

Ordinary Council Meeting

13 November 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:

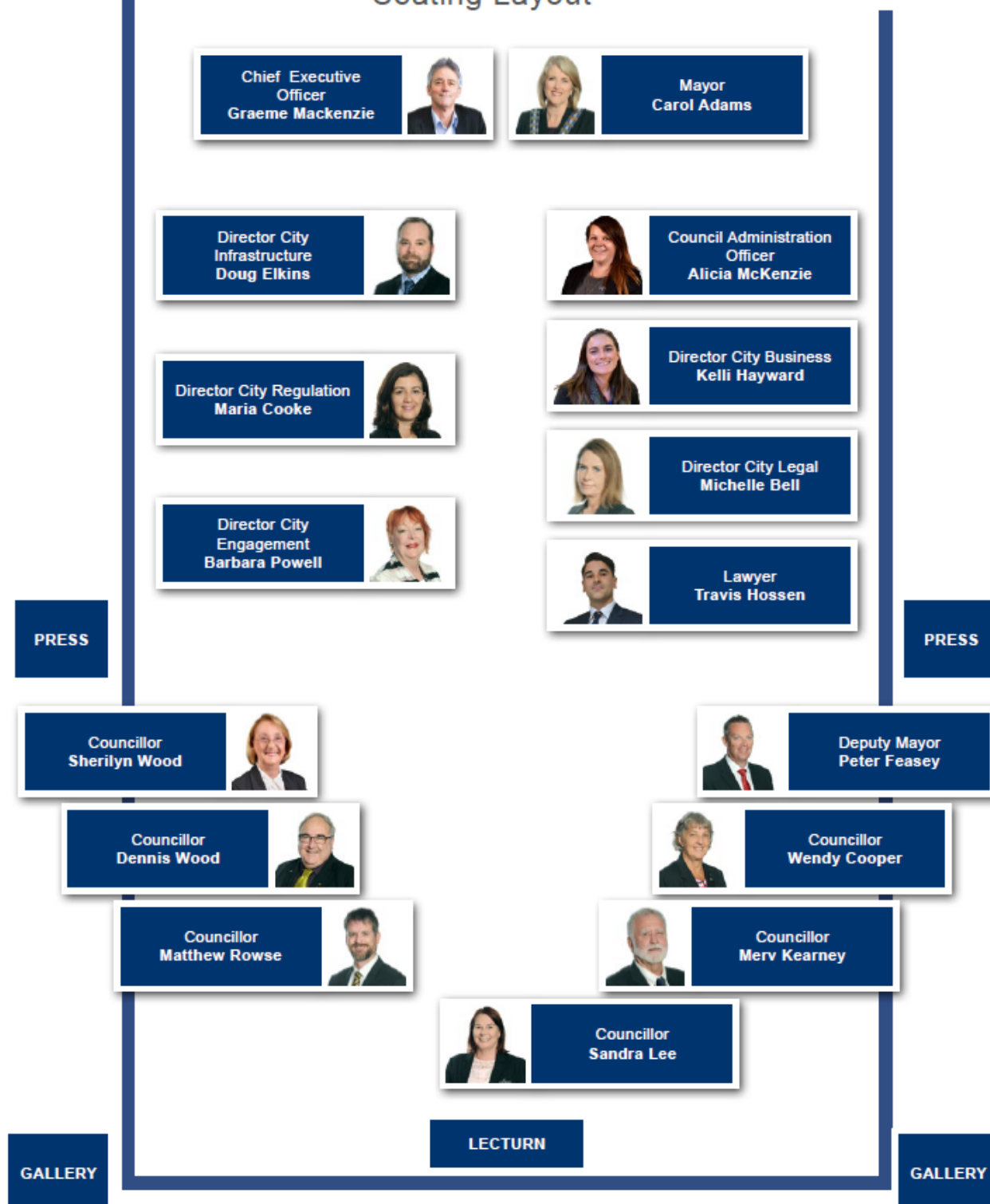
Lead from where you stand – Leadership is within us all. | Act with compassion – Show that you care. | Make it fun – Seize the opportunity to have fun. | Stand Strong, stand true – Have the courage to do what is right. | Trust and be trusted – Value the message, value the messenger. | Why not yes? –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





