

Ordinary Council Meeting

8 May 2019

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 CAROL ADAMS
DEPUTY MAYOR PETER 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
MRS M COOKE	-	Director City Regulation
MS C MIHOVILOVICH	-	Director City Strategy
MS M BELL	-	Director City Legal
MRS B POWELL	-	Director City Engagement
MR D ELKINS	-	Director City Infrastructure
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 Dennis Wood read the Prayer

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

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

Apologies

Nil

Leave(s) of Absence (previously approved):

Nil

4 Public Question Time:

4.1 Jeffrey Wilson, Calista:

Question 1

I am here to represent the Kwinana Bowling Club because of the odours that are coming from the Water Corporation land next door to us. We are having lots of problems when the easterly winds are blowing and we cannot do any work because of the smell. People who have lived in the area for a long time know to go out for the day because of the smell. Every time the easterly breeze blows, people are complaining when they are playing bowls. The ventilation system puts out methane gas, which is a flammable, a very smelly gas.

The Mayor asked Mr Wilson if this was a new thing, as she has not received any complaints that she is aware of and the sumps have been there for a while now. The Mayor added that she is happy to defer to the Chief Executive Officer to see what we may be able to do with regards to lodging a complaint, following it up and putting pressure on the Water Corporation to see what they can do.

Mr Wilson advised that he has been working with the City's Environmental Health department for three years and he was requested meetings with the Water Corporation to discuss the issue.

Mr Wilson stated that Kwinana is getting a bad name because the Kwinana Bowling Club has visiting clubs that play pennants every year and the same thing happens and we have had it for three seasons. We put up with it when they do their maintenance, we understand that people have maintenance to do, but when they lift the lid, which is 40 foot under the ground, two pumps pumping day and night to keep the fluid moving, it seeps through the ground. Methane gas will seep through brick work, it will seep through the concrete and it comes out. They told me in November that they are going to put a better system in for filtering, November is the middle of our pennants season and that thing will be open for a couple of weeks. We would like for this to be done in the off season and the Water Corporation should work with us when they want to do their maintenance.

The main sewerage line goes right through the town centre and opposite the Calista Primary School and KFC. The Water Corporation has been allowed to have an open pit so when they have trouble it overflows sewerage on the ground. They have notices there saying to not go near it, but we allow that in our City right in the centre, near our food, where our children are playing, I cannot understand why we allowed that to happen.

Mr Wilson advised that 3-4 weeks ago, there was a spillage in Leda, it came out of the ground, they say it was tree roots that did it, it couldn't have been, we have millions of trees up and down the avenue and they are not breaking up the pipework.

Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer explained that the City could try to make contact with the Water Corporation because it is the Water Corporation's issue. Unfortunately, even in terms of approvals for their work, the City has no power in terms of public authorities and what they can do. The City can certainly advocate on your behalf and make contact with Local Member, Roger Cook MLA.

Mr Wilson advised that the Kwinana Bowling Club have spoken to Roger Cook, within the last month.

4 PUBLIC QUESTION TIME

The Mayor advised that the City will advocate to resolve the issue and the nuisance for club members and residents. The City will discuss the matter with Roger Cook MLA, the Minister, and Reece Whitby MLA.

Mr Wilson stated that the Kwinana Bowling Club would like Water Corporation to discuss their maintenance schedule and the issues identified.

4.2 Jenny Hartley, Parmelia:

Question 1

Access to the Rockingham General Hospital, there is only one road, I did get in touch with Roger Cook's office, as I am concerned that there is only one road in but apparently there is an emergency plan in place.

Response

The Mayor advised that the emergency plan is via the Golf Course and explained that this is something that the City has been advocating for.

Question 2

I want to look into transport, the lack there of, to and from Kwinana after a certain time at night. This apparently is something you will look at?

Response

The Mayor confirmed and advised that it is included in the consultation of the Local Planning Strategy.

Question 3

I brought up about the Voices of Kwinana, I did have a look at it, for the average person there is so much writing and the pictures have gone.

Ms Hartley stated that she was looking at sites that gave the history of Kwinana, and the Voices of Kwinana was one of those. Ms Harley advised the question had previously been taken on notice to answer, which the City has done and she looked in the agenda today and looked up the blog. Ms Hartley agreed most things were there but the picture on the Council page on the blog is all writing. Ms Hartley wanted to know what happened to all of the pictures? As many people like to look at the pictures not just read.

Response

The Mayor took the question on notice.

4.3 Ian Long, Orelia:

Question 1

That block of land out near where the service station is on Johnston Road, Kwinana Freeway and Thomas Road, is that going to be used for industrial?

4 PUBLIC QUESTION TIME

Response

The Mayor advised that it is zoned mixed business.

Question 2

I was just wondering if you could actually make it a caravan park? Or build a hotel there?

Response

The Mayor stated that you would have to get someone to put in an application for this to be considered. The Mayor explained that the City has put a lot of work over the years on that specific site to get the right planning mix for what the City believes is coming to the area. The Mayor added that she did not believe that at this stage a hotel was in the mix.

Question 3

So you could not build a caravan park there? I noticed there is one on Dixon Road and because you have got the train station and the Freeway people could come up the highway with their caravans and pull in there.

Response

The Mayor advised that she did not believe it is zoned for caravan parks but she would happily find out.

5 Applications for Leave of Absence:

Nil

6 Declarations of Interest by Members and City Officers:

Deputy Mayor Peter Feasey declared an impartiality interest in item 16.2, Charitable Rates Exemption – Access Housing Australia Ltd and Stellar Living due to his supervisor being the Minister for Housing and the item referring to properties owned by the Department of Housing.

7 Community Submissions:

Nil

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 24 April 2019:

COUNCIL DECISION

443

MOVED CR S MILLS

SECONDED CR S LEE

That the Minutes of the Ordinary Meeting of Council held on 24 April 2019 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

Nil

15 Reports - Built Infrastructure

15.1 Western Australian Planning Commission - Powers of Delegation to Local Government for development applications on or abutting land that is reserved in the Metropolitan Region Scheme for the purpose of a regional road

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. *To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;*

The Instrument of Delegation and specifically Section A – Types of Development and Section B – Conditions relevant is provided as per Attachment A.

Relevant to this report, the Instrument of Delegation provides for local governments to determine development applications for development on or abutting regional road reserves, including applications for large format digital signage in regional road reserves as shown below.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

15.1 WESTERN AUSTRALIAN PLANNING COMMISSION - POWERS OF DELEGATION TO LOCAL GOVERNMENT FOR DEVELOPMENT APPLICATIONS ON OR ABUTTING LAND THAT IS RESERVED IN THE METROPOLITAN REGION SCHEME FOR THE PURPOSE OF A REGIONAL ROAD

This change in the legislative framework is currently not reflected in Council's delegations. This report recommends that Council delegate to City Planning Officers the authority to determine development applications within regional road reservations, excluding applications for large format digital signs. This report is not seeking delegating authority to determine development applications on zoned land as detailed within Clause 1 of Section A of the Instrument of Delegation.

The power to delegate this function of the local government to City Officers is outlined in Clause 4 of Section B of the Instrument of Delegation as outlined below.

(c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

OFFICER RECOMMENDATION:

That Council delegate the authority to determine development applications on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage in accordance with the provisions of *Del 2017/02 Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme* published in the Government Gazette on 30 May 2017.

LEGAL/POLICY IMPLICATIONS:

Planning and Development Act 2005

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of this report. Any environmental implications would be considered by City Officers in their assessment of any development application within a Regional Road Reserve.

15.1 WESTERN AUSTRALIAN PLANNING COMMISSION - POWERS OF DELEGATION TO LOCAL GOVERNMENT FOR DEVELOPMENT APPLICATIONS ON OR ABUTTING LAND THAT IS RESERVED IN THE METROPOLITAN REGION SCHEME FOR THE PURPOSE OF A REGIONAL ROAD

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 2018 - 2023	Civic Leadership	5.1 An active and engaged Local Government, focussed on achieving the community's vision

COMMUNITY ENGAGEMENT:

There is no requirement for community engagement as a result of this report. However, community and government agency consultation may be required in relation to development applications received within or abutting Regional Road Reserves.

PUBLIC HEALTH IMPLICATIONS

There are no public health implications as a result of this report. Any public health implications would be considered by City Officers in their assessment of any development applications within a Regional Road Reserve.

RISK IMPLICATIONS:

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

Risk Event	That City Officers determine development applications without an appropriate delegation being granted from Council.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate

15.1 WESTERN AUSTRALIAN PLANNING COMMISSION - POWERS OF DELEGATION TO LOCAL GOVERNMENT FOR DEVELOPMENT APPLICATIONS ON OR ABUTTING LAND THAT IS RESERVED IN THE METROPOLITAN REGION SCHEME FOR THE PURPOSE OF A REGIONAL ROAD

Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Establish delegated authority by resolution of Council
Rating (after treatment)	Low

COUNCIL DECISION

444

MOVED CR S LEE

SECONDED CR W COOPER

That Council delegate the authority to determine development applications on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage in accordance with the provisions of *Del 2017/02 Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme* published in the Government Gazette on 30 May 2017.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

8/0

PL403

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning
Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2011/02 Powers of local governments (MRS)” published in the *Government Gazette* on 10 June 2014, to give effect to this delegation,

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - **Category 1 road** means that frontage access is not allowed (control of access);
 - **Category 2 road** means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“**Category 1 road**” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“**Category 2 road**” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“**Category 3 road**” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

- (a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.
- (b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<ul style="list-style-type: none"> (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$20 000; or (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$150 000 	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.
(<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. (<http://www.planning.wa.gov.au/publications/1197.asp>)
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
- (5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's *DC Policy 5.4 Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply—

- (a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- (b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- (c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- (d) the delegate is not bound to follow any recommendation received.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "*development means the development or use of any land, including—*"
 - (a) *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
 - (b) *the carrying out on the land of any excavation or other works;*
 - (c) *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that—*
 - (i) *is likely to change the character of that place or the external appearance of any building; or*
 - (ii) *would constitute an irreversible alteration of the fabric of any building*".
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m² "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following—
 - (a) a Minister of the Crown in right of the State;

- (b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
 - (c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;
- “regional road” means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*

16 Reports - Civic Leadership

16.1 Monthly Financial Report March 2019

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 31 March 2019 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 31 March 2019, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 31 March 2019, contained within Attachment A.

DISCUSSION:

The purpose of this report is to provide a monthly financial report, which includes rating, investment, reserve, debtor, and general financial information to Elected Members in accordance with Section 6.4 of the *Local Government Act 1995*.

The period of review is March 2019. The municipal surplus for this period is \$17,930,373 compared to a budget position of \$13,968,578. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Income for the March 2019 period year to date is \$60,401,682. This is made up of \$56,699,007 in operating revenues and \$3,702,675 in non-operating grants, contributions and subsidies received. The budget estimated \$60,883,723 would be received for the same period. The variance to budget is \$482,041. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the March 2019 period year to date is \$55,331,938. This is made up of \$51,191,741 in operating expenditure and \$4,140,197 in capital expenditure. The budget estimated \$60,651,930 would be spent for the same period. The variance to budget is \$5,319,992. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

LEGAL/POLICY IMPLICATIONS:

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.

16.1 MONTHLY FINANCIAL REPORT MARCH 2019

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

FINANCIAL/BUDGET IMPLICATIONS:

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment A.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environment implications associated with 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	5.4 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.

PUBLIC HEALTH IMPLICATIONS

There are no public health implications as a result of this report.

RISK IMPLICATIONS:

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

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance

16.1 MONTHLY FINANCIAL REPORT MARCH 2019

Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

COUNCIL DECISION

445

MOVED CR D WOOD**SECONDED CR M ROWSE****That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 31 March 2019, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 31 March 2019, contained within Attachment A.**

CARRIED
8/0

Monthly Financial Report

CITY OF KWINANA

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 2019

LOCAL GOVERNMENT ACT 1995 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2019

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)	2	1,345,947	1,259,903	1,259,903	1,259,903	0	0%
Revenue from operating activities							
Governance		35,760	174,422	169,989	352,051	182,062	107%
General Purpose Funding - Rates	8	38,101,480	38,101,480	37,985,841	37,943,739	(42,102)	(0%)
General Purpose Funding - Other		4,477,650	3,658,860	2,572,825	2,617,781	44,956	2%
Law, Order and Public Safety		330,500	382,944	314,549	384,447	69,898	22%
Health		153,066	188,991	53,458	74,800	21,342	40%
Education and Welfare		7,168,961	7,687,476	5,766,837	5,697,123	(69,714)	(1%)
Community Amenities		5,534,442	5,570,277	5,448,260	5,431,198	(17,062)	(0%)
Recreation and Culture		2,999,818	2,869,605	2,243,302	2,320,842	77,540	3%
Transport		179,611	306,802	235,912	235,912	(0)	(0%)
Economic Services		1,280,762	1,249,521	937,950	912,432	(25,518)	(3%)
Other Property and Services		1,364,646	789,202	727,368	728,683	1,315	0%
		61,626,696	60,979,580	56,456,291	56,699,007	242,716	0%
Expenditure from operating activities							
Governance		(2,596,800)	(5,093,686)	(4,035,721)	(4,004,162)	31,559	1%
General Purpose Funding		(790,130)	(872,962)	(655,993)	(503,576)	152,417	23%
Law, Order and Public Safety		(3,369,960)	(3,146,076)	(2,392,354)	(2,303,059)	89,295	4%
Health		(950,887)	(900,803)	(656,407)	(626,065)	30,342	5%
Education and Welfare		(11,379,613)	(11,615,563)	(8,638,594)	(8,448,383)	190,211	2%
Community Amenities		(10,248,550)	(9,911,156)	(6,958,078)	(6,272,898)	685,180	10%
Recreation and Culture		(22,098,138)	(22,346,706)	(16,602,046)	(15,465,398)	1,136,648	7%
Transport		(15,431,921)	(15,037,256)	(11,357,721)	(10,376,703)	981,018	9%
Economic Services		(1,861,358)	(1,596,801)	(1,186,721)	(1,089,094)	97,627	8%
Other Property and Services		(3,942,836)	(3,098,214)	(2,252,539)	(2,102,401)	150,138	7%
		(72,670,193)	(73,619,223)	(54,736,174)	(51,191,741)	3,544,433	6%
Operating activities excluded from budget							
Add back Depreciation		13,672,393	14,225,491	10,676,335	10,685,376	9,041	0%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	157,615	130,491	105,313	(25,178)	(19%)
Movement in deferred pensioner rates		0	29,869	29,869	60,133	30,264	101%
Amount attributable to operating activities		2,817,936	1,773,332	12,556,812	16,358,088	3,801,276	30%
Investing Activities							
Non-operating Grants, Subsidies and Contributions		4,285,605	6,101,275	4,567,439	3,842,682	(724,757)	16%
Proceeds from Disposal of Assets	7	423,500	442,884	397,284	309,985	(87,299)	22%
Recognition of Local Government House Trust		0	0	0	(122,620)		
Reimbursement of Developer Contributions		0	(140,007)	(140,007)	(140,007)	0	
Land and Buildings	11	(4,937,050)	(2,293,425)	(1,247,691)	(723,194)	524,497	42%
Plant, Furniture and Equipment	11	(2,458,200)	(1,311,220)	(969,176)	(713,281)	255,895	26%
Infrastructure Assets - Roads	11	(3,000,084)	(3,017,003)	(2,012,650)	(1,669,820)	342,830	17%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(2,023,745)	(968,133)	(542,534)	425,599	44%
Infrastructure Assets - Footpaths	11	(193,560)	(218,341)	(218,341)	(203,250)	15,091	7%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,360,348)	(158,989)	(102,718)	56,271	35%
Infrastructure Assets - Street Lighting	11	(394,272)	(298,472)	(291,172)	(38,949)	252,223	87%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,182)	(20,182)	(16,018)	4,164	21%
Infrastructure Assets - Car Parks	11	0	(9,622)	(9,622)	(6,012)	3,610	38%
Infrastructure Assets - Other Structures	11	0	(19,800)	(19,800)	(1,800)	18,000	91%
Amount attributable to investing activities		(10,503,053)	(5,168,006)	(1,091,040)	(127,537)	963,503	(88%)
Financing Activities							
Proceeds from New Debentures	9	2,268,000	150,800	0	0	0	0%
Self-Supporting Loan Principal		16,168	16,168	13,449	13,451	2	0%
Transfer from Reserves	6	9,499,275	9,453,765	2,933,850	2,451,069	(482,781)	(16%)
Repayment of Debentures	9	(777,133)	(777,134)	(383,106)	(383,106)	(0)	0%
Transfer to Reserves	6	(4,667,140)	(6,708,828)	(1,291,421)	(1,641,495)	(350,074)	(27%)
Amount attributable to financing activities		6,339,170	2,134,771	1,272,772	439,919	(832,853)	(65%)
Closing Funding Surplus(Deficit)	2	0	0	13,998,447	17,930,373	3,931,926	28%

This statement is to be read in conjunction with the accompanying Financial Statements and notes. All material variances are discussed in Note 1.

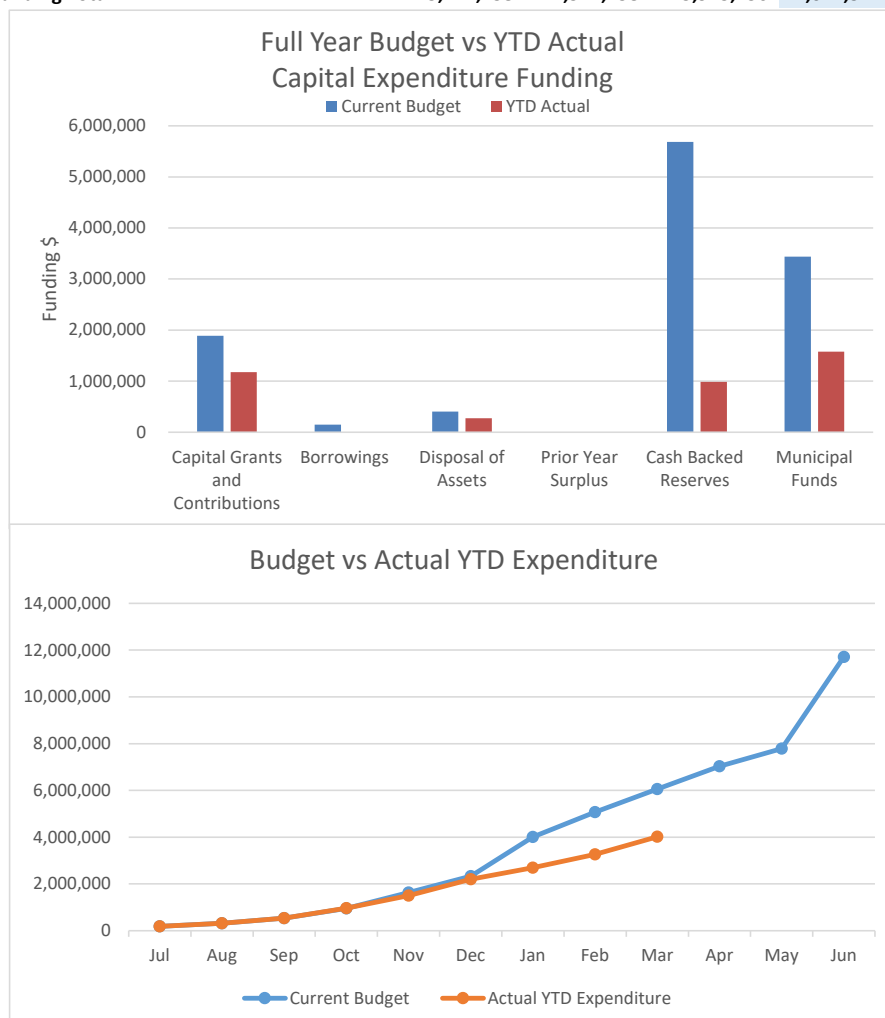
CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2019

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	2	1,345,947	1,259,903	1,259,903	1,259,903	0	0%
Revenue from operating activities							
Rates	8	38,101,480	38,101,480	37,985,841	37,943,739	(42,102)	(0%)
Operating Grants, Subsidies and Contributions		7,639,227	7,598,218	5,779,623	5,881,830	102,207	2%
Fees and Charges		11,694,484	11,734,869	10,084,777	10,029,996	(54,781)	(1%)
Interest Earnings		2,690,500	2,365,046	1,518,988	1,551,361	32,373	2%
Other Revenue		1,489,873	1,171,098	1,078,656	1,286,126	207,470	19%
Profit on Disposal of Assets	7	11,132	8,869	8,406	5,957	(2,449)	(29%)
		61,626,696	60,979,580	56,456,291	56,699,007	242,716	0%
Expenditure from operating activities							
Employee Costs		(28,625,503)	(27,612,192)	(21,123,403)	(19,542,384)	1,581,019	7%
Materials and Contracts		(26,006,185)	(27,419,129)	(19,891,040)	(17,867,574)	2,023,466	10%
Utility Charges		(2,361,417)	(2,371,839)	(1,754,197)	(1,814,128)	(59,931)	(3%)
Depreciation on Non-Current Assets		(13,672,393)	(14,225,491)	(10,676,335)	(10,685,376)	(9,041)	(0%)
Interest Expenses		(1,111,762)	(1,111,762)	(538,729)	(570,361)	(31,632)	(6%)
Insurance Expenses		(570,108)	(586,895)	(586,895)	(571,916)	14,979	3%
Other Expenditure		(122,653)	(125,431)	(26,678)	(28,733)	(2,055)	(8%)
Loss on Disposal of Assets	7	(200,172)	(166,484)	(138,897)	(111,269)	27,628	
		(72,670,193)	(73,619,223)	(54,736,174)	(51,191,741)	3,544,433	6%
Operating activities excluded from budget							
Add back Depreciation		13,672,393	14,225,491	10,676,335	10,685,376	9,041	0%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	157,615	130,491	105,313	(25,178)	(19%)
Movement in deferred pensioner rates		0	29,869	29,869	60,133	30,264	101%
Amount attributable to operating activities		2,817,936	1,773,332	12,556,812	16,358,088	3,801,276	30%
Investing activities							
Grants, Subsidies and Contributions		4,285,605	6,101,275	4,567,439	3,842,682	(724,757)	16%
Proceeds from Disposal of Assets	7	423,500	442,884	397,284	309,985	(87,299)	22%
Recognition of Local Government House Trust		0	0	0	(122,620)		
Reimbursement of Developer Contributions		0	(140,007)	(140,007)	(140,007)	0	
Land and Buildings	11	(4,937,050)	(2,293,425)	(1,247,691)	(723,194)	524,497	42%
Plant, Furniture and Equipment	11	(2,458,200)	(1,311,220)	(969,176)	(713,281)	255,895	26%
Infrastructure Assets - Roads	11	(3,000,084)	(3,017,003)	(2,012,650)	(1,669,820)	342,830	17%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(2,023,745)	(968,133)	(542,534)	425,599	44%
Infrastructure Assets - Footpaths	11	(193,560)	(218,341)	(218,341)	(203,250)	15,091	7%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,360,348)	(158,989)	(102,718)	56,271	35%
Infrastructure Assets - Street Lighting	11	(394,272)	(298,472)	(291,172)	(38,949)	252,223	87%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,182)	(20,182)	(16,018)	4,164	21%
Infrastructure Assets - Car Parks	11	0	(9,622)	(9,622)	(6,012)	3,610	38%
Infrastructure Assets - Other Structures	11	0	(19,800)	(19,800)	(1,800)	18,000	91%
Amount attributable to investing activities		(10,503,053)	(5,168,006)	(1,091,040)	(127,537)	963,503	(88%)
Financing Activities							
Proceeds from New Debentures	9	2,268,000	150,800	0	0	0	
Self-Supporting Loan Principal		16,168	16,168	13,449	13,451	2	0%
Transfer from Reserves	6	9,499,275	9,453,765	2,933,850	2,451,069	(482,781)	(16%)
Repayment of Debentures	9	(777,133)	(777,134)	(383,106)	(383,106)	(0)	0%
Transfer to Reserves	6	(4,667,140)	(6,708,828)	(1,291,421)	(1,641,495)	(350,074)	(27%)
Amount attributable to financing activities		6,339,170	2,134,771	1,272,772	439,919	(832,853)	(65%)
Closing Funding Surplus (Deficit)	2	0	0	13,998,447	17,930,373	3,931,926	28%

This statement is to be read in conjunction with the accompanying Financial Statements and notes. All material variances are discussed in Note 1.

CITY OF KWINANA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2019

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	4,937,050	2,293,425	1,247,691	723,194	524,497
Plant, Furniture and Equipment	11	2,458,200	1,311,220	969,176	713,281	255,895
Infrastructure Assets - Roads	11	3,000,084	3,017,003	2,012,650	1,669,820	342,830
Infrastructure Assets - Parks and Reserves	11	1,869,669	2,023,745	968,133	542,534	425,599
Infrastructure Assets - Footpaths	11	193,560	218,341	218,341	203,250	15,091
Infrastructure Assets - Drainage	11	2,339,323	2,360,348	158,989	102,718	56,271
Infrastructure Assets - Street Lighting	11	394,272	298,472	291,172	38,949	252,223
Infrastructure Assets - Bus Shelters	11	20,000	20,182	20,182	16,018	4,164
Infrastructure Assets - Car Parks	11	0	9,622	9,622	6,012	3,610
Infrastructure Assets - Other Structures	11	0	19,800	19,800	1,800	18,000
Capital Expenditure Totals		15,212,158	11,572,158	5,915,756	4,017,577	1,898,179
Capital acquisitions funded by:						
Capital Grants and Contributions		1,423,989	1,890,842	1,142,846	1,176,593	(33,747)
Borrowings		2,268,000	150,800	0	0	0
Disposal of Assets		423,500	404,507	309,985	274,890	35,095
Prior Year Surplus		550,934	0	0	0	0
Cash Backed Reserves		8,133,427	5,687,004	0	987,835	(987,835)
Municipal Funds		2,412,308	3,439,005	4,462,925	1,578,260	2,884,666
Capital Funding Total		15,212,158	11,572,158	5,915,756	4,017,577	1,898,179



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 1: Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Rates	(42,102)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	102,207	2%		No Material Variance	
Fees and Charges	(54,781)	(1%)		No Material Variance	
Interest Earnings	32,373	2%		No Material Variance	
Other Revenue	207,470	19%	M	Permanent	Recognition of Units held in Local Government House Trust (\$122,619), Recognition and transfer of STCs due to installation of Solar Panels at John Wellard Community Centre (\$18,102).
Profit on Disposal of Assets	(2,449)	(29%)		No Material Variance	
Operating Expense					
Employee Costs	1,581,019	7%	M	Timing	Spread of Current Budget to be revised as part of finalising Budget Review upload into the City's finance system.
Materials and Contracts	2,023,466	10%	M	Timing	Spread of Current Budget to be revised as part of finalising Budget Review upload into the City's finance system.
Utility Charges	(59,931)	(3%)		No Material Variance	
Depreciation on Non-Current Assets	(9,041)	(0%)		No Material Variance	
Interest Expenses	(31,632)	(6%)		No Material Variance	
Insurance Expenses	14,979	3%		No Material Variance	
Other Expenditure	(2,055)	(8%)		No Material Variance	
Loss on Disposal of Assets	27,628	0%		No Material Variance	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 1: Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

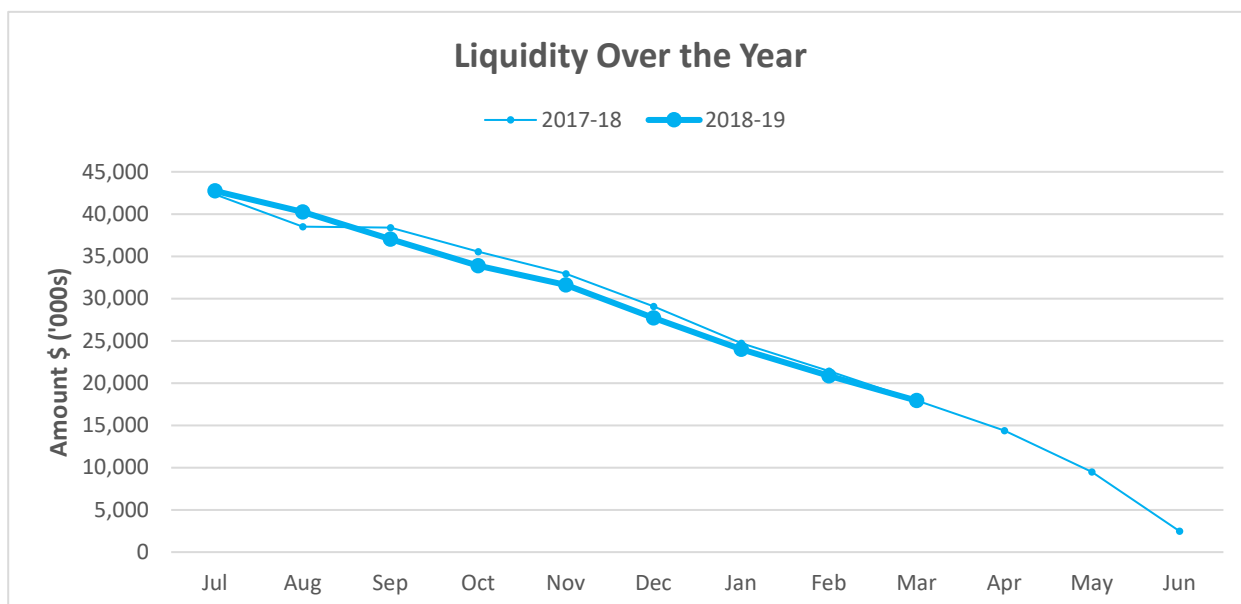
The material variance adopted by Council for the 2018/19 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Capital Revenues					
Grants, Subsidies and Contributions	(724,757)	16%	M	Timing	The timing of contributions are difficult to estimate due to the unknown timing of subdivisions. Further detail is provided in Note 12.
Proceeds from Disposal of Assets	(87,299)	22%		No Material Variance	
Capital Expenses					
Land and Buildings	524,497	42%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed. Further detail is provided in Note 11.
Plant, Furniture & Equipment	255,895	26%	M	Timing	Purchase of remaining major plant has been pushed back to May.
Infrastructure - Roads	342,830	17%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed. Further detail is provided in Note 11.
Infrastructure Assets - Parks and Reserves	425,599	44%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed. Further detail is provided in Note 11.
Infrastructure Assets - Footpaths	15,091	7%		No Material Variance	
Infrastructure Assets - Drainage	56,271	35%	M	Timing	Burlington Street Drainage Sump was expected to be completed by March but this date has been revised to April.
Infrastructure Assets - Street Lighting	252,223	87%	M	Timing	Latitude 32 project did not commence until March. McWhirter Promenade project delayed until April.
Infrastructure Assets - Bus Shelters	4,164	21%		No Material Variance	
Infrastructure Assets - Car Parks	18,000	91%		No Material Variance	
Financing					
Proceeds from New Debentures	0	0%		No Material Variance	
Proceeds from Advances	0	0%		No Material Variance	
Self-Supporting Loan Principal	2	0%		No Material Variance	
Transfer from Reserves	(482,781)	(16%)	M	Timing	Reserve transfers still to be conducted after the Budget Review process.
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	(0)	0%		No Material Variance	
Transfer to Reserves	(350,074)	(27%)	M	Timing	Reserve transfers still to be conducted after the Budget Review process.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 2: Net Current Funding Position

