.
4.2.16 Investigate the implementation of a Tree Management System	1.3 Works Depot	01/07/2017	30/06/2018	50	10/07/2018 - The tree data capture project is about to commence.
4.2.17 Review current in house mowing schedules and advise on capacity to take on new mowing areas currently performed by contractors	1.3 Works Depot	01/07/2017	30/06/2018	10	10/07/2018 - The City is currently working on and improving the Master Schedule and gathering further data.
4.2.18 Implement the Parks Inspection and Continuous Improvement System	1.3 Works Depot	01/07/2017	30/06/2018	100	03/07/2018 - The Parks Inspection and Continuous Improvement System is ongoing.
4.2.19 Coordinate the transfer of landscape and irrigation developer gifted assets to the City's maintenance operations and asset management systems	1.3 Works Depot	01/07/2017	30/06/2018	100	10/07/2018 - All handover applications received have been progressed accordingly. 17 handover applications completed in 2017/18 with a further 7 currently in progress and 4 bore handovers also in progress.
4.2.20 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - The Access and Inclusion Working Group is consulted on the status of improvements to buildings, parks and playgrounds in relation to access.
4.2.21 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - Work is undertaken with community and sporting groups to improve and encourage participation. The City assists local resident groups to host social events such as BBQs and holiday festival events to bring communities together. Sporting groups host working bees to improve their facilities.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.3 Ensure the Kwinana community is well serviced by government and non-government services.					
4.3.01 Conduct a full review of waste management contracts	3.3 Environmental Health	01/07/2017	30/06/2018	80	10/07/2018 - The new Waste and Recycling Contract is now almost finalised and due to commence on 1 July 2018. The new contract will see the introduction of advanced technology, a new fleet and cost reductions. The new contract also offers the City the option to switch to a 3 bin system should it become compulsory.
4.3.02 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	75	27/06/2018 - The local housing strategy is currently under review by the City's Strategic Planning Team.
4.3.03 Manage and maintain the City of Kwinana Aged Persons Accommodation	2.8 City Strategy	01/07/2017	30/06/2018	100	03/07/2018 - This action is ongoing.
4.3.04 Create a Lobbying Strategy	2.8 City Strategy	01/07/2017	30/06/2018	0	03/06/2018 - City Officers will liaise and workshop with Elected Members to create a lobbying strategy once the Long Term Financial Plan has been adopted by Council.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity					
4.4.01 Continue to evolve the Policy Framework to reflect quality residential design and development including the accuracy and strategic management of Council's developer contributions policy	3.1 Planning and Development	01/07/2017	30/06/2018	100	27/06/2018 - A number of local planning policies are currently under preparation to support this action.
4.4.02 Create a Public Open Space Standards Policy	3.1 Planning and Development	01/07/2017	30/06/2019	0	10/07/2018 - This is scheduled to be prepared during the 2018/19 financial year.
4.4.03 Create a Parking Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	100	10/07/2018 - This action is complete. The Wellard Timed Parking Strategy was adopted by Council on 9 May 2018.
4.4.04 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	75	27/06/2018 - The local housing strategy is currently under review by the City's Strategic Planning Team.
4.4.05 Adopt a new Town Planning Scheme	3.1 Planning and Development	01/07/2017	30/06/2018	0	21/06/2018 - The City is currently in the process of preparing a new Local Planning Strategy and the preparation of a new Local Planning Scheme occurs alongside and subsequent to the new Local Planning Strategy.
4.4.06 Work with the Waste Authority to implement the West Australian Waste Strategy	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing.
4.4.07 Activate the actions from the Wellard/Bullrush District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - This action will progress once the Place Plan has been prepared and adopted by Council.
4.4.08 Activate the actions from the Mortimer District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - This action will progress once the Place Plan has been prepared and adopted by Council.
4.4.09 Activate the actions from the Anketell District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - This action will progress once the Place Plan has been prepared and adopted by Council.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.4.11 Activate the actions from the Kwinana Central Place Plan	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - The Medina Activation Network has been meeting bimonthly and discussing the needs of Medina and how to achieve them. The network will be hosting a clean up Medina Day in August, supported and sponsored by the City of Kwinana. Discussions around prioritising activation, safety and beautification of the Medina Town Centre has been progressing with the City of Kwinana moving forward on a number of projects identified as priority.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.5 Actively improve the appearance of public areas and streetscapes throughout the City					
4.5.01 Implement the Depot Annual Maintenance Works Program	1.3 Works Depot	01/07/2017	30/06/2018	95	10/07/2018 - The Depot Annual Maintenance Plan was implemented in accordance with the adopted budget and improvements have been made through a recent minor staff restructure.
4.5.02 Implement the recommendations from the Works Depot Service Review	1.3 Works Depot	01/07/2017	30/06/2018	70	10/07/2018 - 70% of the Service Review recommendations have progressed as per the implementation plan.
4.5.04 Investigate a "value for money" methodology for condition assessment of drainage assets	1.2 Asset Management Services	01/07/2017	30/06/2018	20	10/07/2018 - The City is currently reviewing guidelines for stormwater drainage asset inspections.
4.5.07 Develop a sump inspection and maintenance program, issue to Depot for implementation	1.2 Asset Management Services	01/07/2017	30/06/2018	0	10/07/2018 - Initial discussions have been held with the Works Depot to understand existing practices. A program based on associated risk and industry best practice will be developed.
4.5.08 Undertake a pilot pipe/pit survey for condition rating of select sites in urbanised residential and industrial areas	1.2 Asset Management Services	01/07/2017	30/06/2018	0	10/07/2018 - Funds have been requested for the 2018/19 financial year to engage a contractor to inspect 5% of the drainage network.
4.5.09 Create a Landscape Strategy	1.1 Engineering	01/07/2017	30/06/2018	85	10/07/2018 - The development of the Landscape Strategy is in progress, it is due to be completed in September 2018.
4.5.11 Undertake a comprehensive audit of lighting assets for asset condition rating subject to funding being available	1.2 Asset Management Services	01/07/2017	30/06/2018	0	10/07/2018 - Funds have been requested for the 2018/19 financial year to engage a contractor to inspect Council owned lighting assets.
4.5.16 Identify opportunities and undertake upgrade of lamps to energy efficient type lamps where possible and continue with Western Power bulk globe replacement program	1.1 Engineering	01/07/2017	30/06/2018	20	10/07/2018 - Energy efficient lamps are now being used in street lighting installation, new developments and road projects.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system					
4.6.01 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2017	30/06/2019	5	10/07/2018 - The project plan and consultant brief has been prepared.
4.6.05 Implement the 10 year Road Resurfacing and Road Rehabilitation Programs	1.1 Engineering	01/07/2017	30/06/2018	100	10/07/2018 - The Road Resurfacing Program has been used in selecting projects submitted for the 2018/19 capital budget.
4.6.06 Implement the Road Shouldering Program	1.3 Works Depot	01/07/2017	30/06/2018	75	10/07/2018 - The Road Shouldering Program for 2017/18 was implemented over a six week period.
4.6.07 Implement the Footpath, Trails and Cycle ways Forward Works Program	1.1 Engineering	01/07/2017	30/06/2018	100	10/07/2018 - The Footpath Forward Works Program has been used in selecting projects submitted for 2018/19 capital budget.
4.6.08 Implement the Traffic Survey Program	1.1 Engineering	01/07/2017	30/06/2018	100	27/06/2018 - The Traffic Survey Schedule for 2017/18 is complete.
4.6.09 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority	1.1 Engineering	01/07/2017	30/06/2018	100	10/07/2018 - This project has been completed for this financial year.
4.6.10 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	6.2 Elected Members	01/07/2017	30/06/2018	100	10/07/2018 - Elected Members ensure local structure plans can accommodate future public transport routes.
4.6.11 Investigate the opportunity to develop a local shuttle bus	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - Current transport routes/patterns have been reviewed. The Department of Transport advises that they will not be extending public transport routes until the population increases.
4.6.12 Create the City's Bike and Walk Plan	3.1 Planning and Development	01/07/2017	30/06/2018	70	10/07/2018 - The final draft Bike and Walk Plan has been prepared.
4.6.13 Creating a policy that specifies best practice requirements for encouraging active transport	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	10/07/2018 - Limited work has been achieved in this area of developing such a policy. At present the Bike and Walk Plan is being prepared for the development and installation of critical infrastructure elements that can address active transport issues.

1 Strategic Community Plan 2017-2027 - Period 1/04/2018 to 30/06/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.6.14 Reviewing the current Bike Plan	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - The Bike and Walk Plan is currently still in development.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.01 An active and engaged Local Government, focused on achieving the community's vision					
5.1.02 Review the Corporate Business Plan annually	2.8 City Strategy	01/07/2017	30/06/2018	80	10/07/2018 - The review will be finalised in August 2018. Corporate Business Plan actions will then be reported quarterly to Council.
5.1.03 Review the Workforce Plan annually	2.3 Human Resources	01/07/2017	30/06/2018	95	10/07/2018 - The draft Workforce Plan has been prepared.
5.1.04 Review the Long Term Financial Plan	2.7 Finance	01/07/2017	30/06/2018	25	10/07/2018 - The Long Term Financial Plan review has commenced as part of the budget deliberations for 2018/19.
5.1.06 Review the Buildings Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	100	10/07/2018 - The document has been prepared and reviewed by utilising the latest information.
5.1.07 Review the Parks and Reserves Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	35	10/07/2018 - A review of the Parks and Reserves Asset Management Plan is currently underway, with August 2018 as the scheduled date of completion.
5.1.08 Review the Roads and Transport Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	35	13/06/2018 - This will be completed in the 18/19 financial year.
5.1.09 Review the Storm Water Drainage Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	35	13/06/2018 - This will be completed in the 18/19 financial year.
5.1.10 Review the Public Lighting Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	35	13/06/2018 - This will be completed in the 18/19 financial year.
5.1.15 Review the Parks for People Strategy	4.3 Community Development	01/07/2017	30/06/2018	100	10/07/2018 - The strategy has been updated. The scope of the strategy is being extended to include active open space requirements. This work will be undertaken in 2018/19.
5.1.16 Review the Children and Families Strategy	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - The scope of this action is currently being reviewed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.17 Review the Club Development Plan	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - The Club Development Plan has been reviewed as part of the annual funding acquittal process. The traditional Club Development Officer program funded under the Sport and Recreation (WA) program has been concluded. A funding proposal to Sport and Recreation (WA) has been made for the 2018/2019 year for the provision of a human resource to support club development in the City of Kwinana. The outcome of this proposal is yet to be advised.
5.1.19 Review the Disability Access and Inclusion Plan	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	100	10/07/2018 - This plan has been reviewed. Stakeholder engagement has concluded.
5.1.28 Review the Community Infrastructure Plan	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - The review is currently in progress. A consultant has been engaged to assist with reviewing infrastructure provision standards and population projections. The review is to be completed by June 2018.
5.1.30 Review the Business Continuity Plan	5.1 City Legal Team	01/07/2017	30/06/2018	75	10/07/2018 - The Crisis Management and Business Disruption Response Plan and the Crisis Management and Business Disruption Management Procedures Manual have been prepared and will be presented to the Executive for a final review and endorsement.
5.1.31 Review the Disaster Recovery Plan	5.1 City Legal Team	01/07/2017	30/06/2018	75	10/07/2018 - The Crisis Management and Business Disruption Response Plan and the Crisis Management and Business Disruption Management Procedures Manual have been prepared and will be presented to the Executive for a final review and endorsement.
5.1.32 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	2.8 City Strategy	01/07/2017	30/06/2018	100	27/06/2018 - This report is provided to Council every quarter, detailing the many actions that the City has achieved or is in the process of completing, to achieve the community's vision.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.33 Advocate for projects and services that will achieve the community's vision	6.2 Elected Members	01/07/2017	30/06/2018	100	03/07/2018 - Elected Members have continued to advocate for the Outer Harbour, the standard of development expected within the City and the sustainability of local service providers.
5.1.34 Regularly attend and participate in community events	6.2 Elected Members	01/07/2017	30/06/2018	100	03/07/2018 - Community events are regularly attended by Councillors who participate in proceedings and assist with the successful conduct of events to ensure community groups are supported.
5.1.35 Promote the opportunities and attributes that Kwinana offers	6.2 Elected Members	01/07/2017	30/06/2018	100	03/07/2018 - Council supports, through budget allocations, the development of marketing and promotional activities and materials and the provision of human resources such as the Economic Development Specialist, to promote the opportunities and attributes the City offers.
5.1.36 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	6.2 Elected Members	01/07/2017	30/06/2018	100	03/07/2018 - The Mayor and Councillors continue to meet with Federal and State Members of Parliament to brief them on issues affecting the City. Presentations have been made to the State Cabinet as part of the South West Group also.
5.1.38 Implement the findings of the Depot Service Delivery Review	1.3 Works Depot	01/07/2017	30/06/2018	70	10/07/2018 - 70% of recommendations have been completed as per the implementation plan.
5.1.39 Recoup funds from the City Centre Revitalisation Project	2.8 City Strategy	01/07/2017	30/06/2018	60	10/07/2018 - Meetings with key stakeholders has occurred in an effort to gain support from the State Government to progress this project over the last quarter.
5.1.40 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	2.8 City Strategy	01/07/2017	30/06/2018	100	10/07/2018 - The City is certified as ISO 9001:2015. The Audit conducted by a third party in May 2018 did not identify any major or minor non conformities.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.02 Engage in meaningful consultation to understand and prioritise community needs					
5.2.01 Ensure all projects requiring community engagement adhere to the Community Engagement Strategy	4.3 Community Development	01/07/2017	30/06/2018	100	26/06/2018 - This action is ongoing, all teams have responsibility for community engagement in their respective areas.
5.03 Maintain and improve risk management					
5.3.01 Manage and monitor the City's Risk Register	5.1 City Legal Team	01/07/2017	30/06/2018	100	10/07/2018 – The City Legal and Risk Executive Officer has updated the register for the current financial year to be presented to the Audit Committee at the 2 July 2018 meeting.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.04 Ensure the financial sustainability of the City of Kwinana into the future					
5.4.01 Incorporate strategies into the Long Term Financial Plan to improve the City's financial sustainability	2.7 Finance	01/07/2017	30/06/2018	25	10/07/2018 - The Long Term Financial Plan review has commenced as part of the budget deliberations for 2018/19.
5.4.02 Create a Rating Strategy	2.7 Finance	01/07/2017	30/06/2018	75	20/06/2018 - This strategy is being incorporated into the Long Term Financial Plan and its Guiding Principles.
5.4.03 Create a Debt Strategy	2.7 Finance	01/07/2017	30/06/2018	75	20/06/2018 - This strategy is being incorporated into the Long Term Financial Plan and its Guiding Principles.
5.4.04 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2017	30/06/2018	100	10/07/2018 - The Budget for 2018/19 was presented at the Ordinary Council Meeting held on 27 June 2018.
5.4.05 Complete the Land Data Project	2.7 Finance	01/07/2017	30/06/2018	0	10/07/2018 - This project will start after rates billing for 2018/19.
5.4.06 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13	2.7 Finance	01/07/2017	30/06/2018	75	10/07/2018 - The valuation of infrastructure assets is being completed in house by the Asset Management Team. The team is in the process of collating the condition rating of the City's assets, determining the unit rates and ensuring the quality of the asset register.
5.4.08 Distribute debtor invoices electronically to improve processing and customer service	2.7 Finance	01/07/2017	30/06/2018	100	10/07/2018 - Invoices are being distributed electronically where email addresses have been supplied. All new debtors now supply email addresses for easier and cost effective receipt of invoices.
5.4.09 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	2.7 Finance	01/07/2017	30/06/2018	75	10/07/2018 - A report to Council is being prepared to gain approval to start the review of all remaining UV rated properties.
5.4.10 Review land uses and their rating categories to ensure fair and equitable rating within the City	2.7 Finance	01/07/2017	30/06/2018	100	10/07/2018 - Conducted a review of all properties and compared zoning to rating category. Corrections were made where necessary.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.4.11 Conduct a review of the City's Software System	2.7 Finance	01/07/2017	30/06/2018	20	10/07/2018 - A budget allocation for 2018/19 is included as part of the draft budget.
5.4.12 Conduct EOI and tender process for a new software system for the City of Kwinana	2.7 Finance	01/07/2017	30/06/2018	20	10/07/2018 - A budget allocation for 2018/19 is included as part of the draft budget.
5.4.13 Create a Procurement Strategy	2.7 Finance	01/07/2017	30/06/2018	0	10/07/2018 - This action will progress in 2018/19.
5.05 Increase the level of Federal, State and Corporate funding					
5.5.01 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	6.1 Executive	01/07/2017	30/06/2018	100	03/07/2018 - State Government partnerships were secured for the provision of community facilities such as the Youth Outdoor Space. Joint use agreements for new primary schools in Wellard and Honeywood are being negotiated.
5.06 Maximise the value of the City's property assets					
5.6.01 Implement the action plan from the Land Optimisation Strategy	2.4 Economic Development	01/07/2017	30/06/2018	90	25/06/2018 - A letter to the State Government has been drafted and seeks a meeting to progress acquisition of land targets identified in the strategy.
5.6.02 Annually review the lease management policy and procedures	5.1 City Legal Team	01/07/2017	30/06/2018	0	10/07/2018 - The Lease Management Policy and Procedures require review and alignment with current processes and templates. This will be progressed in 2018/19.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.07 Build productive relationships					
5.7.01 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	6.1 Executive	01/07/2017	30/06/2018	100	03/07/2018 - Corporate sponsorship opportunities were secured for events such as the Kwinana Rock Symphony.
5.7.02 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2017	30/06/2018	100	25/06/2018 - In addition to City Officers visiting local businesses, the City is delivering workshops in conjunction with external organisations focused on local business education. The City is also present at networking functions with local business and continues to support the Rockingham Kwinana Chamber of Commerce Business Awards.
5.7.03 Continue to actively seek resource sharing opportunities with other organisations	2.8 City Strategy	01/07/2017	30/06/2018	100	03/06/2018 - The City of Kwinana are members of the South West Group where resource and knowledge sharing occurs.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.08 Apply best practice principles and processes to maximise efficiencies and quality					
5.8.01 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	2.8 City Strategy	01/07/2017	30/06/2018	100	27/06/2018 - Reports to Council currently include implications for the Strategic Community Plan and Corporate Business Plan.
5.8.02 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	2.7 Finance	01/07/2017	30/06/2018	100	10/07/2018 - The City reviewed all capital items and operating initiatives to ensure the costings were accurate and the service and program objectives continued to align to the City's Strategic Community Plan.
5.8.03 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	2.7 Finance	01/07/2017	30/06/2018	80	<p>10/07/2018 - Continuous improvement is continuing to occur in regards to financial reporting. The monthly Council report is continuously being streamlined to provide efficiencies.</p> <p>Management Reporting is planned to be improved once the financial reporting reaches its next stage of improvement.</p> <p>Credit Card Transactions reporting will also accompany the Monthly List of Payments to Council in July 2018.</p>
5.8.04 Implement the internal audit function and carry out audits as per the Internal Audit Plan	5.1 City Legal Team	01/07/2017	30/06/2018	100	10/07/2018 - The Governance Officer has implemented internal audit functions throughout the financial year and the final report for 2017/18 will be presented to the Audit Committee Meeting 2 July 2018 for endorsement.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.09 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					
5.9.01 Develop a Customer Service Strategy	2.6 Customer Services	01/07/2017	30/06/2018	100	10/07/2018 - The Customer Service Experience Strategy report will be completed July 2018.
5.9.02 Review the CRM system to ensure improved reporting	2.6 Customer Services	01/07/2017	30/06/2018	50	10/07/2018 - Improvements and enhancements are identified and implemented on an ongoing basis.
5.9.03 Continually improve new technology such as the online lodgment of planning and building applications (eServices)	2.6 Customer Services	01/07/2017	30/06/2018	100	10/07/2018 - This action is complete with the introduction of Building and Planning applications and Animal Registrations.
5.9.04 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	2.6 Customer Services	01/07/2017	30/06/2018	50	10/07/2018 - Knowledge base information is continually being collated by the Customer Services Team,
5.9.05 Update call centre technology	2.6 Customer Services	01/07/2017	30/06/2018	50	10/07/2018 - A Premium Call Centre Package has been installed. Further configuration changes are awaiting recommendations of the Customer Experience Strategy Project, to be rolled out in the 2018/19 year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.10 Lead the management of the City's contractual arrangements and embed a compliant approach to procurement					
5.10.01 Implement a software system for the engagement of pre-qualified suppliers.	5.3 Contracts	01/07/2017	30/06/2018	45	03/04/2018 - The Contracts Team are in the late phases of the procurement for a procurement/award IT System and has shortlisted two systems that will meet the City's pre-award and pre-qualified supplier management needs. However, as WALGA are currently in the stages of reviewing the pre-award IT System they use, the Contracts Team are waiting to see which supplier they choose in order to ensure a marriage between the WALGA E-Panels and the City's systems.
5.10.12 Implement a software system for contracts and tenders management	5.3 Contracts	01/07/2017	30/06/2018	10	10/07/2018 - Scoping completed in regards to the City's requirements of a Contracts Management System.
5.10.13 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	2.7 Finance	01/07/2017	30/06/2018	50	10/07/2018 - Training is ongoing. A new program of training is to be implemented in the 2018/19 financial year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.11 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value					
5.11.01 Implement the Backup and Disaster Recovery Plan	2.1 IT	01/07/2017	30/06/2018	80	10/07/2018 - This action will progress in the 2018/19 financial year.
5.11.02 Complete the Kwinana Domain Improvements	2.1 IT	01/07/2017	30/06/2018	90	10/07/2018 - The internal domain migration is on hold.
5.11.03 Complete the ICT Security Projects	2.1 IT	01/07/2017	30/06/2018	90	10/07/2018 - An Ethical Hacker has been contacted and the City is awaiting a quotation.
5.11.04 Complete the Corporate Application Review	2.1 IT	01/07/2017	30/06/2018	60	10/07/2018 - The scope for this action has been improved to complete a Software Application Audit and Strategic Plan. Work on this document has not commenced. The first stage will begin in July 2018.
5.11.05 Complete the IT Infrastructure Upgrade	2.1 IT	01/07/2017	30/06/2018	100	25/06/2018 - This project has now been completed.
5.11.06 Complete the City's On-Premise Migration	2.1 IT	01/07/2017	30/06/2018	100	25/06/2018 - This project has now been completed.
5.11.07 Complete the Internet Upgrade Project	2.1 IT	01/07/2017	30/06/2018	70	10/07/2018 - Remaining upgrades are for the Depot, Family Day Care and Wellard Community Centre. These sites are receiving the NBN in the next few months and can be upgraded at that stage.
5.11.08 Complete the Computer Fleet Review	2.1 IT	01/07/2017	30/06/2018	95	10/07/2018 - This project is near completion. Less than 20 computers remain to be replaced and the project will be signed off.
5.11.09 Facilitate Printing Upgrades	2.1 IT	01/07/2017	30/06/2018	100	25/06/2018 - This project has now been completed.
5.11.10 Facilitate AV Upgrades	2.1 IT	01/07/2017	30/06/2018	90	10/07/2018 - All AV upgrades have been completed with an additional Video Conferencing unit requested by the Zone Youth Space. This will be supplied and installed over the next month.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.12 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities					
5.12.01 Continually develop the City's Electronic Document Management System	2.5 Records	01/07/2017	30/06/2018	100	10/07/2018 - The Records Team are now continuously investigating and utilising the features offered by the City's Electronic Document Management System. Improved action and procedure processes have been developed for departments/groups on an as required basis. The Records Team offer these improvements to internal customers as appropriate and in a proactive manner.
5.12.03 Upgrade scanning hardware and software to increase record processing speed	2.5 Records	01/07/2017	30/06/2018	100	10/07/2018 - Following the installation of the scanning hardware and software, the Records Teams are tailoring the functions of these assets to the requirements of the diverse business units in the City.
5.12.04 Implement the actions from the Records service review	2.8 City Strategy	01/07/2017	30/06/2018	0	03/06/2018 - No work has commenced to progress the findings of the records service review.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"					
5.13.01 Ensure policies, positions descriptions and roles are clear to assist in job satisfaction	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Current position descriptions are well defined to meet requirements. However, the City has identified that consistency and equity for all employees could be achieved by designing and implementing a new classification system.
5.13.02 Measure employee satisfaction through regular Staff Values Surveys	2.8 City Strategy	01/07/2017	30/06/2018	100	27/06/2018 - The City completed the Staff Values Survey for this financial year in October 2017.
5.13.03 Review and improve exit processes to ensure major issues are identified and used to facilitate improvements within the organisation. Trend data and report to CEO on a monthly basis	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Analysis of exit interview data is being undertaken and areas identified for improvement are being referred to the appropriate areas.
5.13.04 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This task is ongoing and enhanced by the City undertaking various industry remuneration surveys. This provides additional data for trending information.
5.13.06 Research, implement and promote employee benefits	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing with an annual review to determine the validity and currency of any programs being offered.
5.13.07 Identify core components of succession planning, including specific tools and models	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing. A recent Staff Development Review workshop identified areas for investigation in the process which includes succession planning. This will be further investigated through a project team in 2018/19.
5.13.08 Prepare individual training plans for key staff with consideration be given to business continuity and excellence in service delivery	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Individual training plans have been developed for all teams. In the plans, individual staff training plans have been prepared. These individual training plans ensure that employees have the qualifications and essential criteria to perform their role.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.09 Explore development opportunities, such as mentoring, interim placement, job swaps and secondments	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Any identified opportunities are explored and if practicable are implemented.
5.13.10 Conduct a Training Needs Analysis (TNA) for senior level employees	2.3 Human Resources	01/07/2017	30/06/2018	100	16/06/2018 - An organisational wide Training Needs Analysis (TNA) is conducted as part of the Staff Development Review (SDR) process. In 2018/19 this will be further refined to assess different areas/levels across the organisation and will be part of a project.
5.13.11 Build supervisory and management capability through formal training	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Specific management training/development areas were identified in the Training Needs Analysis (TNA). Training has been organised and conducted across those areas. For example, all supervisors/coordinators/managers undertook performance management training.
5.13.12 Ensure systems are in place to notify of any legislative amendments in order to remain compliant	2.3 Human Resources	01/07/2017	30/06/2018	100	16/06/2018 - Monthly reports extracted from Authority (Skills and Course registers) identify expiry dates on appropriate and required qualifications. This information is disseminated to the appropriate teams.
5.13.13 Continue to develop and proactively manage effective performance management	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing. Senior management have received training in this area during the 2017/18 financial year.
5.13.14 Ensure that an effective grievance resolution procedure is maintained and staff are trained in this area	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Two separate training courses undertaken this financial year have covered grievance management, included in both the EEO training and Performance Management training. The City's HR Team and Contact Officers also undertook further training in this area.
5.13.15 Maintain a relevant and achievable EEO management plan through communication, review and evaluation	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The annual EEO plan has been submitted and approved by the EEO Commission. Actions from the plan are integrated in work practices.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.16 Ensure that the Performance Manager system is being effectively utilised by staff	2.8 City Strategy	01/07/2017	30/06/2018	100	27/06/2018 - The Performance Manager system is continually updated and staff are trained to use the system as required.
5.13.17 Empowering staff through inclusion/input in decision making activities by harnessing their current skills and knowledge level	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Through the formulation of individual team training plans which includes each staff member's individual training needs, it is possible to establish whether other staff within the team can assist with coaching/mentoring of other team members (particularly in areas of expertise).
5.13.18 Promote the City's wellbeing programs	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Various communication methods are used to promote the City's well-being programs. Including the Intranet, Staff Newsletter, Quarterly Celebrations, Team Agendas and "All-User" emails.
5.13.19 Increase the diversity of the workforce through the incorporation of EEO and diversity values in programs/activities across the organisation	2.3 Human Resources	01/07/2017	30/06/2018	100	16/06/2018 - The City's training program specifically includes training in the areas of EEO, diversity and disability awareness. With this training in place, this has permitted a greater awareness for inclusion and sensitivity for the development and implementation of programs across the organisation.
5.13.20 Recognise and manage the aspirations of the different generations across the employee demographic	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing.
5.13.21 Conduct a review of the City's exit processes	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing.
5.13.22 Review Occupational Safety and Health Policy annually	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The annual review was completed in late 2017.
5.13.23 Ensure all employees receive a safety and health induction on commencement of employment	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - All employees, volunteers and work experience placements undertake an organisational OSH induction followed by a site specific induction.
5.13.24 Review positions descriptions annually to ensure safety responsibilities are clear	2.3 Human Resources	01/07/2017	30/06/2018	100	16/06/2018 - All position descriptions were reviewed in preparation for the new classification system. In 2018/19 all position descriptions will be updated to reflect the new classification system.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.25 Ensure Staff Development Reviews include safety performance objectives (where applicable)	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This is included in the Staff Development Review (SDR) template, assessing both supervisory requirements and individual requirements.
5.13.26 Ensure Team Agenda items clearly articulate safety issues and current safety performance	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The team agenda template includes monthly statistics.
5.13.27 Develop an OSH calendar to coordinate OSH activities	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The OSH calendar has been developed in Outlook. The calendar includes safety inspections and OSH meetings.
5.13.28 Continuously develop and implement a cultural change program that promotes and rewards safe and healthy behaviour	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This is discussed at the monthly OSH Committee meetings.
5.13.29 Review the Safety Plan annually	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The Safety Plan is reviewed annually and is currently in draft form awaiting final approval and marketing enhancements.
5.13.30 Review OSH information in the City's record management system to ensure employees have the most current information	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing with documentation being reviewed. After the review documentation will be readily available to staff.
5.13.31 Review policies relating to OSH annually	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The OSH policy has been reviewed and confirmed in the WorkSafe audit.
5.13.32 Review OSH Committee Terms of reference and compliance of the OSH Committee against the OSH Act 1984	2.3 Human Resources	01/07/2017	30/06/2018	100	18/06/2018 - This document forms part of the documentation review.
5.13.33 Revitalise the OSH Perception survey	2.3 Human Resources	01/07/2017	30/06/2018	95	10/07/2018 - The OSH Committee has determined that if the survey is to be conducted it will be in the 2018/19 year and the format is yet to be decided.
5.13.34 Review the hazard and risk management process annually	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The annual review is complete with documentation currently being updated and communicated to staff.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.35 Conduct workplace inspections as directed by the OSH Committee	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - A predetermined workplace inspection schedule has been prepared. This is maintained through the OSH calendar.
5.13.36 Conduct investigations for all accidents/incidents	2.3 Human Resources	01/07/2017	30/06/2018	100	18/06/2018 - A process for incident investigations is included in the reporting process.
5.13.37 Ensure employees are consulted and trained when purchasing new equipment or chemicals	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The ChemAlert project has been completed. The City is implementing and following up on the recommendations of the final report including the development of work instructions.
5.13.38 Place information about incidents and health programs on Team Meeting Agendas	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The process is in place.
5.13.39 Review the Hazard/Near Miss/Injury Report form annually	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The form has been reviewed.
5.13.40 Implement a proactive health program	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - An annual health initiative program schedule has been developed. The City actively engages other initiatives as they present.
5.13.41 Establish an annual training plan and budget	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This process is an extension of the Staff Development Review (SDR) process. Team training plans which, include individual training plans are updated and reviewed as part of this SDR process.
5.13.42 Establish individual training plans during Staff Development Reviews	2.3 Human Resources	01/07/2017	30/06/2018	100	18/06/2018 - This is an ongoing annual process.
5.13.43 Develop an annual evaluation of training	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Information from attendance at training is collated to review the effectiveness and suitability of training providers.
5.13.44 Review training requirements of all OSH Representatives	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The currency and validity of the OSH Representatives training is monitored and tracked through the City's course and skills registers. New OSH Representatives are required to attend training within the first couple of months, this is a legislative requirement.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.45 Ensure all relevant staff are trained as Fire Wardens	2.3 Human Resources	01/07/2017	30/06/2018	100	18/06/2018 - Training programs are conducted throughout the year. In the event that new Fire Wardens are appointed, then the City will ensure that appropriate training is conducted.
5.13.46 Develop procedure for in-house drills and review annually	2.3 Human Resources	01/07/2017	30/06/2018	100	18/06/2018 - An in-house procedure has been developed and a schedule developed.
5.13.47 Develop a Business Recovery and Continuity Plan and review	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - There is a current plan in place. As part of the Emergency Management Project the Business Recovery and Continuity Plan will be reviewed. Expected completion of the project is September 2018.
5.14 Develop and implement training and development programs/activities that meet current and future skills and competency needs					
5.14.01 Conduct a Training Needs Analysis annually	2.3 Human Resources	01/07/2017	30/06/2018	100	18/06/2018 - A Training Needs Analysis (TNA) is conducted annually. The data from the Staff Development Review process (SDR) forms the basis of the TNA. Information from the TNA then informs the budget in relation to funds for training.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.15 Promote and continually reinforce a culture where all employees understand and support the vision and purpose of the organisation					
5.15.01 Engage an independent consultant to facilitate Staff Values training sessions on a regular basis	2.8 City Strategy	01/07/2017	30/06/2018	100	10/07/2018 - The latest Staff Values training sessions were held throughout March. The sessions focused on linking the City's recently revised Customer Service Charter to the Staff Values.
5.15.03 Development of a training program and/or if appropriate a mentoring/coaching program to address identified gaps in the results of the review	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Team and individual training plans have been developed and coaching/mentoring requirements included.
5.15.04 Review and implement the Buddy System policy	2.3 Human Resources	01/07/2017	30/06/2018	50	10/07/2018 - The Buddy System Policy is under review.
5.15.05 Develop a Change Ambassador mandate	2.8 City Strategy	01/07/2017	30/06/2018	0	27/06/2018 - This action will progress in the next financial year.
5.15.06 Create a diverse mix of communications which includes EAP, EEO and Mental Health initiatives	2.3 Human Resources	01/07/2017	30/06/2018	100	20/06/2018 - This is ongoing and in consultation with the Marketing team (noting, that different communication mediums are used).
5.15.07 Boost Social XFT participation by putting out a call for new members	Social XFT	01/07/2017	30/06/2018	100	10/07/2018 - A request for additional Social Cross Functional Team members was sent out in March/April with 3 new members joining the team.
5.15.08 Create an annual calendar of social events	Social XFT	01/07/2017	30/06/2018	90	10/07/2018 - A calendar of Social Cross Functional Team events has been prepared.
5.15.09 Identify skills experts and rollout through the intranet	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	10/07/2018 - This action will progress further in the 2018/19 financial year.
5.15.10 Provide presentation to new staff at induction about Staff Values	2.2 Marketing and Communications	01/07/2017	30/06/2018	50	10/07/2018 - The marketing and communications induction presentation is being reviewed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.15.11 Undertake, if necessary, a performance improvement plan	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - Directors/managers/supervisors have received training in Performance Management. If a Performance Improvement Plan is required then training has been undertaken and support is available through the Human Resources Team.
5.15.12 Translate actions into the Performance Manager software that demonstrate alignment to staff values	2.8 City Strategy	01/07/2017	30/06/2018	100	27/06/2018 - Performance Manager now includes actions from the Staff Values Action Plan.
5.15.13 Undertake an audit and assessment of current state of the City and implement recommendations.	2.3 Human Resources	01/07/2017	30/06/2018	100	27/06/2018 - This action is ongoing.
5.15.14 Implement the Organisational Values Benchmarking Framework	2.8 City Strategy	01/07/2017	30/06/2018	100	27/06/2018 - The Organisational Values Benchmarking Framework has been initiated with the Staff Values Survey 2017.
5.15.15 Compare HR metrics with like Local Governments	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The Human Resources Team are actively seeking ways to incorporate the City's Vision and staff values in the way that their processes are undertaken.
5.15.16 Continually assess and review the City's Celebration and Recognition policy to determine currency and validity.	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This is ongoing and any suggestions/recommendations will be considered for inclusion.
5.15.17 Promote and improve awareness of the staff awards	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	10/07/2018 - This occurs through a number of the City's internal communications channels including the Quarterly Celebrations, Intranet and the Staff Newsletter.
5.15.18 Conduct employee satisfaction surveys at pre-determined intervals to establish "How the City is progressing"	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The City recently conducted a Staff Values Survey in 2017.
5.15.19 Communicate staff achievements via different media	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	10/07/2018 - This occurs through a number of the City's internal communications channels including the Quarterly Celebrations, Intranet and the Staff Newsletter.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.15.20 Actively pursue ways and opportunities to "thank/recognise a colleague/team"	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	10/07/2018 - This is done in an ongoing manner through a number of the City's internal communications channels. This is facilitated through nominations that Staff can make through team meetings and the intranet and are promoted through the staff newsletter.
5.15.21 Participate in the 'Great Place to Work' study in order to gain certification	2.8 City Strategy	01/07/2017	30/06/2018	50	27/06/2018 - This action will progress in the next financial year.
5.15.22 Conduct quarterly celebrations	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	10/07/2018 - The June Quarterly Celebration has been completed with presentations from LGIS, City Strategy Director, Depot Manager and an update from the CEO.
5.15.23 Encourage team building exercises to build trust in the organisation	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - As part of the City's Celebration and Recognition HR policy, there is the ability for teams to access and implement team building exercises.
5.15.24 Promote the submission of innovations and implement into intranet (phase 2)	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing.
5.15.25 Create an office of multicultural interest by implementing the Multicultural Action Plan	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This is reflected in several of the City's plans, particularly the EEO plan.
5.15.26 Rollout EEO training every 2 years	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - The City has recently completed the biennial EEO training.
5.15.27 Develop a Staff Values Communication Plan	2.2 Marketing and Communications	01/07/2017	30/06/2018	20	22/06/2018 - Staff values communication is ongoing and has been integrated into a number of the City's internal communications channels.
5.15.28 Report on and share progress towards the Staff Values (Team meeting agendas, Quarterly performance reports, Values moment)	2.8 City Strategy	01/07/2017	30/06/2018	100	10/07/2018 - An update on progress of the Staff Values has been provided through the actions in this report.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.16 Establish a performance appraisal system that links individual and team behaviour with strategic direction					
5.16.01 Review the Staff Development Review process to include performance against strategic actions	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - A workshop has been held to identify areas of improvement for the next Staff Development Review (SDR) process and a project team has been formed.
5.17 Develop programs and processes to encourage and formally recognise good performance					
5.17.01 Implement the Staff Recognition and Reward Policy	2.3 Human Resources	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing. Staff are well informed of the information contained within the policy and will notify Human Resources (HR) of any event cited within the policy.
5.18 Ensure well developed systems are in place to manage the capacity of the HR team to service employees					
5.18.01 Investigate e-learning options for the City	2.3 Human Resources	01/07/2017	30/06/2018	10	10/07/2018 - This has been placed on hold until next financial year.
5.19 Minimise the life cycle cost of assets					
5.19.01 Continue the City's Asset Management Cross Functional Team	1.2 Asset Management Services	01/07/2017	30/06/2018	100	10/07/2018 - With the conception of a dedicated Asset Management Team, ongoing liaison across the organisation will continue both ad hoc and within a formal ongoing cross-functional format.
5.19.03 Update the Long Term Financial Plan to reflect the financial projections outlined in all of the Asset Management Plans	2.7 Finance	01/07/2017	30/06/2018	25	10/07/2018 - The Long Term Financial Plan review has commenced as part of budget deliberations for 2018/19.
5.19.04 Update fair value/financial asset register to reflect current asset dimension, age and value	2.7 Finance	01/07/2017	30/06/2018	75	10/07/2018 - The valuation of infrastructure assets is being completed in house by the Asset Management Team. The team is in the process of collating the condition ratings of the City's assets, determining the unit rates and ensuring the quality of the asset register.
5.19.05 Investigate data pick-up resource requirements for all of the City's asset classes	1.2 Asset Management Services	01/07/2017	30/06/2018	100	03/05/2018 - Data collection needs have been assessed by the Asset Management Team, budget proposals have been submitted for consideration.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse					
6.1.01 Conduct a full review of waste management contracts	3.3 Environmental Health	01/07/2017	30/06/2018	80	10/07/2018 - The new Waste and Recycling Contract is now almost finalised and due to commence on 1 July 2018. The new contract will see the introduction of advanced technology, a new fleet and cost reductions. The contract also offers the City the option to switch to a 3 bin system should it become compulsory.
6.1.02 Seek short term contracts for processing of waste and recyclables to remain flexible in view of the uncertainty regarding effect of the CDL, Phoenix EfW facility and possible changes to SMRC	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - The Container Deposit Legislation (CDL) is planned to be introduced in WA in July 2019. The recently awarded waste and recycling services contract specifies the requirement for a profit sharing arrangement. This can only be further pursued once CDL is in place and the practicalities of the arrangements of the scheme are fully understood and realised.
6.1.03 Use the Strategy to guide the tender specifications for renewal, particularly surrounding recycling contamination and compaction density	3.3 Environmental Health	01/07/2017	30/06/2018	100	26/06/2018 - The Waste Strategy was used to inform the waste tender specifications.
6.1.04 Maintain current scope for compliant recyclables (e.g. allow soft plastics)	3.3 Environmental Health	01/07/2017	30/06/2018	100	26/06/2018 - The current scope of compliant recyclables was maintained in the tender specification.
6.1.05 Tender for kerbside and hard waste collection	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - This action is complete.
6.1.06 Engage a new contractor/s to deliver waste services for Kwinana	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - Engagement of the new waste contractor will be completed by the end of the month.
6.1.07 Consider using NSW model contracts to reduce cost and risk after implementation of CDL	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - The Container Deposit Legislation (CDL) is planned to be introduced in WA in July 2019. The recently awarded waste and recycling services contract specifies the requirement for a profit sharing arrangement. This can only be further pursued once CDL is in place and the practicalities of the arrangements of the scheme are fully understood and realised.