Council Chambers

Seating Layout



EMERGENCY GUIDE

Council Chambers

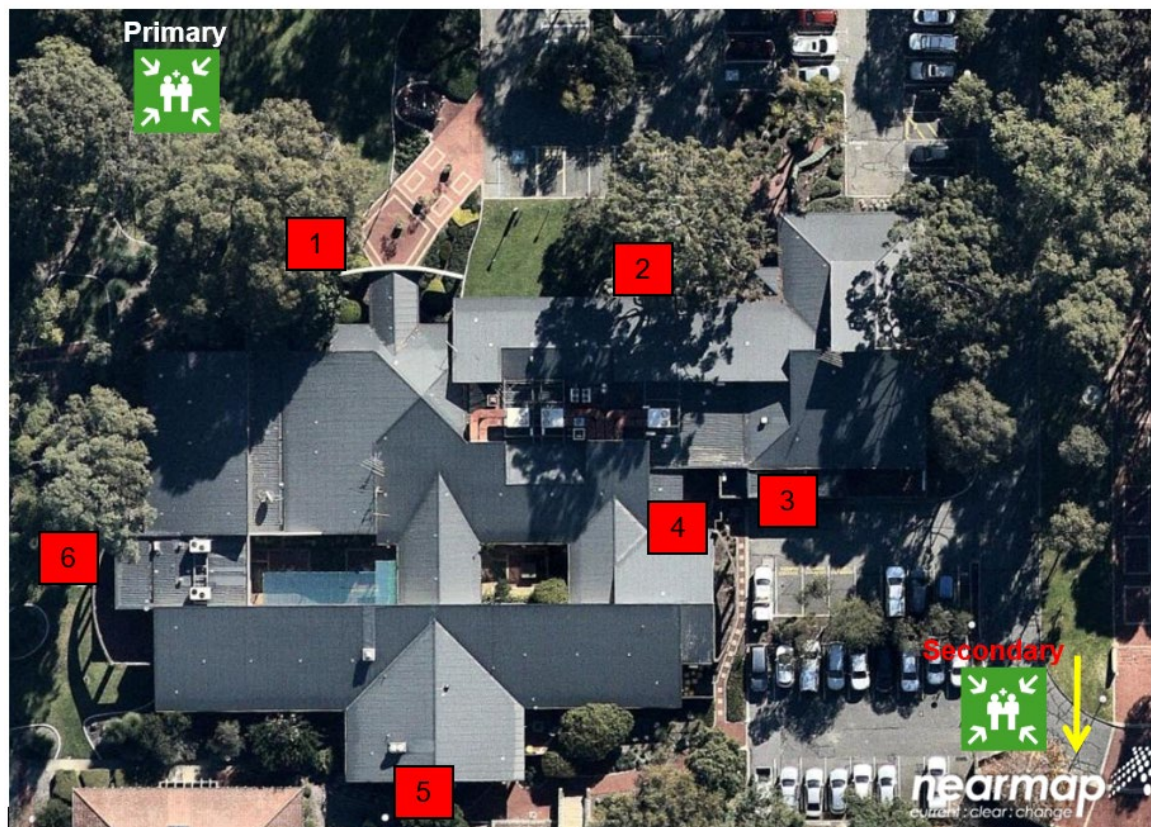


The City of Kwinana values the health and safety of its employees, contractors and visitors. Please ensure you are familiar with the emergency procedures in place at the City of Kwinana to ensure your safe evacuation.

Fire Alarm

On hearing the fire alarm, if you are instructed to evacuate, all individuals must:

- remain calm;
- pay attention to the responsible officer (in charge);
- when instructed to evacuate, leave via the appropriate emergency exit as directed;
- assemble at the designated Muster Point; and
- await the arrival Emergency Services. You must not re-enter the building until the all clear has been given by Emergency Services.



Administration Centre – Access, Egress (Red) and Assembly Points (Green)

Assembly Points:

- ▶ Primary - North-west of the main entrance near Gilmore Avenue.
- ▶ Secondary - South-east of the facility on grass area near Koorliny Arts Centre.

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Present:

DEPUTY MAYOR PETER FEASEY
CR W COOPER
CR M KEARNEY
CR S LEE
CR M ROWSE
CR D WOOD
CR S WOOD

MR G MACKENZIE	-	Chief Executive Officer
MRS B POWELL	-	Director City Engagement
MR D ELKINS	-	Director City Infrastructure
MS M BELL	-	Director City Legal
MRS M COOKE	-	Director City Regulation
MRS S HOBBS	-	Acting Manager Finance
MR T HOSSEN	-	Lawyer
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	3

1 Opening and announcement of visitors

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

2 Acknowledgement of country

Presiding Member read the Acknowledgement of country

"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 and we pay our respects to their Elders past and present."