		Last Years Closing	This Time Last Year	Current
	Note	30 Jun 2018	31 Mar 2018	31 Mar 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted		21,137	13,304,266	9,546,396
Cash Restricted - Reserves	6	52,875,771	50,994,086	52,066,197
Receivables - Rates	5(a)	3,597,121	6,490,293	8,025,780
Receivables - Sundry Debtors	5(b)	720,635	539,835	699,196
Other Current Assets		411,656	179,434	779,089
Accrued Income		491,927	0	0
Inventories		34,180	33,927	32,914
		58,152,427	71,541,841	71,149,572
Less: Current Liabilities				
		(4,016,753)	(5,013,195)	(1,153,002)
Less: Cash Reserves	6	(52,875,771)	(50,994,086)	(52,066,197)
Net Current Funding Position - Surplus/(Deficit)				
		1,259,903	15,534,560	17,930,373



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 3(a): Cash and Investments

	Total Amount	Interest Rate	Calculated Interest Earnings	Institution	S&P Rating	Deposit Date	Maturity Date	Term Days
	\$	%	\$					
CBA Municipal Bank Account	1,305,564	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	2,024,837	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,770	N/A	N/A	PC	N/A	N/A	N/A	N/A
Sub-total Cash Deposits	3,335,170							
(b) Term Deposits - Investments								
BEN - TD2716903	2,000,000	2.75%	48,671	BEN	A	22/08/2018	11/07/2019	323
BWA - TD4749321	2,000,000	2.75%	40,534	BWA	AA	28/08/2018	24/05/2019	269
BWA - TD4749322	2,000,000	2.75%	48,822	BWA	AA	28/08/2018	18/07/2019	324
BEN - TD2737116	4,000,000	2.68%	80,180	BEN	A	11/09/2018	11/06/2019	273
NAB - TD33-629-1673	2,000,000	2.70%	38,318	NAB	AA	11/09/2018	28/05/2019	259
Sub-total - Term Deposits - Investments	12,000,000		256,525					
Reserve Funds Investments (Cash Backed Reserves)								
Aged Persons Units Reserve - TD36-866-8236	764,526	2.60%	9,857	NAB	AA	01/03/2019	29/08/2019	181
Asset Management Reserve - TD36-842-8945	497,865	2.60%	6,419	NAB	AA	01/03/2019	29/08/2019	181
Asset Replacement Reserve - TD42-972-1062	601,650	2.60%	7,800	NAB	AA	05/03/2019	03/09/2019	182
Banksia Park DMF Reserve - TD42-997-1790	118,009	2.60%	1,530	NAB	AA	05/03/2019	03/09/2019	182
Community Services & Emergency Relief Reserve - TD43-069-3230	88,101	2.60%	1,142	NAB	AA	05/03/2019	03/09/2019	182
CLAG Reserve - TD32-591-0424	284,781	2.60%	3,692	NAB	AA	05/03/2019	03/09/2019	182
Workers Compensation Reserve - TD69-136-9789	140,284	2.60%	1,819	NAB	AA	07/03/2019	05/09/2019	182
Settlement Agreement Reserve - TD68-951-1678	163,535	2.60%	2,120	NAB	AA	07/03/2019	05/09/2019	182
Infrastructure Reserve - TD68-832-2429	345,231	2.60%	4,476	NAB	AA	07/03/2019	05/09/2019	182
Golf Course Cottage Reserve - TD68-730-8350	28,652	2.60%	371	NAB	AA	07/03/2019	05/09/2019	182
Future Community Infrastructure Reserve - TD88-185-4822	1,404,648	2.74%	12,970	NAB	AA	14/12/2018	16/04/2019	123
Family Day Care Reserve - TD88-195-0531	1,509,408	2.74%	13,937	NAB	AA	14/12/2018	16/04/2019	123
Employee Leave Reserve - TD44-453-4644	2,077,584	2.65%	45,402	NAB	AA	27/08/2018	24/06/2019	301
Employee Leave Reserve - TD76-099-7157	2,090,308	2.65%	45,529	NAB	AA	28/08/2018	24/06/2019	300
Refuse Reserve - TD80-618-4101	2,232,687	2.60%	28,945	NAB	AA	28/02/2019	29/08/2019	182
Refuse Reserve - TD4770589	3,224,544	2.50%	40,196	BWA	AA	28/02/2019	29/08/2019	182
Information Technology Reserve - TD2922164	1,290,959	2.50%	13,529	BEN	AA	21/03/2019	21/08/2019	153
Sub-total - Term Deposits - (Cash Backed Reserves)	16,862,772		239,734					
Reserve Funds Investments (Developer Contributions)								
DCA - 1 Hard Infrastructure - Bertram - TD2921869	1,934,055	2.50%	20,268	BEN	AA	21/03/2019	21/08/2019	153
DCA - 2 Hard Infrastructure - Wellard - TD2921865	2,556,858	2.50%	26,794	BEN	A	21/03/2019	21/08/2019	153
DCA 5 - Hard Infrastructure - Wandri - TD74-094-8075	1,194,349	2.50%	12,598	NAB	AA	26/03/2018	27/08/2019	154
DCA - 7 Hard Infrastructure - Mandogalup (West) - TD27-609-7675	11,889	2.74%	110	NAB	AA	14/12/2018	16/04/2019	123
DCA - 9 Soft Infrastructure - Wandri/Anketell - TD97-154-6348	11,667,615	2.60%	151,263	NAB	AA	26/02/2019	27/08/2019	182
DCA - 10 Soft Infrastructure - Casuarina/Anketell - TD27-453-1941	229,914	2.74%	2,123	NAB	AA	14/12/2018	16/04/2019	123
DCA - 11 Soft Infrastructure - Wellard East - TD2921872	6,045,331	2.50%	63,352	BEN	AA	21/03/2019	21/08/2019	153
DCA - 12 Soft Infrastructure - Wellard West - TD2900814	6,838,948	2.60%	88,176	BEN	AA	28/02/2019	28/08/2019	181
DCA - 13 Soft Infrastructure - Bertram - TD27-521-3013	287,144	2.74%	2,651	NAB	AA	14/12/2018	16/04/2019	123
DCA - 14 Soft Infrastructure - Wellard/Leda - TD27-496-1706	512,315	2.74%	4,730	NAB	AA	14/12/2018	16/04/2019	123
DCA - 15 Soft Infrastructure - Townsite - TD27-479-8398	161,068	2.74%	1,487	NAB	AA	14/12/2018	16/04/2019	123
Sub-total - Reserve Funds Investments (Developer Contributions)	31,439,487		373,553					
Total	63,637,430		869,812					
Less Trust Bank	(2,024,837)							
Total Municipal Controlled Funds	61,612,593		869,812					

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 3(b): Cash and Investments - Compliance with Investment Policy

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	8,556,858	6%	100%	✓
AA	55,075,801	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	-	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	24,666,151	6%	45%	✓
BWA (AA)	7,224,544	29%	45%	✓
CBA (AA)	3,330,400	24%	45%	✓
NAB (AA)	28,411,564	41%	45%	✓

Comments - Investment Policy Compliance

The City's investments are invested in line with Council Policy - Investments. The above tables exclude the total of petty cash (\$4,770) held by the City. Interest received on the City's investments year to date is \$862,301.

5.5.1 Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

5.5.2 Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	45%
AA	A-1+	45%
A	A-1	25%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
27/06/2018 Annual Budget Adoption			
			0
<u>Items not requiring Council Approval as per OCM 27/06/2018 Council Decision 210</u>			
Grant received from Children's Book Council of Australia to cover fees of authors, illustrators and storytellers			
400104.1106.60	Library - Op Exp - Advertising and Promotions	(1,200)	
300018.1297.15	Library - Op Rev - Library Contributions	1,200	
		0	0
Transfer Library software expenditure from IT budget to Library budget			
400761.2020.64	Computing Infrastructure - Corporate Applications	(12,000)	
400104.1124.60	Library - Computer Services	12,000	
		0	0
Transfer program income and expenditure to be managed by the Recquatic			
400275.2034.60	Recquatic operating expenditure - Senior Sational	(3,000)	
400275.2035.60	Recquatic operating expenditure - Active Women	(3,000)	
300234.2034.30	Recquatic operating income - Senior Sational	1,550	
300234.2035.30	Recquatic operating income - Active Women	1,550	
400094.1600.60	CDO Recreation & Leisure operating expenditure - Senior Sational	3,000	
400094.1600.60	CDO Recreation & Leisure operating expenditure - Active Women	3,000	
300158.1600.30	CDO Recreation & Leisure operating income - Senior Sational	(1,550)	
300158.1600.30	CDO Recreation & Leisure operating income - Active Women	(1,550)	
		0	0
Transfer funds to miscellaneous expendible equipment to Community Centres Admin budget			
400708.1144.60	Community Centres Admin - Expendable Equipment	(4,000)	
400733.1144.60	Bertram Community Centre - Expendable Equipment	1,000	
400731.1144.60	Darius Community Centre - Expendable Equipment	2,000	
400732.1144.60	Wellard Community Centre - Expendable Equipment	1,000	
		0	0
Temporary employment of City Legal Officer to assist the City Legal Team with tasks and projects			
400008.1210.61	Operating Expense – GSS Contract Salaries	(25,000)	
400512.1031.50	Operating Expense – Governance Salaries	25,000	
		0	0
Good Things Foundation granted funds to assistance with the Get Online Week as part of the City's involvement with the Be Connected program.			
400104.1106.60	Operating Expense – Library Advertising & Promotions	(1,500)	
300018.1297.15	Operating Income – Library Contributions & Donations	1,500	
		0	0
To cover the cost of fixed term Community Development Officer			
400067.1210.61	Operating Expense – Community Services Admin Contract Salaries	(27,200)	
400092.1031.50	Operating Expense – CDO Recreation & Leisure Salaries	27,200	
		0	0
To provide account for Environment Services to allocate legal expenses sought on development and sand mining issues. Funds available from Consultancy budget due to reduction of expected costs for Street Tree Data project.			
400439.1177.60	Operating Expense - Natural Environment Legal Expenses	(8,000)	
400439.1125.60	Operating Expense - Natural Environment Consultancy	8,000	
		0	0

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
Increase scope of Fire Notice project to include public notice, printing of leaflet and information letter, and postage to residents.			
400503.1220.60	Operating Expense - Fire and Emergency Stationery	(23,500)	
400053.1106.60	Operating Expense - Governance Advertising and Promotion	23,500	
		0	0
<u>Items approved by Council falling outside Council Decision 210</u>			
08/08/2018 Additional funds required for the completion of DCA 13 Local Sporting Ground with Community Sports Facility			
		(150,000)	
600019.1002.60	Capital expenditure - DCA 13 Local Sporting Ground with Community Sports Facility		
700013.1917.06	Transfer from reserve - Future Community Infrastructure Reserve	150,000	
		0	0
22/08/2018 Capital projects funded in 2017/18 that were not finalised, requiring funds to be carried forward to 2018/19.			
600023.1565.60	Capital expenditure - Kwinana Tennis Courts fencing	(22,727)	
600008.1568.60	Capital expenditure - Medina Oval bitumenise entrance and carpark	(7,000)	
600015.1002.60	Capital expenditure - Building Contingency	29,727	
		0	0
12/09/2018 Transfer of Aged Person Units and Banksia Park capital works to operating maintenance for items that are under the threshold for asset capitalisation, including transfer from capital to operating reserves.			
400644.1600.60	Operating Expense – Aged Persons Unit Maintenance Program	(192,750)	
600067.1002.60	Capital Expense – Aged Persons Unit Building Renewals	192,750	
700074.1014.06	Reserve Transfer – Aged Persons Unit Operating	192,750	
700072.1014.06	Reserve Transfer – Aged Persons Unit Capital	(192,750)	
400643.1600.60	Operating Expense – Banksia Park Maintenance Program	(90,000)	
600068.1002.60	Capital Expense – Banksia Park Building Renewals	90,000	
700071.1016.06	Reserve Transfer – Banksia Park Operating	90,000	
700073.1786.06	Reserve Transfer – Banksia Park Capital	(90,000)	
		0	0
12/09/2018 Aboriginal Resource Worker funding from the Department of Education and Training, and My Time funding from Ngala had not been confirmed at the time of the Budget 2018/2019 preparation. This funding has now been confirmed and the expenditure budgets are required to be applied. The additional cost of the Aboriginal Resource Worker program is proposed to be funded from a reduction in Family Day Care general employee expenditure.			
400654.1031.50	Employee Expense - Family Day Care Aboriginal Resource - Salaries	(26,369)	
400654.1035.50	Employee Expense - Family Day Care Aboriginal Resource - Superannuation	(3,164)	
400655.1126.60	Operating Expense - Family Day Care Aboriginal Resource - Consumables	(4,500)	
400655.1195.60	Operating Expense - Family Day Care Aboriginal Resource – Other Expenses	(3,500)	
400655.1210.61	Operating Expense - Family Day Care Aboriginal Resource – Salaries Contract	(2,000)	
400655.1226.60	Operating Expense - Family Day Care Aboriginal Resource - Telephone	(450)	
400655.1826.60	Operating Expense - Family Day Care Aboriginal Resource – Travel FDC Van	(4,300)	
400656.1037.51	Operating Expense - FDC Aboriginal Resource - Workers Compensation Premium	(527)	
400656.1038.51	Employee Expense Other - Family Day Care Aboriginal Resource – Training Staff	(1,000)	
400311.1031.50	Employee Expense - Family Day Care General - Salaries	26,369	
400311.1035.50	Employee Expense - Family Day Care General - Superannuation	3,164	
400312.1037.51	Operating Expense - Family Day Care General - Workers Compensation Premium	527	
300210.1362.15	Operating Revenue - Family Day Care Aboriginal Resource - Operational Subsidy	30,500	
300210.1841.15	Operating Revenue - FDC Aboriginal Resource - NGALA My Time Funding	10,000	
		24,750	24,750

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
26/09/2018 Funds are required for the replacement of nine reverse cycle air conditioner unit/motors at the Library including the installation of manholes to enable servicing of units. It is proposed that the funds for the project is transferred from the capital contingency budget allocation under Building Construction.			
600019.1002.60	Capital Expense – Buildings – Library air conditioning motor replacement	(31,000)	
600015.1002.60	Capital Expense – Buildings – Building contingency	31,000	
		0	24,750
14/11/2018 Additional funds required to complete the Orelia Oval project. The additional funds will be provided from the Medina Oval Lighting project budget as the tender quote was lower than originally budgeted.			
600008.1568.60	Capital Expense - Reserve Development - Orelia Oval Steps	(20,000)	
600008.1568.60	Capital Expense - Reserve Development - Medina Oval Lighting	20,000	
		0	24,750
14/11/2018 Additional funds required to complete custom fit out for Building Services vehicle. Additional funds provided by excess sale proceeds of 1EWS395.			
600013.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of KWN1983	(11,700)	
600011.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of 1EWS395	10,000	
500007.1488.05	Capital Revenue - Transportation Vehicles - Sale of 1EWS395	1,700	
		0	24,750
05/12/2018 City contribution towards the upgrade and relocation of the nutrient stripping basin located between Lot 670 Bertram Road and Peel Main Drain. Project commencing July 2019.			
600007.1567.60	Capital Expense - Street Lighting - Johnson / McWhirter	40,000	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	20,000	
700022.1813.06	Reserve Transfer - Restricted Grants & Contributions	(60,000)	
		0	24,750
05/12/2018 Increase to scope of works for Duckpond Road Reseal. Funded from expected savings from the Latitude 32 Street Lighting project.			
600007.1561.60	Capital Expense - Duckpond Road Reseal	(25,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	25,000	
		0	24,750
05/12/2018 Increase to scope of works for Walgreen footpath construction to include soak wells and retaining.			
600007.1562.60	Capital Expense - Footpath Construction - Walgreen Crescent	(12,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	12,000	
		0	24,750
05/12/2018 Noise level testing of Ken Jackman Hall has indicated that the extent of works for the soundproofing needs to increase.			
600019.1002.60	Building Renewals - Soundproof Drainage Ken Jackman Hall	(4,000)	
600017.1002.60	Building Renewals - Kwinana Senior Citizens Centre	4,000	
		0	24,750
13/02/2019 Transfer of STC's in lieu of payment for solar panel installation.			
600019.1002.60	Building Construction - Solar Panels upgrade	(18,102)	
300009.1364.22	Operating Expense - Governance - Other Reimbursements	18,102	
		0	24,750
13/03/2019 As per Budget Review Report.			
	Decrease in Opening Funding Surplus	61,294	
	Operating Activities	377,353	
	Increase in Non-Operating Grants, Subsidies & Contributions	(1,445,170)	
	Increase in Proceeds from Disposal of Assets	(19,384)	
	Reimbursement of Developer Contributions	140,007	
	Decrease in Capital Expenditure	(3,485,419)	
	Decrease in Financing Activities	3,424,381	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

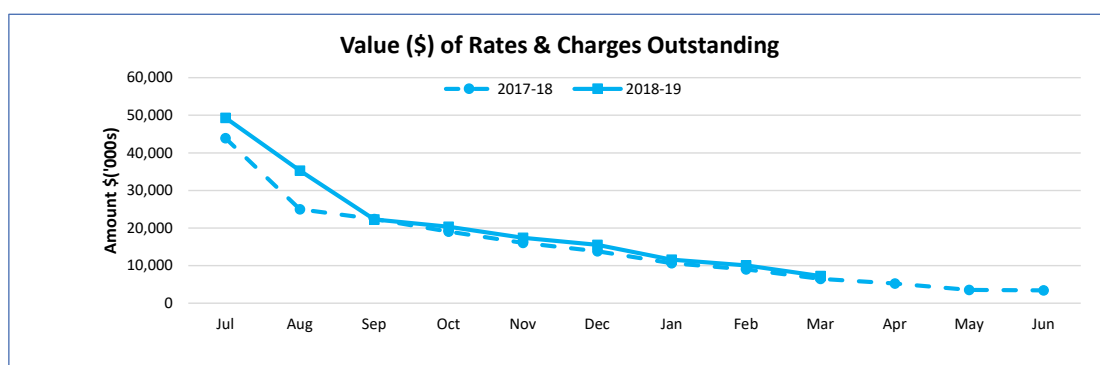
Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
13/03/2019	Allocation of Surplus \$922,188		
	Operating Activities	33,398	
	Increase in Capital Expenditure	108,772	
	Additional Reserve Transfer	780,018	
		(24,750)	0
27/03/2019	Grant approval received for Kwinana South and Mandogalup Fire Station upgrades		
	Capital Expense - Kwinana South Volunteer Fire Brigade	(208,000)	
	Capital Expense - Mandogalup Volunteer Fire Brigade	(162,500)	
	Grant - Department of Fire and Emergency Services	315,500	
	Grant - Department of Premier and Cabinet Local Projects, Local Jobs	55,000	
		0	0
27/03/2019	Recognition of Corporate Business System licence as operating, as originally budgeted as capital		
	Operating Expense - Computing Infrastructure – Corporate Applications	(633,853)	
	Capital Expense - Computing Equipment – Corporate Business System – Implementation	633,853	
		0	0
Amended Budget Surplus / (Deficit)			0

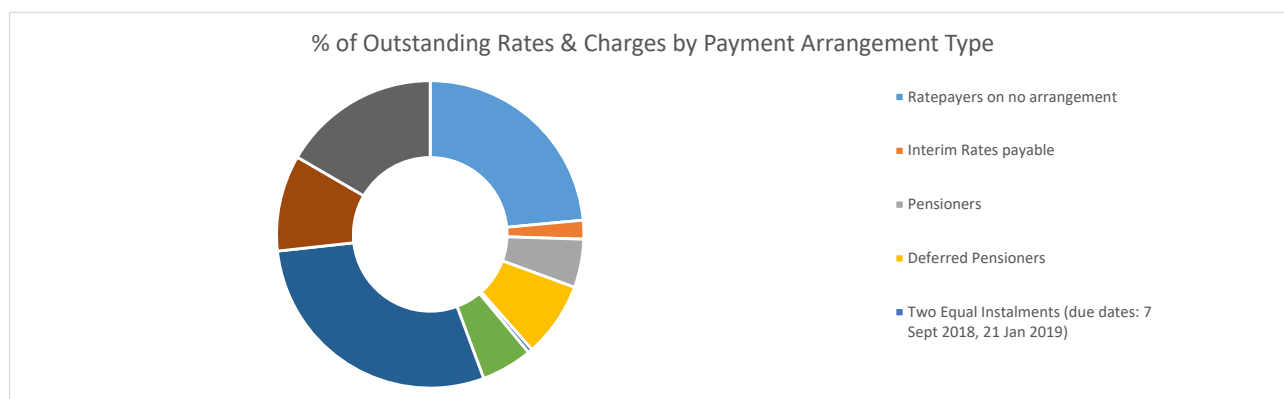
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 5(a): Receivables - Rates & Charges

Receivables - Rates & Charges Receivable	30 June 2018	31 Mar 2018	31 Mar 2019
	\$		\$
Opening Arrears Previous Years	3,360,788	3,505,395	4,275,903
Levied this year	46,715,340	46,842,047	49,555,449
<u>Less</u> Collections to date	(45,056,420)	(43,113,344)	(45,186,924)
<u>Less</u> Excess Rates received	(743,805)	(743,805)	(799,399)
Rates & Charges Collectable	4,275,903	6,490,293	7,845,030
Less Pensioner Deferred Rates	(678,782)	(598,153)	(618,648)
Net Rates & Charges Collectable	3,597,121	5,892,140	7,226,381
% Outstanding	7.70%	12.58%	14.58%



Outstanding Rates & Charges by Payment Arrangement Type	Number of Assessments	Balance Outstanding	
		\$	%
Ratepayers on no arrangement	652	1,845,645	23.53%
Interim Rates payable	628	155,146	1.98%
Pensioners	248	399,807	5.10%
Deferred Pensioners	194	618,648	7.89%
Two Equal Instalments (due dates: 7 Sept 2018, 21 Jan 2019)	1125	36,388	0.46%
Four Equal Instalments (due dates: 7 Sept 2018, 9 Nov 2018, 21 Jan 2019, 25 Mar 2019)	3629	422,744	5.39%
Fortnightly Direct Debit	3607	2,269,104	28.92%
Weekly Direct Debit	1221	793,427	10.11%
Other Arrangement	265	1,304,121	16.62%
	11,569	7,845,030	100.00%



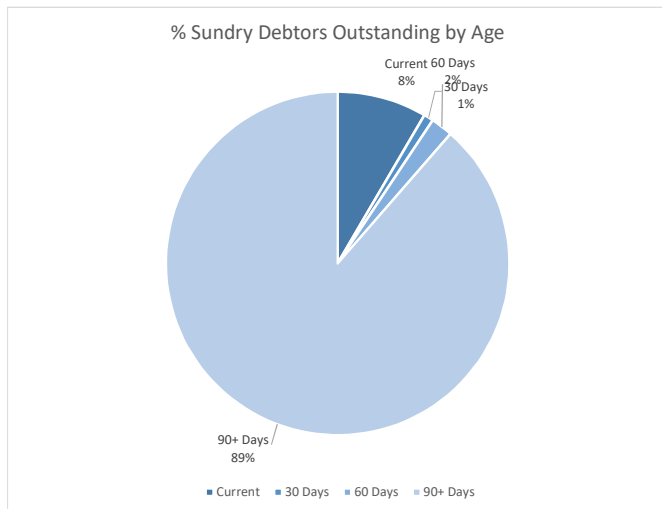
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 5(b): Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	44,966	4,847	11,074	472,475	533,362
Infringements Register					165,834
Total Receivables General Outstanding					699,196

Amounts shown above include GST (where applicable)



Sundry Debtors Outstanding Over 90 Days Exceeding \$1,000

Debtor #	Description	Status	\$
Debts with Fines Enforcement Registry (FER)			
1825.07	Prosecution Local Law Fencing	Registered with FER. Payments are being received.	2,248
2442.07	Prosecution Dog Act 1976	Registered with FER. No payments received.	5,732
2535.07	Prosecution Dog Act 1976	Registered with FER. Warrant of Commitment issued and time served. Report to be prepared for Council recommending write off.	6,444
2726.07	Prosecution Planning and Development Act 2005	Registered with FER. Warrant of Commitment issued and time served. Report to be prepared for Council recommending write off.	20,171
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	1,960
3485.07	Prosecution Food Act 2008	Registered with FER. Enforcement warrant has been issued. Currently with debt collection agency.	13,524
3909.07	Prosecution Local Government Act 1995	Registered with FER.	3,652
3936.07	Prosecution Building Act 2011 and Planning and Development Act 2005	Registered with FER. Regular fortnightly payments.	6,902
3953.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Regular fortnightly payments.	1,879
4060.07	Prosecution Littering Act 1979	Payment Arrangement by direct debit fortnightly.	1,762
4131.07	Prosecution Dog Act 1976 Dangerous Dog	Registered with FER. Debtor is making payments to FER. City yet to receive payments due to quantum of fines outstanding.	4,654
4233.07	Prosecution Local Law Fencing	Registered with FER.	2,500
4274.07	Prosecution Dog Act 1976	Registered with FER.	9,247
4275.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER.	14,350
Other Sundry Debtors			
303.04	Lease Structural Maintenance Fee /Loan Repayments	Formal payment arrangement in place, debt to be cleared by June 2019.	18,423
854.04	Lease Arrears Rent and Outgoings	Balance of outgoings to be paid upon review of Audited Statements.	5,280
897.04	Deed of Settlement	Payment arrangement in accordance with Settlement Deed, ends June 2019.	75,000
1512.11	Maintenance Fee	Outstanding amount to be cleared on settlement.	2,124
2864.07	Rugby hire & tenancy costs	Debtors recovery policy being applied. Regular payments being received.	1,835
3418.04	Facility / Community Centre hire fees	Payment arrangement in place as of 14 November 2018.	1,711
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement currently receiving regular fortnightly payments.	1,515
3922.03	Local Government Act 1995 verge clean up works	Collection attempts unsuccessful. Debt has been linked to property.	1,090
3951.06	Developer Contributions	Payment Arrangement in accordance with Deed of Agreement.	3,786
4162.04	Facility / Community Centre hire fees	Collection attempts unsuccessful to date. Debt to be written off and report submitted to Council.	1,768
4311.06	Developer Contributions	Debtors recovery policy being applied.	239,782
4312.06	Developer Contributions	Debtors recovery policy being applied.	21,719
Total Debtors 90+ days > \$1,000			469,059

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 6: Cash Backed Reserves

Reserve	Adopted Budget				Current Budget				Actual					Variance
	Opening Balance	Transfers In (incl Interest)	Transfers Out	Closing Balance	Opening Balance	Transfers In (incl Interest)	Transfers Out	Current Budget Closing Balance	Opening Balance	Actual Transfers In	Interest Earned	Transfers Out	YTD Closing Balance	Actual vs Current Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal Reserves														
Aged Persons Units Reserve	765,541	308,844	(232,750)	841,635	748,728	286,126	(256,025)	778,829	748,728	0	9,145	0	757,873	(20,956)
Asset Management Reserve	501,595	8,721	(180,000)	330,316	501,595	335,776	(180,000)	657,371	501,595	0	7,258	(19,955)	488,898	(168,473)
Asset Replacement Reserve	748,122	263,007	(351,200)	659,929	498,123	264,099	(320,790)	441,432	498,123	250,000	9,609	(160,572)	597,160	155,728
Banksia Park Reserve	134,175	2,333	(49,738)	86,769	115,626	32,922	(90,000)	58,548	115,626	0	1,345	0	116,971	58,423
City Assist Initiative Reserve	100,401	1,743	(102,144)	(0)	100,401	2,571	(102,972)	0	100,401	0	1,682	(10,218)	91,865	91,865
Community Services & Emergency Relief Reserve	84,017	1,461	0	85,478	84,017	4,084	0	88,101	84,017	0	3,312	0	87,329	(772)
Contiguous Local Authorities Group Reserve	263,146	14,575	(20,000)	257,721	265,873	25,478	(35,000)	256,351	265,873	15,810	3,456	(2,740)	282,399	26,048
Employee Leave Reserve	4,119,629	71,623	(300,000)	3,891,252	4,231,590	98,193	(300,000)	4,029,783	4,231,590	0	7,263	0	4,238,853	209,070
Family Day Care Reserve	1,479,306	25,719	(805,560)	699,465	1,462,302	23,397	(30,924)	1,454,775	1,462,302	0	9,460	0	1,471,762	16,987
Future Community Infrastructure Reserve	1,538,389	26,746	(663,284)	901,851	1,381,900	23,485	(809,536)	595,849	1,381,900	0	10,516	(276,991)	1,115,425	519,576
Golf Course Cottage Reserve	28,033	487	0	28,520	28,033	619	0	28,652	28,033	0	368	0	28,401	(251)
Information Technology Reserve	1,890,703	32,871	(1,416,000)	507,574	1,890,703	402,447	(810,000)	1,483,150	1,890,703	0	17,484	0	1,908,187	425,037
Infrastructure Reserve	339,968	5,911	0	345,879	339,968	5,262	0	345,230	339,968	0	2,236	0	342,204	(3,026)
Refuse Reserve	8,698,885	180,697	(83,880)	8,795,702	8,736,657	191,380	(105,085)	8,822,952	8,736,657	0	100,344	0	8,837,001	14,049
Renewable Energy Efficiency Reserve	0	0	0	0	0	15,000	0	15,000	0	0	0	0	0	(15,000)
Restricted Grants & Contributions Reserve	1,694,812	0	(1,694,812)	0	2,491,721	145,000	(2,459,230)	177,491	2,491,721	0	0	(1,238,980)	1,252,741	1,075,250
Settlement Agreement Reserve	160,000	2,782	0	162,782	160,000	3,534	0	163,534	160,000	0	2,101	0	162,101	(1,433)
Workers Compensation Reserve	330,200	5,741	0	335,941	338,710	6,820	(205,247)	140,283	338,710	0	3,792	(205,247)	137,255	(3,028)
Youth Engagement Reserve	130,412	2,264	(132,676)	0	144,650	4,581	(149,231)	0	144,650	0	3,292	(91,674)	56,267	56,267
Sub-Total Municipal Reserves	23,007,334	955,524	(6,032,043.9)	17,930,814	23,520,597	1,870,774	(5,854,040)	19,537,331	23,520,597	265,810	192,663	(2,006,377)	21,972,693	2,435,362
Developer Contribution Reserves														
DCA 1 - Hard Infrastructure - Bertram	1,851,461	182,424	(491,817)	1,542,068	1,887,550	174,406	(491,394)	1,570,562	1,887,550	115,473	46,506	0	2,049,529	478,967
DCA 2 - Hard Infrastructure - Wellard	1,772,974	429,946	(2,197,177)	5,743	1,877,524	420,838	(2,197,684)	100,678	1,877,524	444,692	43,105	0	2,365,320	2,264,642
DCA 4 - Hard Infrastructure - Anketell	0	0	0	0	0	633,006	0	633,006	0	0	0	0	0	(633,006)
DCA 5 - Hard Infrastructure - Wandi	1,286,174	661,998	(454,627)	1,493,545	1,309,322	649,155	(594,315)	1,364,162	1,309,322	0	25,034	0	1,334,356	(29,806)
DCA 7 - Hard Infrastructure - Mandogalup West	11,803	14,077	(159)	25,720	11,713	14,014	(153)	25,574	11,713	0	175	0	11,888	(13,686)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCA 9 - Soft Infrastructure - Wandl/Anketell	10,446,476	576,997	(141,136)	10,882,338	10,487,573	1,180,041	(136,633)	11,530,981	10,487,573	0	201,211	0	10,688,784	(842,197)
DCA 10 - Soft Infrastructure - Casuarina/Anketell	229,412	246,696	(3,099)	473,009	227,912	244,065	(2,969)	469,008	227,912	0	2,002	0	229,914	(239,094)
DCA 11 - Soft Infrastructure - Wellard East	5,734,336	1,081,744	(77,473)	6,738,607	5,944,904	995,267	(77,451)	6,862,720	5,944,904	0	134,907	(444,692)	5,635,119	(1,227,601)
DCA 12 - Soft Infrastructure - Wellard West	6,622,131	355,217	(89,468)	6,887,880	6,663,351	367,429	(86,811)	6,943,969	6,663,351	0	154,714	0	6,818,065	(125,904)
DCA 13 - Soft Infrastructure - Bertram	283,730	8,356	(3,833)	288,252	282,230	7,565	(3,677)	286,118	282,230	0	4,914	0	287,144	1,026
DCA 14 - Soft Infrastructure - Wellard/Leda	480,660	130,374	(6,494)	604,540	504,779	128,486	(6,576)	626,689	504,779	0	7,537	0	512,316	(114,373)
DCA 15 - Soft Infrastructure - City Site	144,189	23,788	(1,948)	166,029	158,316	23,782	(2,062)	180,036	158,316	0	2,752	0	161,068	(18,968)
Sub-Total Developer Contribution Reserves	28,863,346	3,711,616	(3,467,231)	29,107,731	29,355,174	4,838,054	(3,599,725)	30,593,503	29,355,174	560,165	622,857	(444,692)	30,093,504	(499,999)
Total Reserves	51,870,680	4,667,140	(9,499,275)	47,038,545	52,875,771	6,708,828	(9,453,765)	50,130,834	52,875,771	825,975	815,521	(2,451,069)	52,066,197	1,935,363