2 Corporate Business Plan 2017-2022 - Period 1/04/2018 to 30/06/2018

Attachment A

6.1.08 Seek update from Phoenix regarding facility opening	3.3 Environmental Health	01/07/2017	30/06/2018	100	26/06/2018 - An extension has been agreed to for financial close. The expected date of completion is now July 2021.
6.1.11 Assist the South Metropolitan Regional Council with the 3 bin trial	3.3 Environmental Health	01/07/2017	30/06/2018	100	26/06/2018 - The trial is now complete. The SMRC has reported an average 67% diversion rate.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.1.12 Continue assisting with the Recycle Right or similar model campaign	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - Annual calendars and brochures have been completed and issued in June 2018.
6.1.13 Develop a comprehensive resident behaviour change program aiming to improve recycling and waste management, through development of Recycle Right or similar model	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - Monthly tasks all contribute to resident behaviour change. 2 stalls with information were held at the Kwinana Marketplace with information for residents.
6.1.14 Increase recycling by issuing free 360L bins	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - As at 31 May 2018 the number of 360 litre bins within the City has increased to 3207.
6.1.15 Promote the use of home composting bins/worm farms by organising community workshops twice a year	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - 6 Worm Farm Workshops were held between February and June 2018
6.1.16 Investigate options to participate in the Emissions Reduction Fund	3.3 Environmental Health	01/07/2017	30/06/2018	50	28/06/2018 - This action is ongoing.
6.2 Provide City Assist services in line with stakeholder expectations to ensure a safer community					
6.2.01 Ensure City Assist implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local governments	5.2.1 City Assist	01/07/2017	30/06/2018	100	10/07/2018 - This action is ongoing.
6.2.02 Review City Assist Standard Operating Procedures	5.2.1 City Assist	01/07/2017	30/06/2018	60	10/07/2018 - The first draft is nearly complete. Once completed the document will replace the working instructions for all operational City Assist matters.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.3 Provide Emergency Services in line with stakeholder expectations to ensure a safer community					
6.3.01 Undertake annual reviews of the City's Local Emergency Management Arrangements (LEMAs)	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - The review is complete and has been adopted by Council.
6.3.02 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	10/07/2018 - Based on risk, fuel loading assessments are undertaken throughout the year to determine priorities. Risk Management is a collaborative approach throughout the organisation.
6.3.03 Monitor and Implement Vehicle Movement and Harvest Bans in accordance with Bush Fires Act 1954	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	27/06/2018 - This action is business as usual.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4 Use the latest technology and partner with other agencies to provide quality services, collections and programs that meet the needs of the community					
6.4.01 Further develop and implement the Library Local History Plan	4.4 Library	01/07/2017	30/06/2018	100	10/07/2018 - This quarter a digitisation project was commenced to address the issue of deterioration of a collection of historical rates and minute books, the books were found to be in worse condition than originally thought, so the cost of the project has exceeded the original budget expectations.
6.4.02 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	4.4 Library	01/07/2017	30/06/2018	100	10/07/2018 - This quarter to date there have been 207 attendees to Storytime, 112 to Toddlertime, and 140 to Baby Rhymetime. 60 children have attended Coder Dojo, and 120 Better Beginnings Bags have been delivered to schools. School holiday activities have proven to be popular, with April sessions attracting 171 participants.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4.03 Further develop and implement the Library E-Services Strategic Plan	4.4 Library	01/07/2017	30/06/2018	100	<p>10/07/2018 - Improvements were made to the existing self-checkout machines to make it easier and clearer for library members to issue and renew items. A new self-checkout machine was installed at the start of June. The upgrades made to the self-checkout machines also open up a new avenue to advertise library events and services to members of the public.</p> <p>The Kwinana Public Library Electronic Services Strategic Plan 2018-2021 is currently being drafted. A key new addition to the Electronic Services Strategic Plan is to achieve eSmart Libraries accreditation. The plan includes achieving accreditation in 2019, and will help ensure that library staff are well equipped to assist members of the public with matters relating to cybersafety.</p> <p>Sessions held in the John Slinger IT Training Room included technology Q&A, making the most of your smartphone, and managing your digital photos. This quarter the library has re-run programs for free which previously had a cost to attend. There were no bookings when these programs had a cost involved, however by being able to offer these programs for free the Library has seen attendance increase, with 22 people attending program sessions this quarter.</p>
6.4.04 Review the Library Collection Development Guidelines	4.4 Library	01/07/2017	30/06/2018	100	<p>10/07/2018 - The library's Collection Development Guidelines were updated this quarter. In addition, a profile for supplier selection was developed, which will set the requirements for suppliers to make selections of stock for Kwinana Library utilising State Government funds, thus reducing the hours of staff time spent on the task of stock selection and ordering.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4.05 Further develop and implement the Library Adult Services Plan for the provision of literacy and lifelong learning programs and potential grant funding	4.4 Library	01/07/2017	30/06/2018	100	25/06/2018 - In April, 55 people attended the Seniors Morning Tea, which included a presentation on Life in the Middle Ages. There were 2 Seniors Morning Teas this quarter, no author talks, and 13 deliveries to 158 recipients of the Home Library Service.
6.5 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential					
6.5.01 Maintain the highest qualification in the National Quality Framework (NQF)	4.7 Family Day Care	01/07/2017	30/06/2018	100	10/07/2018 - Bright Futures is maintaining its exceeding status and continues to add to the quality improvement plan in preparation for the next assessment.
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2017	30/06/2018	100	10/07/2018 - Mooditj Kulungars Play group continues to be successful in helping our Indigenous mums and bubs prepare their children for school and help the mums be able to provide their children with the best possible care.
6.5.03 Monitor the new funding model for the FDC Service and examine the most cost effective provision of corporate services	4.7 Family Day Care	01/07/2017	30/06/2018	100	10/07/2018 - Bright Futures is maintaining between 104 and 108 educators and selling on average around 1300 hours which is keeping the business within the predicted budget.
6.5.04 Review service policies with input from educators, staff and families	4.7 Family Day Care	01/07/2017	30/06/2018	100	10/07/2018 - The new policy book has been completed and sent to families and educators. The implementation date for the new policies is 9 July 2018
6.5.05 Review all systems and processes used to provide in-home care	4.7 Family Day Care	01/07/2017	30/06/2018	100	10/07/2018 - The new In Home Care service will commence in July 2018, changes to eligibility criteria and government changes to the service will be implemented on this date.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.6 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City					
6.6.01 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 Planning and Development	01/07/2017	30/06/2019	100	27/06/2018 - The City's developer contribution scheme is currently under review.
6.6.02 Prepare a new Local Planning Scheme	3.1 Planning and Development	01/07/2017	30/06/2019	50	10/07/2018 - Preparation of the new local planning scheme is due to commence following the finalisation of the Local Planning Strategy. Work on the new Local Planning Scheme is expected to commence in the 2019/20 financial year.
6.6.04 Create a Signage Policy	3.1 Planning and Development	01/07/2017	30/06/2018	75	10/07/2018 - The Advertising Signage Local Planning Policy has commenced and is expected to be presented to Council for adoption to advertise in July 2018.
6.6.05 Create a Telecommunications Policy	3.1 Planning and Development	01/07/2017	30/06/2018	75	10/07/2018 - The Telecommunications Infrastructure Local Planning Policy has commenced and is expected to be presented to Council for adoption to advertise in July 2018.
6.7 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings					
6.7.01 Ensure Building Compliance across the City	3.2 Building Services	01/07/2017	30/06/2018	100	29/06/2018 - This is ensured when assessing each new permit application.
6.7.02 Review and ensure efficient Building processes	3.2 Building Services	01/07/2017	30/06/2018	100	10/07/2018 - This action is business as usual.
6.7.03 Implement a Builder Satisfaction Survey	3.2 Building Services	01/07/2017	30/06/2018	40	10/07/2018 - This action will progress further in the 2018/19 financial year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.8 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment					
6.8.01 Develop a Public Health Plan consistent with legislative requirements	3.3 Environmental Health	01/07/2017	30/06/2018	10	26/06/2018 - A draft Project Plan has been completed and submitted for evaluation.
6.8.02 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	3.3 Environmental Health	01/07/2017	30/06/2018	75	10/07/2018 - This action is business as usual.
6.8.03 Implement a Mosquito and Midge Management Plan for Kwinana	3.3 Environmental Health	01/07/2017	30/06/2018	70	10/07/2018 - A draft Mosquito and Midge Management Plan was previously prepared in late 2016. This plan is now being reviewed. Existing and proposed mosquito monitoring sites have been mapped and a business case has been prepared to identify the staffing for the implementation of the mosquito control and monitoring works.
6.8.04 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Act and any associated delegations or authorisations	3.3 Environmental Health	01/07/2017	30/06/2018	10	10/07/2018 - There has been no new updates to the implementation of the Public Health Act. Staff have been attending working groups and providing ongoing feedback to Department of Health. Policies and procedures will change significantly upon Stage 5 implementation.
6.8.06 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	3.3 Environmental Health	01/07/2017	30/06/2018	100	10/07/2018 - The plan has been completed and is now being executed.

16.4 Proposed Parking and Parking Facilities Local Law 2018

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

At its 9 May 2018 Ordinary Council Meeting, Council resolved to advertise for public consultation the proposed *Parking and Parking Facilities Amendment Local Law 2018*. The consultation period closed on 17 July 2018. The only submission that was received was in the form of advice from the Department of Local Government, Sport and Cultural Industries (DLGSC).

DLGSC proposed minor amendments to the intent of the local law, and raised a technical point in relation to the current adopted local law (2010 local law) which has its principal local law as that from the Town of Vincent. DLGSC proposed a number of options in amending or repealing the 2010 local law and as a result, it is recommended under section 3.13 of the *Local Government Act 1995* to recommence the local law review process and adopt a *Parking and Parking Facilities Local Law 2018* and to repeal the current *Parking and Parking Facilities Local Law 2010*.

OFFICER RECOMMENDATION:

That the Presiding Member reads aloud the purpose and effect of the proposed *City of Kwinana Parking and Parking Facilities Local Law 2018*:

- a) The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.
- b) The effect of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local law.

That Council give state-wide public notice of its proposal to make the *City of Kwinana Parking and Parking Facilities Local Law 2018*, as detailed in Attachment A.

DISCUSSION:

The **purpose** of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.

The **effect** of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local law.

The City's current *Parking and Parking Facilities Local Law 2010* was adopted by Council on 15 December 2010, and at its 9 May 2018 Ordinary Council Meeting, Council resolved to advertise for public consultation a proposed *Parking and Parking Facilities Amendment Local Law 2018*. The consultation period closed on 17 July 2018 and the only submission received was in the form of advice from the Department of Local Government, Sport and Cultural Industries (DLGSC).