3 Dedication

Presiding Member read the dedication

"May we, the Elected Members of the City of Kwinana, have the wisdom to consider all matters before us with due consideration, integrity and respect for the Council Chamber.

May the decisions made be in good faith and always in the best interest of the greater Kwinana community that we serve."

4 Attendance, apologies, Leave(s) of absence (previously approved)

Apologies

Mayor Carol Adams

Leave(s) of Absence (previously approved):

Nil

5 Public Question Time

5.1 Kevin Desmond, Parmelia

Question

Could you please tell me what is happening with the proposed Petrol Station at 103 Calista Avenue?

When the application was made I understand the Council officers recommended that the application should be passed by Council. If true, can you explain why the Council voted against it? And what advantages were (sic) there in rejecting the application?

How much has the Council spent so far on this matter? Please include Officers time, legal fees and any other ancillary payment. Also is the Council expecting any further costs on this matter.

Finally, for me to gain complete clarity, is it true, as it stands, that a petrol station can still be built there, but with less hours of opening ?

Response

The Presiding Member sought clarification from Mr Desmond, in accordance with 3.4 of the Standing Orders as to the question that was being asked as the Question (1) contained several parts to the question and in accordance with 3.4(1) of the Standing Orders is treated as separate questions.

Mr Desmond did not respond to the Presiding Member as to the question he wanted answered and moved to ask a further question. The Presiding Member advised that Question (1) would not be responded to in accordance with 3.4(6).

Question 1

Given that part of the Council's mission is "being accountable and transparent in our actions", will all eight Councillors produce a report each week to show exactly how much work they are doing for the Kwinana residents? This should include all agendas for workshops, meetings with Federal and State Governments, Elected Members of other Councils, Federal and State Parliament, residents and business.

Response

The Deputy Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer took the question on notice, but added that he would raise the matter with elected members as a group to discuss this request further.

Question 2

Could the Acting Chief Executive Officer supply me with detailed expense claims and sitting fees for all eight Councillors and the detailed expense claims for the former Chief Executive Officer, since the 1 January 2019?

Response

The Deputy Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer took the question on notice.

5 PUBLIC QUESTION TIME

5.2 Turei Hura, Medina

Question 1

What can the City do about my neighbouring property regarding fire and noise issues?

Response

The Deputy Mayor referred the question to the Director City Legal.

The Director City Legal advised that the City will arrange for Fire Control Officers to go to the property and undertake an inspection, if evidence is found to be that the property is in breach of the City's Fire Control Notice or our Local Laws, the Authorised Officers can give them a notice outlining the works that need to be rectified.

If the works are not undertaken the City will complete the necessary works to make it safe and charge the costs to the land owner and may issue an infringement.

6 Receiving of petitions, presentations and deputations:

6.1 Petitions:

Nil

6.2 Presentations:

Nil

6.3 Deputations:

Nil

7 Confirmation of minutes

7.1 Ordinary Meeting of Council held on 23 October 2019:

COUNCIL DECISION

009

MOVED CR S LEE

SECONDED CR S WOOD

That the Minutes of the Ordinary Meeting of Council held on 23 October 2019 be confirmed as a true and correct record of the meeting.

CARRIED
7/0

7 CONFIRMATION OF MINUTES

7.2 Special Meeting of Council held on 21 October 2019:

COUNCIL DECISION

010

MOVED CR W COOPER

SECONDED CR S LEE

That the Minutes of the Special Meeting of Council held on 21 October 2019 be confirmed as a true and correct record of the meeting.

**CARRIED
7/0**

8 Declarations of Interest (financial, proximity, impartiality – both real and perceived) by Members and City Officers

Nil

9 Requests for leave of absence

Nil

10 Items brought forward for the convenience of those in the public gallery

Nil

11 Any business left over from previous meeting

Nil

12 Recommendations of committees

Nil

13 Enbloc reports:

Nil

14 Reports - Community

Nil

15 Reports – Economic

Nil

16 Reports – Natural Environment

Nil

17 Reports – Built Infrastructure

17.1 Parking Restrictions on a Portion of Windjana Rise, Wandi

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Department of Education, on behalf of Honeywood Primary School, is seeking approval from the City of Kwinana to establish a kiss and drop zone on Windjana Rise, Wandi. This is proposed to be achieved by using six of the existing on-street parallel parking bays fronting the school, through the installation of 'no parking' signs to apply during the school pick up and drop off. A plan showing the proposed parking regime is included at Attachment A.