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 7: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Motor Vehicles									
5061	Plant Replacement - P402	20,000	20,509	509		20,000	20,509	509	
5060	Plant Replacement - P403	20,000	21,645	1,645		20,000	21,645	1,645	
5080	Plant Replacement - P407	19,097	14,373		(4,724)	19,097	14,373		(4,724)
5597	Plant Replacement - P435	21,934	23,464	1,529		21,934	23,464	1,530	
5705	Plant Replacement - P445					20,437	14,400		(6,037)
5876	Plant Replacement - P457					14,360	12,600		(1,760)
5859	Plant Replacement - P460	29,045	19,600		(9,445)	29,045	19,600		(9,445)
5884	Plant Replacement - P461					16,451	18,900	2,449	
5871	Plant Replacement - P464	21,475	11,645		(9,830)	21,475	11,645		(9,830)
5838	Plant Replacement - P465	22,860	15,736		(7,124)	22,860	15,736		(7,124)
5809	Plant Replacement - P467	26,600	23,009		(3,591)	26,600	23,009		(3,591)
5872	Plant Replacement - P462	23,020	16,191		(6,829)	23,020	16,191		(6,829)
5983	Plant Replacement - P490	18,413	15,736		(2,677)	18,413	15,736		(2,677)
5831	Plant Replacement - P455	26,313	23,009		(3,304)	26,313	23,009		(3,304)
5856	Plant Replacement - P459	28,967	20,509		(8,458)	28,967	20,509		(8,458)
5093	Plant Replacement - P406	18,000	13,236		(4,764)	18,000	13,236		(4,764)
5885	Plant Replacement - P463					22,625	10,800		(11,825)
5666	Plant Replacement - P437	21,467	10,509		(10,958)	21,467	10,509		(10,958)
Plant & Equipment									
2587	Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148					0	0		(0)
4957	Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	0	2,273	2,273		0	2,273	2,273	
3974	Plant Replacement Program - Cat Skid Steer Loader - P347					24,000	20,000		(4,000)
3722	Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324					34,789	25,000		(9,789)
4083	Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	49,748	30,000		(19,748)	50,000	30,000		(20,000)
3842	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333					29,250	15,000		(14,250)
2819	Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199					0	0		
3407	Plant Replacement Program - Disposal Only					19,300	12,000		(7,300)
3447	Plant Replacement Program - Disposal Only					3,737	4,200	463	
5646	Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	17,794	6,364		(11,430)	17,794	6,364		(11,430)
3481	P289 Tip Truck from 17/18	30,564	22,176		(8,388)	30,564	22,176		(8,388)
		415,297	309,985	5,957	(111,269)	600,498	442,884	8,869	(166,484)
Net Profit/(Loss)					(105,313)	(157,615)			

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 8: Rating Information	YTD Actual							Budget					
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
Differential General Rate													
Gross Rental Value (GRV)													
Improved Residential	0.07999	13,747	238,950,796	18,859,093	312,117	11,467	19,182,677	13,549	235,768,136	18,859,093	529,676	-	19,388,769
Improved Special Residential	0.07120	815	19,436,231	1,372,308	11,504	(724)	1,383,088	807	19,273,991	1,372,308	-	-	1,372,308
Light Industrial and Commercial	0.09043	133	23,230,285	2,118,044	(4,248)	(2,340)	2,111,456	136	23,421,923	2,118,044	-	-	2,118,044
General Industry and Service Commercial	0.08647	319	35,313,111	3,074,926	(21,401)	(8,387)	3,045,138	320	35,560,611	3,074,926	-	-	3,074,926
Large Scale General Industry and Service Commercial	0.08909	47	47,549,186	4,178,852	57,305	37,854	4,274,011	46	46,905,960	4,178,852	-	-	4,178,852
Vacant Residential	0.16828	376	7,792,630	1,375,819	(52,071)	(3,207)	1,320,541	415	8,175,770	1,375,819	-	-	1,375,819
Vacant Non Residential	0.10304	35	2,422,880	235,692	12,378	0	248,070	33	2,287,380	235,692	-	-	235,692
Unimproved Value (UV)													
General Industrial	0.01759	3	121,200,000	2,131,908	0	0	2,131,908	3	121,200,000	2,131,908	-	-	2,131,908
Mining	0.00847	25	39,960,000	338,461	0	0	338,461	25	39,960,000	338,461	-	-	338,461
Urban/Urban Deferred	0.00505	143	242,241,000	1,241,497	(3,753)	(630)	1,237,114	143	245,841,000	1,241,497	-	-	1,241,497
Sub-Totals		15,643	778,096,119	34,926,600	311,831	34,033	35,272,464	15,477	778,394,771	34,926,600	529,676	-	35,456,276
Minimum Payment	Minimum \$												
Gross Rental Value (GRV)													
Improved Residential	\$1,036	1,438	1,658,878	1,481,480	5,878	1,056	1,488,414	1,430	16,916,772	1,481,480	-	-	1,481,480
Improved Special Residential	\$1,036	4	6,228	3,108	1,036	0	4,144	3	40,820	3,108	-	-	3,108
Light Industrial and Commercial	\$1,348	25	31,800	33,700	0	0	33,700	25	274,661	33,700	-	-	33,700
General Industry and Service Commercial	\$1,348	34	47,994	45,832	0	0	45,832	34	299,022	45,832	-	-	45,832
Large Scale General Industry and Service Commercial	\$1,348	0	0	0	0	0	-	0	-	-	-	-	-
Vacant Residential	\$1,036	904	923,572	992,488	6,676	452	999,616	958	4,987,503	992,488	-	-	992,488
Vacant Non Residential	\$1,036	2	0	2,072	0	0	2,072	2	4,320	2,072	-	-	2,072
Unimproved Value (UV)													
General Industrial	\$1,348	0	923,572	0	0	0	-	0	-	-	-	-	-
Mining	\$1,348	16	47,994	20,220	1,344	0	21,564	15	186,557	20,220	-	-	20,220
Rural	\$1,036	115	1,658,878	66,304	5,572	4,057	75,933	64	9,608,600	66,304	-	-	66,304
Sub-Totals		2,538	5,298,916	2,645,204	20,506	5,565	2,671,275	2,531	32,318,255	2,645,204	-	-	2,645,204
		18,181	783,395,035	37,571,804	332,337	39,598	37,943,739	18,008	810,713,026	37,571,804	529,676	-	38,101,480
Concession							-						-
Amount from General Rates							37,943,739						38,101,480
Ex-Gratia Rates							-						-
Specified Area Rates							-						-
Totals							37,943,739						38,101,480

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 9: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$		\$	\$	\$	\$	\$	\$
Governance									
Loan 99 - Administration Office Renovations	761,572	0	0	44,196	89,773	717,376	671,799	25,680	51,364
Loan 107 - Administration / Chambers Building Refurbishment	0	0	150,800	0	0	0	150,800	0	0
Education & Welfare									
Loan 96 - Youth Specific Space	147,840	0	0	12,449	25,366	135,391	122,474	5,689	11,654
Loan 100 - Youth Specific Space	1,521,312	0	0	60,551	122,515	1,460,761	1,398,797	39,497	79,645
Recreation and Culture									
Loan 94 - Wellard Sports Pavilion	204,825	0	0	22,879	46,488	181,946	158,337	5,197	13,704
Loan 95 - Orelia Oval Pavilion	354,815	0	0	29,876	60,878	324,939	293,937	13,653	27,970
Loan 97 - Orelia Oval Pavilion Extension	1,685,135	0	0	97,793	198,641	1,587,342	1,486,494	56,822	113,653
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	0	7,421,567	7,421,567	188,041	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	77,805	159,125
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	0	1,296,840	1,296,840	35,528	50,827
Loan 106 - Destination Park - Calista	1,516,532	0	0	47,681	96,111	1,468,851	1,420,421	28,243	57,307
Transport									
Loan 98 - Streetscape Beautification	1,028,123	0	0	59,664	121,193	968,459	906,930	34,668	69,341
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	54,463	79,250
Self Supporting Loans									
Recreation and Culture									
Loan 103B - Golf Club Refurbishment	282,850	0	0	8,017	16,168	274,833	266,682	5,074	11,202
	22,071,411	0	150,800	383,106	777,133	21,688,305	21,445,078	570,361	1,111,762

(b) New Debentures

No new debentures were raised during the reporting period.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019
































Note 10: Trust Fund

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Mar 2019
	\$	\$	\$	\$
Hall Security Bonds	71,653	113,187	(120,236)	64,604
Footpath & Kerbing Security Deposits	410,680		(68,976)	341,704
Sports Forfeiture Security Deposits	200			200
Bus Hire Security Deposits	3,000	2,000	(1,500)	3,500
Demolition Security Deposits	2,351			2,351
Miscellaneous Deposits	82,423	1,011	(600)	82,834
Footpath Construction Bonds	2,000			2,000
Land Subdivision Bonds	588,211	61,261	(101,190)	548,283
Road Maintenance Bonds	293,234	52,637	(86,264)	259,607
Landscaping Subdivision Bonds	138,787		(1,197)	137,590
Mortimer Road - Community Trust	10,421			10,421
ATU Landscaping Bonds	2,378			2,378
Landscaping Development Bonds	64,477			64,477
Subdivision Handrails	15,395			15,395
APU Security Bonds	15,481	580	(470)	15,591
Off Road Vehicles	1,510			1,510
DCA Contingency Bonds	265,736		(89,842)	175,894
Contiguous Local Authorities Group (CLAG)	200			200
Retention Funds	37,524	25,818	(43,751)	19,591
City of Kwinana Staff Christmas Saver	0	76,886	(240)	76,646
Public Open Space Cash In Lieu	200,061			200,061
	2,205,722	333,381	(514,266)	2,024,837




































CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
	\$	\$		\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.						
Buildings						
 Arts & Cultural Centre Upgrade - Stage 1 of 2	92,207	100,000	110,000	110,000	17,794	Construction in progress.
 Automated Gates - Recquatic Front Counter	9,000	90,000	99,000	9,000	0	Project completion expected in June.
 Banksia Park Retirement Village Building Renewals	0	90,000	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018.
 Building Contingency	22,550	100,000	90,001	70,000	47,450	
 Building Renewals - Darius Wells	32,580	25,000	31,500	31,500	(1,080)	Completed.
 Building Renewals - Kwinana Senior Citizens Centre	10,000	100,000	106,000	70,000	60,000	Currently out to market, estimated completion date June 2019.
 Building Renewals - Margaret Feilman	9,288	15,000	10,000	10,000	712	Completed. Remaining funds returned to Muni at Budget Review.
 Building Renewals - Thomas Oval Netball Clubrooms	650	6,500	10,150	10,150	9,500	Construction estimated for March.
 Building Renewals - Wheatfield Cottage	23,765	20,000	23,765	23,765	0	Completed.
 Building Upgrades - CCTV Administration Building	14,336	100,000	106,245	73,097	58,761	CCTV to be purchased for Recquatic and Darius Wells Library and Resource Centre in April 2019, Administration Building by June 2019.
 Building Upgrades - Medina	0	100,000	100,000	0	0	Awaiting confirmation of grant approval.
 Callistemon Court Retirement Village Building Renewals	0	192,750	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018.
 DCA 12 - Local Sporting Ground with Community Centre / Pavilion - Wellard West	66,475	294,300	323,730	188,245	121,770	Construction delayed until 2020/21.
 DCA 14 - Local Sporting Ground with Pavilion Extension (Wellard/Leda) storage room	128,773	261,484	156,148	156,148	27,375	Construction complete. Awaiting outstanding invoices.
 DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	23,042	107,500	118,250	0	(23,042)	Feasibility study has been completed. Possible carry forward to 19/20 Budget.
 Solar Panels Upgrade	41,644	30,000	63,102	48,102	6,458	Budget variation to transfer STC's in lieu of payment for solar panel installation approved by Council 13 February 2019.
 Administration Building & Civic Centre - Stage 1 of 2	0	2,268,000	150,800	0	0	Process to engage architect under way.
 Callistemon Court Retirement Village Building Upgrade	4,000	40,000	44,000	4,000	0	Project completion expected in June.
 Entry Statement	6,782	18,000	0	0	(6,782)	Marketing signage project in April. Actual expenditure to be journalled to Other Infrastructure below.
 DCA 13 - Local Sporting Ground with Community Sports Facility Bertram Oval Ablution block	206,570	328,516	311,309	311,309	104,739	External works complete.
 Family Daycare Building Replacement of Playroom, Kitchenette and Toy Library	0	650,000	0	0	0	Carry forward to 19/20 Budget.
 Library - Replacement of Air Conditioners Motors	31,533	0	31,000	31,000	(533)	Complete
 Kwinana South VBFB Station Upgrade - Local Projects Local Jobs	0	0	30,000	7,500	7,500	Budget Variation for grant funded project approved at OCM 27 March 2019.
 Mandogalup VBFB Station Upgrade - Local Projects Local Jobs Grant	0	0	25,000	6,250	6,250	Budget Variation for grant funded project approved at OCM 27 March 2019.
 Kwinana South VBFB Station Extensions - Meeting/Training Room &	0	0	178,000	44,500	44,500	Budget Variation for grant funded project approved at OCM 27 March 2019.
 Mandogalup VBFB Station Extensions - Ablutions - \$275k DFES LG Grant	0	0	137,500	34,375	34,375	Budget Variation for grant funded project approved at OCM 27 March 2019.
 Smirks Heritage Site Artefacts Shed	0	0	20,000	5,000	5,000	New project approved at Budget Review OCM 13 March 2019.
 Smirks Cottage install urinal	0	0	2,925	0	0	New project approved at Budget Review OCM 13 March 2019.
 Kwinana Tennis Club Ablutions	0	0	15,000	3,750	3,750	New project approved at Budget Review OCM 13 March 2019.
 Buildings Total	723,194	4,937,050	2,293,425	1,247,691	524,497	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Plant, Furniture and Equipment						
Furniture and Equipment						
 Design and Replacement of Mayoral Chains	0	10,000	10,000	0	0	Project completion expected in June.
Computing Equipment	0					
 City Website Redevelopment	32,857	70,000	70,000	48,156	15,299	Carry forward to 19/20 Budget.
 Corporate Business System Renewal - Implementation	0	1,191,000	176,147	26,147	26,147	Project commencing in April 2019.
 Self Check Touchscreen Computer & Workstation - Library	0	7,000	0	0	0	Carry forward to 19/20 Budget.
 Matterport Pro 2 3D 360view camera	5,150	0	0	0	(5,150)	Purchase completed.
Plant and Equipment	0					
 CFWD Disability Hoist - Recquatic	13,459	12,000	12,000	12,000	(1,459)	Work has been completed.
 CWD Fixed Variable Notice Board	0	70,000	0	0	0	Carry forward to 19/20 Budget.
 Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	7,136	9,000	7,135	7,135	(1)	Purchase completed.
 Plant Replacement Program - Cat Skid Steer Loader - P347	0	90,000	90,000	90,000	90,000	Purchase expected May.
 Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	0	80,000	80,000	80,000	80,000	Purchase expected May.
 Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	78,172	85,000	85,000	85,000	6,828	Purchase completed.
 Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	0	120,000	120,000	0	0	Possible carry forward to 19/20 Budget.
 Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - Toro Ground Master Ride on Mower - Capital Maintenance - P499	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - Toro Rear Discharge Ride on Mower - P500	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	37,291	38,200	37,291	37,291	0	Purchase completed.
Motor Vehicles						
 Plant Replacement - P402 - KWN1961	38,521	37,500	38,521	38,521	0	Purchase completed.
 Plant Replacement - P403 - KWN1960	38,071	37,500	38,071	38,071	0	Purchase completed.
 Plant Replacement - P406 - KWN1898	28,884	28,500	28,884	28,884	0	Purchase completed.
 Plant Replacement - P407 - KWN1949	28,884	28,500	28,883	28,883	(1)	Purchase completed.
 Plant Replacement - P435 - KWN1957	33,882	33,500	33,882	33,882	0	Purchase completed.
 Plant Replacement - P437 - KWN1993	24,518	25,000	24,518	24,518	(0)	Purchase completed.
 Plant Replacement - P445 - KWN1983	38,768	28,500	40,200	0	(38,768)	Purchase completed.
 Plant Replacement - P455 - KWN1987	24,304	25,000	24,304	24,304	(0)	Purchase completed.
 Plant Replacement - P457 - 1EXX509	0	41,500	41,500	41,500	41,500	
 Plant Replacement - P459 - 1EWW253	36,380	41,500	36,380	36,380	(0)	Purchase completed.
 Plant Replacement - P460 - 1EWW269	38,127	41,500	38,127	38,127	0	Purchase completed.
 Plant Replacement - P461 - 1EXX886	0	41,500	41,500	41,500	41,500	Purchase no longer required in 2019.
 Plant Replacement - P462 - 1EWO612	24,335	25,000	24,335	24,335	(0)	Purchase completed.
 Plant Replacement - P463 - 1GBJ678	38,591	41,500	38,591	38,591	0	Purchase completed.
 Plant Replacement - P464 - 1EXM745	35,053	41,500	35,053	35,053	(0)	Purchase completed.
 Plant Replacement - P465 - 1EWS395	40,319	53,500	40,319	40,319	(0)	Purchase completed.
 Plant Replacement - P467 - KWN1984	33,424	35,000	33,424	33,424	0	Purchase completed.
 Plant Replacement - P490 - 1GCH844	37,155	41,500	37,155	37,155	(0)	Purchase completed.
Plant, Furniture and Equipment Total	713,281	2,458,200	1,311,220	969,176	255,895	

























CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Park and Reserves						
Bore - Current Condition 5 Cubicle & Pump Replacement Program	22,955	75,000	82,500	82,500	59,545	
Bore - Renewal / Replacement	26,735	105,000	115,500	35,500	8,765	Bulk of work to be completed after irrigation season.
CFWD Family Daycare Play Equipment and Landscaping	0	101,569	0	0	0	Carry forward to 19/20 Budget.
Fencing Replacement Program	22,471	57,000	62,700	25,058	2,587	Further works scheduled in April and May 2019.
KIA Street Tree Planting Program (B)	10,016	75,000	82,500	7,500	(2,516)	Designs are completed, works are due to commence in May.
Kwinana Loop Trail	8,000	80,000	88,000	8,000	0	Works are due to commence in May. Possible carry forward to 19/20 Budget.
CFWD Medina Oval Lighting	208,287	300,000	304,375	237,685	29,398	Project has been completed. Awaiting outstanding Western Power invoice.
Parks and Reserves Renewals - Kwinana Adventure Park	47,621	40,000	44,000	44,000	(3,621)	Project completed.
Pimlico Crescent Maintenance (F)	24,358	110,000	111,000	100,000	75,643	Works due to commence in May 2019.
Public Open Space Playgrounds Renewals - Exercise Equipment/Sport	2,160	5,000	5,500	2,160	0	Expected completion in May 2019.
Public Open Space Playgrounds Renewals - Goal Post Renewal	500	5,000	5,500	500	0	Expected completion in May 2019.
Public Open Space Playgrounds Renewals - Oval/Courts/Lights	800	8,000	8,800	800	0	Expected completion in May 2019.
Public Open Space Playgrounds Renewals - Park Furniture / Lights	600	6,000	6,600	600	0	Expected completion in May 2019.
Public Open Space Playgrounds Renewals - Prince Regent Park/Calista Oval Playground	47,000	100,000	110,000	50,000	3,000	Combination units and softfall. Expected completion in April 2019.
Public Open Space Playgrounds Renewals - Casuarina Fire Station Reserve/Casuarina Reserve Park/Peace Park	0	8,000	0	0	0	Budget has been removed in Budget Review.
Public Open Space (POS) Upgrade - Orelia Oval Additional Steps to meet grass	2,450	20,000	42,000	42,000	39,550	Expected completion in April 2019.
Public Open Space (POS) Upgrades - Parks for People Minor Projects	2,500	25,000	27,500	10,000	7,500	Expected completion in May 2019.
Public Open Space (POS) Upgrades - Parks for People Strategy	17,338	100,000	121,030	110,000	92,662	Works due to commence May.
Sporting Infrastructure - Wandii Playing Fields (Honeywood)	8,910	89,100	98,010	89,100	80,190	Expected completion in May 2019.
Street Tree Planting Program (A) - Bertram Stage 2	9,831	65,000	71,500	6,500	(3,331)	Designs are completed, works are due to commence in May.
Thomas Oval Lighting	49,500	495,000	544,500	49,500	0	Concept design completed. Expected carry forward 19/20.
Kwinana Tennis Courts - Fencing	30,504	0	31,727	31,727	1,223	Budget Variation approved by Council 22 August 2018. Project completed.
Installation of fencing in Council Reserves to prevent illegal dumping	0	0	29,003	29,003	29,003	New project approved at Budget Review OCM 13 March 2019.
Ridley Green Disconnect Power and reconnect at Hewison Reserve for BBQ	0	0	14,000	2,000	2,000	New project approved at Budget Review OCM 13 March 2019.
Calista Oval Construction of access ramp	0	0	10,000	2,000	2,000	New project approved at Budget Review OCM 13 March 2019.
Calista Oval Bollards installation	0	0	7,500	2,000	2,000	New project approved at Budget Review OCM 13 March 2019.
Parks and Reserves Total	542,534	1,869,669	2,023,745	968,133	425,599	












CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 11: Capital Acquisitions

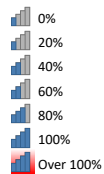
Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Roads						
Urban Road Grant Construction						
 Road Reseal A - Gilmore Avenue - South bound lanes	302,425	380,490	383,944	383,944	81,519	Line marking still to be completed.
 Road Reseal C - Sulphur Road - Tanson road to Parmelia Ave	310,490	361,900	365,191	365,191	54,701	Line marking still to be completed.
 Road Reseal B - Orelia Avenue - Thomas Road to Christmas Ave (including roundabout)	448,722	492,800	497,281	347,280	(101,442)	Line marking and bus shelter hand rails to be completed.
Black Spot Grant Construction						
 Kwinana Beach Road (J)	40,250	48,253	43,498	43,498	3,248	Project completed, awaiting outstanding invoices.
Roads to Recovery Grant Construction						
 Road Reseal D - Orelia Avenue - Nye Way to Christmas Ave	127,925	181,500	183,150	125,750	(2,175)	Awaiting outstanding invoices. Line marking and bus shelter hand rails to be completed.
 Road Reseal E - Cowcher Way West & Ridley Way West From Derbal Street to Medina Avenue	277,439	253,000	255,300	255,300	(22,139)	Project completed.
DCA Funded Construction						
 DCA 1 - Millar Road	5,200	436,703	436,703	149,034	143,834	Works due to commence in May 2019.
 DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	13,800	100,000	100,000	27,967	14,167	Design due for completion in April 2019.
 DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	0	0	Possible carry forward to 19/20 Budget.
Municipal Road Construction						
 Gilmore Avenue Pedestrian Crossing	42,153	60,000	43,863	43,863	1,710	Project completed.
 Local Area Traffic Management B - Harlow Road Bollard Installation	12,723	17,188	12,723	12,723	(0)	Project completed.
 Road Reseal F - Duckpond Road & Banksia Road intersection	39,190	82,500	108,250	108,250	69,060	Minor works outstanding.
 Road Reseal G - Clementi Road	10,450	104,500	105,450	105,450	95,000	Expected completion in April 2019.
 Road Reseal L - Henry Street A	39,054	44,000	44,400	44,400	5,346	Project completed.
 Roads Total	1,669,820	3,000,084	3,017,003	2,012,650	342,830	
Street Lighting						
 Latitude 32 Lighting Changeover	12,802	262,272	205,272	205,272	192,470	Due for completion end of May. Stage 1 has been completed.
 Street Lighting - Various Locations	10,128	22,000	22,200	15,900	5,772	Quote received from Western Power.
 Street Lighting - Johnson Road/McWhirter Promenade	16,019	110,000	71,000	70,000	53,981	Expected commencement in April 2019.
 Street Lighting Total	38,949	394,272	298,472	291,172	252,223	
Bus Shelter Construction						
 Bus Shelters	16,018	20,000	20,182	20,182	4,164	
 Bus Shelter Construction Total	16,018	20,000	20,182	20,182	4,164	
Footpath Construction						
 Footpath A - Rowley Road - Lyon Road to Freeway	40,408	55,000	55,500	55,500	15,092	Landscaping to be completed in May 2019.
 Footpath Construction - between Adventure Park and Gilmore Avenue	162,842	138,560	162,841	162,841	(1)	Project completed.
 Footpath Construction Total	203,250	193,560	218,341	218,341	15,091	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Drainage Construction						
 DCA 2 - Peel Sub N Drain - Lot 64 Woolcoat Rd & Lot 379 Millar, 27 & 201 Mortimer Rd's	0	1,916,198	1,916,198	0	0	Project has been deferred until June 2019.
 DCA 2 - Peel Sub N2 Drain - Lot 64 Woolcoat Rd	0	257,025	257,025	0	0	Project has been deferred until June 2019.
 Drainage A - Burlington Street Drainage Sump	9,942	93,500	94,350	86,389	76,447	Expected completion in April 2019.
 Drainage B - Gilmore Avenue	33,549	33,000	33,548	33,000	(549)	Project completed.
 Drainage C - Sulphur Road - Tanson To Parmelia	59,228	39,600	59,227	39,600	(19,628)	Project completed.
 Drainage Construction Total	102,718	2,339,323	2,360,348	158,989	56,271	
Car Park Construction						
 Medina Oval - Bituminise entrance & Carpark	6,012	0	9,622	9,622	3,610	Budget Variation approved by Council 22 August 2018. Project completed.
 Car Park Construction Total	6,012	0	9,622	9,622	3,610	
Other Infrastructure						
 Entry Statement - Upgrade from Town to City	1,800	0	19,800	19,800	18,000	Moved from Buildings to Other Infrastructure for capitalisation purposes.
 Other Infrastructure Total	1,800	0	19,800	19,800	18,000	
 Capital Expenditure Total	4,017,577	15,212,158	11,572,158	5,915,756	1,898,179	

Level of Completion Indicators (Percentage YTD Actual to Annual Budget)



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Operating Grants, Subsidies & Contributions			
Community Amenities			
PTA Bus Shelter Subsidy	13,000	-	Expected to be received in June.
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	-	-	Funding has expired.
SMCC - Perth Region NRM for SMCC	5,000	5,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Degremont Adopt a Beach	5,000	-	Expected to be received in June.
Alcoa - Challenger Beach Rehabilitation	-	-	Funding has expired.
NATE - Seedling Subsidy Scheme	499	499	No more revenue to be received in 18/19.
Education and Welfare			
Banksia Park Operating Cost Contribution	331,344	247,583	Monthly rental income to be fully received by June.
Family Daycare - Mainstream Childcare Benefit Subsidy	4,213,907	3,220,478	Government contributions, fully offset by payments to Care Providers.
Family Daycare - Subsidy Other	107,889	149,977	Government contributions, fully offset by payments to Care Providers.
Family Daycare - Inclusion Subsidy Scheme	16,018	16,653	Government contributions, fully offset by payments to Care Providers.
CCB Subsidy	805,483	529,762	Government contributions, fully offset by payments to Care Providers.
Subsidy Other	14,053	19,839	Government contributions, fully offset by payments to Care Providers.
NGALA My Time Program	10,000	7,920	Paid in quarterly instalments.
Operational Subsidy - Aboriginal Resource Worker	30,500	33,566	Paid in two instalments.
Youth Social Justice Program	172,561	134,308	Paid in quarterly instalments (have received three to date).
Youth Incentive Sponsorship	10,000	10,000	Will be reduced to \$10,000 as part of the budget review.
Youth Pathways Strategy Grant	2,500	-	Funding still expected this financial year.
Skate Park Activation Grant	-	-	Funding has not been approved.
Good Spirit Learning Program Grant	-	-	Funding application unsuccessful.
Youth Wellbeing Benchmark Survey Grant	5,000	-	Funding still expected this financial year.
Art Therapy Youth Grant	-	-	Funding application unsuccessful.
General Purpose Funding			
Local Government General Purpose Grant	477,320	357,990	First instalment received in June 2018.
Local Government General Purpose Grant - Roads	378,440	283,830	First instalment received in June 2018.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	170,000	177,226	
Health			
Mosquito Management Contributions (CLAG)	19,640	26,114	
Department of Health - Larvicide	14,000	-	
Law Order & Public Safety			
Department Fire and Emergency Services - ESL	124,864	95,020	First quarter payment was received in June 2018.
Department Fire and Emergency Services - LEMC Aware Grant	-	-	Funding has not been approved.
Recreation & Culture			
Arts - Harmony & Reconciliation	5,000	-	Sponsorship not achieved.
Sponsorship - Big Concert	62,500	62,500	
Childrens Festival	35,000	35,000	
Youth Festival	2,000	-	
Music in the Schools/Community	-	-	Funding has been unsuccessful.
Recreation - KidSport (DLGSC)	16,635	16,649	DLGSC took on administration in December. No further receipts or payments will be made after this transition.
Metro Every Club Funding	25,000	25,000	Funding to replace the Kidsport program, will go toward covering the cost of CDO - Recreation & Inclusion Officer.
Library Contributions & Donations	7,700	4,880	
Shared Use Agreements	115,642	98,498	Bi-annual agreements - final invoice to be claimed in June.
Recquatic Holiday Program DEDU payments	78,421	72,626	Holiday care payments expected to be received again in April and June.
Volunteer Centre - Thank a Volunteer Event	1,500	-	
Transport			
Main Roads Annual Direct Grant	170,022	170,022	
Main Roads Street Light Subsidy	5,000	-	Expected to be received in June.
Main Roads Maintenance Contribution	131,780	65,890	
Total Operating Grants, Subsidies & Contributions	7,598,218	5,881,830	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2019

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Non-Operating Grants, Subsidies & Contributions			
Community Amenities			
DCA 1 - Hard Infrastructure - Bertram	127,900	184,445	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 2 - Hard Infrastructure - Wellard	377,733	636,230	
DCA 4 - Hard Infrastructure - Anketell	633,006	633,006	
DCA 5 - Hard Infrastructure - Wandl	624,121	-	
DCA 7 - Hard Infrastructure - Mandogalup (west)	13,729	11,820	
DCA 9 - Soft Infrastructure - Wandl / Anketell	978,832	978,831	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	239,940	-	
DCA 11 - Soft Infrastructure - Wellard East	912,873	(34,478)	Reallocation of income attributed to DCA 2 and not DCA 11.
DCA 12 - Soft Infrastructure - Wellard West	160,201	329,459	
DCA 14 - Soft Infrastructure - Wellard / Leda	116,219	102,069	
DCA 15 - Soft Infrastructure - Townsite	19,542	6,872	
Economic Services			
Medina CCTV Grant	100,000	-	Application for funding has been made to install CCTV in Medina.
Law, Order & Public Safety			
Premier & Cabinet Department	30,000	30,000	Kwinana South VFB ATU (Septic Units)
Premier & Cabinet Department	25,000	25,000	Mandogalup VFB ATU (Septic Units)
Department Fire and Emergency Services	178,000	-	Kwinana South VFB Upgrade
Department Fire and Emergency Services	137,500	-	Mandogalup VFB Upgrade
Recreation & Culture			
Department of Infrastructure - Thomas Oval Lighting	150,000	-	Grant approval received - funds will be paid prior to June.
Department of Education - Wandl Playing Fields	25,500	-	Funds still expected to be received this financial year.
Lotterywest - Kwinana Loop Trail	37,670	-	Funds still expected to be received this financial year.
Department of Infrastructure - Varris Park	11,030	11,030	Funding received.
Transport			
City of Cockburn - Contribution to Footpath	25,000	25,000	
Roads to Recovery - Reseal Orelia Avenue	132,382	132,382	Claims will be made as construction progresses.
Roads to Recovery - Reseal Cowcher Way West & Ridley Way	253,000	253,000	Claims will be made as construction progresses.
State Road Grant - Orelia Avenue Resurfacing	298,667	119,467	Claims will be made as construction progresses.
State Road Grant - Sulphur Road Resurfacing	219,333	175,466	Claims will be made as construction progresses.
State Road Grant - Gilmore Avenue Resurfacing	230,600	184,480	Claims will be made as construction progresses.
State Road Grant - State Black Spot - Kwinana Beach Road	43,497	38,602	Claims will be made as construction progresses.
Total Non-Operating Grants, Subsidies & Contributions	6,101,275	3,842,682	

16.2 Charitable Rates Exemption – Access Housing Australia Ltd and Stellar Living

DECLARATION OF INTEREST:

Deputy Mayor Peter Feasey declared an impartiality interest due to his supervisor being the Minister for Housing and the item referring to properties owned by the Department of Housing.