16.4 PROPOSED PARKING AND PARKING FACILITIES LOCAL LAW 2018

DLGSC proposed only minor amendments to the text within the local law and raised a technical point regarding the current adopted local law (2010 local law) which has its principal local law as the *Town of Vincent Parking and Parking Facilities Local Law 2007*, as published in the Government Gazette on 21 November 2007, including the amendments as published in the Government Gazette on 5 August 2008 and on 27 February 2009.

A copy of the gazettal notice from 09 January 2011 of the City's current *Parking and Parking Facilities Local Law 2010*, is at Attachment C and it can be seen in the preamble of the local law that the principal local law is the *Town of Vincent Parking and Parking Facilities Local Law 2007*.

The main issue is, as explained by DLGSC, that to review the current local law, it is not enough to refer to just the current local law because as gazetted, it is not a whole local law, it consists of a number of amendment clauses to the *Town of Vincent Parking and Parking Facilities Local Law 2007* (as if it were an amendment local law) and therefore, in order to conduct the review, one must refer then back to the *Town of Vincent Parking and Parking Facilities Local Law 2007* along with the gazette notices of the two amendments made to that local law in 2008 and 2009. This makes a review cumbersome.

DLGSC proposed a number of options in amending or repealing the local law and as a result because of the substantial change to the proposed local law, it is recommended under section 3.13 of the *Local Government Act 1995* to recommence the local law review process and instead of amending the current local law, to adopt a new *Parking and Parking Facilities Local Law 2018* and to repeal the current *Parking and Parking Facilities Amendment Local Law 2010*.

A copy of the submission from DLGSC is at Attachment D.

DLGSC also recommended minor amendments that directly affect the current local law and specifically refer to the formatting of the proposed amendment local law. The recommendations specific to the proposed amendment local law are not included in this report as they are not relevant to the proposed local law. The additional recommendations relevant to the proposed *Parking and Parking Facilities Local Law 2018* are as follows –

3. Australian Standards

In clause 1.6, it is suggested that the new definition for "Australian Standard" be as follows:

"Australian Standard" means an Australian Standard published by Standards Australia and as amended from time to time;

This will create certainty as to which version of the Standard must be complied with.

Alternatively, if the City wants the Standard to apply as published on a certain date, the phrase "as published on (DATE)" can be used instead of "as amended from time to time".

- This change has been made in the proposed local law on this recommendation.

4. Clause 1.8 – Removal of word "resolution"

It is suggested that this change be deleted.

In the past, the Parliament's Delegated Legislation Committee has allowed clauses that permit the local government to change where and when a parking law applies. However, the Committee has only allowed these clauses on the condition that:

- The Council must authorise the change by resolution; and*
- The resolution must be reflected by appropriate signage.*

16.4 PROPOSED PARKING AND PARKING FACILITIES LOCAL LAW 2018

In clause 1.8, in the proposed amendment local law, it was proposed to delete the word “resolution”, which could be interpreted to mean that the City can use the power in clause 1.8 without a Council resolution. It is possible that the Committee may object to this change.

- This proposed change has been removed from the proposed local law on this recommendation.

5. Form of infringement notices

Inserts a new clause 9.2 providing that notices and infringements can be in the form determined by the local government from time to time.

Under the Act, these notices need to be in the form prescribed in the Functions and General Regulations. It is suggested that the new clause be redrafted to the WALGA template as follows:

9.2 Forms of notices:

For the purposes of this local law -

- (a) *where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;*
 - (b) *the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and*
 - (c) *the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.*
- The above change to clause 9.2 has been included in the proposed local law on this recommendation.

All the other recommendations in the DLGSC submission contained within Attachment D only affect the format of the previously proposed amendment local law and do not affect the proposed *Parking and Parking Facilities Local Law 2018*.

A number of staff working group meetings and an Elected Members' forum have taken place to review the current local law.

The resulting draft *Parking and Parking Facilities Local Law 2018*, as it will appear when advertised in the Government Gazette, is shown in Attachment A.

To assist Elected Members in assessing these proposed changes, a copy of the current local law, including the proposed amendments is provided at Attachment B, as was presented to an Elected Members' forum held on 31 October 2016.

Explanatory Notes of all proposed amendments that have been made to the *Parking and Parking Facilities Local Law 2010* are contained within Attachment B. Deletions to current text are in red strike-through, proposed new text in blue and explanatory notes that do not form part of the local law, in brown text.

The City of Kwinana Town Planning Scheme Amendment 151 clarified definitions in relation to commercial vehicles and following the recent approval of the Scheme Amendment by the Western Australian Planning Commission on 15 August 2017, the local law required further minor amendments to incorporate the changes which are included in the *Parking and Parking Facilities Local Law 2018*.

16.4 PROPOSED PARKING AND PARKING FACILITIES LOCAL LAW 2018

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

3.12 Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give Statewide public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice*

3.13. Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

If Council does not endorse the recommendation to adopt a new local law in lieu of continuing with an amendment local law, there is a risk that the amendment local law may be disallowed by the Joint Standing Committee on Delegated Legislation.

FINANCIAL/BUDGET IMPLICATIONS:

Budget Item Name:	Governance Advertising and Promotions
Budgeted Amount:	\$67,500
Expenditure to Date:	\$ 457
Proposed Cost:	\$ 900
Balance:	\$66,143

*NOTE: All figures are exclusive of GST

If the *Parking and Parking Facilities Local Law 2018* is adopted, the cost of gazetting the *Parking and Parking Facilities Local Law 2018* is considerably more than an amended local law to gazette.

It is estimated that the cost to gazette the full *Parking and Parking Facilities Local Law 2018* will be approximately \$13,500 while the cost of the proposed *Parking and Parking Facilities Amendment Local Law 2018* was estimated at \$4,500.

ASSET MANAGEMENT IMPLICATIONS:

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

16.4 PROPOSED PARKING AND PARKING FACILITIES LOCAL LAW 2018

ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications related to this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan 2017 - 2022	A well planned City	4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.

COMMUNITY ENGAGEMENT:

Community engagement is proposed to take place in the form required by section 3.12(3) of the *Local Government Act 1995*. – Procedure for making local laws and includes the requirement to give state-wide public notice that the local government proposes to make a local law the purpose and effect of which is summarised in the notice.

RISK IMPLICATIONS:

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

Risk Event	Local laws not reviewed as required by the <i>Local Government Act 1995</i>
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Ensure the review of local laws complies with legislated requirements
Rating (after treatment)	Low

16.4 PROPOSED PARKING AND PARKING FACILITIES LOCAL LAW 2018

COUNCIL DECISION

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MOVED CR M ROWSE

SECONDED CR S LEE

That the Presiding Member reads aloud the purpose and effect of the proposed *City of Kwinana Parking and Parking Facilities Local Law 2018*:

- a) **The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.**
- b) **The effect of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local law.**

That Council give state-wide public notice of its proposal to make the *City of Kwinana Parking and Parking Facilities Local Law 2018*, as detailed in amended Attachment A.

**CARRIED
8/0**

NOTE – That the officer recommendation has been amended to state that Attachment A has been amended. Attachment A was amended in subclause 4.1(2)(a)(i) and (ii) to refer to a disability parking permit rather than ACROD sticker as per sub-clause 3.3(3) (a) and (b).

City of Kwinana Parking and Parking Facilities Local Law 2018



Local Government Act 1995
City of Kwinana

PARKING AND PARKING FACILITIES LOCAL LAW 2018

Contents

To be included – does not form part of local law.

Local Government Act 1995
City of Kwinana

PARKING AND PARKING FACILITIES LOCAL LAW 2018

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the City of Kwinana resolved on [insert date] to adopt the following local law.

PART 1 — PRELIMINARY

1.1 Citation

This local law may be cited as the *City of Kwinana Parking and Parking Facilities Local Law 2018*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Purpose and effect

- (1) The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.
- (2) The effect of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local law.

1.4 Repeal

The *Town of Kwinana Parking Local Law 2000* published in the *Government Gazette* on 11 January 2011 is repealed.

1.5 Application

- (1) Subject to subclause (2), this local law applies to the parking region as described in Schedule 1.
- (2)
 - (a) The local government may enter into an agreement in writing with the owner or occupier of a parking facility or a parking station that is not owned or occupied by the local government for the application of this local law to the facility or station.
 - (b) The agreement referred to in subclause (2)(a) may be made on such terms and conditions as the parties may agree.
- (3) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (4) Where a parking facility or a parking station is identified in a register maintained by the local government, the facility or station shall be deemed to be a facility or station to which this local law applies.

- (5) The provisions of Parts 3, 4 and 5 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

1.6 Interpretation

- (1) In **this** local law unless the context requires otherwise –

Act means the *Local Government Act 1995*;

Australian Standard means an Australian Standard published by Standards Australia and as amended from time to time;

attended parking station means a parking station attended by an officer of the local government and in respect of which fees for the parking of a vehicle are payable immediately prior to the removal of the vehicle from the station;

authorised person means a person appointed by the local government under section 9.10 of the Act, to perform any of the functions of an authorised person under this local law;

authorised vehicle means a vehicle authorised by the local government, the Chief Executive Officer or an authorised person or by any written law to park on a thoroughfare or parking facility;

bicycle has the meaning given to it by the *Code*;

bicycle path has the meaning given to it by the *Code*;

bus has the meaning given to it by the *Code*;

bus embayment has the meaning given to it by the *Code*;

bus stop has the meaning given to it by the *Code*;

bus zone has the meaning given to it by the *Code*;

caravan means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

carriageway means a portion of thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

centre in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a two-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

Chief Executive Officer means the Chief Executive Officer of the local government;

children's crossing has the meaning given to it by the *Code*;

Code means the *Road Traffic Code 2000*;

coin means any coin which is legal tender pursuant to the *Currency Act 1965* (Commonwealth);

commercial vehicle means a vehicle whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes and/or which is greater than 7 metres in length and 2.4 metres in height, including –

- (a) a utility, van, truck, tractor, bus or earthmoving equipment; and
- (b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a);

costs of the local government include its administrative costs;

cul-de-sac means a carriageway closed at one end that has the same entry and exit point;

disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

display means to place in a prominent place inside the vehicle on the front passenger's side, preferably on the dashboard, in order that the text may readily be seen and read from outside of the vehicle;

district means the district of the local government;

driver means any person driving or having control of a vehicle;

eating area means an area in which tables, chairs and other structures are provided for the purpose of the supply of food and beverages to a member of the public or the consumption of food and beverages by a member of the public;

edge line for a carriageway, means a line marked along the carriageway at or near the far left or the far right of the carriageway;

emergency vehicle has the meaning given to it by the *Code*;

fire hydrant means an upright pipe with a spout, nozzle or other outlet for drawing water from a main or service pipe in case of fire or other emergency;

footpath has the meaning given to it by the *Code*;

GTM means 'gross trailer mass' as given to it by the *Code*;

GVM means 'gross vehicle mass' as given to it by the *Code*;

kerb means any structure, mark, marking or device to delineate or indicate the edge of a carriageway;

laneway means a narrow carriageway generally situated at the rear of a lot, the purpose of which is to service the lots adjacent to it and not as a general thoroughfare for through traffic;

loading zone means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked 'Loading Zone';

local government means the City of Kwinana;

mail zone has the meaning given to it by the *Code*;

median strip has the meaning given to it by the *Code*;

metered space means a section or part of a metered zone that is controlled by a parking meter and that is marked or defined in any way to indicate where a vehicle may be parked on payment of a fee or charge;

metered zone means any road or reserve, or part of any road or reserve, in which parking meters regulate the stopping or parking of vehicles;

motorcycle has the meaning given to it by the *Code*;

motor vehicle means a self-propelled vehicle that is not operated on rails, and includes a trailer, semi-trailer, or caravan while attached to the vehicle, but does not include a power assisted pedal cycle;

no parking area means a portion of a carriageway to which a no parking sign applies or an area to which a no parking sign applies;

no parking sign means a sign with the words 'no parking' in red letters on a white background, or the letter 'P' within a red annulus and a red diagonal line across it on a white background;

no stopping area means a portion of a carriageway to which a no stopping sign applies or an area to which a no stopping sign applies;

no stopping sign means a sign with the words 'no stopping' or 'no standing' in red letters on a white background or the letter 'S' within a red annulus and a red diagonal line across it on a white background;

obstruct means to prevent or impede or to make difficult the normal passage of any vehicle, wheelchair, perambulator or pedestrian and obstruction shall have a corresponding meaning;

occupier has the meaning given to it by the *Act*;

owner -

- (a) where used in relation to a vehicle licensed under the *Road Traffic Act 1974* means the person in whose name the vehicle has been registered under the *Road Traffic Act 1974*;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and

(c) where used in relation to land, has the meaning given to it by the *Act*;

park in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of –

- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law; or
- (c) taking up or setting down persons or goods (maximum of 2 minutes);

parking area means a portion of a carriageway to which a permissive parking sign applies or a parking facility managed by the local government to which a permissive parking sign applies;

parking facilities includes land, buildings, shelters, road reserve, parking area, metered zone, ticket machine zone, parking bay, parking station, attended parking station, parking stalls and other facilities open to the public generally for the parking of vehicles whether or not a fee is charged, and includes any signs, notices and facilities used in connection with the parking of vehicles;

parking region means the whole of the district except for those areas, roads, bridges and subways under the control and direction of the Commissioner of Main Roads;

parking stall means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked, but does not include a metered space;

parking station means any land, or structure provided for the purpose of accommodating vehicles;

parking ticket means a ticket which is issued from a ticket issuing machine and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station;

pedestrian crossing has the meaning given to it by the *Code*;

permit means a permit issued under this local law;

reserve means any land –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the *Act*;

residential street means a thoroughfare where the majority of properties abutting the thoroughfare are used for residential purposes;

residential zone means land within the residential zone specified within the City of Kwinana's town planning scheme dealing with zoning;

right of way means a portion of land that is –

- (a) shown and marked "Right of Way" or "ROW", or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the *Transfer of Land Act 1893*;
 - (b) shown on a diagram or plan of survey relating to a subdivision that is created as a right of way and vested in the Crown under section 152 of the *Planning and Development Act 2005*; and
 - (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the *Transfer of Land Act 1893*,
- but does not include:
- (a) private driveways; and
 - (b) a right of way created by a deed of easement between two or more parties;

Road Traffic Act means the *Road Traffic Act 1974*;

Schedule means a Schedule to this local law;

shared zone has the meaning given to it by the *Code*;

sign includes a traffic sign, inscription, road marking, mark, structure or device on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking or stopping of vehicles;

special purpose vehicle has the meaning given to it by the *Code*;

special residential zone means land within the special residential zone specified within the City of Kwinana's town planning scheme dealing with zoning;

Standards Australia means Standards Australia Limited ACN 087 326 690;

stop in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

symbol includes, but is not limited to, any symbol specified by the current Australian Standard 1742.11 and any symbol specified from time to time by Standards Australia for use in the regulation of parking;

tare weight in relation to a vehicle, means the weight of the vehicle without any passengers or load;

taxi means a taxi within the meaning of section 47Z of the *Transport Co-ordination Act 1966*;

taxi zone has the meaning given to it by the *Code*;

ticket issuing machine means a machine or device which is installed in a parking facility and which upon the insertion of coins or a token, pass, card, key or device issues a parking ticket;

ticket machine zone means a parking facility in which ticket issuing machines are installed but does not include a parking station;

thoroughfare has the meaning given to it by the *Act*;

town planning schemes are local planning schemes as defined in the *Planning and Development Act 2005* and mean the Town of Kwinana Town Planning Schemes No 2 and No 3 or any subsequently adopted local planning scheme of the City of Kwinana;

traffic island has the meaning given to it by the *Code*;

trailer means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed including a trailerable vessel, but does not include the rear portion of an articulated vehicle, or a side car;

trailerable vessel means a monohull or multi-hull boat which can be transported on the road on the same trailer used to launch and retrieve it;

unattended in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle;

vehicle has the meaning of every conveyance, whether licensed or not, a vessel or aircraft, and every object capable of being propelled or drawn including trailers and caravans, on wheels or tracks, or by any means;

verge means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

- (2) For the purposes of the application of the definitions “no parking area” and “parking area” an arrow inscribed on a sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (3) A reference to a word or expression inscribed on a sign includes a reference to a symbol depicting the word or expression.
- (4) A reference to a parking station, ticket machine zone or metered zone includes a reference to part of the parking station, ticket machine zone or metered zone.
- (5) Unless the context otherwise requires, where a term is used, but not defined in this local law and –

- (a) it is defined in the *Act*, it shall have the meaning given to it in the *Act*, and
- (b) it is defined in the *Road Traffic Act* or in the *Code*, it shall have the meaning given to it in the *Road Traffic Act* or the *Code*.

1.7 Classes of vehicles

For the purpose of this local law, vehicles are divided into the following classes –

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis;
- (e) trailers and caravans (a trailerable vessel is included in this class to the extent that it is located upon a trailer); and
- (f) all other vehicles.

1.8 Powers of the local government

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region, but must do so consistently with the provisions of this local law.

1.9 Determination of fees, charges and costs

All fees, charges and costs referred to in this local law shall be determined and imposed by the local government from time to time in accordance with sections 6.16 to 6.20 of the *Act*.

1.10 Relationship with other laws

In the event of any inconsistency with any Act, Regulation or local planning scheme, the provisions of those Acts, Regulations or local planning schemes are to prevail.

PART 2 — SIGNS

2.1 Erection of signs

The local government may erect a sign for the purposes of this local law on any land, building or other structure within the parking region.

2.2 Compliance with signs

- (1) A person shall comply with the direction on every sign displayed, marked, placed, or erected pursuant to this local law.
- (2) An inscription or symbol on a sign operates and has effect according to its meaning and a person contravening the direction on a sign commits an offence under this local law.

2.3 Unauthorised signs and defacing of signs

A person shall not without the approval of the local government –

- (a) display, mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

2.4 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare or in a parking station is, in the absence of evidence to the contrary to be deemed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.
- (3) For the purpose of this local law, the local government may use Australian Standard AS 1742.11, as a guide for the development or marking of signs, but is not bound to do so and, where it does use it as a guide may vary any of the provisions of Australian Standard AS 1742.11 as it sees fit.

2.5 Application of this local law to pre-existing signs

A sign that –

- (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
- (b) relates to the parking of vehicles within the parking region,

shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.

2.6 Part of thoroughfare to which sign applies

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

PART 3 — PARKING STALLS AND PARKING STATIONS

3.1 Determination of parking stalls and parking stations

- (1) The local government may by resolution constitute, determine and vary and also indicate by signs –
 - (a) parking stalls;

- (b) parking stations;
 - (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
 - (d) permitted classes of vehicles which may park in parking stalls and parking stations;
 - (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
 - (f) the manner of parking in parking stalls and parking stations.
- (2) Where the local government makes a determination under subclause (1) it shall erect signs to give effect to the determination.

3.2 Vehicles to be within parking stall on thoroughfare

- (1) Subject to subclauses (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than –
- (a) parallel to and as close to the kerb as is practicable;
 - (b) wholly within the stall; and
 - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.
- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle, but shall not park outside an area marked with stalls.
- (4) A person shall not park a vehicle partly within and partly outside a parking area.

3.3 Parking prohibitions and restrictions

- (1) A person shall not –
- (a) stop or park a vehicle in a parking station so as to obstruct any entrance, exit, carriageway, passage or thoroughfare of the parking station;
 - (b) except with the permission of the local government or an authorised person park a vehicle on any part of a parking station contrary to a sign referable to that part;
 - (c) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle from such part or from the parking station; or
 - (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a

bicycle together in a stall marked "M/C", if the bicycle is parked in accordance with subclause (2).

- (2) No person shall park any bicycle –
 - (a) in a parking stall other than in a stall marked "M/C"; and
 - (b) in such stall other than against the kerb,unless it is parked at a bicycle rail or in a bicycle rack.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a parking stall or station (except in a parking area for people with disabilities) for twice the period of time permitted by the sign, provided that –
 - (a) the driver's vehicle displays a disability parking permit; and
 - (b) a person with disabilities to which that disability parking permit relates is either the driver of, or a passenger in the vehicle.

PART 4 — PARKING GENERALLY

4.1 Restrictions on parking in particular areas

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station –
 - (a) if by a sign it is set apart for the parking of vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class;
 - (c) during any period when the parking of vehicles is prohibited by a sign; or
 - (d) by exceeding the length of time specified by a sign.
 - (2) (a) In subclause(2)(b) **driver** means a driver where –
 - (i) the driver's vehicle displays a disability parking permit; and
 - (ii) a disabled person to which the disability parking permit sticker relates is either the driver of the vehicle or a passenger in the vehicle.
 - (b) A driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates, for twice the period of time permitted by a sign referable to the thoroughfare or the part of the thoroughfare or the part of the parking station.
- (3) A person shall not park a vehicle –
 - (a) in a no parking area;
 - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;

- (c) in a stall marked “M/C” unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (4) A person shall not, without the prior permission of the local government, or an authorised person, park a vehicle in an area designated by a sign stating “Authorised Vehicles Only”.

4.1A Stopping in a parking area for people with disabilities

- (1) In this clause, unless the contrary intention appears –

authorised vehicle means a vehicle —

- (a) used by the holder of a disability parking permit; and
- (b) identified in accordance with regulation 6 of the *Local Government (Parking for People with Disabilities) Regulations 2014*;

disability parking permit means a current document issued by the National Disability Service (ACN 008 445 485), consisting of —

- (a) an Australian Disability Parking Permit; and
- (b) an ACROD Parking Program Card;

- (2) A vehicle shall not stop in a parking area for people with disabilities unless –

- (a) the vehicle displays an ACROD Program Card; and
- (b) either the driver or a passenger of that vehicle possess a current Australian Disability Parking Permit.

- (3) In this clause, a parking area for people with disabilities is a parking stall –

- (a) to which a parking control sign of the kind referred to in regulation 3 paragraphs (i) and (k) of the definition of that term in the *Road Traffic Code 2000* applies; and
- (b) a people with disabilities symbol (as depicted in the *Road Traffic Code 2000* regulation 171(2)), clearly marked on the ground within the limits of the permit parking.

4.2 Parking vehicle on a carriageway

- (1) A person parking a vehicle on a carriageway other than in a parking stall shall park it so that it complies with the requirements of clause 4.8 and –

- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;

- (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
- (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law;
- (e) in a cul-de-sac so as to not obstruct the turning of vehicles within the cul-de-sac;
- (f) in a laneway so as to not obstruct any vehicle on the carriageway, and
- (g) so that it does not obstruct any vehicle on a carriageway;

unless otherwise indicated by a sign.

(2) In this clause, **continuous dividing line** means –

- (a) a single continuous dividing line only;
- (b) a single continuous dividing line to the left or right of a broken dividing line; or
- (c) 2 parallel continuous dividing lines.

- (3) (a) The driver of any vehicle standing on any carriageway in any park or reserve shall place and keep the vehicle close to and parallel with the road edge, kerb or footpath on the left of the vehicle, except where channels or other obstructions prevent this from being done;
- (b) Subclause (3)(a) shall not apply to a vehicle parked in an area where the parking bays have been marked other than parallel to the road edge.

4.3 When parallel and right-angled parking apply

Where a sign associated with a parking area is not inscribed with the words “*angle parking*” (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is –

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

4.4 When angle parking applies

- (1) Where a sign associated with a parking area is inscribed with the words “*angle parking*” (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.
- (2) This clause does not apply to –
 - (a) a commercial vehicle; or
 - (b) any vehicle when it is being loaded or unloaded immediately with passengers, goods, merchandise or materials collected from or delivered to the premises.

4.5 General prohibitions on parking

- (1)
 - (a) This clause does not apply to a vehicle parked in a parking stall.
 - (b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle on a thoroughfare so that any portion of the vehicle is –
 - (a) between any other stationary vehicle or vehicles and the centre of the carriageway (double parking);
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private driveway or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private driveway or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) either wholly or partially on or overhanging any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
 - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;

- (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
 - (k) within 10 metres of the commencement of the change of direction of the kerb of a road at an intersecting carriageway on either the approach or departure side; unless a sign indicates otherwise.
- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of –
- (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
 - (b) a children’s crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of –
- (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
 - (b) a children’s crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

4.6 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle shall not park a vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

4.7 No movement of vehicles to avoid time limitation

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least two hours.
- (3) Where parking in a thoroughfare is restricted as to time and a vehicle has been parked in that thoroughfare a person shall not park that vehicle again in that thoroughfare unless there is between the place where the vehicle had been parked and the place where the vehicle is subsequently parked another thoroughfare that meets or intersects that thoroughfare.

4.8 No parking of vehicles exposed for sale and in other circumstances

A person shall not park a vehicle on any part of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the *Road Traffic Act 1974*;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, nor dismantle or construct it, other than to effect the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

4.9 Parking on private land

(1) In this clause a reference to “**private land**” does not include land –

- (a) which belongs to the local government;
 - (b) of which the local government is the management body under the *Land Administration Act 1997*;
 - (c) which is an 'otherwise unvested facility' within section 3.53 of the *Act*;
 - (d) which is the subject of an agreement referred to in clause 1.5(2); or
 - (e) which is identified in a register of parking stations maintained by the local government in accordance with clause 1.5.
- (2) Parking on private land other than land identified in sub-clause (1) is dealt with in the town planning schemes.
- (3) Unless otherwise permitted by law, a person shall not park a vehicle on land identified in sub-clause (1) without the consent of the local government.

4.10 Parking on reserves

No person other than an employee or approved contractor of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

4.11 Parking on verges

(1) Unless otherwise permitted by clause 7.3, a person shall not –

- (a) park any vehicle (commercial or otherwise); or
 - (b) park a trailer or caravan unattached to a motor vehicle; or
 - (c) park a vehicle during any period when parking of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,
so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to;
- (a) the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to park the vehicle so that any portion of it is on the verge; or

- (b) a vehicle when it is being loaded or unloaded immediately with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the vehicle is parked. Provided that the person is authorised by the occupier of those premises and no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath; or
- (c) a commercial vehicle associated with building works being carried out on the premises at that time and place.