As a result of increasing student intake at Honeywood Primary School, there has been an increased demand for on-street and off-street parking spaces at the school during morning drop off and afternoon pick up periods. This is resulting in saturated conditions causing motorists to drive around in search of available parking spots. To address this problem, the Department of Education, in consultation with City Officers and the school, have determined the need to install a kiss and drop off zone.

The purpose of this report is for the Elected Members to consider, by way of resolution, regulating the parking of vehicles by installing 'no parking' signs at the existing on-street parallel parking bays on Windjana Rise, Wandi, for the purpose of creating a kiss and drop zone to be used by parents of school children.

OFFICER RECOMMENDATION:

That Council, in accordance with clause 1.8 of the City of Kwinana Parking and Parking Facilities Local Law 2018, approve implementation of the No Parking zones, between the hours of 7:30am to 9am and 2pm and 3:30pm school days, on a portion of the on-street parking bays along Windjana Rise, Wandi, as shown in Attachment A.

DISCUSSION:

Honeywood Primary School was planned and identified in the Wandi North Structure Plan adopted in 2015, and opened in the suburb of Wandi in two stages. Stage one opened in 2017 for kindergarten and pre-primary students. In 2018, stage two was completed and intake of students from kindergarten to year 6 commenced. As of semester 2 in 2019, Honeywood Primary School has 349 full time students enrolled, and the local intake area bounds Wandi, Anketell and a small part of Oakford.

This growth in student numbers has resulted in an increase in traffic and parking demand during drop off and pick up periods. This is anticipated to increase in the future with further residential development occurring at Wandi, Anketell and Mandogalup. In addition, the number of staff employed will increase to meet with the demands of the expanding school. Recent data from the Department of Education shows that there are approximately 34 full-time employees.

17.1 PARKING RESTRICTIONS ON A PORTION OF WINDJANA RISE, WANDI

As this school provides kindergarten to year six education, it is expected that the younger age group students are more dependant and require assistance from parents for transportation to and from the school. Accordingly, it is expected that there is a higher proportion of the school community travelling to and from school in private cars.

Currently, Honeywood Primary School has 218 standard parking bays and six disability parking bays on site. In addition, there are 41 on-street parallel parking bays located along Honeywood Avenue and Windjana Rise. The existing parking supply exceeds the minimum requirements and parking supply ratio of the Department of Education for a primary school site. In spite of the existing parking supply exceeding the minimum requirements, after observing the performance of parking at the school, City Officers have determined that parking occupancy is near capacity during peak times.

As it is anticipated that student numbers will increase in the future, and considering the supply of on-street parking is fixed, and the City's ability to expand the supply of on-street parking is constrained by existing road geometry and site conditions, time restrictions are recommended to facilitate increased parking access for the key location. To improve parking turnover and create a kiss and drop zone, 'no parking on road or verge' signs, with time restrictions applicable between the hours of '7:30am to 9am' and '2pm to 3:30pm' school days are proposed to be installed at the selected on-street parallel parking bays on Windjana Rise, as detailed in Attachment A. This location has adequate pedestrian connectivity from the parking bays leading through the school car park and into the school grounds. Additionally, there is ample queuing capacity along Windjana Rise so any extended traffic queues that may occur do not impact the adjoining road network or obstruct any intersection.

The introduction of these parking restrictions will regulate the parking of vehicles at the selected on-street parking bays, in accordance with the *City's Parking and Parking Facilities Local Law 2018* clause 5.1(2) where:

A driver shall not stop on a part of a carriageway or in an area to which a no parking sign applies, unless the driver is —

- (a) dropping off, or picking up, passengers or goods;*
- (b) does not leave the vehicle unattended; and*
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on'*

Supplementary non-regulatory signs will be installed in conjunction with the proposed parking restriction signs indicating the proposed no parking zone is a kiss and drop zone. This will make drivers aware of the intended function of the on-street parking bays, and encourage parents to utilise these parking bays.