Deputy Mayor Peter Feasey exited the Council Chambers at 7:19pm.

SUMMARY:

An application for a charitable rates exemption for a number of properties, as contained within Confidential Attachment A, has been received by the City and assessed under Council Policy - Charitable Rate Exemptions.

OFFICER RECOMMENDATION:

That Council,

1. Pursuant to section 6.26(2)(g) of the *Local Government Act 1995* grant exemptions to Access Housing Australia Ltd and Stellar Living for assessments as contained within Confidential Attachment A.
2. Authorise the Mayor and Chief Executive Officer to lobby the Minister for Housing detailing the financial impact the exempt rates applications for the Department of Housing properties is putting on the City of Kwinana.

DISCUSSION:

Under section 6.26(2)(g) of the *Local Government Act 1995*, an organisation may apply for a Charitable Rate Exemption for land used exclusively for charitable purposes. In 2012/2013 Council introduced a Charitable Rate Exemption Policy, as contained within Attachment B, to be used as guidelines for Council when considering the approval of such exemptions.

To be eligible, the charitable organisation's activities and purposes must:

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

The City has received applications from both Access Housing Australia Ltd (as at Confidential Attachment C) and Stellar Living (as at Confidential Attachment D).

Access Housing Australia Ltd has applied for rates exemptions for a number of properties that they both own and lease from the Department of Housing (and are responsible for the payment of rates). Access Housing Australia Ltd is a not-for-profit organisation with a focus in providing housing for:

- the disabled;

• aged care;

16.2 CHARITABLE RATES EXEMPTION – ACCESS HOUSING AUSTRALIA LTD AND STELLAR LIVING

- people suffering from mental health issues;
- people suffering from domestic violence;
- the homeless;
- youth housing; and
- people with substance addiction.

Stellar Living has applied for an exemption for a property that they manage under a lease from Department of Housing. Stellar Living is a not-for-profit charitable organisation that provides affordable housing for people wishing to rent. Their vision is “to increase the provision of sustainable affordable housing options for West Australians in need”.

Both Access Housing Australia Ltd and Stellar Living have applied to Council to request an exemption under section 6.26(2)(g) of the *Local Government Act 1995* which states that land is not rateable if it is used exclusively for charitable purposes.

Access Housing Australia Ltd and Stellar Living are both eligible under the Charitable Rates Exemption Policy to receive an exemption from payment of rates only. Confidential Attachment A lists all of the assessments for which a rate exemption has been sought. The total value of the exemptions is \$21,571.32 for the 2018/2019 financial year, as the exemption is applied from the date of approval. The full year rates income for the 2018/2019 financial year for these properties is \$148,557.22. The reduction in rates income will need to be considered as part of the 2019/2020 budget process.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Elected Members considering a financial or impartiality interest only, the proponents are Access Housing Australia Ltd and Stellar Living.

Local Government Act 1995 section 6.26 states:

6.26. Rateable land

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land —*
 - (a) *land which is the property of the Crown and —*
 - (i) *is being used or held for a public purpose; or*
 - (ii) *is unoccupied, except —*
 - (I) *where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*
 - (II) *where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land; and*
 - (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*

16.2 CHARITABLE RATES EXEMPTION – ACCESS HOUSING AUSTRALIA LTD AND STELLAR LIVING

- (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*
- (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
- (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
- (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
- (g) *land used exclusively for charitable purposes; and*
- (h) *land vested in trustees for agricultural or horticultural show purposes; and*
- (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
- (j) *land which is exempt from rates under any other written law; and*
- (k) *land which is declared by the Minister to be exempt from rates.*
- (3) *If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.*
- (4) *The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.*
- (5) *Notice of any declaration made under subsection (4) is to be published in the Gazette.*
- (6) *Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

FINANCIAL/BUDGET IMPLICATIONS:

The total cost of granting the rates exemptions as listed in Confidential Attachment A is \$21,571.32 for the 2018/2019 financial year and this amount is proposed to be funded from the Interim Rates budget.

The City estimates the annual loss of rate revenue that the 13 properties owned by the Department of Housing that are currently exempt through being leased to organisations claiming a charitable rate exemption is \$19,600.37. The City estimates that from these two applications (for the 73 assessments), it will result in an additional annual loss of rate revenue of \$148,557. The total estimated loss of rates revenue, including the applications outlined in this report is \$168,158 (loss of 0.4% of rates income).

16.2 CHARITABLE RATES EXEMPTION – ACCESS HOUSING AUSTRALIA LTD AND STELLAR LIVING

The Department of Housing has 906 assessments remaining that they pay rates to the City for. Of the 906 assessments, there are 338 assessments that are residential properties. If the Department of Housing entered into an agreement with a charitable organisation to manage these residential properties and they applied for a rate exemption, the estimated annual loss of rate revenue is \$583,251. There is a risk that further applications could be received in the future, that could reduce the annual rate revenue by up to \$583,251 (loss of 1.53% of rates income).

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

No environmental implications have been identified as part 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.

RISK IMPLICATIONS:

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

Risk Event	Applicant may apply to State Administrative Tribunal for rate exemption
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational

16.2 CHARITABLE RATES EXEMPTION – ACCESS HOUSING AUSTRALIA LTD AND STELLAR LIVING

Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Review every application on its own merit against adopted policy and legislative requirements for exemption
Rating (after treatment)	Low

COUNCIL DECISION**446****MOVED CR W COOPER****SECONDED CR S MILLS****That Council,**

- 1. Pursuant to section 6.26(2)(g) of the *Local Government Act 1995* grant exemptions to Access Housing Australia Ltd and Stellar Living for assessments as contained within Confidential Attachment A.**
- 2. Authorise the Mayor and Chief Executive Officer to lobby the Minister for Housing detailing the financial impact the exempt rates applications for the Department of Housing properties is putting on the City of Kwinana.**
- 3. That the CEO be directed to prepare for consideration of Council a notice of motion for deliberation at the Annual General Meeting of the WA Local Government Association in August 2019. Such notice should seek that WALGA advocate to the Minister for Housing to cease the policy of the Department of Housing leasing their housing assets to not for profit organisations who are then eligible for charitable rate exemptions due to the financial impact that this has on local governments and their ratepayers.**

**CARRIED
6/1****NOTE – That the Officer Recommendation has been amended to include point 3.***Deputy Mayor Peter Feasey returned to the Council Chambers at 7:22pm.*

Council Policy

Charitable Rate Exemptions



Council Policy

Charitable Rate Exemptions

D12/63019[v3]

1. **Title**
Charitable Rate Exemptions
2. **Purpose**
This policy defines how an applicant is to apply for a charitable rate exemption and the requirement for their status to be reviewed every two years.
3. **Scope**
This policy is applicable to local organisations and ratepayers within the City of Kwinana who are eligible for a charitable rate exemption.
4. **Definitions**
Charity has the meaning given to it by the *Charities Act 2013* (Commonwealth);
Charitable purpose has the meaning given to it by the *Charities Act 2013* (Commonwealth); and
Disqualifying purpose means –
 - (a) The purpose of engaging in, or promoting, activities that are unlawful or contrary to public policy; or
 - (b) The purpose of promoting or opposing a political party or a candidate for political office.

Note: Activities are not contrary to public policy merely because they are contrary to government policy.

5. **Policy Statement**
Council is committed to adhering to the Local Government Act 1995 and providing guidance to applicants who apply for an exemption of local government land rates charges for charitable purposes. This policy relates to the charitable rates exemption to charitable organisations based within the City that provide assistance to the City's community.

5.1 Land Use

The land use for which the charitable organization is applying for an exemption under section 6.26(2)9g) of the *Local Government Act 1995* must be for the exclusive use for charitable purposes as defined in the *Charities Act 2013* and these include:

- (a) the purpose of advancing health;
- (b) the purpose of advancing education;
- (c) the purpose of advancing social or public welfare;
- (d) the purpose of advancing religion;
- (e) the purpose of advancing culture;
- (f) the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;
- (g) the purpose of promoting or protecting human rights;
- (h) the purpose of advancing the security or safety of Australia or the Australian public;
- (i) the purpose of preventing or relieving the suffering of animals;
- (j) the purpose of advancing the natural environment; or
- (k) any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j); and

Must not be a disqualifying purpose under the meaning given by the *Charities Act 2013* (Commonwealth).

5.2 Land Used Exclusively for Charitable Purposes

Property must be used exclusively by the charitable organisation for charitable purposes defined by the *Charitable Uses Act 1601* as generally for the following purposes:

- (a) the relief of poverty;
- (b) the advancement of education;
- (c) the advancement of religion; and
- (d) other purposes beneficial to the community.

5.3 Application for Rate Exemption

To be considered by the City for approval, each application for a charitable rate exemption under section 6.26(2)(g) of the Local Government Act 1995 must be made in writing by completing an Application for Rate Exemption form.

5.4 Review of Policy

All exemptions will be reviewed every two years and confirmation from the charitable organisation that the above purposes still apply will be required to continue receiving the exemption.

6. Financial/Budget Implications

Land rates will not be charged on successful rates exemption applicants under this policy and will therefore decrease rates revenue accordingly.

7. Asset Management Implications

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

8. Environmental Implications

There are no specific environmental implications associated with this policy.

9. Strategic/Social Implications

Plan	Objective	Strategy
Corporate Business Plan 2016 – 2021	6.1 To ensure the financial sustainability of the City of Kwinana into the future.	6.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all.

10. Occupational Safety and Health (OSH) Implications

There are no specific OSH implications associated with this Policy.

11. Risk Assessment

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not applying a charitable rate exemption to a property is low.

12. References

Name of Policy	Charitable Rate Exemptions
Date of Adoption and resolution No	11/07/2012 #163
Review dates and resolution No #	12/04/2017 #468
Next review date due	12/04/2019
Legal Authority	Local Government Act 1995 Section 2.7 – The Role of Council; and Section 6.26(2)(g) - Rateable Land Charities Act 2013 (Commonwealth)
Directorate	Corporate and Engineering Services
Department	Finance
Related documents	<p>Acts/Regulations Local Government Act 1995 Charities Act 2013 (Commonwealth) Charitable Uses Act 1601 – preamble (United Kingdom)</p> <p>Plans/Strategies Strategic Community Plan 2015-2025</p> <p>Policies Nil</p> <p>Work Instructions Nil</p> <p>Other documents D16/24232 Application for Rate Exemption Form</p>

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

16.3 Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 3 2018/2019 – January to March 2019)

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Council has endorsed a 'Plan for the Future' made up of the *Strategic Community Plan* (Strategic Community Plan) and a *Corporate Business Plan* (Corporate Business Plan). Actions have been developed for each of these plans in order to achieve the aspirations of the community. Every quarter, Council receives 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 (January to March 2019) 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.

Some of the achievements for quarter two include:

Rich in spirit:

- Progressed the review of the City's Place Framework
- Progressed the review of the Youth Development Services
- Held the 2019 Australia Day Celebration
- Held the 2019 Children's Festival
- Held activation events at the Edge Skatepark
- Progressed the development of a new Public Health Plan
- Progressed several projects that will improve local sporting club infrastructure
- Held an art exhibition at the Darius Wells Library and Resource Centre

Alive with opportunities:

- Progressed the Local Commercial and Activity Centres Small Business Grant Program
- Progressed the development of a Land Optimisation Strategy

**16.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT
(QUARTER 3 2018/2019 – JANUARY TO MARCH 2019)**

Surrounded by nature:

- Progressed the development of the Local Biodiversity Strategy
- Progressed the Planting Program
- Facilitated the “Switch Your Thinking” program
- Facilitated “Clean Up Australia Day” activities
- Facilitated community workshops, including the “Great Cocky Count” workshop
- Retrofitted the showers at the Recquatic to reduce water use
- Installed solar panels at the Wellard Community Centre
- Identified and remedied a leak which potentially saved an estimated 172,000 litres of water

It's all here:

- Completed the construction of a Pavilion Extension for Wellard Oval
- Progressed the review of the Parks for People Strategy
- Progressed the review of the Local Housing Strategy
- Lobbying for the following initiatives occurred:
 - Stop the Banksia Road Sand Mines
 - City Centre revitalisation reimbursement
 - Westport
- Progressed the development of a Landscape Strategy
- Progressed the development of a Transport and Integrated Land Use Strategy
- Progressed the development of a Road Rehabilitation Strategy

The full Quarterly Performance Report is detailed at 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, including requirements for a Local Government to implement a 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.

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.

**16.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT
(QUARTER 3 2018/2019 – JANUARY TO MARCH 2019)**

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 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	Elected Members are not regularly informed and updated on key organisational actions.
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 3 2018/2019 – JANUARY TO MARCH 2019)

COUNCIL DECISION

447

MOVED CR S LEE

SECONDED CR S MILLS

**That Council note the Quarterly Performance Report (January to March 2019)
detailed in Attachment A.**

**CARRIED
8/0**

Quarterly Performance Report

Strategic Community Plan and Corporate Business Plan

Quarter 3 (January – March) 2018/19

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 District Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	22/03/2019 - Currently developing the Place Management Profile. This includes developing the document structure and collating the content through desktop analysis, site observations, connecting with stakeholders and identifying local priorities.
1.1.02 Create a Bertram District Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	21/03/2019 - Currently developing the Place Management Profile. This includes developing the document structure and collating the content through desktop analysis, site observations, connecting with stakeholders and identifying local priorities.
1.1.03 Create a Kwinana Central Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	14/03/2019 - Currently developing the Place Management Profile. This includes developing the document structure and collating the content through desktop analysis, site observations, connecting with stakeholders and identifying local priorities.
1.1.04 Create a Kwinana Industrial Area Place Plan	2.4 Economic Development	01/07/2018	30/06/2019	0	20/03/2019 - Awaiting confirmation on format of plans prior to commencing in 2019/20.
1.1.09 Refine the framework and scope for the Place Plan Template	4.3 Community Engagement	01/07/2018	30/06/2019	75	24/03/2019 - The research and desktop review for Place Plan templates is underway. On target for a draft template to be available by May 2019.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.10 Facilitate culture sharing by organising get-togethers and classes for cooking, dance and other hobbies	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - Programs, activities and events at the three community centres provide opportunities for the sharing of culture and development of social connections. Community members are encouraged to use shared-use spaces to meet and connect. Have a chat, knitting, crochet, social craft, movies, art and sharing of food activities are supported. Partnership with Befriend continues to support the development of groups and networks connecting new residents to social groups and activities. Two examples of the types of activities held are:</p> <ol style="list-style-type: none"> 1. The Sing for your Life choir program partnership with Kings College and UWA, which recommences in term 2, 2019.; and 2. The Celebrate Culture Action Group (Connecting Community for Kids) which was supported by the City of Kwinana to host an International Women's Day morning tea. The event was held at Darius Wells Community Centre and the room creatively arranged to provide a welcoming and homely feeling. An on the couch session was held with guest speakers including Lyn from the Aboriginal community, Debora and Keth from the Sudanese community and Huda also from Kwinana's diverse migrant community. These inspiring women provided powerful accounts of their lives, the women who influenced them and their advice for all women moving into the future. Approximately 30 women attended the event and all brought a contribution to a shared morning tea.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.11 Continue dissemination of a "New Residents' Kit / Welcome Pack" including information about local resources and services	4.2 Community Centres	01/07/2018	30/06/2019	100	20/03/2019 - New residents kits were available for the community from the community centres. A range of pamphlets on programs and community group activities are also available from the reception areas of the community centres. Staff provide assistance and guidance to community members to access information, contacts for relevant organisations and groups.
1.1.12 Work with culturally and linguistically diverse groups and relevant service providers to ensure newcomers are welcomed and integrated into the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - The City's Multicultural Advisory Group, supported by the Connecting Community for Kids - Celebrate Culture Action Group hosted a Harmony Day event at the Kwinana Marketplace on 21 March 2019. Activities included collation of homeland heritage on a world map, while Welcome Packs, Multicultural Action Plans and various other City event based flyers were distributed to the community.</p> <p>Unfortunately, the Fremantle Multicultural Centre is unable to continue the hosting of English language classes within the City due to a loss of external funding. Alternate options are still being explored.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.13 Develop and implement youth programs that increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>01/04/2019 - The following programs have contributed to increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people:</p> <ul style="list-style-type: none"> - The school holiday program, engaging a total of 89 young people. 22 identified as being either Aboriginal or Torres Strait Islander, and eight identified as CaLD. - The Zone Drop In service, engaging a total of 1,403 young people. 934 identified as being either Aboriginal or Torres Strait Islander, and 94 identified as CaLD. - The Beatball program, engaging a total of 275 young people. 253 identified as being either Aboriginal or Torres Strait Islander, and 10 identified as CaLD. - The World Cup Wednesdays program, engaging a total of 171 young people. 114 identified as being either Aboriginal or Torres Strait Islander, and 17 identified as CaLD.
1.1.14 Advocate for and with CaLD communities in all appropriate forums and networks to share information about CaLD-related issues and opportunities	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>21/03/2019 - The City facilitates a Multicultural Advisory Group (MAG). Guest speakers are frequently invited to MAG meetings to share information about CaLD-related issues, opportunities and services for dissemination within relevant local groups and community. Officers also actively participate in Connecting Community for Kids Celebrate Culture Action Group meetings monthly which facilitates information sharing.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.15 Work with the City's residents and community groups to increase CaLD residents' participation in community life	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>27/03/2019 - A Skills Boosting and Networking Workshop for Community Groups was held on 28 March 2019. The group identified topics for future workshops including getting in touch with multicultural communities, risk management and incorporation/governance matters.</p> <p>Officers actively participate in Connecting Community for Kids Celebrate Culture Action Group including seeking opportunities for CaLD residents to be involved in City events, this included recent Harmony and Neighbour day events.</p>
1.1.16 Increase CaLD content in City marketing and promotional materials	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	05/02/2019 - All actions continue to be carried out in an ongoing manner.
1.1.17 Work with other organisations to ensure essential community information available in priority community languages	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>28/03/2019 - Google Translate is enabled and promoted on the City's website. Community engagement has helped to inform accessibility considerations for redevelopment of the City's website.</p> <p>Four Kwinana-based organisations have been identified to assist promotion of CaLD accessibility information. This will occur next quarter.</p>
1.1.19 Introduce a standardised multilingual message, including a contact number for an interpreting service, on all City letterhead and communications	2.2 Marketing and Communications	01/07/2018	30/06/2019	75	26/03/2019 - The City's letterhead design has been updated to include interpreting services detail.

Action	Business Unit	Start Date	Finish Date	Status	Comments
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 Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - This action is ongoing as opportunities present. For example, the City is supporting the Connecting Community for Kids Celebrate Culture Action Group to deliver quarterly events which aim to dispel stereotypes by sharing personal stories of people from different cultures, titled "That Was My Home". The events are supported by City Events Funding as well as by City Officers. The next event will focus on culture from the Philippines and is anticipated to be held next quarter.</p> <p>This quarter the group focussed on delivering a Neighbour Day event in Wellard that coincided with Harmony Day. This was supported by City Officers and members of the Multicultural Advisory Group.</p> <p>The City also assisted and supported the Multicultural Advisory Group to hold a Harmony Day stall in the Marketplace to promote diversity to the wider community. This included an activity that demonstrated a visual representation of the City's diverse community.</p> <p>The City's Marketing team ensure they use a range of culturally diverse images in City publications, to promote and reflect the cultural diversity of the Kwinana community. They also help to promote events that encourage diversity via the What's On Kwinana website, photography and post-event promotion (such as media releases).</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.21 Seek endorsement and then implement a Conciliation Action Plan	4.3 Community Engagement	01/07/2018	30/06/2019	75	21/03/2019 - Reconciliation Australia has provided final approval for the Conciliation Plan. The launch event occurred on Friday 29 March 2019 at the Darius Wells Library and Resource Centre. The Conciliation Action Group members have been actively involved in the development and delivery of this event.
1.1.22 Review the operation of the Zone Drop in facility	4.6 Youth Services	01/07/2018	30/06/2019	75	29/03/2019 - Review of the Zone Drop In service is encompassed within the Youth Development Service Review Report, which is due for endorsement by the end of the financial year.
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	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>29/03/2019 - The City partners with key employment and training service stakeholders in the community to ensure young people have access to good quality education and employment opportunities. Kadadjini Bidi is a skills development program being facilitated at the Zone by Centecare WA, targeting ATSI community members seeking to work towards further training or employment opportunities. The program has successfully engaged 13 participants who are working towards obtaining certification.</p> <p>The City has partnered with the Department of Education for a Participation and Transition Coordinator to be located at the Zone Youth Space two days a week to engage directly with young people seeking further opportunities with education, training and employment.</p>
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	4.6 Youth Services	01/07/2018	30/06/2019	75	20/03/2019 - The ten key principles have been embedded in the City's Youth Strategy 2017-2020.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.25 Run life skills workshops (financial counselling, health, parenting skills etc.) at various Community Centres 18/19 - 19/20 targeting young people, young parents, homeless people, etc.	4.6 Youth Services	01/07/2018	30/06/2019	100	29/03/2019 - The City has partnered with Relationships Australia and other key Aboriginal services to run a life skills workshop at the Darius Wells Library and Resource Centre supporting young adults, including young parents and other community members. The National Empowerment Project is an Aboriginal led cultural, social and emotional wellbeing program being run two days a week for 10 weeks on Monday and Wednesdays. Areas of focus include nurturing self, family and community strengths. The City has provided the venue and crèche services for participants within the program.
1.1.26 Deliver youth and community outreach programs throughout the community to support vulnerable people at risk	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>29/03/2019 - The City delivers a youth and community outreach program which targets key hot spots to support community members and youth. A community barbeque is facilitated by The Crew every Monday afternoon at the Rotary Apex Park. City officers have engaged with over 200 community members this quarter. Main presentation and referral has focused on homelessness and financial disadvantage.</p> <p>City Officers have engaged with young people through outreach at key youth programs and events such as:</p> <ul style="list-style-type: none"> - Beatball - 1st and 3rd Friday every month at the Kwinana Recquatic Centre, with approximately 50 young people attending. - Totally Tuesday - Lunch time school activities to engage young people with key services of support, with approximately 100 young people engaging. <p>The main issues identified for this age group are vulnerabilities to being homeless, Centrelink challenges and non-participation in education.</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 Engagement	01/07/2018	30/06/2019	100	11/02/2019 - The annual City of Kwinana Australia Day event took place in the shady grounds of the Kwinana Adventure Park on Saturday 26 January. The event saw a good turnout of 700 - 850 people, with 51 residents becoming new Australian citizens and 4 Citizen of the Year Awards announced.
1.2.02 Host a Youth Festival	4.3 Community Engagement	01/07/2018	30/06/2019	25	24/03/2019 - Planning has commenced for the 2019/20 Youth Festival with the formation of an internal working group. Utilising feedback from the previous event and engagement with and feedback from local youth. It is proposed to move the festival to April 2020 to coincide with National Youth Week festivities.
1.2.03 Host a Children's Festival event	4.3 Community Engagement	01/07/2018	30/06/2019	95	24/03/2019 - The Alcoa Children's Festival was held on Saturday 9 March at Calista Oval. Despite constant light rain, attendance was good, estimated at 4,000 - 5,000 people. The theme and styling of the event was popular with participants and suppliers alike.
1.2.04 Host a Big Concert event	4.3 Community Engagement	01/07/2018	30/06/2019	95	29/03/2019 - A request for tender process will be advertised early next quarter to assist selection of the 2019 theme and entertainment.
1.2.05 Host the Christmas Lolly Run	4.3 Community Engagement	01/07/2018	30/06/2019	100	29/03/2019 - The 2018 Christmas Day Lolly Run was held with great success. Volunteers have indicated support to participate again in future years. A thank you event was held in March 2019, acknowledging the efforts of volunteers.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.06 Provide a Community Event Funding Program for local community groups to host local events in their communities	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>29/03/2019 - Three applications for event funding were approved in the third quarter of 2018/19.</p> <ul style="list-style-type: none"> - Relay for Life \$3,500 for Relay for Life event - RSL \$4,060 for ANZAC Day - Homestead Ridge Progress Association \$3,643 for Family Movie Night. <p>Total expenditure to date is \$48,153.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.07 Assist CALD groups to host multicultural festivals with food, a market, music, fashion, and crafts	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>04/04/2019 - This action is ongoing as opportunities present. For example, the City is supporting the Connecting Community for Kids (CCK) Celebrate Culture Action Group to deliver quarterly events which aim to dispel stereotypes by sharing personal stories of people from different cultures, titled "That Was My Home". The events are supported by City Events Funding as well as by City Officers. The next event will focus on culture from the Philippines and is anticipated to be held next quarter.</p> <p>This quarter CCK focussed on delivering a Neighbour Day event in Wellard that coincided with Harmony Day. This was supported by the City, officers and members of the Multicultural Advisory Group.</p> <p>The City also assisted and supported the Multicultural Advisory Group to hold a Harmony Day stall in The Marketplace to promote diversity to the wider community. This included an activity that demonstrated a visual representation of the City's diverse community.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.08 Provide culturally-appropriate food options at City events and functions	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>27/03/2019 - Officers work with caterers to ensure that a wide variety of food is available at City events and functions, including vegetarian options, which reflect the diversity of the community. This is particularly important for Citizenship Ceremonies. Officers' work with caterers to ensure all food is correctly labelled, including consideration for common allergies and food intolerance.</p> <p>Culturally appropriate food options were available at the Symphony Spectacular event in December 2018 with food trucks providing halal, vegetarian and multicultural food options.</p> <p>Officers continue to ask about dietary requirements when arranging internal and external meetings.</p>
1.2.09 Assist CaLD community groups to present cultural celebrations, including Chinese New Year and Diwali	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>27/03/2019 - Information is provided to groups regarding funding opportunities and support available by and from City Officers. This includes through the new email newsletter regularly sent to a list of 200+ community groups and members. Capacity building workshops such as the popular Skills Boosting series assist groups to present cultural celebrations.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.10 Ensure local multicultural groups are involved in all local events	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>04/04/2019 - This action is ongoing as opportunities arise. Officers actively participate in Connecting Community for Kids Celebrate Culture Action Group including seeking opportunities for CaLD residents to be involved in City events. Officers facilitate networking between community groups through the Skills Boosting and Networking Workshop Series, which encourages collaboration between groups, including with multicultural groups and other local groups.</p> <p>The City also assisted and supported the Multicultural Advisory Group to hold a Harmony Day stall in The Marketplace to promote diversity to the wider community. Community events are promoted directly to the Multicultural Advisory Group who are then able to feedback and promote to their contacts within the cultural communities.</p>
1.2.11 Support Harmony Week events	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>27/03/2019 - The City's Multicultural Advisory Group hosted a Harmony Day stall at The Marketplace, this was supported by the City's Officers. The stall included activities to engage the public in conversations about diversity and provided a visual representation of the City's diverse community. Connecting Community for Kids combined their Neighbour Day event to coincide with Harmony Day, this was supported through funding from the City and included volunteers from the Multicultural Advisory Group.</p>
1.2.12 Facilitate Aboriginal cultural celebrations that people of other cultures can be involved in	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>28/03/2019 - The City hosted the Launch of the Conciliation Action Plan - Boola Maara Baldja Koorliny. The event included a smoking ceremony, traditional food and dancing. This was an open event with all community members, organisations and groups encouraged to attend.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.13 Promote multiculturalism through multimedia displays at City facilities such as the Administration Building's and Darius Wells' reception areas	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>28/03/2019 - Multiculturalism continues to be promoted through the City's Facebook page. The Facebook feed is then shared through multimedia displays at the City Administration Centre.</p> <p>The City's 2019 Community Calendar features a variety of images, which reflect and promote the community's diversity.</p>
1.2.14 Incorporate CaLD themes into all City events	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>27/03/2019 - Connecting Community for Kids Celebrate Culture Action Group was supported by the City and members of the Multicultural Advisory Group to run their Neighbour Day event. All residents within the local area were encouraged to attend including the CaLD community. Neighbours were able to share a plate of food and speak about their respective cultures.</p>
1.2.15 Activate the Kwinana Adventure Playground	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>25/03/2019 - The Adventure Park continues to be utilised by the community to a high capacity. The hireable space inside the park, the Patio, had 101 bookings for the quarter. The Edge Skatepark had 20 bookings and Calista Oval had eight.</p> <p>Some of the larger public events at the site include;</p> <ul style="list-style-type: none"> - Australia Day celebrations on 26 January; - Alcoa Children's Festival on 9 March; - King of the Concrete Skate event on 16 March; and - Two Dinner at Dusk Food Truck events.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.16 Activate the Edge Skatepark	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>25/03/2019 - A total of 18 activation sessions were programmed for this period, 9 skateboarding coaching clinics, 5 scooter coaching clinics, 4 parkour workshops and 1 minor skateboarding competition. These free activation sessions attracted up to 35 young active participants who were taught skateboarding and/or scooter skills to enhance their development and skatepark etiquette. These skills will assist them to enjoy the space safely and appropriately in the future. The parkour workshops have been re-introduced with success, with up to 12 young people engaging in each of these sessions. Saturday 16 March saw the King of Concrete street and bowl skateboarding competition at the Edge Skatepark in Kwinana. This event attracted 300 spectators over the course of the day with 47 competitors over the 8 divisions. This was the first high-level competition at the Edge Skate Park as part of a strategy to attract high level participants to Kwinana. Competitors came from as far as Denmark and Margaret River in WA and one competitor from Victoria.</p> <p>The event was delivered by Shredability with the support of the City and local stakeholders (WA Bowlscum) and skate park reference group members.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.17 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.8 City Strategy	01/07/2018	30/06/2019	100	<p>26/03/2019 - A special Citizenship Ceremony was part of the Australia Day celebrations that were held at the Calista Oval on Saturday, 26 January 2019. 51 new citizens took the pledge in the beautiful surroundings of the Adventure Park. They were joined by family and friends to enjoy refreshments at the end of the ceremony.</p> <p>Citizenship ceremonies also took place on 6 March and 12 March, where a total of 107 people took the pledge to become new citizens. The events took place at the Darius Wells Library and Resource Centre and the new citizens invited guests to help celebrate this special event. Reece Whitby, Madeleine King and Roger Cook attended the ceremony on 6 March.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3 Facilitate improved community safety and reduced crime levels					
1.3.01 Investigate the process for the City of Kwinana to become a World Health Organisation "Safe City"	4.3 Community Engagement	01/07/2018	30/06/2019	25	01/04/2019 - Funding has been provided within the City's mid-year budget review to employ a Community Safety Officer on a two year contract, after notification of an unsuccessful funding application for a position through the State Government. This additional resource will enable this action to progress.
1.3.02 Increase collaboration with the community to plan and develop more localised community safety and crime prevention programs	4.3 Community Engagement	01/07/2018	30/06/2019	75	01/04/2019 - Community Liaison, Outreach, Youth and City Assist Services regularly engage with the local community, Police and business owners to better understand priority areas related to community safety and crime prevention. Implementation of the City's Place Framework will also increase capacity to engage community in the planning and implementation of relevant initiatives. Employment of the Community Safety Officer (scheduled to commence in April 2019) will also assist this action.
1.3.03 Regularly review delivery of community safety and crime prevention programs with State Government and community organisations to determine effectiveness	4.3 Community Engagement	01/07/2018	30/06/2019	75	01/04/2019 - Regular catch up sessions are held with local Police and key stakeholders regarding community safety and crime prevention initiatives. Recruitment of a Community Safety Officer next quarter (scheduled to commence April 2019) will enhance outcomes related to this action moving forward.
1.3.04 Undertake activities to ensure the adequate provision of local support initiatives and services to increase the confidence of victims to report incidents	4.3 Community Engagement	01/07/2018	30/06/2019	100	01/04/2019 - Work by the Community Liaison, Community Outreach, Youth Services and City Assist teams support this action.
1.3.05 Maintain a local database of community and Government programs that focus on community safety and crime prevention	4.3 Community Engagement	01/07/2018	30/06/2019	25	01/04/2019 - This is to be refined next quarter. Recruitment of a Community Safety Officer (scheduled to commence April 2019) will enhance outcomes related to this action moving forward.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.06 Consider Crime Prevention Through Environmental Design (CPTED) principles in the design of all residential and commercial developments	3.1 Planning and Development	01/07/2018	30/06/2019	100	27/03/2019 - At its Ordinary Council Meeting held on 13 June 2018, Council adopted Local Planning Policy 8 - Designing Out Crime. The policy is now being implemented on an ongoing basis.
1.3.07 Promote the application of CPTED principles amongst local residents and relevant business owners	4.3 Community Engagement	01/07/2018	30/06/2019	100	01/04/2019 - This action is ongoing.
1.3.09 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"	5.2 Essential Services	01/07/2018	30/06/2019	60	08/02/2019 - The CCTV contract is currently being finalised in order to progress this action further.
1.3.11 Develop an annual marketing plan for the promotion of community safety and crime prevention initiatives and services to the community	4.3 Community Engagement	01/07/2018	30/06/2019	25	01/04/2019 - This action is awaiting employment of the Community Safety Officer (scheduled to commence April 2019) to progress.
1.3.12 Deliver a community perceptions and wellbeing scorecard survey in 2018/19 and every two years thereafter	2.8 City Strategy	01/07/2018	30/06/2019	100	26/03/2019 - The Community Scorecard and the Wellbeing Scorecard have been completed. Overall, the City of Kwinana continues to improve in its performance, improving in 43 out of 48 performance measures. Of the 48 performance measures, 45 are currently on or above industry average. These results were gained from 661 randomly selected residents.
1.3.13 Develop and deliver a community safety survey in 2018/19 and every two years thereafter	4.3 Community Engagement	01/07/2018	30/06/2019	50	01/04/2019 - The Community Wellbeing Scorecard Survey undertaken in October 2018 has provided interim feedback regarding community safety and areas of priority focus. Employment of the Community Safety Officer (scheduled for April 2019) will assist this action.
1.3.14 Continue to deliver the City's Traffic Survey Schedule to assess speeds of traffic identified as areas of concern	1.1 Engineering	01/07/2018	30/06/2019	100	28/03/2019 - The target traffic surveys for the current quarter are completed and the traffic survey schedule has been updated.