(3) Subclause 2(a) does not allow for or include the parking of commercial vehicles.

4.12 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government or an authorised person may, subject to the *Code*, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

4.13 Parking in a parking station

(1) Display of Tickets—

- (a) Subject to subclause (2) a person shall not stop or park a vehicle in any part of a parking station equipped with a ticket issuing machine or a parking facility during any permitted period unless:
 - (i) an unexpired parking ticket or unexpired parking tickets applicable to that part of the parking station and issued on that day; and
 - (ii) the date and time of issue or expiry of the ticket, as the case may be, and the number of the ticket, if any, printed thereon, are displayed inside the vehicle and clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in that part of the parking station.
- (b) For the purposes of subclause (1), a parking ticket issued in respect of any parking station or any part of a parking station which has been set aside under this local law shall be applicable only to that parking station or that part of that parking station, as the case may be.
- (c) A reference in this clause to:
 - (i) **permitted period** means the period stated on the ticket issuing machines in the parking station during which the parking of vehicle is permitted upon the purchase of a parking ticket;
 - (ii) **unexpired parking ticket** means a parking ticket on which:

- (a) a date and expiry time is printed and that time has not expired;
or
- (b) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

(2) Use of Parking Tickets—

A person shall not—

- (a) deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket or any information, printing or imprint thereon;
- (b) park a vehicle in a parking station or parking facility if there is displayed in that vehicle so as to be visible from outside the vehicle a parking ticket which has been defaced, altered, added to, erased, obliterated or otherwise interfered with; or
- (c) produce to an authorised person or the local government to accept payment of parking fees, a parking ticket which is, or any information, printing or imprint on which is defaced, altered, added to, erased, obliterated or otherwise interfered with.

(3) Fees for Motorcycles in Parking Stations—

- (a) A fee payable for the parking of a motorcycle and the period of application of the fee in a parking station may be determined and imposed by the local government.
- (b) The local government shall not be obliged to accept payment of any fee referred to in this clause.

(4) Parking Position for Motorcycles—

A person shall not stop or park a motorcycle in a parking station equipped with a ticket issuing machine unless—

- (a) wholly within a parking stall marked with the symbol “M/C” or otherwise designated as being set aside for the parking of motorcycles;
- (b) that person has paid to the local government the fee; and
- (c) during the period for which the fee is applicable.

(5) Set aside Parking Stations for Multiple Occupants—

The local government in respect of any period or time may by the use of signs set aside any parking station or any part of a parking station and prohibit entry thereto by vehicles other than vehicles carrying in addition to the driver at least one other person.

(6) Parking Restrictions for Vehicles with Multiple Occupants—

- (a) The local government may determine and impose a fee payable for the parking of a vehicle in any parking station or part of a parking station at any time or for specified times.
- (b) A person shall not stop or park a vehicle in any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless the vehicle is carrying at least one other person.
- (c) A person shall not enter any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless that person is the driver of or passenger in a vehicle carrying at least one other person.

PART 5 — PARKING AND STOPPING

Division 1 — Parking and stopping generally

5.1 No stopping and no parking signs, and yellow edge lines

(1) No stopping—

A driver shall not stop on a part of a carriageway, or in an area, to which a no stopping sign applies.

(2) No parking—

A driver shall not stop on a part of a carriageway or in an area to which a no parking sign applies, unless the driver is –

- (a) dropping off, or picking up, passengers or goods;
- (b) does not leave the vehicle unattended; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

(3) No stopping on a carriageway with yellow edge lines—

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

Division 2 — Stopping in zones for particular vehicles

5.2 Stopping in a loading zone

A person shall not stop a vehicle in a loading zone unless it is –

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle taking up or setting down passengers,

but, in any event, shall not remain in that loading zone:

- (c) for longer than a time indicated on the “loading zone” sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

5.3 Stopping in a taxi zone or a bus zone

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the “bus zone” sign applying to the bus zone.

5.4 Stopping in a mail zone

A person shall not stop a vehicle in a mail zone.

5.5 Other limitations in zones

A person shall not stop a vehicle in a zone to which a sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a sign that applies to the zone.

Division 3 — Other places where stopping is restricted

5.6 Stopping in a shared zone

A driver shall not stop in a shared zone unless –

- (a) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign;
- (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (c) the driver is dropping off, or picking up, passengers or goods; or
- (d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

5.7 Double parking

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to –
 - (a) a driver stopped in traffic; or
 - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

5.8 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

5.9 Stopping on a bridge or in a tunnel, etc

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –
- (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a sign does not prohibit stopping or parking; or
 - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) A driver shall not stop a vehicle in a tunnel or underpass unless –
- (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
 - (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

5.10 Stopping on crests, curves, etc

- (1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.11 Stopping near a fire hydrant etc

A driver shall not stop a vehicle so that any portion of the vehicle is within one metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.

5.12 Stopping at or near a bus stop

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless –
- (a) the vehicle is a public bus stopped to take up or set down passengers; or
 - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) In this clause –

- (a) distances are measured in the direction in which the driver is driving; and
- (b) a trailer attached to a public bus is deemed to be a part of the public bus.

5.13 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a traffic island or median strip, unless the driver stops in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.14 Stopping on verges

(1) Unless otherwise permitted by clause 7.3, a person shall not –

- (a) stop any vehicle (commercial or otherwise) ; or
 - (b) stop a trailer or caravan unattached to a motor vehicle; or
 - (c) stop a vehicle during any period when stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,
- so that any portion of it is on a verge.

(2) Subclause (1)(a) does not apply to;

- (a) the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge; or
- (b) a vehicle when it is being loaded or unloaded immediately with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the vehicle is stopped provided that the person is authorised by the occupier of those premises and no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath; or
- (c) a commercial vehicle associated with building works being carried out on the premises at that place.

(3) Subclause 2(a) does not allow for or include the stopping of commercial vehicles for a period of longer than 4 hours.

5.15 Obstructing access to and from a path, driveway, etc

(1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless –

- (a) the driver is dropping off, or picking up, passengers; or
- (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

(2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless –

- (a) the driver is dropping off, or picking up, passengers; or
- (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

5.16 Stopping near a public letter box

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver –

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.17 Stopping on a thoroughfare – commercial vehicles

Subject to any clause to the contrary or sign referable to the thoroughfare, a person shall not stop a commercial vehicle;

- (a) on a thoroughfare in a built-up area, for any period exceeding 4 hours, unless actively engaged in the picking up or setting down of goods; or
- (b) on a thoroughfare outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of such vehicles; or
- (c) on a thoroughfare in a residential or special residential zoned area between the hours of 6.00pm one day and 6.00am the following day; unless

a permit has been issued in accordance with clause 5.21 of this local law.

5.18 Stopping on a carriageway with a bicycle parking sign

The driver of a vehicle (other than a bicycle) shall not stop on a part of a carriageway to which a “bicycle parking” sign applies, unless the driver is dropping off, or picking up, passengers.

5.19 Stopping on a carriageway with motorcycle parking sign

The driver of a motorvehicle shall not stop on a part of a carriageway, or in an area, to which a “**motorcycle parking**” sign applies, or an area marked “**M/C**” unless –

- (a) the vehicle is a motorcycle; or
- (b) the driver is dropping off, or picking up, passengers.

5.20 Eating areas in parking stalls

A person shall not stop or park a vehicle in a parking stall which has been authorised in writing by the local government, to be set up or conducted as an eating area and which is designated by signs as such at that time.

5.21 Permits in parking facilities

- (1) The local government or authorised person may, whether upon payment of a fee or not, issue a Parking Facilities Permit which allows a specific vehicle or class of vehicle to stop or park –

- (a) in a specified kerbside area;
 - (b) in a car park which is controlled by a sign, in contravention of the restriction specified on that sign; or
 - (c) in any other place under the control of the local government.
- (2) A permit issued under subclause (1) may –
- (a) authorise the stopping or parking of the vehicle continuously for a specified period or periods between specified times or from time to time during a specified period; and
 - (b) be revoked or suspended at any time by the local government or an authorised person before the expiration of any time or period specified in the permit.
- (3) A person shall not stop or park a vehicle in respect of which a permit has been issued pursuant to subclause (2) –
- (a) except at the times or during the period specified in the permit;
 - (b) for any purpose other than the purpose for which the permit was issued; or
 - (c) at any time after the cancellation, withdrawal or suspension of the permit.
- (4) Further conditions may be imposed in accordance with subclause (1) by the local government in relation to the issuing of such a permit.

5.22 Motorcycle stalls

- (1) A person shall not stop or park a vehicle other than a bicycle or a motorcycle to which no side car or side-box is attached in a parking stall –
- (a) marked with the symbol “M/C”; or
 - (b) in which the parking of bicycles or motorcycles is permitted by a sign referable to that parking stall.
- (2) A person shall not stop or park a bicycle or motorcycle in a parking stall marked with the symbol “M/C” –
- (a) for longer than the maximum period permitted for parking in that parking stall by a sign referable to that parking stall or metered space;
 - (b) if there is no sign referable to that parking stall than for longer than the maximum period during which a vehicle may stop or be parked as specified on any sign referable to any parking stall adjacent thereto; or
 - (c) otherwise than wholly within the stall.

PART 6 — TICKET ISSUING MACHINES AND ZONES

6.1 Ticket issuing machines

(1) Damage to Ticket Issuing Machines

A person shall not or attempt to remove, damage, deface, misuse or interfere with any ticket issuing machine.

(2) Signs on Ticket Issuing Machines

A person shall not, without the permission of the local government, affix any board, sign, placard, notice, cover or other thing to or paint, mark or write upon any ticket issuing machine.

(3) Use of Coins in Ticket Issuing Machines

A person shall not insert or cause to be inserted or attempt to insert into a coin slot of a ticket issuing machine any thing other than a coin appropriate to that slot.

(4) Operating Ticket Issuing Machines

A person shall not operate or attempt to operate a ticket issuing machine except in accordance with the operating instructions appearing on the ticket issuing machine.

6.2 Fees in ticket machine zones

(1) Fees for stopping and parking of vehicles in a ticket machine zone may be determined and imposed by the local government.

(2) A person must not stop or park a vehicle in a ticket machine zone unless the appropriate fee as indicated by a sign on the ticket issuing machine referable to the zone is inserted into the ticket issuing machine.

(3) The payment of the fee referred to in subclause (1) in accordance with subclause (2) entitles a person to stop or park a vehicle in a ticket machine zone for the period shown on the parking ticket, but does not authorise the stopping or parking of the vehicle in a parking space, or part of the zone during any time when stopping or parking in that zone is prohibited –

(a) under this local law;

(b) by the sign on the ticket issuing machine referable to the zone; or

(c) by a sign referable to that space.

6.3 Display of tickets

(1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period unless –

(a) an unexpired ticket issued by a ticket issuing machine in that ticket machine zone; and

(b) the date and time of issue or expiry, as the case may be, and the number, if any, of the ticket printed on the ticket,

are displayed inside the vehicle and are clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

(2) A reference in this clause to:

(a) “**permitted period**” means the period stated on the ticket issuing machines in the ticket machine zone during which the parking of vehicle is permitted upon the purchase of a parking ticket;

(b) “**unexpired parking ticket**” means a parking ticket on which –

(i) a date and expiry time is printed and that time has not expired;

(ii) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

(3) For the purpose of this clause, where more than one parking ticket is displayed bearing the same date and time of issue, the period for each ticket referred to in subclause (2)(b) shall be aggregated and the tickets shall be deemed not to have expired until the expiry of the aggregate of those periods.

6.4 Parking limits

(1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period for longer than the maximum period.

(2) A reference in this clause to –

(a) “**maximum period**” means the maximum period stated on the ticket issuing machines in the zone during which the continuous parking of a vehicle in the zone is permitted;

(b) “**permitted period**” has the meaning given to it in clause 6.3(2)(a).

6.5 Parking position in ticket machine zones

A person shall not stop or park a vehicle in a ticket machine zone:

(1) on any part of which there are parking stalls set out parallel to a kerb otherwise than –

(a) parallel to that kerb;

(b) as close to the kerb as practicable;

(c) wholly within a parking stall;

(d) headed in the direction of the movement of traffic on the part of the carriageway on which the parking stall is situated;

(2) on any part of which there are parking stalls not set out parallel to a kerb otherwise than wholly within a parking stall.

PART 7 — RESIDENTIAL PARKING PERMITS

7.1 Definitions

In this Part, unless the context otherwise requires –

dwelling unit means premises lawfully used for self contained living quarters;

eligible person where used in relation to an application for a–

- (a) residential parking permit means a single house occupier, a unit occupier or a unit owner;
- (b) visitor’s parking permit means –
 - (i) a single house occupier;
 - (ii) a strata company;
 - (iii) a unit owner of a residential unit which is not a strata lot;

parking facilities parking permit means a permit issued to a person by the local government pursuant to clause 7.3(3);

residential parking permit means a permit issued to a resident by the local government pursuant to clause 7.3(1);

residential unit means a dwelling unit which is part of a building adjacent to a part of a thoroughfare on which thoroughfare the stopping or parking of vehicles is prohibited for more than a specified period and which building contains –

- (a) two or more dwelling units with or without any non residential units;
- (b) one dwelling unit with one or more non residential units;

single house means a dwelling unit constructed on its own lot and used for self contained living quarters and which is adjacent to a part of a road on which the stopping or parking of vehicles is prohibited for more than a specified period;

single house occupier means an occupier of a single house;

strata company has the meaning given to it in the *Strata Titles Act 1985*;

unit occupier means a person who is an occupier of a residential unit but does not include a unit owner.

unit owner means a person who is an owner of a residential unit.

visitor’s parking permit means a permit issued by the local government pursuant to clause 7.3(2).

7.2 Exemption for permit holders

- (1) (a) Where on any part of a thoroughfare the stopping or parking of vehicles is prohibited by a sign for more than a specified period or where any part of a

thoroughfare is a metered space, the holder of a valid permit is exempted from such prohibition.

- (b) The local government may also issue a permit which exempts the holder from compliance with the requirements of clauses 7(2)(a) and 7(2)(b).
- (2) The exemption conferred by subclause (1) shall apply only –
- (a) to the part of a thoroughfare specified in the permit;
 - (b) where the time restriction applicable to that part of the thoroughfare is for a period exceeding 30 minutes;
 - (c) where the permit displayed is a residential parking permit to the vehicle specified in the residential parking permit;
 - (d) if the permit is displayed in the vehicle or affixed to the windscreen of the vehicle so as to be clearly visible and able to be read by an authorised person from outside the vehicle;
 - (e) if the permit is valid.
- (3) The exemption conferred by subclause (1) shall not, unless specifically noted on the permit, apply during any period in which the stopping or parking of vehicles is prohibited in the thoroughfare or the part of the thoroughfare specified in the permit.

7.3 Issue of permits

- (1) The local government may upon a written application of an eligible person, issue a residential parking permit in the form determined by the local government.
- (2) The local government may upon a written application of an eligible person issue, for the occasional use of visitors, a visitor's parking permit in the form determined by the local government;
- (3) The local government's power to issue, replace and revoke permits under this Part may be exercised by an authorised officer.
- (4) Notwithstanding any other provisions in this local law, the local government may approve the issue of a number of parking facility, residential or visitor's parking permits to any owner or occupier on such terms and conditions as the local government sees fit.

7.4 Discretionary authority

Notwithstanding any other provisions in this local law which restrict the number of residential or visitors' parking permits that may be issued, the local government may approve the issue of one additional residential parking permit or one additional visitor's parking permits to any occupier on such terms and conditions as the local government sees fit.

7.5 Validity of permit

Every residential parking permit or visitor's parking permit as the case may be shall cease to be valid upon –

- (a) the expiry of a period of twelve months or lesser term as determined by the local government from and including the date on which it is issued;
- (b) the holder of the permit ceasing to be an eligible person;
- (c) the revocation of the permit by the local government pursuant to clause 7.6;
- (d) the replacement of any permit by a new permit issued by the local government pursuant to clause 7.3.

7.6 Revocation of a permit

- (1) The local government may at any time give an eligible person to whom a permit was issued pursuant to the provisions of this local law notice requiring that person to notify the local government of any reason why that permit should not be revoked.
- (2) The local government shall give notice referred to subclause (1) in the form determined by the local government by serving the notice on the eligible person to whom the permit was issued.
- (3) If within seven (7) days after the date of receipt of the notice referred to in subclause (2) the eligible person to whom the permit was issued –
 - (a) fails to give the local government notice in writing of any reason why the permit should not be revoked; or
 - (b) gives the local government notice in writing of any reasons why the permit should not be revoked;
 then the local government may in its absolute discretion revoke that permit.
- (4) For the purpose of subclause (3) the date of receipt of the notice shall be the date the notice was served.
- (5) The local government shall give notice of the revocation in the form determined by the local government by serving the notice on the eligible person to whom the permit was issued.

7.7 Removal of permit from vehicle

The holder of a residential parking permit shall forthwith upon that permit being revoked or ceasing to be valid remove the permit from the vehicle in which it is displayed or to which it is affixed.

7.8 Replacement of permit

- (1) The local government may upon a written application of an eligible person and upon payment of the fee referred to in subclause (2), if any, issue a permit to replace a residential parking permit or visitor's parking permit which is lost, destroyed or stolen.
- (2) The local government may determine and impose a fee for the issue of a replacement permit pursuant to this clause.
- (3) Notwithstanding subclause (2), no fee shall be payable for the issue of a replacement permit if evidence is produced in writing to the satisfaction of the local government –

- (a) that the vehicle in which the permit is displayed has been disposed of;
- (b) that the vehicle's windscreen in which the permit is displayed has been replaced; or
- (c) which the local government considers warrants the waiving of the fee.

7.9 Display of residential or visitor's parking permits

A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle and is clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

PART 8 — MISCELLANEOUS

8.1 Authorised persons

No offence under this local law is committed by an authorised person while carrying out his or her duties as an authorised person.

8.2 Necessary power

An authorised person has all necessary powers for the purpose of performing or observing all of the functions conferred on him or her under the Act and this local law.

8.3 Authorised person to be obeyed

A person who is given a direction by an authorised person or a member of the WA Police Force under this local law, or in relation to a contravention of this local law, shall comply with that direction.

8.4 Persons may be directed to leave local government property

An authorised person may direct a person to leave local government property or a local government building where the authorised person reasonably suspects that the person has contravened a provision of this local law.

8.5 Marking of tyres

- (1) For the purposes of ascertaining whether or not a parked vehicle has been or may be parked in contravention of any provision of this local law an authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance.
- (2) A person shall not remove or interfere with any such mark referred to in subclause (1) so that the purpose of affixing that mark is or may be defeated.

8.6 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle or an authorised person, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

8.7 Special purpose and emergency vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.

8.8 Vehicles not to obstruct a reserve, verge or thoroughfare

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a reserve, verge or thoroughfare so that it obstructs the use of any part of that reserve, verge or thoroughfare without the permission of the local government or unless authorised under any written law.
- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours or is permitted to do so by the local government, unless the vehicle is causing an obstruction or may cause a danger to the public or is jeopardising or may jeopardise the safety of a person.
- (3) A vehicle found to be in contravention of sub-clause (2) may be impounded by an authorised officer.
- (4) The impounding of vehicles and other goods under sub-clause (3) shall be carried out in accordance with sections 3.37 and 3.48 of the Act and Regulation 29 of the *Local Government (Functions and General) Regulations 1996*.

8.9 Damage to parking stations and facilities

A person shall not, and shall not attempt to, remove, damage, deface, misuse or interfere with any part of a parking station or parking facility.

8.10 Local government may lock parking stations

At the expiration of the hours of operation of a parking station, the local government, whether or not any vehicle remains parked in a parking station, may lock the parking station or otherwise prevent the movement of any vehicle within or to or from the parking station.

PART 9 — PENALTIES

9.1 Offences and penalties

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable on conviction to a penalty not less than \$250 and not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.
- (3) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.

- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

9.2 Forms of notices:

For the purposes of this local law –

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule 1 – Parking region

[cl. 1.5(1)]

Local Government Act 1995
City of Kwinana Parking and Parking Facilities Local Law 2018

PARKING REGION

The parking region is the whole of the district, but excludes the following portions of the district:

- (1) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
- (2) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads;
- (3) any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

Schedule 2 – Prescribed offences

[cl.9.1(4)]

Local Government Act 1995

City of Kwinana Parking and Parking Facilities Local Law 2018

Offences and Modified Penalties

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
1.	2.2(1)	Failure to comply with signs	50
2.	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	125
3.	2.3(b)	Unauthorised removal, defacing or misuse of a sign	70
4.	2.3(c)	Unauthorised affixing anything to a sign	60
5.	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	60
6.	3.2(1)(b)	Failure to park wholly within parking stall	60
7.	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	60
8.	3.2(4)	Failure to park wholly within parking area	50
9.	3.3(1)(a)	Causing obstruction in parking station	125
10.	3.3(1)(b)	Parking contrary to sign in parking station	50
11.	3.3(1)(c)	Parking contrary to directions of authorised person	150
12.	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	50
13.	3.3(2)(a)	Park in a stall other than in a stall marked M/C	85
14.	4.1(1)(a)	Parking by vehicles of a different class	85
15.	4.1(1)(b)	Parking by persons of a different class	85
16.	4.1(1)(c)	Parking during prohibited period	85
17.	4.1(1)(d)	Exceeding the length of time specified by a sign	85
18.	4.1(3)(a)	Parking in no parking area	85
19.	4.1(3)(b)	Parking contrary to signs or limitations	50
20.	4.1(3)(c)	Parking vehicle in motorcycle only area	50
21.	4.1(4)	Parking without permission in an area designated for 'Authorised Vehicles Only'	85
22.	4.1A(2)(a)	Stopping a vehicle in a parking area for people with disabilities without the vehicle displaying a disability parking permit.	300
23.	4.1A(2)(b)	Stopping a vehicle in a parking area for people with disabilities when neither the driver nor a passenger of that vehicle is a person with a current Australian Disability Parking Permit	300
24.	4.2(1)(a)	Failure to park on the left of two-way carriageway	60

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
25.	4.2(1)(b)	Failure to park on boundary of one-way carriageway	60
26.	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	60
27.	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	100
28.	4.2(1)(d)	Parking closer than 1 metre from another vehicle	50
29.	4.2(1)(e)	Parking in a cul-de-sac so as to obstruct the turning of a vehicle within the cul-de-sac	100
30.	4.2(1)(f)	Parking in a laneway	100
31.	4.2(1)(g)	Causing obstruction to a vehicle on the carriageway	125
32.	4.3(a)	Failure to park parallel	50
33.	4.3(b)	Failure to park at approximate right angle	50
34.	4.4(1)	Failure to park at an appropriate angle	50
35.	4.5(2)(a)	Parking between any other stationary vehicle or vehicles and the centre of the carriageway (Double parking)	125
36.	4.5(2)(b)	Parking on or adjacent to a median strip	60
37.	4.5(2)(c)	Denying access to private drive or right of way	125
38.	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	125
39.	4.5(2)(e)	Parking within 10 metres of traffic island	60
40.	4.5(2)(f)	Parking on or overhanging footpath/pedestrian crossing	150
41.	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	125
42.	4.5(2)(h)	Parking on intersection	150
43.	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	50
44.	4.5(2)(j)	Parking within 3 metres of public letter box	50
45.	4.5(2)(k)	Parking within 10 metres of intersection	60
46.	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	50
47.	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	50
48.	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	50
49.	4.6	Parking contrary to direction of authorised person	150
50.	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	85
51.	4.8(a)	Parking in thoroughfare for purpose of sale	125
52.	4.8(b)	Parking unlicensed vehicle in thoroughfare	100
53.	4.8(c)	Parking an unattached trailer/caravan on a thoroughfare	100

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
54.	4.8(d)	Parking in thoroughfare for purpose of repairs	125
55.	4.9(3)	Parking on land not in accordance with consent	125
56.	4.10	Driving or parking on a reserve	125
57.	4.11(1)	Parking on a verge	60
58.	4.13(1)(a)	Failure to display an unexpired parking ticket	60
59.	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	150
60.	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	150
61.	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	150
62.	4.13(4)	Motorcycle not parking wholly within a marked parking stall	100
63.	4.13(6)(b)	Stopping or parking a vehicle in any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless the vehicle is carrying at least one other person	100
64.	4.13(6)(c)	Entering any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless that person is the driver of or passenger in a vehicle carrying at least one other person.	100
65.	5.1(1)	Stopping contrary to a no stopping sign	125
66.	5.1(2)	Parking contrary to a no parking sign	125
67.	5.1(3)	Stopping within continuous yellow lines	125
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Dated this _____ day of _____ 20

The Common Seal of the)
City of Kwinana was hereunto)
affixed in the presence of :)

Carol Adams
Mayor

Joanne Abbiss
Chief Executive Officer

City of Kwinana Parking and Parking Facilities Local Law 2018



Local Government Act 1995
City of Kwinana

PARKING AND PARKING FACILITIES LOCAL LAW 2018~~0~~

Contents

To be included – does not form part of local law.

Local Government Act 1995
City of Kwinana

PARKING AND PARKING FACILITIES LOCAL LAW 2018~~0~~

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the ~~City Town~~ of Kwinana resolved on [insert date] ~~15 December 2010~~ to adopt the following local law.

PART 1 — PRELIMINARY

1.1 Citation

This local law may be cited as the ~~City Town~~ of Kwinana *Parking and Parking Facilities Local Law 2018~~0~~*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Purpose and effect

- (1) The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.
- (2) The effect of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local ~~law~~.

1.4 Repeal

The *Town of Kwinana Parking Local Law 2000* published in the *Government Gazette* on ~~11 January 2011~~ ~~29 November 2000~~ is repealed.

1.5 Application

- (1) Subject to subclause (2), this local law applies to the par~~4.8~~king region as described in Schedule 1.
- (2)
 - (a) The local government may enter into an agreement in writing with the owner or occupier of a parking facility or a parking station that is not owned or occupied by the local government for the application of this local law to the facility or station.
 - (b) The agreement referred to in subclause (2)(a) may be made on such terms and conditions as the parties may agree.
- (3) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (4) Where a parking facility or a parking station is identified ~~in a register maintained by the local government~~ ~~Schedule 6~~, the facility or station shall be deemed to be a facility or station to which this local law applies.

- (5) The provisions of Parts 3, 4 and 5 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

1.6 Interpretation

- (1) In **this** local law unless the context requires otherwise –

~~*ACROD sticker has the meaning given to it by the Local Government (Parking for Disabled Persons) Regulations 1998;*~~

Act means the *Local Government Act 1995*;

Australian Standard means an Australian Standard published by Standards Australia **and as amended from time to time**;

Proposed amendment by DLGSC

attended parking station means a parking station attended by an officer of the local government and in respect of which fees for the parking of a vehicle are payable immediately prior to the removal of the vehicle from the station;

authorised person means a person appointed by the local government under section 9.10 of the Act, to perform any of the functions of an authorised person under this local law;

authorised vehicle means a vehicle authorised by the local government, the Chief Executive Officer or an authorised person or by any written law to park on a thoroughfare or parking facility;

bicycle has the meaning given to it by the *Code*;

bicycle path has the meaning given to it by the *Code*;

bus has the meaning given to it by the *Code*;

bus embayment has the meaning given to it by the *Code*;

bus stop has the meaning given to it by the *Code*;

bus zone has the meaning given to it by the *Code*;

caravan means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

carriageway means a portion of thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

centre in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a two-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or

- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

Chief Executive Officer means the Chief Executive Officer of the local government;

children's crossing has the meaning given to it by the *Code*;

Code means the *Road Traffic Code 2000*;

coin means any coin which is legal tender pursuant to the *Currency Act 1965* (Commonwealth);

~~**commercial vehicle** means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;~~

commercial vehicle means a vehicle whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes and/or which is greater than 7 metres in length and 2.4 metres in height, including –

- (a) a utility, van, truck, tractor, bus or earthmoving equipment; and
- (b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a);

costs of the local government include its administrative costs;

cul-de-sac means a carriageway closed at one end that has the same entry and exit point;

disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

This term replaces the obsolete term "ACROD sticker"

display means to place in a prominent place inside the vehicle on the front passenger's side, preferably on the dashboard, in order that the text may readily be seen and read from outside of the vehicle;

Clarification of how to display a ticket so that it can be read from outside the vehicle.

district means the district of the local government;

driver means any person driving or **having** ~~in~~ control of a vehicle;

eating area means an area in which tables, chairs and other structures are provided for purpose of the supply of food and beverages to a member of the public or the consumption of food and beverages by a member of the public;

edge line for a carriageway, means a line marked along the carriageway at or near the far left or the far right of the carriageway;

emergency vehicle has the meaning given to it by the Code;

fire hydrant means an upright pipe with a spout, nozzle or other outlet for drawing water from a main or service pipe in case of fire or other emergency;

footpath has the meaning given to it by the Code;

GTM means 'gross trailer mass' as given to it by the Code;

GVM means 'gross vehicle mass' as given to it by the Code;

kerb means any structure, mark, marking or device to delineate or indicate the edge of a carriageway;

laneway means a narrow carriageway generally situated at the rear of a lot, the purpose of which is to service the lots adjacent to it and not as a general thoroughfare for through traffic;

loading zone means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked 'Loading Zone';

local government means the ~~Town~~ City of Kwinana;

mail zone has the meaning given to it by the Code;

median strip has the meaning given to it by the Code;

metered space means a section or part of a metered zone that is controlled by a parking meter and that is marked or defined in any way to indicate where a vehicle may be parked on payment of a fee or charge;

metered zone means any road or reserve, or part of any road or reserve, in which parking meters regulate the stopping or parking of vehicles;

motorcycle has the meaning given to it by the Code;

motor vehicle means a self-propelled vehicle that is not operated on rails, and includes a trailer, semi-trailer or caravan while attached to the vehicle, but does not include a power assisted pedal cycle;

no parking area means a portion of a carriageway to which a no parking sign applies or an area to which a no parking sign applies;

no parking sign means a sign with the words 'no parking' in red letters on a white background, or the letter 'P' within a red annulus and a red diagonal line across it on a white background;

no stopping area means a portion of a carriageway to which a no stopping sign applies or an area to which a no stopping sign applies;

no stopping sign means a sign with the words 'no stopping' or 'no standing' in red letters on a white background or the letter 'S' within a red annulus and a red diagonal line across it on a white background;

obstruct means to prevent or impede or to make difficult the normal passage of any vehicle, wheelchair, perambulator or pedestrian and obstruction shall have a corresponding meaning;

occupier has the meaning given to it by the Act;

~~**omnibus** has the same meaning given to it in the Road Traffic Act;~~

Obsolete term, not used in the local law.

owner -

- (a) where used in relation to a vehicle licensed under the *Road Traffic Act 1974* means the person in whose name the vehicle has been registered under the *Road Traffic Act 1974*;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

park in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of –

- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law; or
- (c) taking up or setting down persons or goods (maximum of 2 minutes);

parking area means a portion of a carriageway to which a permissive parking sign applies or ~~an area~~ a parking facility managed by the local government to which a permissive parking sign applies;

Definition clarified to exclude parking areas that are not local government property and which the local government does not have any jurisdiction, eg shopping centres unless a management agreement has been formalised with the owner of such a site.

parking facilities includes land, buildings, shelters, road reserve, parking area, metered zone, ticket machine zone, parking bay, parking station, attended parking station, parking stalls and other facilities open to the public generally for the parking of vehicles whether or not a fee is charged, and includes any signs, notices and facilities used in connection with the parking of vehicles;

parking region means the whole of the district except for those areas, roads, bridges and subways under the control and direction of the Commissioner of Main Roads;

parking stall means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked, but does not include a metered space;

parking station means any land, or structure provided for the purpose of accommodating vehicles;

parking ticket means a ticket which is issued from a ticket issuing machine and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station;

pedestrian crossing has the meaning given to it by the *Code*;

permit means a permit issued under this local law;

~~**public place** means any place to which the public has access whether or not that place is on private property;~~

Obsolete term, removed from this local law

reserve means any land –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the *Act*;

residential street means a thoroughfare where the majority of properties abutting the thoroughfare are used for residential purposes;

residential zone means land within the residential zone specified within the *City Town* of Kwinana's ~~local town~~ planning scheme dealing with zoning;

right of way means a portion of land that is –

- (a) shown and marked "Right of Way" or "ROW", or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the *Transfer of Land Act 1893*;
- (b) shown on a diagram or plan of survey relating to a subdivision that is created as a right of way and vested in the Crown under section 152 of the *Planning and Development Act 2005*; and
- (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the *Transfer of Land Act 1893*,

but does not include:

- (a) private driveways; and
- (b) a right of way created by a deed of easement between two or more parties;

Road Traffic Act means the *Road Traffic Act 1974*;

Schedule means a Schedule to this local law;

shared zone has the meaning given to it by the *Code*;

sign includes a traffic sign, inscription, road marking, mark, structure or device on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking or stopping of vehicles;

special purpose vehicle has the meaning given to it by the *Code*;

special residential zone means land within the special residential zone specified within the ~~City Town~~ of Kwinana's ~~local town~~ planning scheme dealing with zoning;

Standards Australia means Standards Australia Limited ACN 087 326 690;

stop in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

symbol includes, but is not limited to, any symbol specified by ~~the current~~ Australian Standard 1742.11-~~1999~~ and any symbol specified from time to time by Standards Australia for use in the regulation of parking;

tare weight in relation to a vehicle, means the weight of the vehicle without any passengers or load;

taxi means a taxi within the meaning of ~~the Taxi Act 1994 or a taxi-car in~~ section 47Z of the *Transport Co-ordination Act 1966*;

Revised legislation change.

taxi zone has the meaning given to it by the *Code*;

ticket issuing machine means a machine or device which is installed in a parking facility and which upon the insertion of coins or a token, pass, card, key or device issues a parking ticket;

ticket machine zone means a parking facility in which ticket issuing machines are installed but does not include a parking station;

thoroughfare has the meaning given to it by the *Act*;

town planning schemes are local planning schemes as defined in the *Planning and Development Act 2005* and means the Town of Kwinana Town Planning Schemes No 2 and No 3 or any subsequently adopted local planning scheme of the City of Kwinana;

The City's Town Planning Schemes remain consistent with section 68 of the *Planning and Development Act 2005*, in regard to the naming of local planning schemes, where it states –

68. Town planning schemes under repealed Act, effect of

(1) Any town planning scheme in force under the *Town Planning and Development Act 1928* on the day on which this section comes into operation —

- (a) continues in force as a local planning scheme under this Act; and
- (b) has effect as if it were enacted by this Act.

traffic island has the meaning given to it by the *Code*;

trailer means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed **including a trailerable vessel**, but does not include the rear portion of an articulated vehicle, or a side car;

trailerable vessel means a monohull or multi-hull boat which can be transported on the road on the same trailer used to launch and retrieve it;

Included definition to explain text in the local law.

~~**tourist bus** means any omnibus which is used, hired or chartered for any purpose and includes a charter bus but does not include a public bus;~~

~~**truck** means a vehicle which as a load capacity exceeding 1000 kilograms;~~

unattended in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle;

vehicle has the meaning of every conveyance, whether licensed or not, a vessel or aircraft, and every object capable of being propelled or drawn including trailers and caravans, on wheels or tracks, or by any means;

~~given to it by the *Road Traffic Act*.~~

Revised definition.

verge means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

- (24) For the purposes of the application of the definitions “no parking area” and “parking area” an arrow inscribed on a sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (32) A reference to a word or expression inscribed on a sign includes a reference to a symbol depicting the word or expression.
- (43) A reference to a parking station, ticket machine zone or metered zone includes a reference to part of the parking station, ticket machine zone or metered zone.
- (54) Unless the context otherwise requires, where a term is used, but not defined in this local law and –
- (a) it is defined in the *Act*, it shall have the meaning given to it in the *Act*; and
 - (b) it is defined in the *Road Traffic Act* or in the *Code*, it shall have the meaning given to it in the *Road Traffic Act* or the *Code*.

1.7 Classes of vehicles

For the purpose of this local law, vehicles are divided into the following classes –

- (a) buses;
- (b) commercial ~~motor~~ vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; ~~and~~
- (e) trailers and caravans (a trailerable vessel is included in this class to the extent that it is located upon a trailer); and
- (f ~~e~~) all other vehicles.

Revision of clause to include revised classes that are more in keeping with contemporary requirements

1.8 Powers of the local government

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region, but must do so consistently with the provisions of this local law.

The word 'resolution' reinstated as recommended by DLGSC.

1.9 Determination of fees, charges and costs

All fees, charges and costs referred to in this local law shall be determined and imposed by the local government from time to time in accordance with sections 6.16 to 6.20 of the Act.

1.10 Relationship with other laws

In the event of any inconsistency with any Act, Regulation or local planning scheme, the provisions of those Acts, Regulations or local planning schemes are to prevail.

New standard clause added to validate relationship of this local law with other legislation.

PART 2 — SIGNS

2.1 Erection of signs

The local government may erect a sign for the purposes of this local law on any land, building or other structure within the parking region.

2.2 Compliance with signs

- (1) A person shall comply with the direction on every sign displayed, marked, placed, or erected pursuant to this local law.
- (2) An inscription or symbol on a sign operates and has effect according to its meaning ~~tenor~~ and a person contravening the direction on a sign commits an offence under this local law.

2.3 Unauthorised signs and defacing of signs

A person shall not without the approval of the local government –

- (a) display, mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

2.4 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare or in a parking station is, in the absence of evidence to the contrary to be deemed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.
- (3) For the purpose of this local law, the local government may use [Australian Standard AS 1742.11-1999](#), as a guide for the development or marking of signs, but is not bound to do so and, where it does use it as a guide may vary any of the provisions of Australian Standard AS 1742.11-1999 as it sees fit.

2.5 Application of this local law to pre-existing signs ~~and private properties~~

- ~~(1) — A sign that —~~
 - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
 - (b) relates to the parking of vehicles within the parking region,

shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.

~~(2) — A sign that was erected on a private property prior to the coming into operation of this local law, and that stated or stated to the effect that there was no unauthorised parking and that the local law repealed under clause 1.5 4 (the 'repealed local law') applied to the private property, shall be deemed for the purposes of this local law to have been erected under the authority of this local law and to refer to this local law instead of the repealed local law.~~

~~(3) — An inscription or symbol on a sign referred to in subclause (1) or (2) operates and has effect according to its tenor.~~

~~(4) — Where prior to the coming into operation of this local law, a private property was registered with the local government for the purpose of enforcing clause 67 of the repealed local law, that registration and any terms or conditions attaching to that registration shall continue to have effect for the purpose of enforcing clause 4.9(2) of this local law.~~

Subclauses (2), (3) and (4) are considered obsolete and no longer required.

2.6 Part of thoroughfare to which sign applies

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which —

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

PART 3 — PARKING STALLS AND PARKING STATIONS

3.1 Determination of parking stalls and parking stations

- (1) The local government may by resolution constitute, determine and vary and also indicate by signs –
- (a) parking stalls;
 - (b) parking stations;
 - (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
 - (d) permitted classes of vehicles which may park in parking stalls and parking stations;
 - (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
 - (f) the manner of parking in parking stalls and parking stations.
- (2) Where the local government makes a determination under subclause (1) it shall erect signs to give effect to the determination.

3.2 Vehicles to be within parking stall on thoroughfare

- (1) Subject to subclauses (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than –
- (a) parallel to and as close to the kerb as is practicable;
 - (b) wholly within the stall; and
 - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.
- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle, [but shall not park outside an area marked with stalls](#).
- (4) A person shall not park a vehicle partly within and partly outside a parking area.

3.3 Parking prohibitions and restrictions

- (1) A person shall not –
- (a) stop or park a vehicle in a parking station so as to obstruct any entrance, exit, carriageway, passage or thoroughfare of the parking station;
 - (b) except with the permission of the local government or an authorised person park a vehicle on any part of a parking station contrary to a sign referable to that part;
 - (c) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle from such part or from the parking station; or
 - (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked “M/C”, if the bicycle is parked in accordance with subclause (2).
- (2) No person shall park any bicycle –
- (a) in a parking stall other than in a stall marked “M/C”; and
 - (b) in such stall other than against the kerb,
- unless it is parked at a bicycle rail or in a bicycle rack.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a parking stall or station (except in a parking area for people with disabilities) for twice the period of time permitted by the sign, provided that –
- (a) the driver's vehicle displays ~~an ACROD sticker~~ a disability parking permit; and
 - (b) a person with disabilities to which that ~~ACROD sticker~~ disability parking permit relates is either the driver of, or a passenger in the vehicle.

PART 4 — PARKING GENERALLY

4.1 Restrictions on parking in particular areas

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station –
- (a) if by a sign it is set apart for the parking of vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; ~~or~~
 - (c) during any period when the parking of vehicles is prohibited by a sign; ~~or~~
 - (d) ~~by exceeding the length of time specified by a sign.~~

Sub-clause included to control parking by length of time (timed parking).

- (2) (a) In subclause(2)(b) **driver** means a driver where –

- (i) the driver's vehicle displays ~~an ACROD sticker~~ a disability parking permit; and
 - (ii) a disabled person to which the ~~ACROD sticker~~ disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.
- (b) A driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates, for twice the period of time permitted by a sign referable to the thoroughfare or the part of the thoroughfare or the part of the parking station.
- (3) A person shall not park a vehicle –
- (a) in a no parking area;
 - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
 - (c) in a stall marked “M/C” unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (4) A person shall not, without the prior permission of the local government, or an authorised person, park a vehicle in an area designated by a sign stating “Authorised Vehicles Only”.

4.1A Stopping in a parking area for people with disabilities

- (1) In this clause, unless the contrary intention appears –

authorised vehicle means a vehicle —

- (a) used by the holder of a disability parking permit; and
- (b) identified in accordance with regulation 6 of the *Local Government (Parking for People with Disabilities) Regulations 2014*;

disability parking permit means a current document issued by the National Disability Service (ACN 008 445 485), consisting of —

- (a) an Australian Disability Parking Permit; and
- (b) an ACROD Parking Program Card;

- (2) A vehicle shall not stop in a parking area for people with disabilities unless –

- (a) the vehicle displays an ACROD Program Card; and
- (b) either the driver or a passenger of that vehicle possess a current Australian Disability Parking Permit.

- (3) In this clause, a parking area for people with disabilities is a parking stall –

- (a) to which a parking control sign of the kind referred to in regulation 3 paragraphs (i) and (k) of the definition of that term in the *Road Traffic Code 2000* applies; and

- (b) a people with disabilities symbol (as depicted in the *Road Traffic Code 2000* regulation 171(2)), clearly marked on the ground within the limits of the permit parking.

4.2 Parking vehicle on a carriageway

- (1) A person parking a vehicle on a carriageway other than in a parking stall shall park it so that it complies with the requirements of clause 4.8 and –

Inclusion of wording to provide clarity to the intent of this clause.

- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
- (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
- (e) in a cul-de-sac so as to not obstruct the turning of vehicles within the cul-de-sac;
- (f) in a laneway so as to not obstruct any vehicle on the carriageway; and

Sub-clauses (e) and (f) included to address issues of vehicles parking in cul-de-sacs and in laneways and causing obstructions to service and emergency services vehicles.

- (e g) so that it does not obstruct any vehicle on the carriageway;

unless otherwise indicated by a sign.

- (2) In this clause, **continuous dividing line** means –

- (a) a single continuous dividing line only;
- (b) a single continuous dividing line to the left or right of a broken dividing line; or
- (c) 2 parallel continuous dividing lines.

- (3) (a) The driver of any vehicle standing on any carriageway in any park or reserve shall place and keep the vehicle same close to and parallel with the road

edge, kerb or footpath on the left of ~~the such~~ vehicle, except where channels or other obstructions prevent this from being done;

Rewording to give proper indication of what 'same' is, ie, 'the 'vehicle'.

- (b) Subclause (3)(a) shall not apply to a vehicle parked in an area where the parking bays have been marked other than parallel to the road edge.

4.3 When parallel and right-angled parking apply

Where a sign associated with a parking area is not inscribed with the words "*angle parking*" (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is –

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

4.4 When angle parking applies

(1) Where a sign associated with a parking area is inscribed with the words "*angle parking*" (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

(2) This clause does not apply to –

~~(a) a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes; or~~

(a) a commercial vehicle; or

~~(b) a person parking either a motorcycle without a trailer or a bicycle; or~~

(b) any vehicle when it is being loaded or unloaded immediately with passengers, goods, merchandise or materials collected from or delivered to the premises.

Clause reworded consistent with new definitions and to allow some larger vehicles with the ability to use a space to unload if more convenient and not obstructing other vehicles.

4.5 General prohibitions on parking

(1) (a) This clause does not apply to a vehicle parked in a parking stall.

(b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.

(2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle on a thoroughfare so that any portion of the vehicle is –

- (a) between any other stationary **vehicle or** vehicles and the centre of the carriageway (**double parking**);
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private **driveway** or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private **driveway** or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) **either wholly or partially on or overhanging** any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
 - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
 - (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
 - (k) within 10 metres of **the commencement of the change of direction of the curb of a road at an intersecting carriageway on either the approach or departure side; nearer property line of any thoroughfare intersecting the thoroughfare on which the vehicle is parked;**
- unless a sign indicates otherwise.

General rewording of subclause to clarify text and also in (k) to better explain the meaning

- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of –
 - (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
 - (b) a children’s crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of –

- (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
 - (b) a children’s crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

4.6 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle shall not park a vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

4.7 No movement of vehicles to avoid time limitation

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least two hours.
- (3) Where parking in a thoroughfare is restricted as to time and a vehicle has been parked in that thoroughfare a person shall not park that vehicle again in that thoroughfare unless there is between the place where the vehicle had been parked and the place where the vehicle is subsequently parked another thoroughfare that meets or intersects that thoroughfare.

4.8 No parking of vehicles exposed for sale and in other circumstances

A person shall not park a vehicle on any part of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the *Road Traffic Act 1974*;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, **nor dismantle or construct it**, other than **to effect** the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

Inclusion of text to clarify what is not allowed.

4.9 Parking on private land

- (1) In this clause a reference to “**private land**” does not include land –
 - (a) which belongs to the local government;
 - (b) of which the local government is the management body under the *Land Administration Act 1997*;
 - (c) which is an 'otherwise unvested facility' within section 3.53 of the *Act*;

- (d) which is the subject of an agreement referred to in clause 1.5(2); or
 - (e) which is identified in ~~Schedule 6~~, a register of parking stations maintained by the local government in accordance with clause 1.5.
- (2) Parking on private land other than land identified in sub-clause (1) is dealt with in the town planning schemes.
- (3) Unless otherwise permitted by law, a person shall not park a vehicle on land identified in sub-clause (1) without the consent of the local government.
- ~~(2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.~~
- ~~(3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.~~

Clarification of what 'land' it is referring to and a change to subclause (1)(e) to reflect the removal of the Schedules from the local law. Removal of the sub-clauses to private land as unless as dealt with by the Planning Scheme, parking on private land is a civil issue.

4.10 Parking on reserves

No person other than an employee or approved contractor of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

4.11 Parking on verges

- (1) Unless otherwise permitted by clause 7.3, a ~~A~~ person shall not –
- (a) park any vehicle (commercial or otherwise); or
 - (b) park a ~~commercial vehicle or bus, or a~~ trailer or caravan unattached to a motor vehicle; or
 - (c) park a vehicle during any period when parking of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,
so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to;
- (a) the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to park the vehicle so that any portion of it is on the verge; or
 - ~~(b)(3) Subclause (1)(b) does not apply to a commercial~~ vehicle when it is being loaded or unloaded ~~immediately~~ ~~reasonable~~ ~~expedition~~ with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the ~~commercial~~ vehicle is parked. Provided ~~that the person is authorised by the occupier of those premises and~~ no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath; ~~or~~;

- (c) a commercial vehicle associated with building works being carried out on the premises at that time and place.

(3) Subclause 2(a) does not allow for or include the parking of commercial vehicles.

Rewording of text to reflect revised definitions and expectations regarding commercial vehicles with changes to the Town Planning Scheme requirements for commercial vehicles.

4.12 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government or an authorised person may, subject to the *Code*, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

4.13 Parking in a parking station

(1) Display of Tickets—

- (a) Subject to subclause (2) a person shall not stop or park a vehicle in any part of a parking station equipped with a ticket issuing machine or a parking facility during any permitted period unless:
 - (i) an unexpired parking ticket or unexpired parking tickets applicable to that part of the parking station and issued on that day; and
 - (ii) the date and time of issue or expiry of the ticket, as the case may be, and the number of the ticket, if any, printed thereon, are displayed inside the vehicle and clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in that part of the parking station.
- (b) For the purposes of subclause (1), a parking ticket issued in respect of any parking station or any part of a parking station which has been set aside under this local law shall be applicable only to that parking station or that part of that parking station, as the case may be.
- (c) A reference in this clause to:
 - (i) **permitted period** means the period stated on the ticket issuing machines in the parking station during which the parking of vehicle is permitted upon the purchase of a parking ticket;
 - (ii) **unexpired parking ticket** means a parking ticket on which:
 - (a) a date and expiry time is printed and that time has not expired; or
 - (b) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

(2) Use of Parking Tickets—

A person shall not—

- (a) deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket or any information, printing or imprint thereon;
- (b) park a vehicle in a parking station or parking facility if there is displayed in that vehicle so as to be visible from outside the vehicle a parking ticket which has been defaced, altered, added to, erased, obliterated or otherwise interfered with; or
- (c) produce to an authorised person or the local government to accept payment of parking fees, a parking ticket which is, or any information, printing or imprint on which is defaced, altered, added to, erased, obliterated or otherwise interfered with.

(3) Fees for Motorcycles in Parking Stations—

- (a) A fee payable for the parking of a motorcycle and the period of application of the fee in a parking station may be determined and imposed by the local government.
- (b) The local government shall not be obliged to accept payment of any fee referred to in this clause.

(4) Parking Position for Motorcycles—

A person shall not stop or park a motorcycle in a parking station equipped with a ticket issuing machine unless—

- (a) wholly within a parking stall marked with the symbol “M/C” or otherwise designated as being set aside for the parking of motorcycles;
- (b) that person has paid to the local government the fee; and
- (c) during the period for which the fee is applicable.

(5) Set aside Parking Stations for Multiple Occupants—

The local government in respect of any period or time may by the use of signs set aside any parking station or any part of a parking station and prohibit entry thereto by vehicles other than vehicles carrying in addition to the driver at least one other person.

(6) Parking Restrictions for Vehicles with Multiple Occupants—

- (a) The local government may determine and impose a fee payable for the parking of a vehicle in any parking station or part of a parking station at any time or for specified times.
- (b) A person shall not stop or park a vehicle in any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless the vehicle is carrying at least one other person.

- (c) A person shall not enter any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless that person is the driver of or passenger in a vehicle carrying at least one other person.

~~4.14 — Vehicles prohibited in the residential and special residential zones~~

~~(1) No person shall park for more than 4 hours consecutively within parking facilities in the residential and special residential zones—~~

~~(a) more than one commercial vehicle;~~

~~(b) any vehicle which, due to its size or load, is not capable of being completely housed within a garage or building approved by council; or~~

~~(c) a vehicle which, together with its load, exceeds 3 metres in height;~~

~~(2) No person shall, within the residential and special residential zones—~~

~~(a) repair, service or clean a commercial vehicle unless such work is carried out whilst the vehicle is completely housed within a garage or building approved by council; or~~

~~(b) park or allow to remain stationary a commercial vehicle of a load capacity exceeding 2 tonnes or allow the vehicle to remain stationary.~~

~~(3) Sub-clauses (1) and (2) does not apply to—~~

~~(a) a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises; or~~

~~(b) a commercial vehicle associated with building works being carried out on the premises.~~

This clause will be deleted as the intent is included within clauses 4.8, 4.11 and 5.17.

PART 5 — PARKING AND STOPPING

Division 1 — Parking and stopping generally

5.1 No stopping and no parking signs, and yellow edge lines

(1) No stopping—

A driver shall not stop on a part of a carriageway, or in an area, to which a no stopping sign applies.