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.3 Community Engagement	01/07/2018	30/06/2019	100	01/04/2019 - External groups have been identified with preliminary engagement occurring in March 2018. Subsequent liaison occurs regularly as part of patrols, outreach, network meetings and with existing relationships i.e. schools. Recruitment of a Community Safety Officer next quarter will enhance outcomes related to this action moving forward.
1.3.16 Co-ordinate and organise community safety workshops and awareness raising events with external stakeholders (including local schools), targeting specific community groups	4.3 Community Engagement	01/07/2018	30/06/2019	25	04/04/2019 - A Community Safety Officer will be recruited next quarter to progress this action.
1.3.17 Promote early intervention and prevention programs about family violence	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - City officers working in this area are regularly engaging and communicating with clients, stakeholders and the wider community about this social issue. Involvement in relevant network groups also supports a cross collaboration approach and information transfer which helps increase awareness of key support requirements and focus areas.
1.3.18 Raise awareness among residents of the impact of family violence on children and encourage linkages to appropriate referral services	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - Input into communication strategies and channels has been provided via the Kwinana Action Group, Connecting Community for Kids and Communities for Children groups as well as via the community outreach and youth services team. Case management and referral services provided by the City also help to raise awareness in this area.
1.3.19 Develop an anti-bullying and anti-violence social media campaign in partnership with WA Police and other key stakeholders	4.3 Community Engagement	01/07/2018	30/06/2019	75	04/04/2019 - The City continues to work with local schools and other stakeholders to understand the contributing factors to this issue as part of developing strategies moving forward. Teams are actively supporting schools in particular to address these issues and to develop further education and awareness opportunities into the future. Employment of a Community Safety Officer will support this action moving forward.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.20 Disseminate safety awareness and crime prevention materials through the City's library and other community facilities	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - Resources are distributed to these locations as they become available.
1.3.21 Develop security awareness and crime prevention materials and resources on key issues	4.3 Community Engagement	01/07/2018	30/06/2019	25	04/04/2019 - Recruitment of a Community Safety Officer next quarter will enhance outcomes related to this action moving forward.
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	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - The Community Liaison Service, City Assist Service, Community Outreach Service and Youth Service teams all provide opportunities to engage with the community to better understand the nature and content of concerns and to dispel misperceptions. The biennial Community Wellbeing Scorecard and Services Scorecard undertaken in October 2018 has helped to further understand perceptions and areas to address.
1.3.23 Utilise the City's social media platforms and website to highlight internal and external safety and crime prevention materials and initiatives	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - Promotion of the Seniors Subsidy Program is undertaken through these channels. Recruitment of a Community Safety Officer next quarter will enhance outcomes related to this action moving forward.
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 CPTED principles	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - A range of resources are currently provided via the website, direct mail and face to face through a variety of teams for specific topics. Recruitment of a Community Safety Officer next quarter will enhance outcomes related to this action.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.25 Continue Community Liaison Officer community engagement patrols in the City Centre public places	4.6 Youth Services	01/07/2018	30/06/2019	100	20/03/2019 - The City's Community Liaison Program continues to patrol public places in the Kwinana community on a daily basis, in particular key City landmarks and facilities in the central business district area. The Community Liaison Program consists of four Liaison Officers, with two Liaison Officers being from an Aboriginal background, providing diversity within the service approach. The Community Liaison Program Officers engage directly with community members, businesses, services and agencies to identify strategies to enhance community access to facilities and community services.
1.3.26 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement	4.6 Youth Services	01/07/2018	30/06/2019	60	<p>25/03/2019 – Community Liaison Officers at the City have approached a local Aboriginal group to discuss the possibilities of working along side City staff to engage with Aboriginal youth more directly and to build rapport in community settings. Discussion is occurring to identify a model of culturally appropriate facilitation that will provide positive outcomes for the community.</p> <p>The outcomes from this joint approach would be to link young people into referral support services where appropriate and to facilitate cultural development initiatives.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>01/04/2019 - The City of Kwinana has implemented a range of youth diversion activities, as follows:</p> <ul style="list-style-type: none"> - The Zone Drop In service, engaging a total of 1,403 young people. 934 identified as being either Aboriginal or Torres Strait Islander, and 94 identified as CaLD. - The Beatball program, engaging a total of 275 young people. 253 identified as being either Aboriginal or Torres Strait Islander and 10 identified as CaLD. - The World Cup Wednesdays program, engaging a total of 171 young people. 114 identified as being either Aboriginal or Torres Strait Islander and 17 identified as CaLD. <p>Additionally, the City is exploring funding opportunities in order to fund new diversionary initiatives.</p>
1.3.28 In partnership with WA Police and key stakeholders develop an antibullying and anti-violence social media campaign	4.6 Youth Services	01/12/2018	30/06/2019	25	<p>29/03/2019 - The City continues to work with local schools and other stakeholders to understand the contributing factors to this issue as part of developing strategies moving forward. Teams are actively supporting schools in particular to address these issues and to develop further education and awareness opportunities into the future. Recruitment of a Community Safety Officer next quarter will enhance outcomes related to this action moving forward.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.29 In liaison with local schools carry out workshops assisting parents of teenagers	4.6 Youth Services	01/07/2018	30/06/2019	100	25/03/2019 - City Officers have been in consultation sessions at high schools in Kwinana with parents of students discussing potential for workshops. Parents have raised key issues of domestic and community violence, bullying and non school attendance. The City will collaborate with schools to identify workshop opportunities, to better inform parents and guardians of strategies to address key issues.
1.3.30 Continue to provide the Zone Youth Space 'Drop In Service'	4.6 Youth Services	01/07/2018	30/06/2019	100	01/04/2019 - The City has continued to provide the Zone Drop In service, engaging a total of 1,403 young people. 934 identified as being either Aboriginal or Torres Strait Islander and 94 identified as CaLD. Additionally, 1,022 were male, 361 were female and 20 identified as other.
1.3.31 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	4.6 Youth Services	01/07/2018	28/02/2019	50	16/01/2019 - The City is currently collaborating with Nyoongar Wellbeing and Sports to seek grant funding opportunities for a mentoring program at the Zone. The Youth At Risk Intensive Intervention Project is an intensive secondary intervention targeting at risk young Aboriginal males who are already in the Justice system and are at risk of offending and disengaging from education.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.32 Develop and implement an activation plan for the Edge Skatepark	4.6 Youth Services	01/07/2018	30/06/2019	75	<p>25/03/2019 - A total of 18 activation sessions were programmed for this period, nine skateboarding clinics, 5 scooter coaching clinics, four parkour workshops and one minor skateboarding competition. These free activation sessions attracted up to 35 young active participants who were taught skateboarding and/or scooter skills to enhance their development and skatepark etiquette. These skills will assist them to enjoy the space safely and appropriately in the future. The Parkour workshops have been re-introduced with success, with up to 12 young people engaging in each of these sessions.</p> <p>Saturday, 16 March saw the King of Concrete street and bowl skateboarding competition at the Edge Skatepark in Kwinana. This event attracted 300 spectators over the course of the day with 47 competitors over the eight divisions. This was the first high-level competition at the Edge Skate Park as part of a strategy to attract high-level participants to Kwinana. Competitors came from as far as Denmark and Margaret River in WA and one competitor from Victoria.</p> <p>The event was delivered by Shredability with the support of the City and local stakeholders (WA Bowlscum) and skate park reference group members.</p>
1.3.33 Develop youth activation plans for key community facilities and spaces	4.6 Youth Services	01/12/2018	30/06/2019	25	<p>04/04/2019 - Further investigations are ongoing for this action. Completion of the Youth Development Service Review will assist progression of this action.</p>

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 and walking trails through place making	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>29/03/2019 - Engagement on the Varris Park upgrade development works has concluded and residents informed of the outcome, anticipated design and time frames. Work should be concluded by June 30.</p> <p>The City are exploring opportunities to refine and enhance the Parks for People Program. This includes integrating placemaking principles into the program, and improving engagement outcomes.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.02 Supporting Community Events that promote community inclusion and involvement	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - Support is provided in the following ways:</p> <ul style="list-style-type: none"> - Facilitation of Community Leaders Forum - a follow up engagement session was held to continue the community discussion and develop actions to achieve some of the desired outcomes outlined in November 2018. - Provision of the Community Events Fund(\$50,000 per annum) - expended funds to date: \$48,153. - Individual group assistance provided by City Officers aimed at building capacity, confidence and navigating corporate requirements. - Information sessions for community groups are held, including a Neighbour Day Funding workshop. - Seven community groups and eight residents were provided with funding to host Neighbour Day activities in their streets and communities. - The City's 'What's On' online platform assists with event promotion and attendance. - Liaison with and engagement of various advisory groups and networks.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.03 Support community involvement in activities that encourage a connected and mentally healthy community, such as community gardens and volunteering	4.3 Community Engagement	01/07/2018	30/06/2019	100	02/04/2019 - This action is ongoing. The City continues to support social and hobby groups that engage a variety of community members and provide opportunities for social connections. Current discussions are occurring with a potential radio controlled car club establishing themselves in the City.
1.4.04 Support healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/03/2019 - This action is ongoing. Development of a community engagement plan and gathering of empirical evidence for the development of the City's new Public Health and Wellbeing Plan is underway. Meetings have occurred with GP Extra who have recently started a practice in the City and opportunities have been discussed with the Kwinana Market Place Healthy Lifestyles Network Group.
1.4.05 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	4.3 Community Engagement	01/07/2018	30/06/2019	100	02/04/2019 - The City continues to support Statewide health and wellbeing campaigns to address lifestyle risk factors within Kwinana, linking with City facilities where relevant. Further cross team partnering will occur in the future to enhance this outcome.
1.4.06 Implement actions related to the health and wellbeing portfolio	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/03/2019 - This action is ongoing. Contributions into the Public Health and Wellbeing Plan project have included developing a comprehensive stakeholder engagement document for use by consultants and initial planning documentation with empirical evidence and stakeholder feedback.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.07 Implement a range of initiatives focussing on families and children	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - Initiatives focussing on families and children included supporting the Bertram Community Playgroup to re-establish with new group leaders. A range of after school and school holiday activities were offered across the three community centres.</p> <p>Families were supported through the crèche service offered by the community centres. Sensory Play for Preschoolers at the John Wellard Community Centre provided a stimulating educational and fun environment for children, while parents were able to develop social connections and support networks by attending programs in the centre.</p>
1.4.09 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	01/07/2018	30/06/2019	100	<p>01/04/2019 - The City has provided a range of activities, programs and services to meet the needs of young people in Kwinana. In total, these have engaged 2,019 young people. Of these, 36 were in the 10 to 11 age group, 1,038 were in the 12 to 13 age group, 639 were in the 14 to 15 age group, 218 in the 16 to 17 age bracket, and 24 were aged 18.</p> <p>An example of the programs provided includes the Unique As program, which currently has 13 young people attending. Numbers are expected to rise as the program is further developed.</p> <p>Additionally, there is the plan for a new employment program for young people to be implemented in the next quarter.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - A range of programs were offered during the quarter including regular weekly activities and group meetings. Examples include:</p> <ul style="list-style-type: none"> - A Circus Workshop with Pirateman Pete attracted approximately 45 children who tried their hand at simple tricks such as juggling, hula hooping and balancing a plate on a stick. The Pirateman also engaged them in some fun games and colour in activities. - Boredom Busters is at capacity with 18 children. In February they participated in Valentine's Day craft, salt paintings and a mini science fair. - Art with Morris Program has 100 percent occupancy with 18 participants and a wait list. Feedback continues to be very positive. The facilitator Morris Jacobs and some of the participants have also been involved in the Community Mural Painting at the Frank Konecny Centre. - The Cuppa with Joe program attracted two new members and the group enjoyed a collage activity which was facilitated by local Harriet Sawyer from Heartwise Art Therapies. - The Principal Solicitor for Citizens Advice Bureau gave a very informative presentation on Wills, Enduring Power of Attorney and Enduring Power of Guardianship Agreements. She was a dynamic presenter sharing her knowledge in layman's terms to 48 attendees.

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>- The Recycled Art Plastic Fish swam into the Darius Wells Community Lounge in March, where it will be on display until the end of April. The Arts Team at the City of Gosnells commissioned environmental artist Calvin Chee to design and construct the Plastic Fish, comprised of bamboo, salvaged plastic waste and litter. A series of events/activities to highlight and educate the community about the plastic problem have been scheduled.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - A range of programs were offered during the quarter. Examples include:</p> <ul style="list-style-type: none"> - The Children's Tinkering school holiday program was successful with over 25 attendees. The children were encouraged to saw, drill, hammer and glue a wide range of recycled materials, including wood off-cuts of various sizes, plastic bottles, jar lids and glitter, in order to construct their own creation. They were given the freedom to experiment and let their resourcefulness inspire them to imagine, design and create. The Boronia Room was abuzz with positive energy and enthusiasm. Children, along with parents, were fully engaged in a variety of creative pursuits. - Have a Chat Group continues to attract new members every Tuesday. Each week the group talk about different topics or upcoming activity in and around Kwinana. Recently the Wellard Residents Group invited the group and local businesses to partner in the Clean Up Australia Day event. - The Social Sewing Group attracted new members to its classes. Volunteer leaders share their knowledge of sewing and assisting the beginners to develop a life skill. The group will be complimenting the 'Beyond the Plastic' program and utilising recycled materials to create a work of art, which will be displayed in the foyer of John Wellard Community Centre. - The Creative Minds Program commenced for the term and has been well attended. People who attend the Aboriginal Day Care Centre run by "People Who Care" will be regular participants this term. The group were assisted by their carers and had an enjoyable time painting the recycled 2lt milk cartons to make the hanging planters in favourite sporting colours or the Aboriginal flag.

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>- The Wellard Ukulele Singing Group performed at Darius Wells on Sunday 10 March in front of delighted fans. They sang a number of their favourite songs and accompanying the group were the local Hula Dancers. Each week the group attracts new members and it is always a highlight of the week at the centre. 20 people attend the class each week.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 – A range of programs were offered during the quarter. Examples include:</p> <ul style="list-style-type: none"> - Summer Movie Night at Bertram. A balmy evening attracted over 150 people to the Centre. Pre-movie entertainment was provided by local musician Aaron Thomas. Children enjoyed making Coco Masks and free ice creams and popcorn. - The Tuesday morning crochet group continues to be popular with an average of 10 ladies each week to crochet and chat. This group is community driven and they are currently making reusable shopping bags. - The Lego Club is always a popular program at the centre with many children building and designing cars, planes and unusual creatures. - Social Mosaics is built off the success of the Term 4 2018 facilitated program. The group is now being coordinated by a community volunteer each Thursday morning. People Who Care and their clients are also attending the program with an average of 10 participants each week. - Seniors Social Group is a weekly group of approximately five seniors who meet for a coffee and chat each Friday morning at the centre.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.13 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - The following activation initiatives occurred over the last quarter:</p> <ul style="list-style-type: none"> - Open Mic Live Music Nights continue to generate interest and attendance from the community. Attendances have exceeded 50 people including a full complement of performers. The program has attracted a core group of people who regularly attend and is engaging the young adult demographic, including males. <p>The self-run Circle of Friends Group held a long table luncheon for approximately 50 members and an alfresco dining event in Chisham Square with a sing along karaoke style music session.</p> <p>In March Bubbleology Fun came to the Chisham Square Games. 30 children of various ages enjoyed Fairy Cherish from Freedom Fairies creating some giant bubbles and outdoor games.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.14 Continue to facilitate multi-sector youth at risk services group	4.6 Youth Services	01/07/2018	30/06/2019	100	29/03/2019 - Youth at risk groups are facilitated on a monthly basis. This involves collaboration with and participation by various stakeholders with regard to community safety and youth participation in training and education. The Kadadjini Bidi skills development program facilitated at the Zone Youth Space has been developed through the youth participation networking group. The City engage with the Kwinana Police, local businesses and youth agencies through a youth intervention networking group to develop strategies for community safety involving young people.
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	01/07/2018	30/06/2019	100	<p>29/03/2019 - The Zone Youth Space facilitates social and wellbeing programs for young people engaging in the space. These programs include an inclusive group for LGBTIQ (15 - 17 year olds), a younger girls group (12 - 14 year olds), an indoor soccer program targeting young people from multicultural backgrounds and Beatball, being a diversional program to engage young people in an inclusive environment which is safe. The Zone Youth Space also facilitates a drop in service for 12 - 18 year olds after school Monday to Friday and also on Saturday afternoon, to provide a safe inclusive space for young people to positively engage with Youth Officers and other young people accessing the service.</p> <p>The Youth Advisory Council is a vehicle for young people to make a difference in the local community while building new friendships and learning new skills.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2018	30/06/2019	50	25/03/2019 - The City continues to work in partnership with service providers within community networking groups to seek opportunities for funding to address key priorities in the community. The City is currently looking at funding submissions for youth diversional programming, youth skills development and training, and youth community events.
1.4.17 Continue to maintain key stakeholder contact lists	4.6 Youth Services	01/07/2018	30/06/2019	100	24/03/2019 - The City continues to maintain a key Stakeholder Engagement Database for the Kwinana community.
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	4.6 Youth Services	01/07/2018	30/06/2019	100	20/03/2019 - The City is planning the launch of a Purple Bench to draw attention to domestic violence in May 2019. The event will take place on the grassed area at the front of the Requatic where the bench is located. A youth homelessness event will take place at the Zone Youth Space during WA Youth Week in April 2019. Young people from the community will sleep overnight at the Zone Youth Space in the multipurpose court area to raise awareness of people experiencing homelessness.
1.4.19 Continue to support the Kwinana Rockingham Homelessness Interagency Group	4.6 Youth Services	01/07/2018	30/06/2019	100	19/03/2019 - The City continues to support the Kwinana Rockingham Homelessness Interagency Meetings.
1.4.20 Continue to support the Kwinana / Rockingham Local Drug Action Group	4.6 Youth Services	01/07/2018	30/06/2019	100	25/03/2019 - A City representative attends the Kwinana/Rockingham Local Drug Action Group meetings, held monthly. The group are currently seeking funding opportunities to further initiate programs which involve the community.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.21 In partnership with nongovernment organisations ensure the provision of community events	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>25/03/2019 - The City contributes towards the activities of Connecting Community for Kids, Smith Family (Communities for Children), KEYS, NGALA, Nyoongar Wellbeing and Sports, with each organisation regularly facilitating events for the community.</p> <p>Sponsorship from the private sector has enabled events to be held such as the Symphony Spectacular and the Alcoa Children's Festival.</p>
1.4.22 Increase CaLD content in all community, cultural, health and recreational facilities and services	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>28/03/2019 - Planning and organising for the Learning English Thorough Story Time (LETS) program has been completed. This program has been developed by the Library and is due to start next quarter. The LETS program is aimed at adults with little to no English who have children aged 3 to 5 years. The sessions are designed to teach adults basic English and develop the skills needed to promote and assist their children to learn English as a second language.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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)	4.3 Community Engagement	01/07/2018	30/06/2019	100	28/03/2019 - Planning and organising for the Learning English Thorough Story Time (LETS) program has been completed. This program has been developed by the Library and is due to start next quarter.

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	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>24/03/2019 - This action is ongoing. This quarter, winter seasonal tenancies have been completed, seasonal club handover has occurred and the City has liaised with clubs regarding line marking and grounds maintenance issues for the upcoming season.</p> <p>As part of the Every Club Program the City continues to provide governance and development opportunities, including referring clubs to Skills Boosting Workshops.</p>
1.5.02 Complete actions to improve local sporting club participation	4.3 Community Engagement	01/07/2018	30/06/2019	100	18/03/2019 - Seasonal tenancies for all clubs seeking facilities have been finalised. Planning for future club events and summer season sports will commence next quarter.
1.5.03 Complete actions to improve local sporting club membership	4.3 Community Engagement	01/07/2018	30/06/2019	100	26/03/2019 - As of 18 March 2019 the City processed 262 Kidsport applications for the quarter. These applications were made up of 174 males and 87 females. As part of this number, more than 50 applicants were from an Aboriginal background, demonstrating the diversity of applications within the City.
1.5.04 Complete actions to improve local sporting club people development	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/03/2019 - The City provided opportunity for clubs to be involved in Skills Boosting Seminars, and promoted development opportunities provided by the Department for Local Government, Sport and Cultural Industries and other industry bodies. The City has also further assisted the new committee at the Kwinana Wolves Rugby Club to develop their club management skills.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.05 Complete actions to improve local sporting club infrastructure	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>24/03/2019 - The City completed a number of requests for minor infrastructure repairs and maintenance for clubs, as well as progressed infrastructure capital works across the following areas:</p> <ul style="list-style-type: none"> - Installation of Medina Oval lights. - Notification of State Government support of \$150,000 towards the Thomas Oval lighting project. The City awaits an update from the Federal Government regarding a funding submission to extend the same lighting project. - The Book A Court system was installed at the Kwinana Tennis Club. - Storage was provided at Wellard Oval for Little Athletics. - A small maintenance request was received from the Equestrian Club.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.06 Complete actions to improve local sporting club talent development	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>25/03/2019 - The City continues to provide financial assistance to residents who are selected in Western Australian and Australian representative teams. Three applications for athletes residing in Wandi and Wellard have been approved for Rugby competitions in New Zealand and New South Wales this quarter.</p> <p>The City has contributed a total of \$5000 to 26 athletes this financial year to complete in sailing, rugby, ten pin bowling, equestrian, muay thai, ta kwon do, ice skating, cricket, volleyball, netball and futsal competitions locally, nationally and internationally.</p>
1.5.07 Deliver the Community Funding Program in two funding rounds per annum	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - The second round of the 2018/19 Community Funding Program was opened February 2019 and will close the first week in April 2019.</p> <p>The Community Funding Program application form and assessment process has been refined to enhance usability and the overall review process.</p>
1.5.08 Form partnerships with local community groups to promote healthy environments, healthy canteens, safe alcohol provision, no smoking venues	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>18/03/2019 - The City continues to seek and provide opportunities for local organisations to promote healthy environments. Recent discussions have indicated the need for walking groups in the central area, which will be explored in the next quarter.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.09 Provide input into the Connecting Communities for Kids working groups	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - Participation occurs in the Culture and Connecting Neighbourhoods groups, as well as the overarching steering and governance Committee.
1.5.10 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>24/03/2019 - The Kwinana Youth Advisory Council continued to meet fortnightly during the quarter and welcomed one new committee member. Initiatives undertaken during this period include:</p> <ul style="list-style-type: none"> - The Kwinana Youth Advisory Council and LyriK program are involved in the planning committee of a youth led conference (potentially August 2019). - The Kwinana Youth Advisory Council (YAC) were invited by Creating Communities and The Village at Wellard Residents Association to volunteer at The Ring Criterion event at Wellard, Sunday 11 February. The event provided the Kwinana YAC with the opportunity to develop partnerships and work together as a team to activate the Wellard Square with a chill out area including music, big games, beanbags, table tennis and a stall offering juices and smoothies utilising the Blender Bike.
1.5.11 Facilitate the delivery of the Kwinana Youth Incentives Program - LYRIK	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>25/03/2019 - Initiatives delivered during this period include:</p> <ul style="list-style-type: none"> - Support of the 2018 LyriK Award recipients. - Support of students receiving LyriK Educational Scholarships for furthering their education into 2019. - Planning for the YACtivate conference being proposed to be held in August 2019.
1.5.12 Review and enhance the structure of existing youth and community support service committees and networks	4.6 Youth Services	01/09/2018	28/02/2019	100	16/01/2019 - This action will be informed by the current Youth Development Team service review.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.13 Host a series of professional development workshops in Kwinana targeting youth workers	4.6 Youth Services	01/11/2018	30/03/2019	50	08/02/2019 - The City of Kwinana Youth Officers and a number of support staff from local youth services from Salvation Army, Red Cross and Wirrpanda Foundation were trained by Youth Work WA in the Youth Work Code of Ethics.
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	4.6 Youth Services	01/07/2018	30/06/2019	100	01/04/2019 - The Zone Youth Space has had a total of six organisations utilise the facility, with 35 hours being booked for January, 97 hours for February, and 163 hours for March. The organisations include a disability service, roller derby, roller hockey, a church youth group, an Aboriginal organisation focused on helping children in schools, as well as a new alternative education program based at the Zone Youth Space.
1.5.15 Administer a Youth Wellbeing Scorecard with industry benchmarking biannually	4.6 Youth Services	01/03/2019	30/06/2019	25	04/04/2019 - No external funding has been identified to support this action to date. More research is to be undertaken next quarter.
1.5.16 Hold capacity-building sessions for the youth sector	4.6 Youth Services	01/07/2018	30/06/2019	100	29/03/2019 - The City held a capacity building session for increasing youth workers knowledge of the needs of LGBTI people. The scope of the session was to better understand the revised Equal Opportunity Legislation and how to promote the youth service as being a LGBTI-friendly environment for staff and clients.
1.5.17 Promote youth data available via the web, and ensure all stakeholders are aware of it	4.6 Youth Services	01/02/2019	30/06/2019	100	04/04/2019 - Information related to youth matters is regularly provided through a variety of mediums and forums.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.19 Assist unincorporated CaLD groups to access funding	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Assistance is provided as required. This includes through the bimonthly Skills Boosting and Networking Workshops, directly from Officers over the phone and in person. With the assistance of the City's Multicultural Advisory Group, a database of all CaLD groups in Kwinana has been created. Next quarter the City will work to directly assist the unincorporated CaLD groups who have been identified.
1.5.20 Ensure information about grant and tender opportunities are communicated to CaLD communities in an accessible manner	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Direct links to grant search tools and grant funding bodies are included in the City's resource document for building community groups. This is written in an accessible manner, is available on the City's website and is promoted directly to community groups.
1.5.21 Provide CaLD communities with training and support in grant and tender writing	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The City continues to provide support as required. This includes through the bimonthly Skills Boosting and Networking Workshops, directly from City Officers over the phone and in person. Direct links to grant search tools and grant funding bodies are included in the City's resource document for building community groups. This is written in an accessible manner, is available on the City's website and is promoted directly to community groups.
1.5.22 Ensure job advertisements encourage applicants from CaLD backgrounds	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - The City's recruitment processes (including advertising for vacant positions) factor in CaLD requirements. This is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.6 Increase the prevalence of volunteering in Kwinana					
1.6.01 Create an Active Citizenship Strategy	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - The Volunteer Centre attracted 40 new enquiries and 42 referrals this quarter.</p> <p>Recent changes to the Centrelink mutual obligation for those aged 55 to 60 years has resulted in a slight decrease in volunteers with the requirement now to look for work. Volunteering is no longer included in the mutual obligation contract.</p> <p>Several referrals were made to the City's programs offered in the Community Centres as many attendees are looking at ways of re-engaging with the community, and not necessarily through volunteering.</p>
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	01/07/2018	30/06/2019	75	<p>25/03/2019 - During this period a campaign was delivered targeting high schools and social media to attract young people into volunteering opportunities, to connect them to the Kwinana community. This resulted in the following volunteer activities:</p> <ul style="list-style-type: none"> - 6 youth volunteers at the King of Concrete event (Saturday 16 March 2019). - 2 youth volunteers for Edge Skatepark activation sessions (Term 1). - 5 youth volunteers at The Ring Criterium at Wellard event (Sunday 11 February 2019).