(2) No parking—

A driver shall not stop on a part of a carriageway or in an area to which a no parking sign applies, unless the driver is –

(a) dropping off, or picking up, passengers or goods;

- (b) does not leave the vehicle unattended; and
 - (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.
- (3) No stopping on a carriageway with yellow edge lines—

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

Division 2 — Stopping in zones for particular vehicles

5.2 Stopping in a loading zone

A person shall not stop a vehicle in a loading zone unless it is –

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle taking up or setting down passengers,
but, in any event, shall not remain in that loading zone:
- (c) for longer than a time indicated on the “*loading zone*” sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

5.3 Stopping in a taxi zone or a bus zone

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the “*bus zone*” sign applying to the bus zone.

5.4 Stopping in a mail zone

A person shall not stop a vehicle in a mail zone.

5.5 Other limitations in zones

A person shall not stop a vehicle in a zone to which a sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a sign that applies to the zone.

Division 3 — Other places where stopping is restricted

5.6 Stopping in a shared zone

A driver shall not stop in a shared zone unless –

- (a) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign;
- (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;

- (c) the driver is dropping off, or picking up, passengers or goods; or
- (d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

5.7 Double parking

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to –
 - (a) a driver stopped in traffic; or
 - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

5.8 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

5.9 Stopping on a bridge or in a tunnel, etc

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –
 - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a sign does not prohibit stopping or parking; or
 - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) A driver shall not stop a vehicle in a tunnel or underpass unless –
 - (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
 - (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

5.10 Stopping on crests, curves, etc

- (1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.11 Stopping near a fire hydrant etc

A driver shall not stop a vehicle so that any portion of the vehicle is within one metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.

5.12 Stopping at or near a bus stop

(1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless –

- (a) the vehicle is a public bus stopped to take up or set down passengers; or
- (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

(2) In this clause –

- (a) distances are measured in the direction in which the driver is driving; and
- (b) a trailer attached to a public bus is deemed to be a part of the public bus.

5.13 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a traffic island or median strip, unless the driver stops in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

~~5.14 Stopping on verge~~

~~(1) A person shall not –~~

- ~~(a) stop a vehicle (other than a bicycle);~~
- ~~(b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or~~
- ~~(c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,~~

~~so that any portion of it is on a verge.~~

~~(2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.~~

~~(3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath.~~

5.14 Stopping on verges

(1) Unless otherwise permitted by clause 7.3, a person shall not –

- (a) stop any vehicle (commercial or otherwise) ; or

- (b) stop a trailer or caravan unattached to a motor vehicle; or
 - (c) stop a vehicle during any period when stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,
so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to;
- (a) the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge; or
 - (b) a vehicle when it is being loaded or unloaded immediately with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the vehicle is stopped provided that the person is authorised by the occupier of those premises and no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath; or
 - (c) a commercial vehicle associated with building works being carried out on the premises at that place.
- (3) Subclause 2(a) does not allow for or include the stopping of commercial vehicles for a period of longer than 4 hours.

This clause rewritten to align with clause 4.11.

5.15 Obstructing access to and from a path, driveway, etc

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless –
- (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.
- (2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless –
- (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

5.16 Stopping near a public letter box

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver –

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.17 Stopping on a thoroughfare carriageway – commercial heavy and long vehicles

Subject to any clause to the contrary or sign referable to the thoroughfare, a person shall not stop park a commercial vehicle;

- (a) on a thoroughfare carriageway in a built-up area, for any period exceeding 4 2 hours, unless actively engaged in the picking up or setting down of goods; or
- (b) on a thoroughfare carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of such vehicles; or unless
- c) on a thoroughfare in a residential or special residential zoned area between the hours of 6.00pm one day and 6.00am the following day; unless

a permit has been issued in accordance with clause 5.21 of this local law.

Wording included to allow a permit to be issued by the local government if required. The purpose of the change of the terminology to 'commercial' is to capture the parking of such vehicles in residential areas where those vehicles that will not fit onto suburban lots are not simply parked on the street thereby detracting from the amenity of the area. Carriageway had been amended to thoroughfare to capture the entire road reserve.

5.18 Stopping on a carriageway with a bicycle parking sign

The driver of a vehicle (other than a bicycle) shall not stop on a part of a carriageway to which a "bicycle parking" sign applies, unless the driver is dropping off, or picking up, passengers.

5.19 Stopping on a carriageway with motorcycle parking sign

The driver of a motorvehicle shall not stop on a part of a carriageway, or in an area, to which a "motorcycle parking" sign applies, or an area marked "M/C" unless –

- (a) the vehicle is a motorcycle; or
- (b) the driver is dropping off, or picking up, passengers.

5.20 Eating areas in parking stalls

A person shall not stop or park a vehicle in a parking stall which has been authorised in writing by the local government, to be set up or conducted as an eating area and which is designated by signs as such at that time.

5.21 Permits in parking facilities

- (1) The local government or authorised person may, whether upon payment of a fee or not, issue a ~~written temporary parking permission~~ Parking Facilities Permit which allows a specific vehicle or class of vehicle to stop or park –

Clarification of name of permit and better flexibility to determine allowance of permit.

- (a) in a specified kerbside area;
- (b) in a car park which is controlled by a sign, in contravention of the restriction specified on that sign; or

- (c) in any other place under the control of the local government.
- (2) A permit issued under subclause (1) may –
- (a) authorise the stopping or parking of the vehicle continuously for a specified period or periods between specified times or from time to time during a specified period; and
 - (b) be revoked or suspended at any time by the local government or an authorised person before the expiration of any time or period specified in the permit.
- (3) A person shall not stop or park a vehicle in respect of which a permit has been issued pursuant to subclause (2) –
- (a) except at the times or during the period specified in the permit;
 - (b) for any purpose other than the purpose for which the permit was issued; or
 - (c) at any time after the cancellation, withdrawal or suspension of the permit.
- (4) Further conditions may be imposed in accordance with subclause (1) by the local government in relation to the issuing of such a permit.

Subclause (4) included to give the local government more flexibility in issuing a permit.

5.22 Motorcycle stalls

- (1) A person shall not stop or park a vehicle other than a bicycle or a motorcycle to which no side car or side-box is attached in a parking stall –
- (a) marked with the symbol “M/C”; or
 - (b) in which the parking of bicycles or motorcycles is permitted by a sign referable to that parking stall.
- (2) A person shall not stop or park a bicycle or motorcycle in a parking stall marked with the symbol “M/C” –
- (a) for longer than the maximum period permitted for parking in that parking stall by a sign referable to that parking stall or metered space;
 - (b) if there is no sign referable to that parking stall than for longer than the maximum period during which a vehicle may stop or be parked as specified on any sign referable to any parking stall adjacent thereto; or
 - (c) otherwise than wholly within the stall.

PART 6 — TICKET ISSUING MACHINES AND ZONES

6.1 Ticket issuing machines

- (1) Damage to Ticket Issuing Machines

A person shall not or attempt to remove, damage, deface, misuse or interfere with any ticket issuing machine.

(2) Signs on Ticket Issuing Machines

A person shall not, without the permission of the local government, affix any board, sign, placard, notice, cover or other thing to or paint, mark or write upon any ticket issuing machine.

(3) Use of Coins in Ticket Issuing Machines

A person shall not insert or cause to be inserted or attempt to insert into a coin slot of a ticket issuing machine any thing other than a coin appropriate to that slot.

(4) Operating Ticket Issuing Machines

A person shall not operate or attempt to operate a ticket issuing machine except in accordance with the operating instructions appearing on the ticket issuing machine.

6.2 Fees in ticket machine zones

(1) Fees for stopping and parking of vehicles in a ticket machine zone may be determined and imposed by the local government.

(2) A person must not stop or park a vehicle in a ticket machine zone unless the appropriate fee as indicated by a sign on the ticket issuing machine referable to the zone is inserted into the ticket issuing machine.

(3) The payment of the fee referred to in subclause (1) in accordance with subclause (2) entitles a person to stop or park a vehicle in a ticket machine zone for the period shown on the parking ticket, but does not authorise the stopping or parking of the vehicle in a parking space, or part of the zone during any time when stopping or parking in that zone is prohibited –

- (a) under this local law;
- (b) by the sign on the ticket issuing machine referable to the zone; or
- (c) by a sign referable to that space.

6.3 Display of tickets

(1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period unless –

- (a) an unexpired ticket issued by a ticket issuing machine in that ticket machine zone; and
- (b) the date and time of issue or expiry, as the case may be, and the number, if any, of the ticket printed on the ticket,

are displayed inside the vehicle and are clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

(2) A reference in this clause to:

- (a) **“permitted period”** means the period stated on the ticket issuing machines in the ticket machine zone during which the parking of vehicle is permitted upon the purchase of a parking ticket;
 - (b) **“unexpired parking ticket”** means a parking ticket on which –
 - (i) a date and expiry time is printed and that time has not expired;
 - (ii) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.
- (3) For the purpose of this clause, where more than one parking ticket is displayed bearing the same date and time of issue, the period for each ticket referred to in subclause (2)(b) shall be aggregated and the tickets shall be deemed not to have expired until the expiry of the aggregate of those periods.

6.4 Parking limits

- (1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period for longer than the maximum period.
- (2) A reference in this clause to –
 - (a) **“maximum period”** means the maximum period stated on the ticket issuing machines in the zone during which the continuous parking of a vehicle in the zone is permitted;
 - (b) **“permitted period”** has the meaning given to it in clause 6.3(2)(a).

6.5 Parking position in ticket machine zones

A person shall not stop or park a vehicle in a ticket machine zone:

- (1) on any part of which there are parking stalls set out parallel to a kerb otherwise than –
 - (a) parallel to that kerb;
 - (b) as close to the kerb as practicable;
 - (c) wholly within a parking stall;
 - (d) headed in the direction of the movement of traffic on the part of the carriageway on which the parking stall is situated;
- (2) on any part of which there are parking stalls not set out parallel to a kerb otherwise than wholly within a parking stall.

PART 7 — RESIDENTIAL PARKING PERMITS

7.1 Definitions

In this Part, unless the context otherwise requires –

dwelling unit means premises lawfully used for self contained living quarters;

eligible person where used in relation to an application for a–

- (a) residential parking permit means a single house occupier, a unit occupier or a unit owner;
- (b) visitor's parking permit means –
 - (i) a single house occupier;
 - (ii) a strata company;
 - (iii) a unit owner of a residential unit which is not a strata lot;

parking facilities parking permit means a permit issued to a person by the local government pursuant to clause 7.3(3);

residential parking permit means a permit issued to a resident by the local government pursuant to clause 7.3(1);

residential unit means a dwelling unit which is part of a building adjacent to a part of a thoroughfare on which thoroughfare the stopping or parking of vehicles is prohibited for more than a specified period and which building contains –

- (a) two or more dwelling units with or without any non residential units;
- (b) one dwelling unit with one or more non residential units;

single house means a dwelling unit constructed on its own lot and used for self contained living quarters and which is adjacent to a part of a road on which the Stopping or parking of vehicles is prohibited for more than a specified period;

single house occupier means an occupier of a single house;

strata company has the meaning given to it in the *Strata Titles Act 1985*;

unit occupier means a person who is an occupier of a residential unit but does not include a unit owner.

unit owner means a person who is an owner of a residential unit.

visitor's parking permit means a permit issued by the local government pursuant to clause 7.3(2).

7.2 Exemption for permit holders

- (1) (a) Where on any part of a thoroughfare the stopping or parking of vehicles is prohibited by a sign for more than a specified period or where any part of a thoroughfare is a metered space, the holder of a valid permit is exempted from such prohibition.
- (b) The local government may also issue a permit which exempts the holder from compliance with the requirements of clauses 7(2)(a) and 7(2)(b).
- (2) The exemption conferred by subclause (1) shall apply only –
 - (a) to the part of a thoroughfare specified in the permit;
 - (b) where the time restriction applicable to that part of the thoroughfare is for a period exceeding 30 minutes;

- (c) where the permit displayed is a residential parking permit to the vehicle specified in the residential parking permit;
 - (d) if the permit is displayed in the vehicle or affixed to the windscreen of the vehicle so as to be clearly visible and able to be read by an authorised person from outside the vehicle;
 - (e) if the permit is valid.
- (3) The exemption conferred by subclause (1) shall not, unless specifically noted on the permit, apply during any period in which the stopping or parking of vehicles is prohibited in the thoroughfare or the part of the thoroughfare specified in the permit.

7.3 Issue of permits

- (1) The local government may upon a written application of an eligible person, issue a residential parking permit in the form [determined by the local government](#). ~~in Item 1 Schedule 7.~~
- (2) The local government may upon a written application of an eligible person issue, for the occasional use of visitors, a visitor's parking permit in the form [determined by the local government](#); ~~in Item 1 Schedule 7.~~
- (3) The local government's power to issue, replace and revoke permits under this Part may be exercised by an authorised officer.
- (4) Notwithstanding any other provisions in this local law, the local government may approve the issue of a number of parking facility, residential or visitor's parking permits to any owner or occupier on such terms and conditions as the local government sees fit.

7.4 Discretionary authority

Notwithstanding any other provisions in this local law which restrict the number of residential or visitors' parking permits that may be issued, the local government may approve the issue of one additional residential parking permit or one additional visitor's parking permits to any occupier on such terms and conditions as the local government sees fit.

7.5 Validity of permit

Every residential parking permit or visitor's parking permit as the case may be shall cease to be valid upon –

- (a) the expiry of a period of twelve months [or lesser term as determined by the local government](#) from and including the date on which it is issued;
- (b) the holder of the permit ceasing to be an eligible person;
- (c) the revocation of the permit by the local government pursuant to clause 7.6;
- (d) the replacement of any permit by a new permit issued by the local government pursuant to clause 7.3.

7.6 Revocation of a permit

- (1) The local government may at any time give an eligible person to whom a permit was issued pursuant to the provisions of this local law notice requiring that person to notify the local government of any reason why that permit should not be revoked.
- (2) The local government shall give notice referred to subclause (1) in the form ~~in Item 3(a) of Schedule 8~~ determined by the local government by serving the notice on the eligible person to whom the permit was issued.
- (3) If within seven (7) days after the date of receipt of the notice referred to in subclause (2) the eligible person to whom the permit was issued –
 - (a) fails to give the local government notice in writing of any reason why the permit should not be revoked; or
 - (b) gives the local government notice in writing of any reasons why the permit should not be revoked;

then the local government may in its absolute discretion revoke that permit.
- (4) For the purpose of subclause (3) the date of receipt of the notice shall be the date the notice was served.
- (5) The local government shall give notice of the revocation in the form ~~in Item 3(a) of Schedule 8~~ determined by the local government by serving the notice on the eligible person to whom the permit was issued.

7.7 Removal of permit from vehicle

The holder of a residential parking permit shall forthwith upon that permit being revoked or ceasing to be valid remove the permit from the vehicle in which it is displayed or to which it is affixed.

7.8 Replacement of permit

- (1) The local government may upon a written application of an eligible person and upon payment of the fee referred to in subclause (2), if any, issue a permit to replace a residential parking permit or visitor's parking permit which is lost, destroyed or stolen.
- (2) The local government may determine and impose a fee for the issue of a replacement permit pursuant to this clause.
- (3) Notwithstanding subclause (2), no fee shall be payable for the issue of a replacement permit if evidence is produced in writing to the satisfaction of the local government –
 - (a) that the vehicle in which the permit is displayed has been disposed of;
 - (b) that the vehicle's windscreen in which the permit is displayed has been replaced; or
 - (c) which the local government considers warrants the waiving of the fee.

7.9 Display of residential or visitor's parking permits

A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle and is clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

PART 8 — MISCELLANEOUS

8.1 Authorised persons

No offence under this local law is committed by an authorised person while carrying out his or her duties as an authorised person.

8.2 Necessary power

An authorised person has all necessary powers for the purpose of performing or observing all of the functions conferred on him or her under the Act and this local law.

8.3 Authorised person to be obeyed

A person who is given a direction by an authorised person or a member of the WA Police Force ~~Service~~ under this local law, or in relation to a contravention of this local law, shall comply with that direction.

8.4 Persons may be directed to leave local government property

An authorised person may direct a person to leave local government property or a local government building where the authorised person reasonably suspects that the person has contravened a provision of this local law.

8.5 Marking of tyres

- (1) For the purposes of ascertaining whether or not a parked vehicle has been or may be parked in contravention of any provision of this local law an authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance.
- (2) A person shall not remove or interfere with any such mark referred to in subclause (1) so that the purpose of affixing that mark is or may be defeated.

8.6 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle or an authorised person, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

8.7 Special purpose and emergency vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.

8.8 Vehicles not to obstruct a reserve, ~~verge~~ ~~public place~~ or thoroughfare

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a ~~reserve, verge or thoroughfare~~ ~~public place~~ so that it obstructs the use of any part of that ~~reserve, verge~~ ~~public place~~ or thoroughfare without the permission of the local government or unless authorised under any written law.
- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 ~~24~~ hours ~~or is permitted to do so by the local government~~, unless the

vehicle is causing an obstruction or may cause a danger to the public or is jeopardising or may jeopardise the safety of a person.

- (3) A vehicle found to be in contravention of sub-clause (2) may be impounded by an authorised officer.
- (4) The impounding of vehicles and other goods under sub-clause (3) shall be carried out in accordance with sections 3.37 and 3.48 of the Act and Regulation 29 of the *Local Government (Functions and General) Regulations 1996*.

This small change is included to allow a discretion by the local government to allow vehicles such as those owned by FIFO workers or even people who have gone on holiday for a few days, to allow their vehicles to be left parked on a thoroughfare. It alleviates some spiteful complaints by some residents that neighbours were leaving cars parked for more than 24 hours and gives authorised officers the ability to impound vehicles causing an obstruction or a danger.

8.9 Damage to parking stations and facilities

A person shall not, and shall not attempt to, remove, damage, deface, misuse or interfere with any part of a parking station or parking facility.

8.10 Local government may lock parking stations

At the expiration of the hours of operation of a parking station, the local government, whether or not any vehicle remains parked in a parking station, may lock the parking station or otherwise prevent the movement of any vehicle within or to or from the parking station.

PART 9 — PENALTIES

9.1 Offences and penalties

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable on conviction to a penalty not less than \$250 and not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.
- (3) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

9.2 Forms of notices:

For the purposes of this local law –

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and

- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in -Schedule 1 *Local Government (Functions and General) Regulations 1996*.

9.2 — Form of notices

~~For the purposes of this local law the form of the —~~

- ~~— (a) — notice to the owner of a vehicle referred to in section 9.13 of the Act is that
— of the form in Schedule 3;~~
- ~~— (b) — infringement notice referred to in section 9.17 of the Act is that of the form
— in Schedule 4;and~~
- ~~(c) — withdrawal of infringement notice referred to in section 9.20 of the Act is
— that of the form in Schedule 5.~~

Clause amended as recommended by DLGSC

Schedule 1 – Parking region

[cl. 1.5(1)]

Local Government Act 1995

~~Town~~ City of Kwinana Parking and Parking Facilities Local Law ~~2010~~ 2018

PARKING REGION

The parking region is the whole of the district, but excludes the following portions of the district:

- (1) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
- (2) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads;
- (3) any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

Schedule 2 – Prescribed offences

[cl.9.1(4)]

Local Government Act 1995

Town City of Kwinana Parking and Parking Facilities Local Law ~~2010~~ 2018

Offences and Modified Penalties

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
1.	2.2(1), (2)	Failure to comply with signs	50
2.	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	125
3.	2.3(b)	Unauthorised removal, defacing or misuse of a sign	70
4.	2.3(c)	Unauthorised affixing anything to a sign	60
5.	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	60
6.	3.2(1)(b)	Failure to park wholly within parking stall	60
7.	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	60
8.	3.2(4)	Failure to park wholly within parking area	50
9.	3.3(1)(a)	Causing obstruction in parking station	125
10.	3.3(1)(b)	Parking contrary to sign in parking station	50
11.	3.3(1)(c)	Parking contrary to directions of authorised person	150
12.	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	50
13.	3.3(2)(a)	Park in a stall other than in a stall marked M/C	85
13 14.	4.1(1)(a)	Parking by vehicles of a different class	85
14 15.	4.1(1)(b)	Parking by persons of a different class	85
15 16.	4.1(1)(c)	Parking during prohibited period	85
17	4.1(1)(d)	Exceeding the length of time specified by a sign	85
16 18.	4.1(3)(a)	Parking in no parking area	85
17 19.	4.1(3)(b)	Parking contrary to signs or limitations	50
18 20.	4.1(3)(c)	Parking vehicle in motorcycle only area	50
19 21.	4.1(4 5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	85
22	4.1A(2)(a)	Stopping a vehicle in a parking area for people with disabilities without the vehicle displaying a disability parking permit.	300
23	4.1A(2)(b)	Stopping a vehicle in a parking area for people with disabilities when neither the driver nor a passenger of that vehicle is a person with a current Australian Disability Parking Permit	300
20 24.	4.2(1)(a)	Failure to park on the left of two-way carriageway	60
24 25.	4.2(1)(b)	Failure to park on boundary of one-way carriageway	60

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
22 26.	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	60
23 27.	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	100
24 28.	4.2(1)(d)	Parking closer than 1 metre from another vehicle	50
29.	4.2(1)(e)	Parking in a cul-de-sac so as to obstruct the turning of a vehicle within the cul-de-sac	100
30.	4.2(1)(f)	Parking in a laneway	100
25 -31.	4.2(1)(g)e)	Causing obstruction to a vehicle on the carriageway	125
32.	4.3(a)	Failure to park parallel	50
26 -33.	4.3(b)	Failure to park at approximate right angle	50
27 -34.	4.4(12)	Failure to park at an appropriate angle	50
28 -35.	4.5(2)(a)	Parking between any other stationary vehicle or vehicles and the centre of the carriageway (Double parking)	125
29 -36.	4.5(2)(b)	Parking on or adjacent to a median strip	60
30 -37.	4.5(2)(c)	Denying access to private drive or right of way	125
31 -38.	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	125
32 -39.	4.5(2)(e)	Parking within 10 metres of traffic island	60
33 -40.	4.5(2)(f)	Parking on or overhanging footpath/pedestrian crossing	150
34 -41.	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	125
35 -42.	4.5(2)(h)	Parking on intersection	150
36 -43.	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	50
37 -44.	4.5(2)(j)	Parking within 3 metres of public letter box	50
38 -45.	4.5(2)(k)	Parking within 10 metres of intersection	60
39 -46.	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	50
40 -47.	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	50
41 -48.	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	50
42 -49.	4.6	Parking contrary to direction of authorised person	150
43 -50.	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	85
44 -51.	4.8(a)	Parking in thoroughfare for purpose of sale	125
45 -52.	4.8(b)	Parking unlicensed vehicle in thoroughfare	100
46 -53.	4.8(c)	Parking an unattached trailer/caravan on a thoroughfare	100
47 -54.	4.8(d)	Parking in thoroughfare for purpose of repairs	125
48.	4.9(2)	Parking on land that is not a parking facility without consent	125

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
49 55.	4.9(3)	Parking on land not in accordance with consent	125
50 56.	4.10	Driving or parking on a reserve	125
54 57.	4.11(1)	Parking on a verge	60
52 58.	4.13(1)(a)	Failure to display an unexpired parking ticket	60
53 59.	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	150
54 60.	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	150
53 61.	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	150
62.	4.13(4)	Motorcycle not parking wholly within a marked parking stall	100
63.	4.13(6)(b)	Stopping or parking a vehicle in any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless the vehicle is carrying at least one other person	100
64.	4.13(6)(c)	Entering any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless that person is the driver of or passenger in a vehicle carrying at least one other person.	100
56.	4.14(1)(a)	Parking more than one commercial vehicle in excess of 4 hours in a Residential or Special Residential Zone	60
57.	4.14(1)(a)	Parking more than one commercial vehicle in in excess of 4 hours in a Residential or Special Residential Zone.	85
58.	4.14(1)(c)	Parking vehicle over 3m in height in excess of 4 hours in a Residential or Special Residential Zone	85
59.	4.14(2)	Repairing, servicing or cleaning commercial vehicle other than in a garage or building in a Residential or Special Residential Zone	85
60.	4.14(3)	Parking commercial vehicle exceeding 2 tonnes load capacity in a Residential or Special Residential Zone.	125
64 65.	5.1(1)	Stopping contrary to a no stopping sign	125
62 66.	5.1(2)	Parking contrary to a no parking sign	125
63 67.	5.1(3)	Stopping within continuous yellow lines	125
64 68.	5.2	Stopping unlawfully in a loading zone	85
65 69.	5.3	Stopping unlawfully in a taxi zone or bus zone	100
66 70.	5.4	Stopping unlawfully in a mail zone	70
67 71.	5.5	Stopping in a zone contrary to a sign	50
68 72.	5.6	Stopping in a shared zone	50
69 73.	5.7(1)	Double parking	125
70 74.	5.8	Stopping near an obstruction	125

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
74 75.	5.9	Stopping on a bridge or tunnel	100
72 76	5.10	Stopping on crests/curves etc	100
73 77.	5.11	Stopping near fire hydrant	70
74 78.	5.12(1)	Stopping near bus stop	85
75 79.	5.13	Stopping on path, median strip or traffic island	125
80.	5.14(1)	Stopping on a verge	60
77 81.	5.15	Obstructing path, a driveway etc	125
78 82.	5.16	Stopping near letter box	50
79 83.	5.17	Stopping heavy or long vehicles on a commercial vehicle on a thoroughfare without or in contravention of a permit	85
80 84.	5.18	Stopping in bicycle parking area	60
81 85.	5.19	Stopping in motorcycle parking area	60
82 86.	5.20	Stopping or parking in a stall set up as an eating area	85
83 87.	5.21	Stopping or parking contrary to requirements of a permit	60
84 88.	5.22	Stopping or parking a vehicle (other than a bicycle or motorcycle) in a parking stall approved for motorcycles	60
85 89.	6.1(1)	Damaging or interfering with ticket issuing machine	150
86 90.	6.1(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	60
91.	6.1(3)	Inserting other than a coin in a ticket issuing machine	50
92.	6.1(4)	Operating a ticket issuing machine contrary to instructions	50
89 93.	6.2(2)	Failure to pay appropriate fee	60
90 94.	6.3(1)(a)	Failure to display an unexpired parking ticket	60
94 95.	6.3(1)(b)	Failure to display a valid parking ticket	60
92 96.	6.4(1)	Stopping or parking for longer than the maximum period	60
93 97.	6.5(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	60
94 98.	6.5(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	60
95 99.	6.5(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	60
96 100.	6.5(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	50
97 101.	7.9	Failure to display a valid permit	85
98 102.	8.3	Failure to comply with a lawful direction of an authorised person	150
99 103.	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	150

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
100 104.	8.5(2)	Removing or interfering with a lawful mark on a tyre	125
101 105.	8.6	Removing a notice on a vehicle	125
102 106.	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	125
103 107.	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	150
104 108.		All other offences not specified	85

~~Schedule 3—Notice to vehicle owner~~

[cl. 9.2(a)]

~~Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010~~

~~NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE~~

Date / /

To: {1}
of: {2}
It is alleged that on / / at {3}
at {4} your vehicle:

make:

model:

registration:

was involved in the commission of the following offence
.....
.....
.....

contrary to clause of the Town of Kwinana Parking and Parking Facilities Local Law 2010.