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.6.03 Provide a range of dedicated youth volunteer positions within the City of Kwinana	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>25/03/2019 - During this period a campaign was delivered targeting high schools and social media to attract young people into volunteering opportunities, to connect them to the Kwinana community. This resulted in the following volunteer activities:</p> <ul style="list-style-type: none"> - 6 youth volunteers at King of Concrete event (Saturday 16 March 2019). - 2 youth volunteers for Edge Skatepark activation sessions (Term 1). - 5 youth volunteers at The Ring Criterium at Wellard event (Sunday 11 February 2019).

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.7 Develop and celebrate arts in Kwinana					
1.7.01 Review the City's Public Art Masterplan	4.3 Community Engagement	01/07/2018	30/06/2019	0	27/03/2019 - Review of the City's Public Art Masterplan is on hold until a review of the Cultural Policy and Cultural Plan has been completed. Officers are also exploring opportunities to align the Public Art Masterplan with the Place Plans currently being developed.
1.7.02 Present and support arts initiatives relating to Kwinana's diversity	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>27/03/2019 - Presented 'Carnival in a Suitcase' art project during the Alcoa Children's Festival on 9 March 2019. This was a partnership between Spare Parts Puppet Theatre and three local schools. Approximately 300 students took part in curating and developing this multidisciplinary art project.</p> <p>Thematically, the 'Carnival in a Suitcase' project was an exploration of cultural diversity, identity, and belonging.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.7.03 Facilitate the development of partnerships for the installation of public art throughout the City	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - Developed and presented 'Beyond Plastic', a public art initiative in partnership with the City of Gosnells and Peter Carnley Community College. Students will be creating artworks using recycled materials, to be displayed at the Darius Wells Library and Community Centre.</p> <p>This project involved a series of art workshops with the school culminating in the display of a large scale sculptural fish created by environmental artist Calvin Chee to raise awareness about the impact of plastics on the environment.</p> <p>Officers have also been providing advice and support regarding the development of public art within the Cassia Glades estate.</p> <p>Further opportunities to facilitate public art opportunities will be explored through the development of the City's Cultural Development Plan.</p>
1.7.04 Review the City's Cultural Policy	4.3 Community Engagement	01/07/2018	30/06/2019	45	<p>02/04/2019 - Currently refining the project planning approach to assist the review of the City's Cultural Policy and the development of a Cultural Plan. A desktop review is underway including researching best practice from other local governments, State and Federal perspectives, as well as frameworks from other cultural and art institutions.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.7.05 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	4.3 Community Engagement	01/07/2018	30/06/2019	35	<p>27/03/2019 - Project on hold pending the review of the City's Public Art Masterplan, Cultural Policy, and the development of a Cultural Plan.</p> <p>Opportunities for public art and partnership opportunities throughout the Kwinana Industrial Area will also be explored through the Kwinana Industrial Area Place Plan in 2019-2020.</p>
1.7.06 Liaise with the Koorliny Arts Centre on the delivery of a vibrant and varied arts program throughout the City	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - Officers regularly liaise with Koorliny Arts Centre management to explore options and enhancements. Opportunities to better align the ongoing programs offered by the Centre with the City will be explored through the development of the Cultural Plan. Officers will also be looking for opportunities to support Koorliny Arts Centre deliver arts programs in the broader community.</p> <p>The City will be presenting the Arts, Culture, and Entertainment Awards at the Koorliny Arts Centre in October 2019.</p>
1.7.07 Document and review the City's existing art collection	4.3 Community Engagement	01/07/2018	30/06/2019	50	<p>02/04/2019 - Officers are working internally to identify public art assets and their associated value. However, further work on the art collection in general is on hold pending a review of the City's heritage assets at Sloan's Cottage and Smirk's Cottage. A full inventory of the heritage artifacts and assets is currently underway for both cottages, with actions being taken to enhance their preservation in the first instance.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.8 Respect and promote Kwinana's unique heritage					
1.8.01 Review the City's Municipal Heritage Inventory	3.1 Planning and Development	01/07/2018	30/06/2019	75	27/03/2019 - The review of the heritage inventory is a matter being incorporated into the review of the City's Local Planning Strategy which is a project to take place over multiple years
1.8.02 Seek endorsement for and then implement the Business Plan related to the City's Heritage Assets	4.3 Community Engagement	01/07/2018	30/03/2019	50	08/02/2019 - In October 2018, Council endorsed findings from the Heritage Report supporting the entering of a new management agreement with the Kwinana Heritage Group for management of Smirk's Cottage and to advertise for expressions of interest from properly constituted organisations engaged in activities consistent and compatible with the purpose of Sloan's Cottage and Sloan's Heritage House. Work on the implementation of this action is continuing.

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, including departmental business plans	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - This action is ongoing. Event planning now includes an access and inclusion check list. The City's Planning and Building Teams actively consider access requirements as part of the development process. Facilitation of the Access and Inclusion Advisory Group assists communication and alignment.
1.9.02 Continue to provide a priority bin service for eligible people with a disability	3.3 Environmental Health	01/07/2018	30/06/2019	100	22/03/2019 - The City continues to provide a priority bin service for eligible people with a disability.
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 Engagement	01/07/2018	30/06/2019	100	12/03/2019 - The Alcoa Children's Festival was held on Saturday, 9 March. The accessible events checklist was used when planning this event. Additional ACROD parking was made available and well advertised prior to the event. An additional accessible toilet was also hired in for the event.
1.9.04 Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disability	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The Events Accessibility Checklist is included in various resource packages, such as the: - Events Planning Package; and - Contractors Tender Documents
1.9.05 Continue to ensure the City's Library provides products, resources and services for people with disability	4.4 Library	01/07/2018	30/06/2019	100	23/03/2019 - Improvements are being made to the Library services for people with disabilities as opportunities become apparent. The proposed reconfiguration of the front-of-house model will further improve accessibility and assist with self-checkout processes for people using wheelchairs. A recent example of improvements was the repositioning of DVDs to have the spine facing out. This made browsing easier for those unable to use both hands to support the DVDs as they browse through them.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.06 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan (DAIP)	5.3 Contracts	01/07/2018	30/06/2019	100	25/03/2019 - The Disability Access and Inclusion Plan reporting requirements and sample templates are included in all of the City's formal tender and request for quotation documentation. The obligation to undertake and complete these reports are also reaffirmed in the City's contractual documents.
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	01/07/2018	30/06/2019	100	29/03/2019 - All of the City's formal tender and request for quotation documentation contain the Disability Access and Inclusion Plan reporting requirements and templates of the reports that the contractors are to fill out. References to the contractor's obligations to complete the Disability Access and Inclusion Plan reports (when applicable) are also reaffirmed within the contracts.
1.9.08 Ensure that City of Kwinana staff are aware of the DAIP requirements of relevant legislation	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The Access and Inclusion Advisory Group is available to support officers, as well as to provide one on one advice to relevant team members to support them in adhering to the requirements. Further training and support areas are to be identified.
1.9.09 Ensure all programs run are accessible and inclusive	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The Accessibility Checklist is included in the City of Kwinana Event Planning Package. Community engagement documentation has been updated to reflect access and inclusion components.
1.9.10 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	1.2 Asset Management Services	01/07/2018	30/06/2019	100	28/03/2019 - Buildings are inspected, and where possible upgraded. Some older buildings are too cost prohibitive to upgrade, with the life expectancy of the building in doubt. All new buildings are accessibly compliant.
1.9.11 Ensure that all City owned buildings meet Access Standards	1.2 Asset Management Services	01/07/2018	30/06/2019	100	28/03/2019 - Buildings are inspected, and where possible, compliance has been achieved.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.12 Ensure that ACROD parking meets both the required standards and the needs of people with disability	1.1 Engineering	01/07/2018	30/06/2019	100	28/03/2019 - All new capital projects and developments are designed and constructed in accordance with relevant standards and specifications, to ensure ACROD parking requirements are met.
1.9.13 Ensure all parks and recreational areas are inclusive and accessible	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - With each park upgrade attention to access and inclusion is central. Varris Park will incorporate better pathways, access to the park, shade and shelter and elements of nature play to encourage activity at a range of levels. Features are integrated for the young, families and older users. The Access and Inclusion Advisory Group are available to provide comment and advice on all new upgrades and developments.
1.9.14 Ensure bushland walks and trails are inclusive and accessible	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Bushland walks and trails have been inspected and are maintained on a regular basis.
1.9.15 Ensure that footpaths are accessible, maintained and kept free of debris and sand	1.3 City Operations	01/07/2018	30/06/2019	75	12/03/2019 - The quarterly sweeping schedule has been completed.
1.9.16 Ensure buildings, car parks and public spaces are clearly signed	1.2 Asset Management Services	01/07/2018	30/06/2019	100	01/04/2019 - This action is ongoing.
1.9.17 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	3.1 Planning and Development	01/07/2018	30/06/2019	100	27/03/2019 - This action is ongoing.
1.9.18 Continue to update You're Welcome information and provide this information via the City's website	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Update of the You're Welcome resource continues to occur as required.
1.9.19 Provide a beach wheel chair and matting for use by the community at Kwinana Beach	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The beach wheelchair continues to be available to beach users between November and March.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.20 Promote the achievement of DAIP outcomes to the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Key access and inclusion achievements are provided and circulated in the City's Annual Report. Achievements are also discussed at Access and Inclusion meetings and representatives are able to circulate achievements to the wider community.
1.9.21 Ensure all of the City of Kwinana information is available on request in alternative formats and promote this to the community	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	05/02/2019 - All actions continue to be carried out in an ongoing manner.
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	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	05/02/2019 - All actions continue to be carried out in an ongoing manner.
1.9.23 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	2.6 Customer Services	01/07/2018	30/06/2019	100	21/03/2019 - The City's grievance and complaints policies are available and accessible.
1.9.24 Ensure Customer Service Officers are adequately trained so they can facilitate complaints from people with a disability	2.6 Customer Services	01/07/2018	30/06/2019	100	26/03/2019 - A training plan has been developed.
1.9.25 Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The Access and Inclusion Working Group continues to meet regularly. Additional service providers and community members have expressed an interest in joining the advisory group.
1.9.26 Ensure all community consultations are accessible and inclusive for everyone	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Access and inclusion criteria have been added to the City's Community Engagement Plan template, with advice for City Officers provided as required.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.27 Consult with disability organisations and networks as required	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Disability organisations have been consulted as part of the Access and Inclusion Working Group agenda preparation. Organisations and services providers will be consulted as a matter of priority when developing the City's new Disability Access and Inclusion Plan.
1.9.28 Ensure consultation documents are available in accessible formats	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Upgrade of the City's website is currently being planned to improve accessibility requirements. Consultation documents are available in a variety of formats and mediums. Officers are available to support individuals should they need assistance in providing comment or feedback to the City.
1.9.29 Ensure all aspects of Council Meetings are accessible and inclusive	2.8 City Strategy	01/07/2018	30/06/2019	100	26/03/2019 - The City ensures that Council meetings are accessible and inclusive.
1.9.30 Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - Two issues have been identified, one relating to a private property and the other to a commercial strata property. City Officers continue to address these issues and refer to appropriate parties.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.1 Residents have access to ample job opportunities locally					
2.1.01 Review the Local Employment Solutions Council Policy	2.4 Economic Development	01/07/2018	30/06/2019	100	20/03/2019 - The review is complete.
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	01/07/2018	30/06/2019	100	28/02/2019 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and has nominated to be 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 Engagement	01/07/2018	30/06/2019	100	04/04/2019 - Progression on this action occurs as opportunities present.
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)	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - The City's recruitment processes consider CaLD related competencies. This is ongoing.
2.1.05 Engage CaLD people with English language proficiency to assist those who don't with employment and housing, etc.	4.6 Youth Services	01/07/2018	30/06/2019	100	04/04/2019 - City Officers liaised with the Department of Housing and the main employment provider in Kwinana - Employment Services Group (ESG). Both agencies use the National Translating and Interpreting Service (TIS).
2.1.06 Encourage service providers to take part in the healthier workplaces program	4.3 Community Engagement	01/07/2018	30/06/2019	100	18/03/2019 - Healthier Workplace WA training opportunities continue to be forwarded to community service agency contacts.
2.1.07 Support a coordinated effort by Volunteer Coordinator and Club Development Officer to promote local opportunities	4.3 Community Engagement	01/07/2018	30/06/2019	100	18/03/2019 - The City works collaboratively across a number of teams and officers to cross promote local opportunities as they arise.

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	4.2 Community Centres	01/07/2018	30/06/2019	80	18/03/2019 - Work on this action is progressing.
2.2.02 Facilitate the holding of workshops on skills for success in the Australian job market	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>23/03/2019 - An Opportunities Expo is being planned for the John Wellard Community Centre in August 2019 with career development workshops included in the program of events.</p> <p>Participants of the Bertram Women's Wellness program were encouraged to develop confidence and improved personal deportment and presentation skills which will enhance their ability to be successful in the job market.</p> <p>An "Applying for Jobs" program will be run on Monday 8 April in the Kwinana Library. Attendees will learn how to apply for jobs online, how to protect personal information, avoid scams and how to make the most of job searching websites to improve ability to be successful in the job search journey.</p> <p>Discussion has commenced with the local provider of the Federal Government funded Skills Checkpoint for Older Workers program. The program is to be held in the community centres with the start date still to be confirmed.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2.03 Advocate for expansion of affordable English classes for newcomers and those previously without access	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Planning and organising for the Learning English Thorough Story Time (LETS) program has been completed. This program has been developed by the Library and is due to start next quarter. The LETS program is aimed at adults with little to no English, who have children aged 3 to 5 years. The sessions are designed to teach adults basic English and develop the skills needed to promote and assist their children to learn English as a second language.
2.2.04 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 Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The City's Community Liaison Officers (CLOs) provide an active presence and build relationships with local business owners and community members. The Kwinana Community Fund, a collaborative funding program between the City, Kwinana Community Chest and the Kwinana Community Bank enhances and encourages social inclusion. Ongoing conversations with government departments and local Members of Parliament enhance collaborative efforts for this objective. The City is in the process of reviewing and developing its Disability Access and Inclusion Plan which requires ongoing collaboration amongst community members and with the Department of Communities - Disability Services.
2.2.05 Promote the importance of cross-cultural awareness training in the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - Following investigation and engagement with the Multicultural Advisory Group, cross-cultural awareness training resources have been included in the City's newly developed resource document for building community groups. This is available on the City's website and is promoted directly to community groups. The skills building workshops attended by community groups, sporting clubs and small business owners will include cross cultural awareness training in the next quarter.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2.06 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	01/07/2018	30/06/2019	100	26/03/2019 - City Officers have discussions with potential providers/investors wanting to do business in Kwinana when the opportunity arises.
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 Improve Local Commercial and Activity Centres by providing a small business grant program annually	2.4 Economic Development	01/07/2018	30/06/2019	75	20/03/2019 - Applications have been processed and currently underway. This year's program is due to be completed by 30 June 2019.
2.3.02 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2018	30/06/2019	75	26/03/2019 - Ongoing discussions related to the acquisition of the Pace Road Sheds will be presented to Council for direction by June 2019.
2.3.03 Continue to seek opportunities to achieve a better urban outcome for the Pace Road sheds in Medina	2.4 Economic Development	01/07/2018	30/06/2019	75	20/03/2019 - Ongoing issues related to acquisition of the Pace Road Sheds to be presented to Council in report for direction by June 2019.
2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure					
2.4.03 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	75	27/03/2019 - The City is preparing a Land Use and Transport Integration Study under the broader project of the Local Planning Strategy Review. A consultancy firm is undertaking this work and an initial draft has been submitted.
2.4.04 Continue to lobby for the Kwinana Outer Harbour Project	6.1 Executive	01/07/2018	30/06/2019	100	28/02/2019 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and has been nominated to be 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	01/07/2018	30/06/2019	100	20/03/2019 - This action is complete.
2.5.03 Lobby and advocate for the relocation of a State Government agency to the Kwinana region	6.1 Executive	01/07/2018	30/06/2019	100	26/03/2019 - A short list of potential agencies has been completed and presented to Council. The list is currently being actioned.
2.5.04 Create a Land Optimisation Strategy	2.4 Economic Development	01/07/2018	30/06/2019	75	20/03/2019 - The Policy and Strategy are to be presented to Council in June 2019.
2.5.05 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	4.3 Community Engagement	01/07/2018	30/06/2019	75	24/03/2019 - Development of the Public Health and Wellbeing Plan is contributing towards the research required for this action.
2.6 Provide a best practice development approval system that attracts and retains business investment in the area					
2.6.01 Annually review the City's approval system to encourage business investment and retention in Kwinana	3.1 Planning and Development	01/07/2018	30/06/2019	75	15/03/2019 - The City's approval system has been reviewed and ongoing changes are progressively being implemented, as the need arises.

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 Finalise the Local Biodiversity Strategy	3.4 Environment	01/07/2018	30/06/2019	75	19/03/2019 - The Local Biodiversity Strategy draft is complete. A discussion paper is currently being developed.
3.1.02 Inspect and report on grass weed control tender performance	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - The Grass Weed Control Tender was completed for the winter season.
3.1.04 Tender and engage contractor to carry out Environmental Weed Control	3.4 Environment	01/07/2018	30/06/2019	100	19/03/2019 – The Environmental Weed Control contractor will be re-tendered at the end of this year.
3.1.05 Prepare and implement a works program to control significant environmental weeds in Kwinana Reserves	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - An Environmental Weed Control Calendar is part of an updated Natural Areas Management Plan (currently in draft).
3.1.06 Investigate and apply for grants	3.4 Environment	01/07/2018	30/06/2019	100	14/03/2019 - Grants are applied for when available.
3.1.07 Budget for new reserves	3.4 Environment	01/07/2018	30/06/2019	90	19/03/2019 - The draft budget is complete.
3.1.08 Post controlled burn/arson weed control	3.4 Environment	01/07/2018	30/06/2019	100	14/03/2019 - Areas burnt in fuel reduction burns as well as areas impacted by arson events are treated as priorities at the appropriate season.
3.1.09 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	3.4 Environment	01/07/2018	30/06/2019	75	19/03/2019 - Fence repairs are included in work packages.
3.1.10 Removal of illegal dumping/litter from reserves	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Dumping and litter from reserves is removed on an ongoing basis as required.
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Greenstock maintenance from 2018 planting is continuing, and preparations are taking place for 2019 planting including ordering of plant stock and coordinating community plantings.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.12 Post-arson weed management	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - No significant arson events have occurred for the 2018/19 summer season. Appropriate weed control will be required for post burn sites of Sutherland, Wildflower, and Postans Reserves.
3.1.13 Improve bushland in Clementi Reserve, Millar Reserve and bushland surrounding Wellard Park	3.4 Environment	01/07/2018	30/06/2019	75	12/03/2019 - Continued to monitor degrading effects on the best condition bushland reserves in Kwinana.
3.1.14 Complete fuel load assessments	3.4 Environment	01/07/2018	30/06/2019	100	14/03/2019 - Fuel Load assessments have been completed and fuel reduction work is complete. However, there may be additional fuel reduction projects over April.
3.1.15 Complete controlled burns	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - Controlled burns have been completed for the late spring period. Plans are complete for autumn burns.
3.1.16 Complete Fire Mapping	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - Fire mapping is updated with each controlled burn.
3.1.17 Complete firebreak maintenance	3.4 Environment	01/07/2018	30/06/2019	100	14/03/2019 - Fire break maintenance is complete. A small additional effort may be required for autumn burns.
3.1.18 Investigate undertaking controlled patch burns in-house and complete if possible	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - The possibility of developing an in-house brigade to undertake small controlled burns in-house is being progressed.
3.1.19 Complete survey reserves	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - Field work (data capture) is now complete and maps will be produced from the mapping application developed in-house by the IT section. The intention is for these maps to form part of the revised Natural Areas Management Plan.
3.1.20 Undertake rabbit control measures	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Calici Virus (RHDV) was released in selected reserves, targeted fumigation of warrens was undertaken.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.21 Undertake fox control measures	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Fox trapping occurred in nine City of Kwinana Conservation Reserves, with 11 foxes captured.
3.1.22 Undertake phytophthora control measures	3.4 Environment	01/07/2018	30/06/2019	100	14/03/2019 - Phytophthora control work is complete.
3.1.23 Undertake cat control measures	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Opportunistic cat trapping has occurred in Wildflower Reserve, and Millar/Wellard Reserve during the quarter.
3.1.24 Undertake bee control measures	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - All nest boxes have been monitored in the last quarter, with treatment and removal of feral bees occurring in three nest boxes, and a nest hollow.
3.1.25 Provide information brochures/posters and promotion for natural areas	3.4 Environment	01/07/2018	30/06/2019	75	19/03/2019 - Promotional events have been programmed for the 2019 winter season. Digital brochures are being investigated over printed brochure options.
3.1.26 Conduct Water Wise Garden & Community Energy Efficiency Workshops	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - Accepted an offer from Switch your Thinking to host a plastic fish sculpture at the Darius Wells Exhibition space. Worked with staff from Community, Libraries, Waste and Marketing to come up with a small exhibition and program of events around the fish. Also ran a Solar Panels Workshop for the community on 13 February 2019.
3.1.27 Conduct schools planting events	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - All schools in Kwinana have been approached to participate in the Schools Planting Program for 2019, with three schools to date taking up the offer.
3.1.28 Conduct community planting events	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Preparations for Community Planting Days are underway with a marketing plan being completed and dates being confirmed.
3.1.29 Conduct guided activities (e.g. bushwalks, nightstalks, bird walks and wildflower tours)	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - No guided activities have occurred in this quarter. Preparations are occurring for the Bird ID Workshop in the next quarter.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.30 Conduct a Clean Up Australia Day event	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - Clean Up Australia Day activities were facilitated in Kwinana during March. Four groups arranged their own clean ups and the City undertook a clean up at Wildflower Reserve.
3.1.31 Conduct volunteer training	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - The City facilitated a Great Cocky Count Workshop, to encourage residents to participate in the Great Cocky Count on Sunday, 7 April.
3.1.32 Collect provenance seed	3.4 Environment	01/07/2018	30/06/2019	100	12/03/2019 - The City has carried out opportunistic seed collection in a number of reserves over the summer period and will be utilising some provenance seedlings in this year's planting program.
3.1.33 Advocate for the continued hosting of the Coastcare position	3.4 Environment	01/07/2018	30/06/2019	100	02/04/2019 - The Coastcare position has been secured for 12 months.
3.1.34 Develop a Bushfire Risk Management Plan as per WESTPLAN Fire	5.4 Emergency Services	01/07/2018	30/06/2019	40	15/03/2019 - Bushfire Risk Management Plan training is complete.
3.1.35 Develop and implement bushfire management and mitigation programs for Unallocated Crown Land and Unmanaged Reserves	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - 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.
3.1.43 Develop Brigade Response Plans	5.4 Emergency Services	01/07/2018	30/06/2019	75	15/03/2019 - Maps have been generated by GIS and brigades have provided feedback to be finalised for production.
3.1.47 Develop and submit annual Local Government Grants Scheme operations and capital grants	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - Grant submission completed on 5 March 2019.
3.1.48 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - Review has been conducted with an exercise planned for 19 March 2019.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.49 Audit Emergency Coordination Centres to ensure readiness for activation	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - Department of Communities tabled and approved the Welfare Plan, which included the emergency coordination centres within the plan.
3.1.57 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - This action is business as usual.
3.1.58 Respond to incidents in line with mutual aid agreements with neighbouring local governments	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - This action is business as usual.
3.1.60 Provide appropriate support and counselling to City volunteers and staff following incidents	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/03/2019 - This action is business as usual.
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	5.4 Emergency Services	01/07/2018	30/06/2019	75	15/03/2019 - The review is progressing and modification and improvements are being made as identified.
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 City buildings to ensure energy efficiency is maximised	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - Retrofitted 17 shower heads at the Recquatic with low flow shower heads to reduce water and gas use. This is saving approx. 1600 litres per day. A solar feasibility study and energy audit was conducted at the Recquatic. The final report will be completed by 31 May 2019.
3.3.02 Progressively install solar panels on City buildings	3.4 Environment	01/07/2018	30/06/2019	100	19/03/2019 - Latest project completed: Wellard Community Centre (December 2018).
3.3.03 Investigate green building options when planning new City buildings	1.2 Asset Management Services	01/07/2018	30/06/2019	100	11/03/2019 - The Sustainability Officer is included as part of the project team for new construction projects and consulted for upgrade and renewal projects.
3.3.04 Investigate working with sporting clubs to reduce their electricity use in the City's sporting facilities	3.4 Environment	01/07/2018	30/06/2019	100	26/03/2019 - Various facilities are included in the list of potential projects.

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.4 Encourage and exercise best practice water management					
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	01/07/2018	30/06/2019	100	28/03/2019 - The action is ongoing.
3.4.02 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks	3.4 Environment	01/07/2018	30/06/2019	75	14/03/2019 - Monitoring of the data loggers continued over this time period. One leak was identified which saved approximately 172,000 litres of water.
3.4.03 Continue to redevelop bores and attach to centralised irrigation control	1.3 City Operations	01/07/2018	30/06/2019	25	12/03/2019 - All scheduled works are in progress.
3.4.04 Carry out mapping of irrigated areas to allow quick station identification	1.3 City Operations	01/07/2018	30/06/2019	25	28/03/2019 - Mapping of irrigation stations is continuing.
3.4.05 Maintain the registry of City of Kwinana bores	1.3 City Operations	01/07/2018	30/06/2019	25	28/03/2019 - The register is up to date.
3.4.06 Continue to monitor water use and irrigation application rates and improve water use efficiency	1.3 City Operations	01/07/2018	30/06/2019	25	28/03/2019 - Systems programs have been adjusted.
3.4.07 Maintain monitoring of the groundwater resource to identify any potential adverse impacts of abstraction and respond pro-actively to mitigate impacts	1.3 City Operations	01/07/2018	30/06/2019	25	28/03/2019 - Hydrometer readings are up to date.
3.4.08 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed	1.3 City Operations	01/07/2018	30/06/2019	25	28/03/2019 - All nutrient levels are up to date.
3.4.10 Review the Water Conservation Plan	3.4 Environment	01/07/2018	30/06/2019	100	19/03/2019 - The review is complete.
3.4.11 Compile the asset data for the educting program for the cleaning of side entry pits, GPTs and bubble up pits	1.2 Asset Management Services	01/09/2018	31/03/2019	100	14/03/2019 - The work was undertaken by the Operations Team in conjunction with the contractor.
3.4.12 Compile the asset data for the schedule/program for the inspection and maintenance of sumps and compensating basins	1.2 Asset Management Services	01/07/2018	31/03/2019	50	28/03/2019 - The infrastructure maintenance team are collecting data on an ongoing basis, in accordance with the existing schedule.

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	5.4 Emergency Services	01/07/2018	30/06/2019	75	15/03/2019 - The review is in progress and a draft has been developed.
3.5.02 Review with Department of Fire and Emergency Services Community Emergency Services Coordinator Business Plan	5.4 Emergency Services	01/07/2018	30/06/2019	100	01/04/2019 - The City has advised the Department of Fire and Emergency Services that the City wish to withdraw from the Memorandum of Understanding.
3.5.03 Develop and adopt an Urban Forest Strategy which can guide tree management	3.4 Environment	01/07/2018	30/06/2019	30	19/03/2019 - Tree Asset Data Acquisition Project is almost complete, this will provide the baseline canopy amount for the Urban Forest Strategy.
3.5.04 Promote the use of recycled materials in road construction where possible	1.1 Engineering	01/07/2018	30/06/2019	100	<p>28/03/2019 - All concrete kerbing and footpaths that are removed from roadworks and other capital projects are disposed of at a recycling facility to produce crushed concrete. Recycled concrete is used in limited projects where allowed by the design specifications. Discussions are in progress with the City's asphalt annual supply contractor to investigate use of asphalt made from recycled material including asphalt made from soft plastics.</p> <p>Recycling of pavement materials, through pavement stabilisation is the preferred method of pavement renewal.</p>
3.5.05 Create a Local Planning Policy to address sea level rise	3.1 Planning and Development	01/07/2018	30/06/2019	75	27/03/2019 - The Sea Level Rise Policy will be prepared in 2019/20.
3.5.06 Develop a management plan to address sea level rise	3.4 Environment	01/07/2018	30/06/2019	100	19/03/2019 - The Kwinana Sea Level Rise Adaptation and Mitigation Pathways Report is complete and has been included in the Climate Change Mitigation and Adaptation Plan adopted by Council.