You are required under section 9.13 of the *Local Government Act 1995* to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

- (a) within 28 days after being served with this notice:
 - (i) you inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver or

~~_____ person in charge of the vehicle at the time the offence is alleged to have been
_____ committed; or
(ii) _____ you satisfy the Chief Executive Officer that the vehicle had been stolen, or was
_____ being unlawfully used, at the time the offence is alleged to have been committed;
_____ or
(b) _____ you were given an infringement notice for the alleged offence and the modified penalty
_____ specified in it is paid within 28 days after the notice was given or such further time as is
_____ allowed.~~

~~[5] _____~~

~~[6] _____~~

Insert:

- ~~[1] _____ Name of owner or 'the owner'~~
- ~~[2] _____ Address of owner (not required if owner not named)~~
- ~~[3] _____ Time of alleged offence~~
- ~~[4] _____ Location of alleged offence~~
- ~~[5] _____ Signature of authorised person~~
- ~~[6] _____ Name and title of authorised person giving notice~~

Schedule 4 – Infringement notice

[cl-9.2(b)]

Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010

NOTICE OF INFRINGEMENT

Serial No

Date / /

To: [1]

of: [2]

It is alleged that on / / at [3]

at [4]

in respect of vehicle:

make:

model:

registration:

you committed the following offence:

.....
.....
.....

contrary to clause of the Town of Kwinana Parking and Parking Facilities Local Law 2010.

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at [5] within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable by you.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

[6]

[7]

Insert:

- [1] Name of alleged offender or 'the owner'
- [2] Address of alleged offender
- [3] Time of alleged offence
- [4] Location of alleged offence
- [5] Place where modified penalty may be paid
- [6] Signature of authorised person
- [7] Name and title of authorised person giving notice

Schedule 5—Infringement withdrawal notice

[cl. 9.2(e)]

Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010

WITHDRAWAL OF INFRINGEMENT NOTICE

Serial No

Date / /

To: [1]

of: [2]

Infringement Notice No. dated / /

in respect of vehicle:

make:

model:

registration:

for the alleged offence of

.....

.....

has been withdrawn.

The modified penalty of \$

- ~~has been paid and a refund is enclosed.*~~
- ~~has not been paid and should not be paid.*~~

~~* Delete whichever is inapplicable.~~

[3]

[4]

Insert:

[1] _____ Name of alleged offender to whom infringement notice was given or 'the owner'

[2] _____ Address of alleged offender.

[3] _____ Signature of authorised person

[4] _____ Name and title of authorised person giving notice

Schedule 6 – Parking Station

[cl. 1.5(4) & 4.9(1)(e)]

Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010

**PARKING STATIONS UNDER CARE, CONTROL & MANAGEMENT
OF THE TOWN OF KWINANA**

NO	DESCRIPTION	NIGHT/DAY PARKING	DAYS & HOURS OF OPERATION
1	Kwinana Hub Shopping Centre being part lot 3 bounded by Gilmore, Chisham and Challenger Avenues, Town Centre, Kwinana.	DAY PARKING	Monday to Sunday, 8 a.m to 8 p.m inclusive

Schedule 7 – Parking Permits

[cl. 7.3(1)&(2)]

Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010

ITEM 1 - RESIDENTIAL PARKING PERMIT

<p>Local Government Act 1995 Town of Kwinana Parking and Parking Facilities Local Law 2010</p> <p>PERMIT No.....</p> <p>Vehicle Make/Type:Registration No:.....</p> <p>Exempted Road/Metered Space:</p> <p>..... Expiry Date:</p> <p>For the Town of Kwinana</p>
--

ITEM 2 - VISITOR'S PARKING PERMIT

	<p>Local Government Act 1995 Town of Kwinana Parking and Parking Facilities Local Law 2010 RESIDENTIAL PARKING PERMIT VISITOR'S PARKING PERMIT</p>
PERMIT No:	
Exempted Road:	
Name of Person to Whom Exemption Issued:	
	Expiry Date:
For the Town of Kwinana	

Schedule 8 – Revoking of permits

[cl. 7.6(2)&(5)]

Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010

ITEM 3(a) NOTICE OF INTENT TO REVOKE PERMIT

~~Notice of Intention to Revoke Permit~~

~~Take notice that within seven days from the day of the person to whom (Residential Parking Permit/Visitors Parking Permit)* No was issued is required to give the local government notice in writing of any reason why that permit should not be revoked. If no written notice is received by the local government within that time, local government may revoke that permit.~~

~~.....
for Town of Kwinana~~

~~.....
Date of Service~~

~~*Delete whichever is inapplicable~~



Local Government Act 1995
Town of Kwinana Parking and Parking Facilities Local Law 2010

ITEM 3(b) NOTICE OF REVOCATION OF PERMIT

~~ITEM 3(b)
Notice of Revocation of Permit~~

~~Take notice that from and including the day of (Residential Parking Permit/Visitor's Parking Permit)* No is revoked and invalid.~~

~~.....
for Town of Kwinana~~

~~*Delete whichever is inapplicable~~



Dated this

day of

20

The Common Seal of the)

City of Kwinana was hereunto)

affixed in the presence of :)

Carol Adams

Mayor

Joanne Abbiss

Chief Executive Officer

LG305**LOCAL GOVERNMENT ACT 1995**
Town of Kwinana
Parking and Parking Facilities Local Law 2010

Under the powers conferred by the *Local Government Act 1995*, and under all other powers enabling it, the Town of Kwinana resolved on 15 December 2010 to adopt the following local law.

Preamble

The principal local law *Town of Vincent Parking and Parking Facilities Local Law 2007* as published in the *Government Gazette* on 21 November 2007, including the amendments as published in the *Government Gazette* on 5 August 2008 and on 27 February 2009, is adopted as the local law of the Town of Kwinana with the modifications as set out below.

1. Preliminary

Delete the words "Town of Vincent" wherever they appear in this local law and insert "Town of Kwinana" instead.

2. Part 1 amended

2.1 Delete clause 1.1 and insert—

1.1 Citation

This local law is the *Town of Kwinana Parking and Parking Facilities Local Law 2010*.

2.2 In clause 1.2(1) delete "objective" and insert "purpose", and delete clause 1.2 heading and insert—

1.2 Purpose and effect

2.3 Delete clause 1.4 and insert—

The Town of Kwinana Parking Local Law 2000 published in the *Government Gazette* on 29 November 2000 is repealed.

2.4 In clause 1.5 delete subclauses (1) and (4) and insert respectively—

(1) Subject to subclause (2), this local law applies to the parking region as described in Schedule 1.

(4) Where a parking facility or a parking station is identified in Schedule 6, the facility or station shall be deemed to be a facility or station to which this local law applies.

2.5 In clause 1.6 delete the definitions "authorised person" and "parking region", and insert the following definitions in alphabetical order—

"authorised person" means a person appointed by the local government under section 9.10 or the Act, to perform any of the functions of an authorised person under this local law;

"parking region" means the whole of the district except for those areas, roads, bridges and subways under the control and direction of the Commissioner of Main Roads;

"costs" of the local government include its administrative costs;

"residential zone" means land within the residential zone specified within the Town of Kwinana's local planning scheme dealing with zoning;

"special residential zone" means land within the special residential zone specified within the Town of Kwinana's local planning scheme dealing with zoning;

3. Part 3 amended

3.1 In clause 3.1 designate the first subclause "(1)" and insert new subclause (2)—

(2) Where the local government makes a determination under subclause (1) it shall erect signs to give effect to the determination.

4. Part 4 amended

4.1 In clause 4.1 delete subclause (4).

4.2 In clause 4.1 re-designate subclause "(5)" to "(4)".

4.3 In clause 4.9(1)(e) delete "Schedule 7" and insert "Schedule 6".

4.4 Delete clause 4.14 and its heading and insert—

4.14 Vehicles prohibited in the residential and special residential zones

(1) No person shall park for more than 4 hours consecutively within the residential and special residential zones—

(a) more than one commercial vehicle;

(b) any vehicle which, due to its size or load, is not capable of being completely housed within a garage or building approved by council; or

(c) a vehicle which, together with its load, exceeds 3 metres in height.

(2) No person shall, within the residential and special residential zones—

(a) repair, service or clean a commercial vehicle unless such work is carried out whilst the vehicle is completely housed within a garage or building approved by council; or

(b) park or allow to remain stationary a commercial vehicle of a load capacity exceeding 2 tonnes or allow the vehicle to remain stationary.

(3) Subclauses (1) and (2) do not apply to—

(a) a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises; or

(b) a commercial vehicle associated with building works being carried out on the premises.

5. Part 5 amended

5.1 Delete clause 5.17 and its heading and insert—

5.17 Stopping on a carriageway—heavy and long vehicles

Subject to any clause to the contrary or sign referable to the carriageway, a person shall not park a vehicle or any combination of vehicles, that, together with any projection on, or load carried by, the vehicle or combination of vehicles, is eight metres or more in length or exceeds a GVM of 4.5 tonnes—

(a) on a carriageway in a built-up area, for any period exceeding 2 hours, unless engaged in the picking up or setting down of goods; or

(b) on a carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of such vehicles.

6. Part 7 amended

6.1 In clauses 7.3(1) and 7.3(2) delete "Schedule 8" and insert "Schedule 7".

6.2 In clause 7.6 delete subclauses (2) and (5) and insert respectively—

(2) The local government shall give notice referred to in subclause (1) in the form of Item 3(a) of Schedule 8 by serving the notice on the eligible person to whom the permit was issued.

(5) The local government shall give notice of the revocation in the form of Item 3(b) of Schedule 8 by serving the notice on the eligible person to whom the permit was issued.

7. Part 9 amended

7.1 In clause 9.2 delete paragraphs (a) and (c) and insert respectively—

(a) notice to the owner of a vehicle involved in an offence referred to in section 9.13 of the Act is that of the form in Schedule 3;

(c) withdrawal of infringement notice referred to in section 9.20 of the Act is that of the form in Schedule 5.

8. Schedules amended

8.1 Delete Schedules 1 to 9 and insert—

Schedule 1—Parking region

[cl. 1.5(1)]

LOCAL GOVERNMENT ACT 1995

Town of Kwinana Parking and Parking Facilities Local Law 2010

PARKING REGION

The parking region is the whole of the district, but excludes the following portions of the district—

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;

2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads;

3. any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

Schedule 2—Prescribed offences

[cl.9.1(4)]

LOCAL GOVERNMENT ACT 1995

Town of Kwinana Parking and Parking Facilities Local Law 2010

OFFENCES AND MODIFIED PENALTIES

Item No.	Clause No.	Nature of Offence	Modified Penalty \$
1.	2.2(1), (2)	Failure to comply with signs	50
2.	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	125
3.	2.3(b)	Unauthorised removal, defacing or misuse of a sign	70
4.	2.3(c)	Unauthorised affixing anything to a sign	60
5.	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	60
6.	3.2(1)(b)	Failure to park wholly within parking stall	60
7.	3.2(1)(C)	Failure to park in the direction of the movement of traffic in a parking stall	60
8.	3.2(4)	Failure to park wholly within parking area	50
9.	3.3(1)(a)	Causing obstruction in parking station	125
10.	3.3(1)(b)	Parking contrary to sign in parking station	50
11.	3.3(1)(C)	Parking contrary to directions of authorised person	150
12.	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	50
13.	4.1(1)(a)	Parking by vehicles of a different class	85
14.	4.1(1)(b)	Parking by persons of a different class	85
15.	4.1(1)(C)	Parking during prohibited period	85
16.	4.1(3)(a)	Parking in no parking area	85
17.	4.1(3)(b)	Parking contrary to signs or limitations	50
18.	4.1(3)(C)	Parking vehicle in motorcycle only area	50
19.	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	85
20.	4.2(1)(a)	Failure to park on the left of two-way carriageway	60

21.	4.2(1)(b)	Failure to park on boundary of one-way carriageway	60
22.	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	60
23.	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	100
24.	4.2(1)(d)	Parking closer than 1 metre from another vehicle	50
25.	4.2(1)(e)	Causing obstruction	125
26.	4.3(b)	Failure to park at approximate right angle	50
27.	4.4(2)	Failure to park at an appropriate angle	50
28.	4.5(2)(a)	Double parking	125
29.	4.5(2)(b)	Parking on or adjacent to a median strip	60
30.	4.5(2)(c)	Denying access to private drive or right of way	125
31.	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	125
32.	4.5(2)(e)	Parking within 10 metres of traffic island	60
33.	4.5(2)(f)	Parking on footpath/pedestrian crossing	150
34.	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	125
35.	4.5(2)(h)	Parking on intersection	150
36.	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	50
37.	4.5(2)(j)	Parking within 3 metres of public letter box	50
38.	4.5(2)(k)	Parking within 10 metres of intersection	60
39.	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	50
40.	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	50
41.	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	50
42.	4.6	Parking contrary to direction of authorised person	150
43.	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	85
44.	4.8(a)	Parking in thoroughfare for purpose of sale	125
45.	4.8(b)	Parking unlicensed vehicle in thoroughfare	100
46.	4.8(C)	Parking a trailer/caravan on a thoroughfare	100
47.	4.8(d)	Parking in thoroughfare for purpose of repairs	125
48.	4.9(2)	Parking on land that is not a parking facility without consent	125

49.	4.9(3)	Parking on land not in accordance with consent	125
50.	4.10	Driving or parking on a reserve	125
51.	4.11	Parking on a verge	60
52.	4.13(1)	Failure to display an unexpired parking ticket	60
53.	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	150
54.	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	150
55.	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	150
56.	4.14(1)(a)	Parking more than one commercial vehicle in excess of 4 hours in a Residential or Special Residential Zone	60
57.	4.14(1)(b)	Parking oversize vehicle in excess of 4 hours in a Residential or Special Residential Zone	85
58.	4.14(1)(c)	Parking vehicle over 3m in height in excess of 4 hours in a Residential or Special Residential Zone	85
59.	4.14(2)	Repairing, servicing or cleaning commercial vehicle other than in a garage or building in a Residential or Special Residential Zone	85
60.	4.14(3)	Parking commercial vehicle exceeding 2 tonnes load capacity in a Residential or Special Residential Zone.	125
61.	5.1(1)	Stopping contrary to a no stopping sign	125
62.	5.1(2)	Parking contrary to a no parking sign	85
63.	5.1(3)	Stopping within continuous yellow lines	125
64.	5.2	Stopping unlawfully in a loading zone	85
65.	5.3	Stopping unlawfully in a taxi zone or bus zone	100
66.	5.4	Stopping unlawfully in a mail zone	70
67.	5.5	Stopping in a zone contrary to a sign	50
68.	5.6	Stopping in a shared zone	50
69.	5.7(1)	Double parking	125
70.	5.8	Stopping near an obstruction	125
71.	5.9	Stopping on a bridge or tunnel	100
72.	5.10	Stopping on crests/curves etc	100
73.	5.11	Stopping near fire hydrant	70
74.	5.12(1)	Stopping near bus stop	85
75.	5.13	Stopping on path, median strip or traffic island	125
76.	5.14(1)	Stopping on verge	60

77.	5.15	Obstructing path, a driveway etc	125
78.	5.16	Stopping near letter box	50
79.	5.17	Stopping heavy or long vehicles on carriageway	85
80.	5.18	Stopping in bicycle parking area	60
81.	5.19	Stopping in motorcycle parking area	60
82.	5.20	Stopping or parking in a stall set up as an eating area	85
83.	5.21	Stopping or parking contrary to requirements of a permit	60
84.	5.22	Stopping or parking a vehicle (other than a bicycle or motorcycle) in a parking stall approved for motorcycles	60
85.	6.1(1)	Damaging or interfering with ticket issuing machine	150
86.	6.1(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	60
87.	6.1(3)	Inserting other than a coin in a ticket issuing machine	50
88.	6.1(4)	Operating a ticket issuing machine contrary to instructions	50
89.	6.2(2)	Failure to pay appropriate fee	60
90.	6.3(1)(a)	Failure to display an unexpired parking ticket	60
91.	6.3(1)(b)	Failure to display a valid parking ticket	60
92.	6.4(1)	Stopping or parking for longer than the maximum period	60
93.	6.5(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	60
94.	6.5(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	60
95.	6.5(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	60
96.	6.5(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	50
97.	7.9	Failure to display a valid permit	85
98.	8.3	Failure to comply with a lawful direction of an authorised person	150
99.	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	150
100.	8.5(2)	Removing or interfering with a lawful mark on a tyre	150
101.	8.6	Removing a notice on a vehicle	125
102.	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	125

103.	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	150
104.		All other offences not specified	85

Schedule 3—Notice to vehicle owner

[cl. 9.2(a)]

LOCAL GOVERNMENT ACT 1995

Town of Kwinana Parking and Parking Facilities Local Law 2010

NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE

Date / /

To: [1]

of: [2]

It is alleged that on / / at [3]

at [4] your vehicle—

make: ;

model: ;

registration: ,

was involved in the commission of the following offence—

contrary to clause of the *Town of Kwinana Parking and Parking Facilities Local Law 2010*.

or

[6]

Insert—

Government of Western Australia

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ATTACHMENT D

From: (Officer's Name) (DLGSC)
To: [Kwinana Administration](#)
Subject: Department of Local Government - Comment on parking amendments
Date: Tuesday, 17 July 2018 5:19:52 PM

Dear (Officer's name)

This email is regarding the City's proposed amendment to its parking local law. The Department's comments are provided below:

Parking and Parking Facilities Amendment Local Law 2018

1. Consolidation of local law

Ordinarily, a person who wants to read the definitive version of the local law must read the local law as gazetted.

Once this amendment has occurred, readers will need to consult five different gazettes to identify what the City's local law currently states (i.e. they'll need to read this most recent amendment along with the City's principal local law, the Town of Vincent's local law and the two amendments the Town made in 2008 and 2009).

The next time the City amends its local law, it would be advisable to repeal the local law and replace it with a single, consolidated document. This means readers will only need to read one gazette.

2. Principal local law adopted by reference

The Department notes that the City's principal local law is not a complete local law in itself but rather adopts a Town of Vincent local law by reference.

As a result, the amendments proposed by the City are problematic, since they refer to the clause numbers of the Town of Vincent's local law rather than the clause numbers of the principal local law as gazetted.

For example, clause 9 refers to an amendment of clause 2.2 of the principal local law, but clause 2.2 of the principal local law relates to the modification of clause 1.2 of the Town's local law.

Since the City's principal local law is designed to modify the Vincent local law, the City's proposed amendments can be more easily implemented by:

- Amending the modifications that currently exist in the principal local law; or
- Adding further modifications to the end of the principal local law.

Alternatively the City can:

- Repeal the principal local law and replace it with a new local law that adopts the Town's local law subject to amendments; or
- Repeals the principal local law and replaces it with a new and complete local law.

It is suggested that the City pick one of these options and reformat the draft accordingly.

3. Australian Standards (clause 1.6 in local law)

In clause 1.6, it is suggested that the new definition for "Australian Standard" be as follows:

"Australian Standard" means an Australian Standard published by Standards Australia and as amended from time to time;

This will create certainty as to which version of the Standard must be complied with.

Alternatively, if the City wants the Standard to apply as published on a certain date, the phrase "as published on (DATE)" can be used instead of "as amended from time to time".

4. Clause 7 – Removal of "resolution" (clause 1.8 in local law)

It is suggested that clause 7 be deleted.

In the past, the Parliament's Delegated Legislation Committee has allowed clauses that permit the local government to change where and when a parking law applies. However, the Committee has only allowed these clauses on the condition that:

- (a) The Council must authorise the change by resolution; and
- (b) The resolution must be reflected by appropriate signage.

Clause 7 proposes to delete the word “resolution”, which could be interpreted to mean that the City can use the power in clause 1.8 without a Council resolution. It is possible that the Committee may object to this change.

5. Clause 9 (only refers to amendment local law)

Clause 9 currently refers to amending “tenure” in clause 2.2(1) of the modified Town of Vincent local law.

After considering the Town’s original local law, the two amendments the Town made in 2008 and 2009 and the modifications the City made in 2011, it appears this reference should be “2.2(2)”. The City may wish to review and confirm whether this is the case.

6. Form of infringement notices (clause 9.2 in local law)

Clause 30 inserts a new clause 9.2 providing that notices and infringements can be in the form determined by the local government from time to time.

Under the Act, these notices need to be in the form prescribed in the Functions and General Regulations. It is suggested that the new clause be redrafted to the WALGA template as follows:

9.2 Forms of notices:

For the purposes of this local law -

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in -Schedule 1 of the Regulations.

7. Minor edits (only refers to amendment local law)

The following minor edits are suggested:

- **Clause 12:** Insert a space between “add” and the opening quotation mark.
- **Clause 13:** The reference to “clause 3.31” should be changed to “clause 3.3”.
- **Clause 16:** It is suggested that paragraph (b), (c) and (d) be simplified to the following format:

- (b) Subclause (1)(e) is renumbered to (1)(g).
- (c) After subclause (1)(d) insert:
- (e)
- (f)

The City should also ensure that all references and cross references in the local law have been reviewed for correctness.

Minister’s Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the City has published a local law in the *Government Gazette*, the City must comply with the requirements of the *Minister’s Local Laws Explanatory Memoranda Directions 2010*. The City must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
 Joint Standing Committee on Delegated Legislation

Legislative Council Committee Office
GPO Box A11
PERTH WA 6837
Email: delleg@parliament.wa.gov.au
Tel: 9222 7404
Fax: 9222 7805

A copy of the Minister's Directions and Explanatory Memoranda forms can be downloaded from the Department of Local Government and Communities website at www.dlgsc.wa.gov.au. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the City with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the City's consideration; and
- should not be taken as an approval of content.

The City should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the City policies and objectives.

Regards

(Officer's Name)

Senior Legislation Officer

Department of Local Government, Sport and Cultural Industries

16.5 Second Deed of Variation: Portion of Reserve 25309, Summerton Road, Calista – Kwinana Golf Club Inc

DECLARATION OF INTEREST:

Councillor Merv Kearney declared an indirect financial interest due to being a sponsor of the Kwinana Golf Club and exited the Council Chambers at 8:06pm.

SUMMARY:

The City of Kwinana (City) entered into a lease agreement with the Kwinana Golf Club Inc. (Golf Club), which commenced on 1 May 2013 and expires on 30 April 2033. The City and the Golf Club executed a Deed of Variation on the 3 December 2015 to deal with amendments to the original lease. A new loan has been taken on behalf of the Golf Club and this Second Deed of Variation deals with an adjustment to the rent payable as a result of terminating loan 103 and entering into the new loan (loan 103B) for a term of 15 years.

The rent payable is the loan repayment amount that is paid semi-annually. The rent amount payable that is required to be paid on a monthly basis and the amount has reduced as a result of the loan term increasing from 10 years (original loan repayment period) to 15 years. At the Ordinary Council Meeting held on 22 March 2017, Council resolved to advertise its intentions to terminate loan 103 and enter into a new self-supporting loan (loan 103B), for the principal and interest amount in order to increase the term of the loan to 15 years. This request is to assist with the Golf Club's cash flow requirements. A local public notice indicating the Council's intentions was placed in the Weekend Courier on 31 March 2017.

The previous semi-annual fixed repayment amounts were \$24,688.12 (loan 103, with a 4.07% interest rate per annum, per Attachment B) and the repayment amounts for the loan 103B are set out in Annexure 1 of Confidential Attachment A. As detailed in Annexure 1 of Confidential Attachment A, with a (semi-annual compounding) interest rate of 3.32% and an (effective semi-annual) interest rate of 1.66% per annum, an extension of the term of the loan has resulted in a reduction of the semi-annual fixed repayment amount by approximately 50%.

The loan maturity date is 23 July 2032, which is within the lease expiry date of 30 April 2033.

OFFICER RECOMMENDATION:

That Council authorise the Chief Executive Officer and Mayor to execute the Second Deed of Variation of the lease agreement in relation to a portion of Reserve 25309, Summerton Road, Calista, between the City of Kwinana and the Kwinana Golf Club Inc, as detailed in Confidential Attachment A.

DISCUSSION:

At the Ordinary Council Meeting held on 22 March 2017, Council resolved by Absolute Majority to exercise the power to borrow to refinance loan 103 (Kwinana Golf Club Self Supporting Loan) and propose a new loan for a loan capital amount of \$279,298.26 plus accrued interest and premiums up to an amount of \$300,000 for 15 years (loan 103B was drawn down for an amount of \$298,494.03).

16.5 SECOND DEED OF VARIATION: PORTION OF RESERVE 25309, SUMMERTON ROAD, CALISTA – KWINANA GOLF CLUB INC

The Second Deed of Variation is in relation to the revised amount of rent that will be payable because of the new loan. The rent is subject to Clause 2 of the Second Deed of Variation and corresponds with the loan repayment amounts that are due for loan 103B as detailed in Annexure 1 of Confidential Attachment A.

As at 28 February 2018, in principle consent of the Hon Minister for Lands was granted under Section 18 of the *Land Administration Act 1997* as detailed in Attachment C.