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					
4.1.04 Design and construct a Local Sporting Ground with a Community Sports Building in Wandí	1.2 Asset Management Services	01/07/2018	30/06/2021	18	11/03/2019 - A feasibility and needs assessment is underway and scheduled for completion 31 March 2019.
4.1.05 Design and construct a Local Community Centre in Wellard East	1.2 Asset Management Services	01/07/2018	30/06/2021	18	11/03/2019 - A feasibility and needs assessment is underway and scheduled for completion 31 March 2019.
4.1.06 Design and construct a Pavilion Extension for Wellard	1.2 Asset Management Services	01/07/2018	30/06/2019	100	11/03/2019 - Construction of the pavilion extension is now complete and available for use.
4.1.07 Design and construct the Arts and Cultural Centre Upgrade	1.2 Asset Management Services	01/07/2018	30/06/2021	75	11/03/2019 - The current upgrade and new works are nearing completion with the shed installation to be finalised by mid-April 2019.
4.1.08 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	01/07/2018	30/06/2019	50	11/03/2019 - Award of the tender for the engagement of an architect is currently in progress.
4.1.09 Complete condition auditing of the City's building portfolio	1.2 Asset Management Services	01/07/2018	31/01/2019	100	08/02/2019 - The scheduled condition auditing of buildings for 2018 is complete.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.11 Facilitate community led activation of local parks, playgrounds, ovals and walk trails e.g. meet up groups etc.	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>22/03/2019 - Seven community groups have received funding from the City to host Neighbour Day events in their local area.</p> <p>In addition, the City will be launching a 'Neighbour Day Every Day' project to facilitate ongoing events and activities between neighbours. This is a national first and has the enthusiastic support of Relationships Australia, the body behind Neighbour Day.</p> <p>A review of the processes and documentation of the City's Community Event Funding, Community Funding Program and Greening Fund is underway to better align these programs with placemaking principles and to better support the community.</p>

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 Undertake a condition survey of parks and reserves	1.2 Asset Management Services	01/07/2018	30/06/2019	75	28/02/2019 - A condition assessment of parks and reserves assets is currently in progress.
4.2.02 Undertake a condition survey of the City's Public Open Space	1.2 Asset Management Services	01/07/2018	30/06/2019	75	28/02/2019 - A condition assessment of public open space assets is currently in progress.
4.2.03 Develop a master schedule of annual work for Depot services	1.3 City Operations	01/07/2018	30/06/2019	75	22/03/2019 - Master schedules have been developed for parks contract and internal works delivery, infrastructure contract and internal works delivery. Master schedules for irrigation and building maintenance service delivery is progressing.
4.2.04 Develop infrastructure standards for work tasks and develop appropriate unit rates	1.3 City Operations	01/07/2018	30/06/2019	65	11/03/2019 - Crack sealing standards: 100% complete Road shouldering standards: 100% complete Footpaths, kerbs and crossovers standards: 100% complete Signage Standards: 100% complete Graffiti and Road Counter Standards: 25% complete Drainage standards : 30% complete
4.2.05 Gather data for the implementation of a Tree Management System	3.4 Environment	01/07/2018	30/06/2019	95	19/03/2019 - Contract work packages are nearing completion.
4.2.06 Review current in house mowing schedules and advise on capacity to take on new mowing areas currently performed by contractors	1.3 City Operations	01/07/2018	30/06/2019	100	28/03/2019 - Updating mowing schedules weekly and adding in additional works for mowing crews when applicable.
4.2.08 Coordinate the transfer of landscape and irrigation developer gifted assets to the City's maintenance operations and asset management systems	1.3 City Operations	01/07/2018	30/06/2019	75	15/03/2019 - All handover applications received from developers have been processed by the City on schedule.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.09 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	4.3 Community Engagement	01/07/2018	30/06/2019	100	27/03/2019 - The Access and Inclusion Working Group continues to meet and discuss items of concern in relation to compliance with building and other services access.
4.2.10 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>02/04/2019 - The City's series of free skill boosting and networking workshops continues, covering a variety of themes. The goal is to build the community's capacity and encourage them to take a leading role in making their communities more connected, vibrant and welcoming.</p> <p>The first workshop for 2019 was held on Thursday 28 March with 28 people attending the follow up session from last year's Community Leaders Forum that was facilitated by Peter Kenyon from the Bank of I.D.E.A.S.</p> <p>It is anticipated the City will deliver five workshops per year.</p>
4.2.11 Review the Parks for People Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	75	01/04/2019 - The draft is progressing, with the strategy being updated to align with the Community Infrastructure Plan Standards.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.3 Ensure the Kwinana community is well serviced by government and non-government services.					
4.3.02 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	85	27/03/2019 - The draft Local Housing Study has been prepared.
4.3.03 Manage and maintain the City of Kwinana Aged Persons Accommodation	2.8 City Strategy	01/07/2018	30/06/2019	100	26/03/2019 - The City continues to maintain and manage the Aged Persons Accommodation.
4.3.04 Create a Lobbying Strategy	2.8 City Strategy	01/07/2018	30/06/2019	50	26/03/2019 - Lobbying is occurring on the following issues: <ul style="list-style-type: none"> - Sand mining - City Centre revitalisation reimbursement - Westport - Waste to Energy Plant in Rockingham (opposing the location and seeking for the plant to be located in the core of the Kwinana Industrial Area, away from residents) A list of projects is currently being collated for Elected Members to determine lobbying priorities over the next two years.
4.3.05 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	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/04/2019 - This action is supported through the following: <ul style="list-style-type: none"> - Participation in the Kwinana Action Group, Connecting Community For Kids, Communitiesfor Children, Homelessness Interagency Network and Education Attendance Network - Input into the State Government 10 Year Homelessness Strategy development - Facilitation of the Multicultural, Conciliation, Access and Inclusion Advisory Groups - Network and liaison meetings with neighbouring local governments at Manager and Executive level with Cockburn, Rockingham and Mandurah

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 Review the Policy Framework to reflect quality residential design and development	3.1 Planning and Development	01/07/2018	30/06/2019	75	15/03/2019 - A number of new local planning policies have been prepared and adopted over the last 12 month period, which will assist in achieving better quality residential development. A program is being prepared to outline the next 12 months policy review.
4.4.02 Create a Public Open Space Standards Policy	3.1 Planning and Development	01/07/2017	30/06/2019	75	27/03/2019 - This action will commence during the 2019/20 year by the City Infrastructure Team.
4.4.03 Create a Parking Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	100	15/03/2019 - The Wellard Parking Strategy has been completed and is currently being implemented.
4.4.04 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	85	27/03/2019 - The draft Housing Study has been prepared.
4.4.06 Work with the Waste Authority to implement the West Australian Waste Strategy where consistent with the City's Waste Strategy	3.3 Environmental Health	01/07/2018	30/06/2019	100	22/03/2019 - The City of Kwinana Waste Strategy will be reviewed in 2020 and will have regard to the recently adopted Waste Strategy 2030.

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 City Operations	01/07/2018	30/06/2019	100	28/03/2019 - Works programs, which are part of developed Master Schedules, are currently being implemented and reported on through the City Operations Monthly Management Report.
4.5.02 Implement the recommendations from the Works Depot Service Review	1.3 City Operations	01/07/2018	30/06/2019	100	28/03/2019 - Majority of the remaining service review recommendations will be progressed through the implementation of a new Corporate Business System.
4.5.04 Develop a Landscape Strategy	1.1 Engineering	01/07/2018	30/03/2019	95	11/02/2019 - The draft document is complete and has been issued for internal comment.
4.5.05 Develop policy and guidelines to ensure all new installations are in accordance with energy efficiency principles and Western Power specifications	1.2 Asset Management Services	01/07/2018	30/06/2019	75	14/03/2019 - A policy and report has been developed. This is currently being reviewed internally.

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	01/07/2018	30/06/2019	75	27/03/2019 - The City is preparing a Land Use and Transport Integration Study under the broader project of the Local Planning Strategy Review. A consultancy firm is undertaking this work and an initial draft has been submitted.
4.6.02 Undertake a complete condition survey of all roads, kerbs and unkerbed road, including footpaths	1.2 Asset Management Services	01/07/2018	30/06/2019	95	28/03/2019 - Consultants have completed the condition survey of roads, kerbs and footpaths. The data for roads and kerbs has been loaded into the roads asset database. Finalisation of the footpath data is expected to be completed by early to mid-April 2019.
4.6.05 Implement the Traffic Survey Program	1.1 Engineering	01/07/2018	30/06/2019	75	13/03/2019 - The target traffic surveys for the current quarter are completed and the traffic survey schedule has been updated.
4.6.06 Coordinate installation of bus shelters/facilities in conjunction with the Public Transport Authority	1.1 Engineering	01/07/2018	30/06/2019	100	13/03/2019 - The City has utilised available funding from the Public Transport Authority to install one bus shelter in Calista Ave and one in Orelia Ave.
4.6.07 Complete the construction of all capital civil infrastructure projects as per the adopted budget	1.1 Engineering	01/07/2018	30/06/2019	100	28/03/2019 - Construction of capital projects is on track, in accordance with the works program, to be completed by the end of financial year.
4.6.08 Create a Road Rehabilitation Strategy	1.1 Engineering	01/07/2018	30/03/2019	50	11/02/2019 - Development of the Road Rehabilitation Strategy is in progress. The draft strategy is expected to be completed by the end of February 2019 and the final revision of the document will be presented to Council for adoption before the end of March 2019.
4.6.09 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	6.2 Elected Members	01/07/2018	30/06/2019	100	28/02/2019 - Elected Members ensure local structure plans can accommodate future public transport routes.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.01 An active and engaged Local Government, focused on achieving the community's vision					
5.1.01 Review the Strategic Community Plan	2.8 City Strategy	01/07/2018	30/06/2019	75	26/03/2019 - The City will complete a minor review of the Strategic Community Plan using community engagement information gained from the Community Perceptions and Wellbeing Scorecard Surveys and an Online Survey. The review will commence in April once the surveys have been completed.
5.1.02 Review the Corporate Business Plan annually	2.8 City Strategy	01/07/2018	30/06/2019	50	21/03/2019 - The review of the Corporate Business Plan commenced in February 2019 and is currently progressing.
5.1.03 Review the Workforce Plan annually	2.3 Human Resources	01/07/2018	30/06/2019	50	19/03/2019 - The Workforce Plan is reviewed annually. Data collation has commenced and the final report will be prepared in the quarter ending 30 June 2019.
5.1.04 Review the Long Term Financial Plan	2.7 Finance	01/07/2018	30/06/2019	100	26/03/2019 - Council adopted the Long Term Financial Plan in December 2018.
5.1.05 Review the Asset Management Strategy	1.2 Asset Management Services	01/07/2018	30/06/2019	50	11/03/2019 - The Asset Management Strategy review will be undertaken after endorsement of the Asset Management Plans.
5.1.06 Review the Buildings Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	100	11/03/2019 - A review of the Parks and Reserves Asset Management Plan is now complete and is awaiting endorsement by Council.
5.1.07 Review the Parks and Reserves Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	100	28/02/2019 - A review of the Parks and Reserves Asset Management Plan is now complete and is awaiting endorsement by Council.
5.1.08 Review the Roads and Transport Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	100	12/03/2019 - A review of the Roads and Transport Asset Management Plan is now complete and awaiting endorsement by Council.
5.1.09 Review the Storm Water Drainage Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	100	12/03/2019 - A review of the Stormwater Drainage Asset Management Plan is now complete and awaiting endorsement by Council.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.13 Review the Healthy Lifestyles Plan	4.3 Community Engagement	01/07/2018	30/06/2019	75	18/03/2019 - This plan is being replaced with the Public Health Plan, currently being developed.
5.1.14 Review the Events Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	75	01/04/2019 - Outcomes of recent proposals relating to future events aligned with the City's Events Strategy are regularly provided to Elected Members for feedback and input.
5.1.15 Consolidate the Parks for People Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	75	26/03/2019 - The review of the Strategy continues to progress. Internal consultation has identified two potential parks for the 2019/20 strategy, which will be communicated by memorandum to Elected Members. The community have been informed of design and the timeline of works related to Varris Park. Works are due for completion in June 2019.
5.1.16 Review the Club Development Plan	4.3 Community Engagement	01/07/2018	30/06/2019	75	24/03/2019 - The Every Club Program has replaced the Club Development Program, with the City now supporting / reporting on clubs serviced, workshops delivered, training outcomes, events and cross promotion. The City receives a contribution of \$25,000 for year one of the initiative and \$15,000 for year two.
5.1.18 Review the Local Commercial and Activity Centres Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	75	27/03/2019 - The City is reviewing the need for this work but intends that should it be required, it would be undertaken as part of Phase 2 of the Local Planning Strategy during the 2019/20 year.
5.1.19 Review the Natural Areas Management Plan	3.4 Environment	01/07/2018	30/06/2019	90	19/03/2019 - The Natural Areas Management Plan is nearing completion, incorporation of mapping results is required.
5.1.20 Review the Climate Change Mitigation and Adaptation Plan	3.4 Environment	01/07/2018	30/06/2019	100	19/03/2019 - This has been completed and adopted by Council.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.21 Review the Sustainable Water Management Plan	3.4 Environment	01/07/2018	30/06/2019	100	19/03/2019 - This is complete and has been adopted by Council.
5.1.22 Review the Local Planning Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	75	27/03/2019 - Stage 1 of the Local Planning Strategy is well underway.
5.1.23 Review the Community Infrastructure Plan	4.3 Community Engagement	01/07/2018	30/06/2019	100	29/03/2019 - The updated Community Infrastructure Plan was endorsed by Council at its December 2018 Ordinary Council Meeting.
5.1.24 Review the Business Continuity Plan	5.1 City Legal Team	01/07/2018	30/06/2019	75	05/04/2019 - The Crisis Management and Business Disruption Response Plan are currently under review by the City Leadership Team.
5.1.25 Review the Disaster Recovery Plan	5.1 City Legal Team	01/07/2018	30/06/2019	75	05/04/2019 - The Crisis Management and Business Disruption Response Plan are currently under review by the City Leadership Team.
5.1.26 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	2.8 City Strategy	01/07/2018	30/06/2019	100	21/03/2019 - This report is provided to Council quarterly, containing extensive comments detailing the progress made towards the City's Strategic Community Plan and Corporate Business Plan.
5.1.27 Advocate for projects and services that will achieve the community's vision	6.2 Elected Members	01/07/2018	30/06/2019	100	28/02/2019 - 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.
5.1.28 Regularly attend and participate in community events	6.2 Elected Members	01/07/2018	30/06/2019	100	26/03/2019 - Community events are regularly attended by Elected Members who participate in proceedings and assist with the successful conduct of events to ensure community groups are supported.
5.1.29 Promote the opportunities and attributes that Kwinana offers	6.2 Elected Members	01/07/2018	30/06/2019	100	28/02/2019 - 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.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.30 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	6.2 Elected Members	01/07/2018	30/06/2019	100	28/02/2019 - 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.
5.1.31 Annually update the Community Directory	4.3 Community Engagement	01/07/2018	30/06/2019	75	02/04/2019 - The Kwinana Community Directory (available as an electronic PDF on the City's website) is regularly updated. It continues to have minor updates as required. Investigation into a new online directory platform is progressing.
5.1.32 Commence the design and redevelopment of the City's Website	2.2 Marketing and Communications	01/07/2018	30/06/2019	75	05/02/2019 - The Website Improvement Project is progressing on time and is in line with the project plan. Stage One has been completed and Stage Two is underway.
5.1.33 Recoup funds from the City Centre Revitalisation Project	2.8 City Strategy	01/07/2018	30/06/2019	75	26/03/2019 - Land opportunities were presented to LandCorp. Awaiting meeting with LandCorp to discuss the way forward.
5.1.34 Continue to progress the implementation of the Community Engagement Service Review Recommendations including the restructure of services by June 2019	4.3 Community Engagement	01/07/2018	30/06/2019	75	04/04/2019 - The Community Engagement Department restructure is progressing with the appointment of relevant positions enabling refinement and implementation of the place management model. Review reports for the Library and Community Centres, Recquatic, Youth Development and Bright Futures Children's Services areas have been received, with finalised business cases to be provided to the City Executive for consideration by the end of June 2019.
5.1.35 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	2.8 City Strategy	01/07/2018	30/06/2019	75	26/03/2019 - The City was successful in retaining its ISO9001:2015 accreditation.

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 Engagement	01/07/2018	30/06/2019	100	01/04/2019 - Advice is provided internally regarding requirements of the Community Engagement Policy. Assistance is also provided where required to complete community engagement planning. Details of community engagement activities (current and previous) are also listed on the City's website.
5.2.02 Investigate the viability of Community Engagement Software	2.2 Marketing and Communications	01/07/2018	30/06/2019	75	05/02/2019 - Investigation for community engagement software has been embedded into the website redevelopment project and is being considered as part of the City's community engagement review.
5.2.03 Conduct a biennial Community Perception Survey and utilise the results to inform the review of the Strategic Community Plan and other City strategic documents	2.8 City Strategy	01/07/2018	30/06/2019	100	26/03/2019 - The Community Scorecard and the Wellbeing Scorecard have been completed. Overall, the City of Kwinana continues to improve in its performance, improving in 43 out of 48 performance measures. Of the 48 performance measures, 45 are currently on or above industry average. These results were gained from 661 randomly selected residents.
5.03 Maintain and improve risk management					
5.3.01 Manage and monitor the City's Risk Register	5.1 City Legal Team	01/07/2018	30/06/2019	100	05/04/2019 - The Strategic Risk Register was presented to the final Audit Committee Meeting held on the 11 March 2019. The Strategic Risk Register will continue to be presented to the Audit Committee in 2019.

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	01/10/2018	31/01/2019	100	13/02/2019 - The Long Term Financial Plan was adopted in December 2018.
5.4.04 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2018	30/06/2019	25	26/03/2019 - Data collection has commenced with the intention to adopt the budget prior to 30 June 2019.
5.4.05 Complete the Land Data Project	2.7 Finance	01/12/2018	30/06/2019	0	01/03/2019 - This project has not commenced.
5.4.08 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	2.7 Finance	01/10/2018	31/03/2019	50	26/03/2019 - This has commenced. City Officers are discussing the benefits and implications of carrying out this project.
5.4.09 Review land uses and their rating categories to ensure fair and equitable rating within the City	2.7 Finance	01/10/2018	31/12/2019	0	26/03/2019 - This is planned to commence in April 2019.
5.4.12 Create a Procurement Strategy	5.3 Contracts	01/07/2018	30/06/2019	50	29/03/2019 - Contracts Services is still working with the relevant departments to determine the best procurement methods/approach required in order to properly formulate an appropriate strategy for the City.
5.4.6 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13	2.7 Finance	01/01/2019	30/06/2019	100	26/03/2019 - Fair Value not required this financial year unless required by exception. The Asset Management Council Policy was approved by Council in March.
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	01/07/2018	30/06/2019	100	26/03/2019 - State Government partnerships were secured for the provision of community facilities such as the Edge Skate Park. Joint use agreements for new primary schools in Wellard and Honeywood are being negotiated.

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2018	30/06/2019	75	20/03/2019 - This action will commence following the completion of the strategy.
5.6.02 Annually review the lease management policy and procedures	5.1 City Legal Team	01/07/2018	30/06/2019	80	05/04/2019 - Review of the lease management policy has been initiated.
5.07 Build productive relationships					
5.7.01 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	6.1 Executive	01/07/2018	30/06/2019	100	04/04/2019 - Funding applications are completed when an opportunity to leverage funds becomes available.
5.7.02 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2018	30/06/2019	100	20/03/2019 - Numerous events have been held in conjunction with the Small Business Development Corporation. Further events are planned with the Rockingham Kwinana Chamber of Commerce and Westport.
5.7.03 Continue to actively seek resource sharing opportunities with other organisations	2.8 City Strategy	01/07/2018	30/06/2019	100	26/03/2019 - The City actively participates in resource sharing opportunities by investing in the South West Group.
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	01/07/2018	30/06/2019	100	26/03/2019 - Staff are required to consider the Strategic Community Plan and Corporate Business Plan implications in every Council Report that is prepared.
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	01/10/2018	31/01/2019	100	26/03/2019 - This action is complete for this financial year.
5.8.04 Implement the internal audit function and carry out audits as per the Internal Audit Plan	5.1 City Legal Team	01/07/2018	30/06/2019	75	05/04/2019 - Audit work and report completed and presented at the Audit Committee meeting on 11 March 2019.

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 Implement actions from the Customer Services Improvement Program	2.6 Customer Services	01/07/2018	30/06/2020	100	26/03/2019 - City Officers are developing a detailed action list from the outcomes of the Customer Improvement Strategy.
5.9.02 Review the Customer Request Management system to ensure improved reporting	2.6 Customer Services	01/07/2018	30/06/2019	75	21/03/2019 - This action is ongoing.
5.9.03 Continually improve technology such as the online lodgement of applications	2.6 Customer Services	01/07/2018	30/06/2019	100	26/03/2019 - Development of the online lodgements of new animal registrations has been placed on hold, pending the Corporate Business System update.
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	01/07/2018	30/06/2019	75	26/03/2019 - The commencement of the knowledge base has been developed in OneNote. A further review of the functionality and capability of the current system will need to be assessed at a later date.
5.9.05 Update call centre technology	2.6 Customer Services	01/07/2018	30/06/2019	75	26/03/2019 - Call Centre technology has been updated and City Officers are currently reviewing the restrictions in the system prior to combining the two call centre numbers.

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 management and engagement of prequalified and non-prequalified suppliers and the facilitation of the City's procurement activities	5.3 Contracts	01/07/2018	30/06/2019	50	29/03/2019 - Contracts Services has undertaken the quotation process and has selected a preferred e-procurement supplier.
5.10.02 Implement a software system for contracts management	5.3 Contracts	01/07/2018	30/06/2019	50	25/03/2019 - This action will be covered via the implementation of the new Corporate Business System.
5.10.03 Provide training and continuously develop the online requisition enhancement throughout the whole organisation	2.7 Finance	01/07/2018	30/06/2019	10	26/03/2019 - Finance Officers are developing a training plan for online requisitions.
5.10.04 Conduct an audit of existing contractual arrangements and agreements	5.3 Contracts	01/07/2018	30/06/2019	30	25/03/2019 - Contracts Services has re-started the contract review beginning with Environmental Services and Marketing. The review of these departments is still underway.
5.10.05 Conduct a review of the Contracts Team	5.3 Contracts	01/07/2018	31/03/2019	90	25/03/2019 - Contracts Services has undertaken a high-level review of the Contracts Services team to identify shortfalls, corrective actions and establish priorities.

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	30/06/2019	100	26/03/2019 - The Backup and Disaster Recovery Plan has been developed and implemented. This action is complete.
5.11.02 Develop a Software and Subscription Strategy	2.1 IT	01/07/2018	31/03/2019	80	26/03/2019 - A full audit of the City's software titles has been completed and a draft of the report has been prepared. Since the first draft a few more areas have been highlighted and an update to the first draft is currently being prepared.
5.11.03 Upgrade the internet connectivity at the Depot, Family Day Care and Community Centres	2.1 IT	01/07/2018	31/03/2019	100	26/03/2019 - The internet was upgraded at these sites in December 2018. This action has been completed.
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	01/07/2018	30/06/2019	100	26/03/2019 - The team is continually seeking avenues of improvement within the record keeping system. The Officer Desktop Guide update is 95 percent complete and will be rolled out in the next quarter.
5.12.02 Review the Recordkeeping Plan	2.5 Records	01/07/2018	30/06/2019	0	26/03/2019 - The Record Keeping Plan is due for review in 2021.
5.12.03 Implement the actions from the Records Service Review	2.8 City Strategy	01/07/2018	30/06/2020	0	26/03/2019 - No work will progress on this action until the new Corporate Business System is implemented.

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 Engage an independent consultant to facilitate Staff Values training sessions on a regular basis	2.8 City Strategy	01/07/2018	30/06/2019	0	26/03/2019 - Staff Values training sessions have not occurred in this quarter. Training is assessed on an as needed basis and can be carried out internally or by an independent consultant.
5.13.02 Deliver a Cultural Optimisation Program which includes accreditation to be recognised as a 'Great Place to Work'	2.8 City Strategy	01/07/2018	30/06/2019	75	26/03/2019 - The City is currently working to undertake a staff cultural audit and employee survey report.
5.13.03 Review and implement the Buddy System policy	2.3 Human Resources	01/07/2018	31/03/2019	50	26/03/2019 - This policy will be reviewed as part of the HR policy review schedule. The inclusion of this policy has also been identified in the "Great Places to Work" program.
5.13.04 Develop a Change Ambassador mandate	2.8 City Strategy	01/07/2018	30/06/2019	75	21/03/2019 - The Change Ambassador mandate is currently in the planning stage, further progress on this action should occur later in the financial year as part of the Culture Improvement Team.
5.13.05 Create a diverse mix of communications which includes EAP, EEO and Mental Health initiatives	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - This is an ongoing process and the City is continually assessing programs to assist in this area.
5.13.06 Create an annual calendar of social events	3.1 Planning and Development	01/07/2018	30/06/2019	75	15/03/2019 - A social events calendar has been completed and work is being progressed to upload the calendar to the intranet.
5.13.07 Identify skills experts and rollout through the intranet	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	21/03/2019 - Skills experts are identified with intranet permissions, basic training has been completed with a manual to go out to the experts soon.
5.13.08 Provide presentation to new staff at induction about Staff Values	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	26/03/2019 - A presentation is provided to all staff at each induction in relation to the Staff Values.
5.13.09 Translate actions into the Performance Manager software that demonstrate alignment to staff values	2.8 City Strategy	01/07/2018	30/06/2019	100	21/03/2019 - This action is complete with the recent adoption of the Corporate Business Plan, which contains the actions listed in the Staff Values Action Plan.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.10 Undertake a survey to assess the current state of the City's organisational culture and implement recommendations	2.3 Human Resources	01/07/2018	30/06/2019	50	26/03/2019 - A survey will be conducted in April 2019.
5.13.11 Compare HR metrics with like local governments	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - This is an ongoing process. The City also participates in benchmarking surveys including the WALGA and MacArthur surveys.
5.13.12 Promote and improve awareness of the staff awards	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	21/03/2019 - Staff awards are promoted throughout the various internal communications channels.
5.13.13 Communicate staff achievements via different media	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	21/03/2019 - Staff awards are promoted throughout the various internal communications channels.
5.13.14 Actively pursue ways and opportunities to "thank/recognise a colleague/team"	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	21/03/2019 - Staff recognition is promoted throughout the various internal communications channels.
5.13.15 Participate in the 'Great Place to Work' study in order to gain certification	2.8 City Strategy	01/07/2018	30/06/2019	75	21/03/2019 - The City is aiming to participate in the study in April 2019.
5.13.16 Conduct quarterly celebrations	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	21/03/2019 - A quarterly celebration has been completed in March 2019.
5.13.17 Encourage team building exercises to build trust in the organisation	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - This is an ongoing process. Information relating to this is communicated via the Human Resources team and forms part of the Celebration and Recognition Policy.
5.13.18 Promote the submission of innovations and implement into intranet (phase 2)	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	26/03/2019 - Innovations are promoted on the intranet and throughout the various internal communication channels.
5.13.19 Implement a Cultural Awareness training program	2.3 Human Resources	01/07/2018	30/06/2019	75	19/03/2019 - The City has engaged an external consultant to deliver an Aboriginal Awareness Cultural session for all staff. This commenced early March. In the new financial year, a similar program will be sourced for multicultural awareness training.
5.13.21 Develop a Staff Values Communication Plan	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	26/03/2019 - The Staff Values Communications Plan is currently being implemented.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.22 Report on and share progress towards the Staff Values (team meeting agendas, quarterly performance reports, staff values moment)	2.8 City Strategy	01/07/2018	30/06/2019	100	21/03/2019 - Teams share progress towards living the staff values through a quarterly report.
5.13.23 Negotiate a new Enterprise Agreement that is consistent with the City's 2018/19 budget and Long Term Financial Plan	2.3 Human Resources	01/07/2018	30/06/2019	95	19/03/2019 - The City's Enterprise Agreement (EA) was successfully voted on in February 2019 and submitted to the Fair Work Commission. The EA is awaiting approval by Fair Work.
5.13.24 Process the development and consultation regarding a single classification System for the City's workforce	2.3 Human Resources	01/07/2018	30/06/2019	75	19/03/2019 - The single classification system is progressing. An external consultant has assisted with the development of the new position descriptions and a draft system has been developed. Over the coming months, there will be a requirement to educate and consult with all staff.
5.13.25 Review the Occupational Safety and Health Policy annually	2.3 Human Resources	01/07/2018	30/06/2019	75	26/03/2019 - The policy is due for review in October 2019.
5.13.26 Ensure all employees receive a safety and health induction on commencement of employment	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - Inductions are provided to new employees when they commence at the City.
5.13.27 Review position descriptions annually to ensure safety responsibilities are clear	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - The review of position descriptions has formed part of the new classification project. All position descriptions have been reviewed.
5.13.28 Ensure Staff Development Reviews include safety performance objectives (where applicable)	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - The Staff Development Review process includes an assessment of individual safety in the workplace.
5.13.29 Ensure Team Agenda items clearly articulate safety issues and current safety performance	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - All Occupational Safety and Health incidents and claims data and any safety topics that are relevant to the City are included in the Team Agenda.
5.13.30 Develop an OSH calendar to coordinate OSH activities	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - The Occupational Safety and Health Calendar has been updated with compliance activities.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.31 Continuously develop and implement a cultural change program that promotes and rewards safe and healthy behaviour	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - This is continually being assessed, particularly through the OSH Committee and has been included in the City's OSH Plan. There has also been a category of "safety" recognised as part of the Staff Values recognition process.
5.13.32 Review the Safety Plan annually	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - An annual review of the Occupational Safety and Health Plan was conducted by the Occupational Safety and Health Committee.
5.13.33 Review OSH information in the City's record management system to ensure employees have the most current information	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - Occupational Safety and Health documents are reviewed before being transferred to the intranet to improve communication.
5.13.34 Review policies relating to OSH annually	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - Occupational Safety and Health policies are reviewed annually.
5.13.35 Review OSH Committee terms of reference and compliance of the OSH Committee against the OSH Act 1984	2.3 Human Resources	01/07/2018	30/06/2019	75	26/03/2019 - No change to the Occupational Safety and Health Act and therefore no changes are required to be made in the terms of reference.
5.13.36 Revitalise the OSH Perception survey	2.3 Human Resources	01/07/2018	30/06/2019	75	26/03/2019 - A survey will be developed internally towards the end of 2019.
5.13.37 Review the hazard and risk management process annually	2.3 Human Resources	01/07/2018	30/06/2019	75	26/03/2019 - A review of these processes will be carried out in 2019.
5.13.38 Conduct workplace inspections as directed by the OSH Committee	2.3 Human Resources	01/07/2018	30/06/2019	100	28/03/2019 - Workplace inspections are agreed with Safety and Health Representatives and scheduled in the Occupational Safety and Health Calendar.
5.13.39 Conduct investigations for all accidents/incidents	2.3 Human Resources	01/07/2018	30/06/2019	100	28/03/2019 - The investigation is the responsibility of the Manager who is in control of the work. The relevant Director and the Health, Safety and Injury Management Coordinator are required to review the corrective actions and lessons learned.
5.13.40 Ensure employees are consulted and trained when purchasing new equipment or chemicals	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - Consultation occurs with employees prior to purchase and training identified and provided where required.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.41 Place information about incidents and health programs on Team Meeting Agendas	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - This action is ongoing.
5.13.42 Review the Hazard/Near Miss/Injury Report form annually	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - The Occupational Safety and Health incident reporting form is reviewed annually.
5.13.43 Develop an annual evaluation of training	2.3 Human Resources	01/07/2018	30/06/2019	100	14/03/2019 - The training evaluation plan has been completed and implemented with reports being prepared and presented to the Human Resources Manager on a quarterly basis.
5.13.44 Review training requirements of all OSH Representatives	2.3 Human Resources	01/07/2018	30/06/2019	75	14/03/2019 - As required and in conjunction with the Health, Safety and Injury Management Coordinator all identified staff training has been actioned.
5.13.45 Ensure all relevant staff are trained as Fire Wardens	2.3 Human Resources	01/07/2018	30/06/2019	100	14/03/2019 - As required and in conjunction with the Health, Safety and Injury Management Coordinator all identified staff training has been actioned.
5.13.46 Develop procedure for in-house drills and review annually	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - Workplace Emergency Plans have been developed and exercises have been added to the Occupational Safety and Health Calendar.
5.13.47 Ensure the OSH Policy is displayed in all Customer Services areas, intranet and website.	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - The current policy has been added to the intranet, displayed in facilities and on notice boards.
5.13.48 Implement a corrective actions record in the City's records management system and report to the OSH Committee regularly	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - The Occupational Safety and Health corrective action process has been developed and status updates are presented to the Occupational Safety and Health Committee monthly.
5.13.49 Finalise the OSH Plan	2.3 Human Resources	01/07/2018	30/06/2019	75	26/03/2019 - The OSH Plan has been approved.
5.13.50 Report on Safety KPIs in quarterly and annual reports	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - Safety KPIs are reported on quarterly and in annual reports.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.51 Track, monitor and report on contractor prequalification and inductions	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - Daily monitoring and reporting of contractor pre-qualification and inductions to relevant City Officers occurs.
5.13.52 Update the City's guideline on accessing legislation to include how workers gain access to this information	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - The City's guideline on legal and other requirements includes this requirement from the WorkSafe Plan. In addition, the intranet includes links to relevant sources of information.
5.13.53 Include in the OSH Plan the involvement that the OSH Committee have in developing the plan	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - The approved Occupational Safety and Health Plan has been developed based on input from the Occupational Safety and Health Committee.
5.13.54 Conduct OSH Committee meetings monthly	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - Monthly meetings are scheduled in the Occupational Safety and Health Calendar.
5.13.55 Communicate OSH project status/highlights to all staff	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - Updates on progress of projects are included in Occupational Safety and Health Committee meetings and through the City's internal newsletter.
5.13.56 Conduct a review of local consultative arrangements	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - A review of local consultative arrangements is complete.
5.13.57 Ensure scheduling includes Managers/Supervisors to attend workplace inspections of their relevant area	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - Managers are included in Occupational Safety and Health Calendar appointments.
5.13.58 Ensure Take 5's and risk assessments are carried out	2.3 Human Resources	01/07/2018	30/06/2019	100	28/03/2019 - These are available for work areas to complete, they are completed and reviewed by the relevant Manager and Supervisor.
5.13.59 Include the due diligence process into the OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - The due diligence process has been outlined in the draft guideline on hazard and risk management and comments are being collated from relevant staff.
5.13.60 Include other hazard assessment tools in the overarching procedure OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - Specific guidelines outline the use of these hazard assessment tools based on WorkSafe WA codes of practice and Australian Standards.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.61 Undertake risk assessment training for relevant staff	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - Several options for delivery of risk assessment training have been undertaken.
5.13.62 Define the review process within the overarching procedure OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - This is aligned to the City's Risk Management Policy and is included in the hazard register for auditing purposes.
5.13.63 Conduct a workshop with the OSH Committee annually to review hazard identification, risk assessment and risk control process reviews	2.3 Human Resources	01/07/2018	30/06/2019	100	26/03/2019 - The draft guideline has been developed.
5.13.64 Ensure that the legal review for reporting and investigation is completed and the updated versions published and communicated	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - The updated version of the incident reporting and investigation process is published on the intranet.
5.13.65 Undertake management training for incident reporting and investigations	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - The investigation training will be provided to new Managers and Supervisors that have not participated in the training previously.
5.13.66 Review the procedure for incidents and investigations	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - The process has been reviewed, updated and published on the intranet.
5.13.67 Arrange and complete OSH Duty of Care training for Managers and Supervisors	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - The Duty of Care training is being planned for the end of 2019.
5.13.68 Develop OSH roles and responsibilities for employees and management	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - Responsibility and accountability for specific hazard management requirements are defined within guidelines, procedures and work instructions.
5.13.69 Develop an induction handbook	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - This action is complete.
5.13.70 Review, update and implement the City's OSH – Guideline – Internal Verification of Competency	2.3 Human Resources	01/07/2018	30/06/2019	75	27/03/2019 - Currently in consultation regarding implementation of the training guideline.
5.13.71 Develop and implement a work instruction or guideline which outlines how the City determines and assesses the competency of trainers	2.3 Human Resources	01/07/2018	30/06/2019	75	28/03/2019 - The assessment of trainers is to be included in the training guideline.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.72 Engage LGIS to approve relevant OSH training or engage directly to carry out required training	2.3 Human Resources	01/07/2018	30/06/2019	100	28/03/2019 - This is determined using the Australian Qualifications Framework and training providers are determined in consultation with the Human Resources Team.
5.13.73 Monitor and report quarterly and annually on the performance of the City's OSH training	2.3 Human Resources	01/07/2018	30/06/2019	100	27/03/2019 - This is reported in quarterly and annual performance reports.
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	01/07/2018	31/03/2019	100	19/03/2019 - The training needs analysis (TNA) is conducted on an annual basis with information being collated via the Staff Development Review process. This was completed in early March.
5.15 Promote and continually reinforce a culture where all employees understand and support the vision and purpose of the organisation					
5.15.01 Review the Staff Development Review process to include performance against strategic actions	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - This is an ongoing process.
5.16 Establish a performance appraisal system that links individual and team behaviour with strategic direction					
5.16.01 Implement the Staff Recognition and Reward Policy	2.3 Human Resources	01/07/2018	30/06/2019	100	19/03/2019 - This is an ongoing process and is communicated via Human Resources with reference to the Celebration and Recognition policy.
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	01/07/2018	30/06/2019	100	19/03/2019 - This action is ongoing.
5.19.02 Create an Asset Management Strategy	1.2 Asset Management Services	01/07/2018	30/06/2019	50	11/03/2019 - The Asset Management Strategy review will be undertaken after endorsement of the Asset Management Plans.

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 Maintain current scope for compliant recyclables (e.g. allow soft plastics)	3.3 Environmental Health	01/07/2018	30/06/2019	100	22/03/2019 - The City is maintaining the Consistent Communication messaging on recycling.
6.1.04 Continue assisting with the Recycle Right or similar model campaign	3.3 Environmental Health	01/07/2018	30/06/2019	80	22/03/2019 - The City is continuing to assist with the statewide Consistent Messaging Campaign, which adds value to the Recycle Right campaign.
6.1.06 Increase recycling by issuing free 360L bins	3.3 Environmental Health	01/07/2018	30/06/2019	100	15/03/2019 - As at 28 February 2019 the number of 360-litre bins within the City has increased to 3372.
6.1.07 Promote the use of home composting bins/worm farms by organising community workshops twice a year	3.3 Environmental Health	01/07/2018	30/06/2019	100	22/03/2019 - The second workshop for the year was organised for 23 March 2019 with 43 people registered to attend.
6.1.08 Investigate options to participate in the Emissions Reduction Fund	3.3 Environmental Health	01/07/2018	30/06/2019	100	22/03/2019 - No opportunities for emissions reduction scheme funding for the City's current waste and recycle collection services is available.
6.1.09 Implement the Garage Sale Trail	3.3 Environmental Health	01/07/2018	30/06/2019	100	22/03/2019 - The Garage Sale Trail program was completed in October 2018.
6.1.10 Implement the Tidy Neighbourhoods initiative (including an amendment to the Neighbourhood Events Funding Policy to progress Tidy Neighbourhood initiatives)	3.3 Environmental Health	01/07/2018	30/06/2019	100	01/04/2019 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.2 Provide City Assist services in line with stakeholder expectations to ensure a safer community					
6.2.01 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	5.2 Essential Services	01/07/2018	30/06/2019	100	12/02/2019 - Documentation is prepared to ensure accurate record keeping of requests.
6.2.03 Implement a City Assist Regulatory Compliance Program	5.2 Essential Services	01/07/2018	31/03/2019	100	01/04/2019 - Registers have been developed to facilitate coordination and enable collation of compliance requests.
6.2.04 Develop and implement a City Assist Community Marketing and Education Program	5.2 Essential Services	01/07/2018	30/12/2019	75	01/04/2019 - There is ongoing soft marketing and educating of stakeholders about City Assist services.
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)	5.4 Emergency Services	01/07/2018	30/06/2019	75	15/03/2019 - The review is in progress and draft has been developed.
6.3.02 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	5.4 Emergency Services	01/07/2018	30/06/2019	100	12/02/2019 - This action is complete.

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	01/07/2018	30/06/2019	75	<p>23/03/2019 - Digitisation of the City's collection of historic rates and minutes books has recently been completed. A project is planned for a future date to make these items accessible through the Library's online catalogue, however this will be dependent on future staffing within the Local History area, as the Library's Local History Librarian role is currently vacant.</p> <p>Content from the Local History blog has been moved from its previous Wordpress site to the City of Kwinana's website with City branding. This has served as an opportunity to review the content, cost effectiveness of hosting this material and improving the community's perception of the City's ownership of the content.</p>
6.4.02 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	4.4 Library	01/07/2018	30/06/2019	75	<p>23/03/2019 - The Library continues to offer a range of programs and services for youth which support literacy and learning of participants. 428 children attended a range of programs this quarter with programs offered to suit toddlers to school aged children.</p> <p>Library services attended the Alcoa Children's Festival to promote the services and host activities in the City of Kwinana "Sideshow Alley". The staff engaged with 237 children at the event.</p> <p>The launch of the Library's Learning English Through Storytime (LETS) program is planned for Term 2.</p>

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	01/07/2018	30/06/2019	75	<p>23/03/2019 - The Library's Library Management System was successfully updated in July 2018, as a result, staff training and improving of processes has continued. The current public scanning system is nearing end of life and options are being considered with a focus on further enhancing the customer experience.</p> <p>Progress is being made towards eSmart Libraries accreditation which will recognise the Kwinana Library as a destination for providing users with smart, safe and responsible technology.</p> <p>Electronic subscriptions have been reviewed to address current usage and with a new subscription to AMES English Online Courses. The Transparent Languages Online and ComicsPlus have been discontinued.</p>
6.4.04 Review the Library Collection Development Guidelines	4.4 Library	01/07/2018	30/06/2019	75	<p>23/03/2019 - The Library has been reviewing Collection Guidelines to meet emerging trends in the community.</p>
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	01/07/2018	30/06/2019	75	<p>23/03/2019 - Collaboration with internal departments is resulting in increased opportunities for the lifelong learning programs. The Library is currently focussing on opportunities for intergenerational events with the City's Retirement Village.</p> <p>The Library's Collection Development Guidelines are under review to align with the State Library's Inter-Library Loan processes, guided by community need. The selection of State Library funded stock has resulted in efficiencies for the City.</p> <p>The Library's Aboriginal Collection is currently under review, with the aim of improving its content.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2018	30/06/2019	100	22/03/2019 - The service will maintain its exceeding rating until August 2020 when it will be assessed again. Staff are working on any quality improvements needed to ensure the service receives an exceeding rating at the next assessment. Educators are also being prepared through regular visits and assessments throughout the year.
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2018	30/06/2019	100	25/03/2019 - Moorditj Kulungars play session continues to grow and has successfully referred two families onto Family Day Care that have come directly through the session.
6.5.03 Monitor the new funding model for the FDC Service and examine the most cost effective provision of services	4.7 Family Day Care	01/07/2018	30/06/2019	100	25/03/2019 - Utilisation is monitored through the usage of hours and families and children attending the service. This continues to track as expected with highs and lows throughout the year, depending mostly on holiday periods, where children either drop off while on holiday or transition to school. Numbers generally start increasing again by the end of February.
6.5.04 Review service policies with input from educators, staff and families	4.7 Family Day Care	01/07/2018	30/06/2019	100	22/03/2019 - Service policies have been revised, distributed to all educators and parents and are available electronically. These policies are reviewed every six months to remain current and align with regulations.
6.5.05 Review all systems and processes used to provide in-home care	4.7 Family Day Care	01/07/2018	30/06/2019	75	22/03/2019 - The service closely monitors utilisation with respect to in-home care, which has increased and now plateaued. Retaining educators and attracting new families to the service is a challenge due to the decrease in funding.

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					
6.6.02 Create a Signage Policy	3.1 Planning and Development	01/07/2018	30/06/2019	100	27/03/2019 - Local Planning Policy No. 9 - Advertising Signage was adopted by Council on 14 November 2018.
6.6.05 Complete the Cost Apportionment Schedule for Amendment 132 and progress Amendment 145 for adoption	3.1 Planning and Development	01/07/2018	30/12/2019	100	15/03/2019 - The draft Cost Apportionment Schedule has been prepared for Amendment 132. Amendment 145 was reported to Council in January 2019.
6.6.06 Complete the City Centre Master Plan review	3.1 Planning and Development	01/07/2018	31/03/2019	80	15/03/2019 - The City Centre Masterplan was adopted by Council on 27 March 2019.
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	01/07/2018	30/06/2019	100	18/03/2019 - Compliance with current legislation is maintained through the process for building approvals.
6.7.02 Review and ensure efficient Building processes	3.2 Building Services	01/07/2018	30/06/2019	80	18/03/2019 - This action is ongoing and part of business improvement.
6.7.03 Implement a Builder Satisfaction Survey	3.2 Building Services	01/07/2018	30/06/2019	100	18/03/2019 - The survey was cast to builders and building certifiers and the survey has now closed.

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	01/07/2018	30/06/2019	60	22/03/2019 - The City of Kwinana Population, Health and Wellbeing Profile has been prepared. A consultant has been engaged to assist with completing the consultation and plan preparation.
6.8.02 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	3.3 Environmental Health	01/07/2018	30/06/2019	75	22/03/2019 - This process is continuous and ongoing.
6.8.04 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	3.3 Environmental Health	01/07/2018	30/06/2019	85	22/03/2019 - The Pigeon Management Policy was reported to Council in January 2019. Implementation strategies are to commence in 2019/20.
6.8.05 Prepare the annual Food Act Report for the Department of Health	3.3 Environmental Health	01/07/2018	30/06/2019	75	22/03/2019 - The report will be completed after the financial year ends. Data is currently being collated.
6.8.06 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	3.3 Environmental Health	01/07/2018	30/06/2019	75	22/03/2019 - The City's known contaminated sites are being managed continuously.

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

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

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

OFFICER RECOMMENDATION:

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

DISCUSSION:

The Western Australian Local Government Association represents the interests of the Local Government sector, provides leadership on key Local Government issues, delivers products and services that provide significant benefits to its Members and promotes a positive profile for Local Government within the wider community. The Western Australian Local Government Association will be holding their Annual General Meeting on Wednesday 7 August 2019 as part of the 2019 Western Australian Local Government Convention.

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

LEGAL/POLICY IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

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

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Civic Leadership	5.1 An active and engaged Local Government, focussed on achieving the community's vision

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health as a result of this report.

RISK IMPLICATIONS:

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

Risk Event	Not being represented at the Annual General Meeting and a particular matter is raised that contradicts current City of Kwinana Council Policy
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Service Delivery Reputation
Risk Assessment Context	Strategic
Consequence	Moderate

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

Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Ensure Delegates are available to attend to vote
Rating (after treatment)	Low

COUNCIL DECISION

448

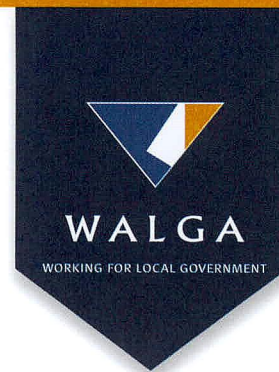
MOVED CR W COOPER

SECONDED CR S LEE

That Council appoint Mayor Carol Adams and Councillor Sandra Lee to act as voting delegates and Councillors Dennis Wood and Matthew Rowse to act as proxy voting delegates, at the Annual General Meeting of the Western Australian Local Government Association.

**CARRIED
8/0**

NOTE – That the Officer Recommendation has been amended to include the nominated Elected Members' names.



11 April 2019

Our Ref: 01-003-02-0003 MD

Ms Joanne Abbiss
Chief Executive Officer
City of Kwinana
DX 63604, Cnr Gilmore Avenue & Sulphur Road
KWINANA WA 6167

Dear Joanne

Notice of Annual General Meeting 2019

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Wednesday 7 August 2019** as part of the Local Government Convention. The meeting will be held at the Perth Convention Exhibition Centre, 21 Mounts Bay Road, Perth.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting and guidelines for the preparation and submission of motions. Also attached is the Voting Delegates Form.

Please note that the closing date for submissions of motions is **Tuesday 4 June 2019**. Any motions proposing alterations or amendments to the Association's Constitution must be received by **Friday 10 May 2019** in order to satisfy the 60 day constitutional notice requirements.

The 2019 Local Government Convention is the premier event for Elected Members and Officers within Local Government. The Association's Annual General Meeting, as an integral part of this event, is a critical forum for mobilising the views of Western Australian Councils, confronting emerging issues and developing directions forward for our sphere of government.

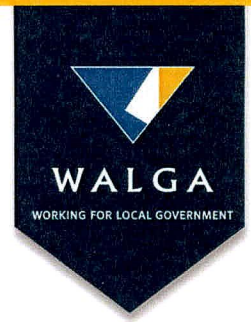
Please return the enclosed Voting Delegates Form by Friday 5 July 2019.

For enquiries, please contact Margaret Degebrodt, Executive Officer Governance on 9213 2036 or via email mdegebrodt@walga.asn.au.

Yours sincerely

Nick Sloan
Chief Executive Officer

Enc: Notice of 2019 AGM and Voting Delegate Form



**Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions**

**Perth Convention and Exhibition
Centre**

Wednesday, 7 August 2019

Deadline for Agenda Items

(Close of Business)

Tuesday, 4 June 2019

2019 Local Government Convention

General Information

The 2019 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2019. The tentative schedule for the Convention is as follows:

<u>Tuesday, 6 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation)	3.30 pm	5.30 pm
Mayors and Presidents Reception (separate invitation)	5.30 pm	7.00 pm
<u>Wednesday, 7 August</u>		
State and Local Government Forum (separate registration)	9.00 am	11:00am
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon (by invitation only)	12.00 pm	1.15 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.00 pm
Convention Opening Welcome Reception	5.00 pm	6.30 pm
<u>Thursday, 8 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.45 am	9:00 am
Opening and Convention Sessions	9.00 am	5.00 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 9 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.15 am	4:00 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 7 August 2019. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2019 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Tuesday, 4 June 2019**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm **Friday, 10 May 2019** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

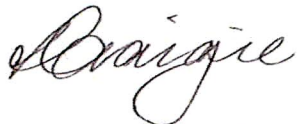
7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrodt, Executive Officer Governance on 9213 2036 or via email mdegebrodt@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



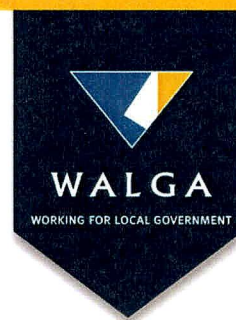
President Cr Lynne Craigie OAM
President



Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2019 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 7 August 2019 at the Perth Convention Centre.

Please complete and return this form to the Association by Friday **5 July 2019** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

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

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

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

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

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

Margaret Degebrot, Executive Officer Governance

17 Urgent Business

Nil

18 Councillor Reports

18.1 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the Australian and New Zealand Army Corps (ANZAC) Dawn Service and Morning Commemoration.

Councillor Cooper advised that she had attended several Community Engagement days and acknowledged the City Officers for the amount of preparation they put into these events. Councillor Cooper added that the sessions have been very interesting to the people that have attended and that they have appreciated the opportunity to have their voices heard.

Councillor Cooper mentioned that she had attended the official opening by the Minister for Housing, Mr Peter Tinley MLA, of the first of three public open spaces and the playground area in the Cassia Glades Estate and that it is a lovely park.

18.2 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the ANZAC Dawn Service and Morning Commemoration and that there had been lots of people in attendance.

Councillor Lee advised that she had attended the Community Strategic Planning Day for Youth and it was good to see the youth in attendance making suggestions.

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

Councillor Lee reported that she was pleased to present the City of Kwinana with the Gold Waterwise Council award. Councillor Lee explained that the City has participated in the program since 2010 and for the past three years has been recognised as a Gold Waterwise Council, going above and beyond the base requirements for a Waterwise Council.

The City is one of 18 Councils to achieve this recognition.

The most recent award for the 2017/18 financial year was presented at a recognition breakfast on 3 May 2019. Initiatives implemented by the City in the 2017/18 financial year to retain this endorsement include;

- Reviewed and adopted a new Sustainable Water Management Plan (2018-2023);
- Upgraded irrigation equipment to allow for the systems to be transferred to the central monitoring and irrigation control system;
- Delivered community education initiatives including Switch Your Thinking*, a Living Smart course and an Adopt-a-Verge program;
- Installed three new leak detection data loggers at the retirement villages and Kwinana Adventure Park; and
- Adopted the Green Building Policy for new and renovated City buildings.

18 COUNCILLOR REPORTS

18.3 Councillor Matthew Rowse

Councillor Matthew Rowse reported that he had been honoured to attend the Calista Primary School ANZAC Day Service.

18.4 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the ANZAC Day Services at Calista Primary School, Bertram Primary School, Wellard Primary School and at the Kwinana Junior Knights Football Club.

19 Response to Previous Questions

Questions taken on notice at the Ordinary Council Meeting held on 10 April 2019.

19.1 David Crowe, Calista

Question 1

I would like a fact check on what was in the Courier today about the Waste to Energy Plant, it says facts on incinerator output, these are facts taken from the proponents own documents, I am not sure where a Waste to Energy Plant is a proven solution given this is the first of its kind in Australia after being knocked back in New South Wales. The process itself identifies that the air pollution of approximately 15,000 tonnes per annum would be discharged over the Kwinana residential area, 2.3 kilometres away, again reminding people that it is designed for a maximum of thirty years and equates to just under a million tonnes of chemicals.

Response

The Mayor took the question on notice.

Further response from the City of Kwinana

As per the article in the Weekend Courier on 1 March, 'Council ticks off on waste plant', the City of Kwinana objected to the proposal for a Waste To Energy Facility on Office Road, Rockingham raising concerns about the location of the facility and the effects on air quality for Calista, Leda and Medina residents. The City's submission was comprehensive and covered the following aspects -

- Location with respect to the south-west and south-south-west winds that would carry air emissions to Kwinana residential suburbs;
- air quality emissions including the need for real time data;
- odour emissions especially around system down times;
- the need for an odour complaints register to manage complaints effectively;
- noise management to ensure compliance with the regulations and neighbourhood amenity;
- traffic management including the need to upgrade Office Road; and
- management of fugitive waste from the site through an effective waste management plan.

Further details on the City of Kwinana's report and submission can be found in report 15.2 using this link: <https://www.kwinana.wa.gov.au/our-council/agendas-and-minutes/AgendasAndMinutesDocs/2018/Minutes%20-%20Ordinary%20Council%20Meeting%20-%202012%20December%202018.pdf>

19 RESPONSE TO PREVIOUS QUESTIONS

Question 4

Can I have a fact check, in the paper it said that Parmelia was the most polluted suburb in Western Australia?

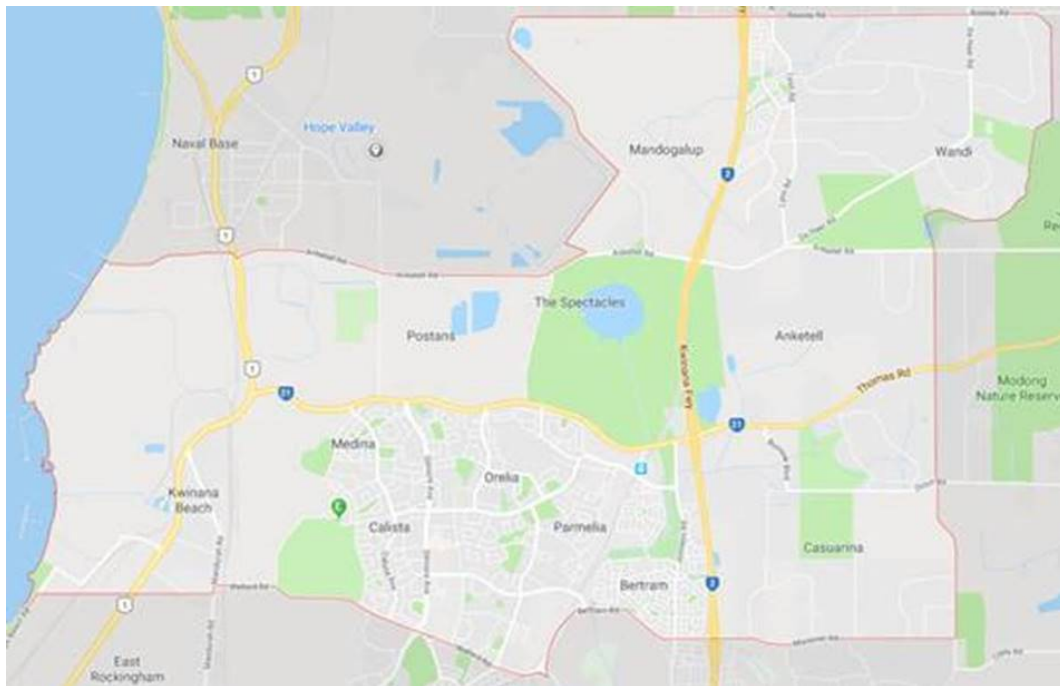
Response

The Mayor took the question on notice.

Further response from the City of Kwinana

- Industry at Kwinana is controlled by the Department of Water and Environmental Regulation (DWER) through strict licence conditions and reporting.
- There have been several studies for air pollution carried out by the DWER in Calista, Medina, Orelia and Parmelia. The pollution levels found in these suburbs were well below the air pollution indicators that could affect people's health. Therefore, the City is of the opinion that the ABC report, which was based on air pollution levels by Postcode, incorrectly associated the levels measured in the Kwinana Industrial Area, which has the same postcode 6167 as Parmelia, to Parmelia.

Map showing extent of 6167 postcode:



19.2 Jenny Hartley, Parmelia

Question 1

The Voices of Kwinana that was listed on the City of Kwinana website, it was under the Library section, is not there anymore?

Response

The Mayor took the question on notice.

19 RESPONSE TO PREVIOUS QUESTIONS

Further response from the City of Kwinana

The Voices of Kwinana blog was merged onto the City of Kwinana website on 25 February 2019. The new location is <https://www.kwinana.wa.gov.au/our-facilities/kwinana-public-library/KwinanaHistoryBlog/Pages/default.aspx>. The old blog website had a redirect in place for one month prior to the domain expiry of 26 March 2019. This change was communicated to the public via the City's Library newsletter and within the blog. Library staff are available to assist community members to access specific information as required.

Question 2

There are so many publications from the City, is there anything available to make it easier for the visually impaired to read them?

Response

The Mayor took the question on notice.

Further response from the City of Kwinana

The City of Kwinana is happy to provide any of its publications or public facing documents in an alternative format, on request, to anyone who would like one. Additionally, the majority of the City's publications are also available online, on the City's website www.kwinana.wa.gov.au, or can be supplied in a digital format. This enables people to be able to zoom in and view in a large format to assist with viewing documents, or for use with screen readers.

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the Anzac Day Dawn Service and Morning Commemoration. The Mayor stated that she laid a wreath at both services on behalf of the City of Kwinana.

The Mayor advised that she had attended the Western Australian Local Government Association (WALGA) South Metro Zone Meeting at the City of Melville.

The Mayor mentioned that she had attended the Connecting Community for Kids Mother's Day Celebration Morning Tea.

The Mayor reported that along with her fellow Councillors, she attended two of the Local Planning Strategy Community Workshops.

The Mayor advised that, in company with the Chief Executive Officer (CEO), she attended a Westport Work Stream Briefing Session.

The Mayor mentioned that she had attended, in company with the CEO and the Director City Legal, a meeting with the shadow Local Government member, Mr Tony Krsticevic MLA, where they discussed part two of the *Local Government Act 1995* amendments. Mr Krsticevic was keen to hear from all local governments on their view of the proposed amendments.

The Mayor reported that along with several Councillors and City Officers that she had attended a Stakeholder Briefing with Alcoa.

20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)

The Mayor advised that she had attended an Aboriginal Community Engagement meeting as part of the City's Conciliation Action Plan. The Mayor further advised that the event was very well attended and issues of employment opportunities with the City of Kwinana were discussed as well as school based issues for young people and youth issues in general.

The Mayor mentioned that she had attended the Rockingham Kwinana Chamber of Commerce Business Sundowner at the Mike Barnett Sport Stadium where she heard about the good work the Rockingham Flames are doing in both the City of Kwinana and Rockingham, to promote basketball as a sport as well as a health and well-being initiative with the youth in our respective regions.

The Mayor reported that in company with Councillor Wendy Cooper, she attended the official opening by the Minister for Housing, Mr Peter Tinley MLA, of the first of three public open spaces and the playground area in the Cassia Glades Estate.

The Mayor advised that she had been invited to attend a meeting with the Grandparents Caring for Grandchildren group. The Mayor explained that the group meet the first Tuesday of the month and they are a support network to assist other grandparents to cope with the situation they have found themselves in by having to raise their grandchildren for many years and with little financial support.

The Mayor mentioned that she presided over the City of Kwinana Citizenship Ceremony and welcomed 51 new Australian Citizens who chose Kwinana, in which to make their pledge of commitment.

The Mayor reported that as a State Councillor with the Western Australian Local Government Association (WALGA), she attended the annual breakfast with members of parliament this morning at Kings Park. The Mayor stated that the Local Government Minister, Mr David Templeman MLA attended and much of the discussion revolved around the need to ensure that the Phase 1 amendments to the *Local Government Act 1995* are promulgated by the end of June so that they are in place for the October Local Government Elections.

The Mayor explained that if the Bill passes through Parliament by 30 June 2019 then new and re-elected councillors will be required to complete five core units within 12 months of being elected.

The Mayor further explained that as Elected Member training is being imposed by the State, WALGA's position is that the State Government should fund the associated costs. WALGA will continue to advocate for the Universal Training to be fully funded by government.

The mayor advised that upcoming events of note are:

- Tomorrow is the National Family Day Care Week Picnic at the Adventure Park
- Purple Bench Project Launch on 15 May 2019
- A series of Living Green in 2019 – Living Greener presentations throughout the City.

21 Matters Behind Closed Doors

Nil

22 Meeting Closure

The Mayor declared the meeting closed at 7:36pm.

Chairperson:

22 May 2019