The Golf Club entered into a lease with the City on 1 May 2013 for a term of 20 years. The lease repayment (rent) amounts were determined by loan 103, a self supporting loan the City took out on behalf of the Golf Club to pay for an extension and improvements to the assets. Loan 103 was terminated and no longer exists. Loan 103B has replaced loan 103 and as a result it is recommended to Council that the Second Deed of Variation is approved. The Golf Club's self supporting loan with the City and the current payment schedule are detailed in Annexure 1 of Confidential Attachment A.

LEGAL/POLICY IMPLICATIONS:

Sections 9 and 18 of the Land Administration Act 1997 (LAA) state:

9. *Delegation by Minister*
- (1) *Subject to subsections (2) and (3) and to Part 9 and section 273, the Minister may, either generally or as otherwise provided by the instrument of delegation, by writing signed by him or her delegate to —*
 - (a) *a public service officer of the Department, being a public service officer named; or*
 - (b) *a person for the time being holding an office in the Department, being an office specified; or*
 - (c) *a prescribed person, or a person belonging to a class of prescribed persons, specified,**in the instrument of delegation, any of his or her powers (other than this power of delegation) or duties under this Act.*
 - (2) *The Minister may, in accordance with the regulations, delegate under subsection (1) a power conferred or duty imposed by this Act to convey or transfer the fee simple in Crown land.*
 - (3) *When the Minister delegates a power or duty under subsection (1), that delegation is to be made by instrument published in the Gazette.*
 - (4) *A power or duty delegated under subsection (1) must, if exercised or performed by the delegate, be exercised or performed in accordance with the instrument of delegation.*
 - (5) *Nothing in this section prevents or limits the application of sections 58 and 59 of the Interpretation Act 1984 to a delegation made under subsection (1).*
18. *Crown land transactions that need Minister's approval*
- (1) *A person must not without authorisation under subsection (7) assign, sell, transfer or otherwise deal with interests in Crown land or create or grant an interest in Crown land.*
 - (2) *A person must not without authorisation under subsection (7) —*
 - (a) *grant a lease or licence under this Act, or a licence under the Local Government Act 1995, in respect of Crown land in a managed reserve; or*
 - (b) *being the holder of such a lease or licence, grant a sublease or sublicence in respect of the whole or any part of that Crown land.*

16.5 SECOND DEED OF VARIATION: PORTION OF RESERVE 25309, SUMMERTON ROAD, CALISTA
– KWINANA GOLF CLUB INC

- (3) A person must not without authorisation under subsection (7) mortgage a lease of Crown land.
- (4) A lessee of Crown land must not without authorisation under subsection (7) sell, transfer or otherwise dispose of the lease in whole or in part.
- (5) The Minister may, before giving approval under this section, in writing require —
 - (a) an applicant for that approval to furnish the Minister with such information concerning the transaction for which that approval is sought as the Minister specifies in that requirement; and
 - (b) information furnished in compliance with a requirement under paragraph (a) to be verified by statutory declaration.
- (6) An act done in contravention of subsection (1), (2), (3) or (4) is void.
- (7) A person or lessee may make a transaction under subsection (1), (2), (3) or (4) —
 - (a) with the prior approval in writing of the Minister; or
 - (b) if the transaction is made in circumstances, and in accordance with any condition, prescribed for the purposes of this paragraph.
- (8) This section does not apply to a transaction relating to an interest in Crown land if —
 - (a) that land is set aside under, dedicated or vested for the purposes of an Act other than this Act, and the transaction is authorised under that Act; or
 - (b) that interest may be created, granted, transferred or otherwise dealt with under an Act other than —
 - (i) this Act; or
 - (ii) a prescribed Act;
 - (c) an agreement, ratified or approved by another Act, has the effect that consent to the transaction was not required under section 143 of the repealed Act; or
 - (d) the transaction is a lease, sublease or licence and the approval of the Minister is not required under section 46(3b).

[Section 18 amended by No. 59 of 2000 s. 8(1)-(5) 5.]

FINANCIAL/BUDGET IMPLICATIONS:

The loan repayments to Western Australian Treasury Corporation and the income from the Kwinana Golf Club Inc. as reimbursement of loan repayments for loan 103B (which is the Rent payable) have been included in the 2018/2019 Budget.

ASSET MANAGEMENT IMPLICATIONS:

The City has the following assets at the Golf Club:

1. Golf Course Clubhouse
2. Golf Course Clubhouse – car park
3. Golf Club Pro Shop
4. Golf Club Buggy Store.

16.5 SECOND DEED OF VARIATION: PORTION OF RESERVE 25309, SUMMERTON ROAD, CALISTA – KWINANA GOLF CLUB INC

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.6 Maximise the value of the City's property assets

COMMUNITY ENGAGEMENT:

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

RISK IMPLICATIONS:

Risk Event	That Council does not approve the variation to the lease and the Golf Club not meet their repayment obligations.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Financial
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce – mitigate risk
Response to risk treatment required/in place	Ensure the loan terms are within the lease terms and a payment arrangement is in place to repay outstanding amount owing to the City.
Rating (after treatment)	Low

COUNCIL DECISION

249

MOVED CR S MILLS

SECONDED CR D WOOD

That Council authorise the Chief Executive Officer and Mayor to execute the Second Deed of Variation of the lease agreement in relation to a portion of Reserve 25309, Summerton Road, Calista, between the City of Kwinana and the Kwinana Golf Club Inc, as detailed in Confidential Attachment A.

**CARRIED
7/0**

Councillor Merv Kearney returned to the Council Chambers at 8:08pm.

Annexure 3 – Current Payment Schedule

Summary of Terms of Loan and Repayment Schedule

REVISED

Client: City of Kwinana - 103
Interest Rate: 4.07% p.a. *(Semi Annual Compounding)
 2.035% p.a. * effective Semi Annual
**These rates do not include the Government Guarantee Fee*
Effective Date: 25 June 2013
Maturity Date: 25 June 2023
Loan Amount: \$402,000.00
Schedule Basis: 20 Semi Annual repayments

Payment Date	Debt Balance Outstanding	Capital Repayment	Interest Payment	Total Fixed Payment	Indicative Guarantee Fee	Indicative Total Payment
27 Dec 2013	385,512.58	16,487.42	8,180.70	24,668.12	112.24	24,780.36
25 Jun 2014	368,689.64	16,822.94	7,845.18	24,668.12	112.24	24,780.36
29 Dec 2014	351,524.35	17,165.29	7,502.83	24,668.12	112.24	24,780.36
25 June 2015	334,009.75	17,514.60	7,153.52	24,668.12	112.24	24,780.36
29 Dec 2015	316,138.73	17,871.02	6,797.10	24,668.12	1,122.43	25,790.55
27 Jun 2016	297,904.03	18,234.70	6,433.42	24,668.12	1,056.44	25,724.56
28 Dec 2016	279,298.26	18,605.77	6,062.35	24,668.12	1,012.88	25,681.00
26 Jun 2017	260,313.86	18,984.40	5,683.72	24,668.12	940.65	25,608.77
27 Dec 2017	240,943.13	19,370.73	5,297.39	24,668.12	898.82	25,566.94
25 Jun 2018	221,178.20	19,764.93	4,903.19	24,668.12	826.15	25,494.27
27 Dec 2018	201,011.06	20,167.14	4,500.98	24,668.12	780.38	25,448.50
25 Jun 2019	180,433.52	20,577.54	4,090.58	24,668.12	707.25	25,375.37
27 Dec 2019	159,437.22	20,996.30	3,671.82	24,668.12	657.07	25,325.19
25 Jun 2020	138,013.65	21,423.57	3,244.55	24,668.12	586.71	25,254.83
28 Dec 2020	116,154.11	21,859.54	2,808.58	24,668.12	529.06	25,197.18
25 Jun 2021	93,849.73	22,304.38	2,363.74	24,668.12	454.61	25,122.73
27 Dec 2021	71,091.45	22,758.28	1,909.84	24,668.12	395.04	25,063.16
27 Jun 2022	47,870.04	23,221.41	1,446.71	24,668.12	321.20	24,989.32
27 Dec 2022	24,176.08	23,693.96	974.16	24,668.12	255.89	24,924.01
26 Jun 2023	0.00	24,176.08	491.98	24,668.06	178.08	24,846.14
Total		\$402,000.00	\$91,362.34	\$493,362.34	\$ 11,171.62	\$ 504,533.96

Schedule Included in Original Lease Totals	\$ 2,244.80	\$ 495,607.14
Difference	\$ 8,926.82	\$ 8,926.82



Department of Planning,
Lands and Heritage

Our ref: 00142-1959 Job No. 180179
Enquiries: Lily Sutomo
Tel: (08) 6552 4616 Fax 6552 4417
Email: lily.sutomo@lands.wa.gov.au

27 February 2018

Tyrone Cannon
City of Kwinana
PO BOX 21
KWINANA WA 6966

By email only: Tyrone.Cannon@kwinana.wa.gov.au

Dear Mr Cannon

MINISTERIAL CONSENT UNDER SECTION 18 OF THE LAA – DEED OF VARIATION OF LEASE OVER PTN RESERVE 25309 BEING PART LOT 486 ON DP 221410 BETWEEN CITY OF KWINANA AND KWINANA GOLF CLUB INC.

Thank you for your email dated 19 January 2018 regarding permission to vary the terms of a lease over portion of Reserve 25309 between the above parties, for the purpose of a loan agreement.

Reserve 25309 is set aside for the purpose of “Public Recreation” and is managed by the City of Kwinana with power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) the Minister’s approval is granted to the proposed Second Deed of Variation provided to the Department of Planning, Lands and Heritage (DPLH) by email on 19 January 2018 on condition that the final Deed document executed by the parties is on the same terms as that provided to DPLH with that email. If the final document executed by the parties is not on the approved terms, then they may be void under section 18 of the LAA.

Please note that this approval is for the purposes of section 18 of the LAA only and does not constitute an endorsement as to the terms and effect of the document. DPLH cannot provide any advice in respect of the Deed and recommends that each party obtain their own independent advice as to their rights and obligations under the document.

Should you have any enquiries please don’t hesitate to contact me on any of the above details.

Yours sincerely

LILY SUTOMO
for MANAGER - DELIVERY
LANDS

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1221 West Perth Western Australia 6872
Telephone (08) 6551 8002 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)
Email: info@dplh.wa.gov.au Website: www.dplh.wa.gov.au
ABN: 68 565 723 484

17 Urgent Business

Nil

18 Councillor Reports

18.1 Deputy Mayor Peter Feasey

Deputy Mayor Peter Feasey reported that he had attended the 2018 City of Kwinana Annual Sports Awards and congratulated the award winners for the categories of Young Sportsman of the Year, Sportsman of the Year, and Club Person of the Year.

Deputy Mayor Feasey suggested that everyone attend the upcoming Meet the Mayor event at the Marketplace.

18.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the 2018 City of Kwinana Annual Sports Awards.

Councillor Cooper advised that she had attended the Calista School Board Meeting and that the National Assessment Program - Literacy and Numeracy (NAPLAN) results for the school were really encouraging and great to see.

Councillor Cooper mentioned that she had attended the Multicultural Advisory Group meeting where there were lots of discussions regarding activating the awareness of the number of cultures in our community.

Councillor Cooper reported that she attended the 2018 Sports and Recreation Industry Awards as the City was a finalist with the Edge Skate Park, the Cockburn ARC took home the win. Councillor Cooper further reported that whilst she was at Optus Stadium she participated in a tour of the facility.

18.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she attended Jay's Indian Adventures at the Consulate General of India, on behalf of Mayor Adams. Councillor Lee further reported that Jay showed many photos from across all of India, the people and places which were colourful, Councillor Lee stated that she particularly liked his photos taken of people who had a serious expression and then they smiled and commented on what a huge difference a smile makes.

Councillor Lee advised that she attended the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) and that the President of the Australian Local Government Association spoke about finances, he said "Local Government receives less funds each year yet spending is increasing".

18 COUNCILLOR REPORTS

Councillor Lee passed on her congratulations to Councillor Dennis Wood who received a Long and Loyal Service Award, which was presented to him at the WALGA AGM.

Councillor Lee mentioned that she had attended the 2018 City of Kwinana Annual Sports Awards at Medina Hall. Councillor Lee passed on her congratulations to the winners of Junior, Senior Sports Person and Club Person of the Year and also a great effort from everyone whom was nominated. Councillor Lee stated that the City certainly has many talented sports people in our community. Councillor Lee commended the City of Kwinana City Officers who did another marvellous job of making the night a special one for the people in our community.

18.4 Councillor Sheila Mills

Councillor Sheila Mills reported that she had attended the 2018 City of Kwinana Annual Sports Awards and passed on her congratulations to the City Officers on the good organisation

Councillor Mills passed on her congratulations to Councillor Dennis Wood on his WALGA Long and Loyal Service Award.

18.5 Councillor Matthew Rowse

Councillor Matthew Rowse passed on his congratulations to all of the winners and nominees at the 2018 City of Kwinana Annual Sports Awards.

Councillor Rowse advised that he had attended the Banksia Road sand mining meeting with local residents.

Councillor Rowse mentioned that he had attended the Multicultural Advisory Group meeting.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she has attended the Westport Supply Chain of the Future: Think a Thon as a panel member. The Mayor explained that 12 teams confronted the real world challenge of creating a vision of the Westport in 2068, including defining how its supply chain will operate and integrate, with the challenge to unlock the potential future of the Outer Harbour. The Mayor further explained that the criteria were listed at Innovation, Commerciality, Sustainability (environment, social and economic) and Team Diversity. The Mayor advised that the whole event was filmed and placed in a time capsule to be opened in 2068.

The Mayor advised that she had attended the opening of the Southern Communities Advocacy Legal and Education Service Inc (SCALES) Family Violence Assistance Unit in Rockingham.

20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)

The Mayor mentioned that with the Chief Executive Officer (CEO) they attended a meeting with the Hon Stephen Dawson Member of Legislative Council (MLC), Minister for the Environment to discuss the City's concerns on the New Energy Waste to Energy (WTE) site in close proximity to the City of Kwinana.

The Mayor added that at that meeting, they took the opportunity of raising the City's concerns on the Banksia Road sand mining and vegetation clearing, the subject of an agenda item this evening and much media during the week.

The Mayor reported that she had attended the following as part of WA Local Government Week:

- Attended the Mayors and Presidents Forum
- Attended the AGM and Congratulate Councillor Dennis Wood on his WALGA Long and Loyal Service Award
- Attended a round table local government and government discussion on the Development of a Lithium and Energy Materials Industry in WA.

The Mayor advised that she had attended the 2018 City of Kwinana Annual Sports Awards and passed on her congratulations to all nominees and the winners, whom were:

- Mitchell Pianto, Junior Sports Person;
- Alicia Kelly, Club Person of the Year, and
- Sydney Fricker, Sports Person of the Year

The Mayor mentioned that she had attended the Medina Residents Group AGM on Sunday and passed on her congratulations to the new committee:

- Bart Verwilligen, President
- Ash Towns, Vice President
- Vale Dicandia, Secretary
- Rebeka Yriga, Treasurer

The Mayor gave special acknowledgement to Mandy Grubb for her contribution over the past few years as President.

The Mayor reported that she had attended the Gilmore College National Aboriginal Islander Day Observance Committee (NAIDOC) assembly, which was dedicated to the NAIDOC theme this year "because of her, we can".

The Mayor stated that the past week the City has had a lot of attention on the drainage net trial at Henley Park and advised that she has spoken over the past few days with ABC Radio, 6PR and was interviewed for Today Tonight, who were all keen to report on the success of the drainage nets with 370KG of gross pollutants and waste collected since the two drains were installed in March.

The Mayor explained that she had been advised that our City of Kwinana post on the drainage net has had a reached over 10 million views this week. The Mayor mentioned that this afternoon she had even received an email from a Councillor in the Canadian city of Ontario whom had read about the nets and wanted to know more about them as he wants to report back to his Council on this initiative.

The Mayor advised that she had attended the Kwinana Citizens Advice Bureau AGM earlier this afternoon and announced that she was elected as Chairperson for a further 12 months.

21 Matters Behind Closed Doors

COUNCIL DECISION

250

MOVED CR W COOPER

SECONDED CR S MILLS

That in accordance with Sections 5.23(2)(a), 5.23(2)(c) and 5.23(2) (d) of the Local Government Act 1995, Council move behind closed doors to allow discussion of the Matter Behind Closed Doors items.

CARRIED
8/0

The gallery exited the Council Chambers and the doors were closed at 8:21pm.

COUNCIL DECISION

251

MOVED CR W COOPER

SECONDED CR P FEASEY

That Council suspend Standing Orders.

CARRIED
8/0

COUNCIL DECISION

252

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council reinstate Standing Orders.

CARRIED
8/0

21.1 **Reconsideration of Development Application for Retrospective Building Envelope Variation – Lot 202 (83) Banksia Road, Wellard**

COUNCIL DECISION

253

MOVED CR P FEASEY

SECONDED CR S MILLS

That Council approves the retrospective application for a building envelope variation on Lot 202 (No. 83) Banksia Road, Wellard subject to the following conditions and advice notes:

Conditions

- 1.1 The premises being kept in a neat and tidy condition at all times by the owner/occupier to the satisfaction of the City.
- 1.2 No indigenous tree, shrub or other vegetation may be removed from outside that building envelope except which are deemed by the City to be diseased or dangerous.

21.1 RECONSIDERATION OF DEVELOPMENT APPLICATION FOR RETROSPECTIVE BUILDING ENVELOPE VARIATION – LOT 202 (83) BANKSIA ROAD, WELLARD

- 1.3 All buildings and developments which require the issue of a permit or involve the removal of vegetation shall be constructed within the confines of the building envelope.
- 1.4 No open air storage of vehicles, machinery and materials is to occur on the property, without the prior approval of the City of Kwinana.
- 1.5 The landowner shall provide an amended revegetation plan to the City of Kwinana for approval within 14 days of the date of this approval, with the following modifications:
 - a) proposed screen landscaping comprising of forty (40) *Syzygium australe* (Lilly Pilly) plants, to be planted with the stem setback 1.5 metres from the northern boundary of the subject lot.
 - b) Proposed revegetation being amended to include a total of 250 plants (100 trees and 150 shrubs/groundcovers) of the following species:

Trees
Jacksonia sternbergiana
Eucalyptus rudis
Marri
Jarrah

Shrubs
Acacia saligna
Adenanthos cygnorum
Conospermum triplinervium
Hakea bucculenta
Hakea victoria
Macrozamia riedlei
Oxylobium lineare
Acacia dentifera
Acacia pulchella
Adenanthos obovatus
Calothamnus quadrifidus
Calothamnus sanguineus
Conospermum incurvum
Dampiera teres
Dryandra armata
Eremaea pauciflora
Eremaea purpurea
Grevillea petrophiloides
Hakea lissocarpha
Hakea ruscifolia
Lambertia multiflora
Melaleuca acerosa
Melaleuca conothamnoides
Persoonia saccata
Scholtzia involucrata
Xanthorrhoea preissii
Acacia stenoptera
Acacia willdenowiana

21.1 RECONSIDERATION OF DEVELOPMENT APPLICATION FOR RETROSPECTIVE BUILDING ENVELOPE VARIATION – LOT 202 (83) BANKSIA ROAD, WELLARD

Andersonia lehmanniana
Baeckea camphorosmae
Beaufortia elegans
Boronia crenulata
Bossiaea eriocarpa
Calytrix flavescens
Calytrix fraseri
Dampiera linearis
Dryandra lindleyana
Gompholobium confertum
Gompholobium tomentosum
Hibbertia racemosa
Hibbertia stellaris
Hovea pungens
Hovea trisperma
Hypocalymma robustum
Isotropis cuneifolia
Jacksonia sericea
Labichea punctata
Melaleuca scabra
Melaleuca trichophylla
Petrophile linearis
Petrophile macrostachya
Philotheca spicatus
Pimelea rosea
Pimelea sulphurea
Verticordia densiflora

Climbers/Groundcovers

Hardenbergia comptoniana
Hemiandra pungens
Kennedia prostrata
Pronaya fraseri

to the satisfaction of the City of Kwinana.

- 1.6 The landowner shall undertake revegetation of a minimum of two hundred and fifty (250) plants (100 trees and 150 shrubs/groundcovers) of the species listed in accordance with the amended Revegetation Plan and attached Property Revegetation Management Plan (as per Attachment N). The landowner shall commence revegetation within 12 months of the date of this approval by planting 100% of the required number of trees and complete revegetation planting by 15 February 2022. This vegetation shall be maintained in perpetuity.**
- 1.7 The landowner shall undertake planting of screen landscaping comprising of forty (40) semi mature Syzygium australe (Lilly Pilly) plants, to be planted at a spacing of no greater than one (1) metre between stems in the location specified on the amended Revegetation Plan. The landowner shall complete revegetation within 90 days of the date of this approval and the vegetation shall be maintained in perpetuity.**

21.1 RECONSIDERATION OF DEVELOPMENT APPLICATION FOR RETROSPECTIVE BUILDING ENVELOPE VARIATION – LOT 202 (83) BANKSIA ROAD, WELLARD

- 1.8 The proponent shall provide a quote to the satisfaction of the City of Kwinana for the purchase of the required number of tube stock plants (for revegetation works) and semi mature plants (for screen landscaping works) for the required revegetation and landscaping works outlined in the amended Revegetation Plan within 28 days of the date of this approval to the satisfaction of the City of Kwinana. The City requires the submission of a bank guarantee of the total amount of the quote + 33% contingency to be paid within 60 days of the date of this approval. This bank guarantee will not be released prior to 15 February 2024. Following 15 February 2024 the applicant may request the bank guarantee be released. The City will release the bank guarantee subject to screen landscaping and revegetation being established and surviving in accordance with the attached Property Revegetation Management Plan (as per Attachment N) to the satisfaction of the City of Kwinana. Should this vegetation not be established to the satisfaction of the City, the bank guarantee will be held by the City until such time as the vegetation is established to the City's satisfaction.**

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 The applicant is further advised that this conditional development approval is not a building permit giving authority to commence construction. Prior to any building work commencing on site a Building Permit must be issued and penalties apply for failing to adhere to this requirement.**
- 2.3 The applicant should ensure the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection Act 1986* and Regulations, *Health Act 1911* and Regulations, and the National Construction Code.**
- 2.4 Please find enclosed an endorsed copy of the amended building envelope.**
- 2.5 It should be noted the revegetation bank guarantee will be released upon the satisfactory installation of the required landscaping work.**
- 2.6 In regards to Condition 8, please be advised that the City will retain the bank guarantee until such time as the required revegetation works have been undertaken in accordance with the Revegetation Plan to the satisfaction of the City of Kwinana. For further information please contact the City of Kwinana's Environment Department on 9439 0200.**
- 2.7 Please be advised that the City is unlikely to support any further amendments to the approved building envelope in order to allow for additional structures to be constructed on the property. Any future amendments to the building envelope will require the demolition of existing buildings/structures.**

21.1 RECONSIDERATION OF DEVELOPMENT APPLICATION FOR RETROSPECTIVE BUILDING ENVELOPE VARIATION – LOT 202 (83) BANKSIA ROAD, WELLARD

- 2.8 The City’s approval of this application for a retrospective building envelope variation is not an approval for any structures constructed on the property without the required Building Permits. The existing unauthorized buildings/structures remain unauthorized building works and are required to either be removed or retrospective building approvals obtained from the City.**

**CARRIED
5/3**

NOTE – That the officer recommendation has been amended to replace the reference of ‘bond’ to bank guarantee at points 1.8, 2.5 and 2.6 and to include the expectancy of the tree planting at point 1.6.

21.2 Request for Extension of Financial Close Date for Waste Supply Agreement with Kwinana WTE Project Co Pty Ltd

DECLARATION OF INTEREST:

Mayor Carol Adams declared an impartiality interest in item 21.2, due to a Director of the company being a friend.

COUNCIL DECISION

254

MOVED CR S MILLS

SECONDED CR W COOPER

That Council:

- 1. Approve the extension for the Financial Close date to 30 September 2018, through the Fifth Variation Agreement to the Waste Supply Agreement with Kwinana WTE Project Co Pty Ltd (as per Attachment B).**
- 2. Authorise the Mayor and Chief Executive Officer to execute the Fifth Variation Agreement to the Waste Supply Agreement with Kwinana WTE Project Co Pty Ltd (as per Attachment B) on behalf of the City of Kwinana.**

**CARRIED
5/3**

21.3 Chief Executive Officer Performance Review 2017/18 and setting of 2018/19 Key Performance Indicators and Remuneration

DECLARATION OF INTEREST:

Chief Executive Officer, Joanne Abbiss declared a financial interest in item 21.3, Chief Executive Officer Performance Review 2017/18 and setting of 2018/19 Key Performance Indicators and Remuneration due to the report relating to her employment.

The Chief Executive Officer, members of the Executive, City Coordinator Statutory Planning, Manager Environment and Lawyer exited the Council Chambers at 8:54pm.

COUNCIL DECISION

255

MOVED CR P FEASEY

SECONDED CR S MILLS

That Council:

1. Formally endorse the final feedback summary report as detailed in Attachment A and note any comments by the Chief Executive Officer with the amendment of 4 Elected Members rating the CEO as outstanding in Attachment 2 - Elected Member Feedback (Comments) Overall Rating Section.
2. Approve the 2018/2019 Performance KPIs for the Chief Executive Officer as detailed in Attachment B, with the addition of KPI 1.11 and highlighting KPI 5.4 as a priority.
3. Approve the Chief Executive Officer's Total Remuneration Package for 2018/2019 financial year as detailed in Attachment C.
4. Endorse the Executive Appraisal Committee Report to Council prepared by the Appraisal Agent as detailed in Attachment D.

CARRIED
8/0

COUNCIL DECISION

256

MOVED CR P FEASEY

SECONDED CR S MILLS

That Council return from Behind Closed Doors.

CARRIED
8/0

The Council Chambers doors were reopened at 8:57pm and the gallery, Chief Executive Officer, members of the Executive, City Coordinator Statutory Planning and Lawyer returned.

22 Meeting Closure

The Mayor declared the meeting closed at 9:12pm.

Chairperson: _____

22 August 2018