Using this approach will help the flow of traffic, increase parking turnover, and in the long-term, reduce unwanted driving behaviour. In addition, cars will not become trapped, as they will be able to pull out from the drop off/pick up zone.

LEGAL/POLICY IMPLICATIONS:

The proposed parking restriction signs design, manufacturing and implementation will be in accordance with the *Road Traffic Code 2000* (Code), Australian Standard 1742.11 – Parking Controls, and the *City's Parking and Parking Facilities Local Law 2018*. The relevant section of the *City's Parking and Parking Facilities Local Law 2018*, is provided within the Discussion above.

17.1 PARKING RESTRICTIONS ON A PORTION OF WINDJANA RISE, WANDI**FINANCIAL/BUDGET IMPLICATIONS:**

The approximate cost of supply and installation of the parking restriction signs will be \$800.

There will be no financial implications to the City resulting from the initial supply and installation of the signs as the Department of Education has agreed to fund the cost. However, the City of Kwinana will retain responsibility for the maintenance and enforcement of these signs going forward.

ASSET MANAGEMENT IMPLICATIONS:

The parking restriction signs will be owned and maintained by the City of Kwinana. The whole of life cost of the signs will be negligible.

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Strategic Community Plan 2019 - 2029	A connected transport network	4.6 Provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system

The recommendations in this report will ultimately increase the amenity and safety of the areas adjacent and fronting the school for residents and road users.

COMMUNITY ENGAGEMENT

Consultation has been limited to the school and the Department of Education, as the parking bays are directly adjacent to the school. Should Council approve, by resolution, the installation of the parking prohibition signage, Honeywood Primary School will raise awareness and notify parents prior to signage being installed. This approach has been successful in the past for educating the school community about changes to parking regimes.

17.1 PARKING RESTRICTIONS ON A PORTION OF WINDJANA RISE, WANDI**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	Non-compliance with the new parking regime, resulting in traffic issues.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Reputation
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Education and information. Enforcement action, if problems emerge. Install pavement markings to increase awareness and make clear purpose of parking bays.
Rating (after treatment)	Low

COUNCIL DECISION**011****MOVED CR W COOPER****SECONDED CR D WOOD**

That Council, in accordance with clause 1.8 of the City of Kwinana Parking and Parking Facilities Local Law 2018, approve implementation of the No Parking zones, between the hours of 7:30am to 9am and 2pm and 3:30pm school days, on a portion of the on-street parking bays along Windjana Rise, Wandi, as shown in Attachment A.

CARRIED
7/0

HONEYWOOD PRIMARY SCHOOL
PROPOSED DROP OFF AND PICK UP ZONE – WINDJANA RISE



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18 Reports – Civic Leadership

18.1 Budget Variations

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

To amend the 2019/2020 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

OFFICER RECOMMENDATION:

That Council approves the required budget variations to the Adopted Budget for 2019/2020 as outlined in the report.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense – Reserve Development – Transport Grounds - McWhirter Promenade and Johnson Road landscaping	Nil	(185,585)	(185,585)
	Capital Revenue – Reserve Development – Contribution from Department of Education	Nil	185,585	185,585
Johnson Road / McWhirter Promenade road and street light construction projects have been completed, but the landscaping component remains outstanding. The Department of Education have committed to making a contribution towards this project for landscaping works.				
	Operating Revenue – Projects Community Concert - Sponsorships	80,000	(50,000)	30,000
	Operating Expense – Youth Development - Salaries	(1,280,521)	50,000	(1,230,521)

The City was unable to secure budgeted sponsorship for the 2019 Community Concert. It is proposed that identified savings due to vacant positions at the Zone are used to make up this shortfall.

18.1 BUDGET VARIATIONS

2	Capital Revenue – Plant and Equipment – Sale Proceeds of Truck	Nil	5,000	5,000
	Reserve Transfer – Plant and Equipment Replacement Reserve	Nil	(5,000)	(5,000)

Hino Crew Cab truck was budgeted to be sold in the 2018/2019 Budget after it was replaced, but the truck will not go to auction until this financial year. It is proposed that the sale proceeds are transferred to the Plant and Equipment Replacement Reserve.

LEGAL/POLICY IMPLICATIONS:

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

(b) is authorised in advance by resolution*

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

*requires an absolute majority of Council.

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications are detailed in this report.

ASSET MANAGEMENT IMPLICATIONS:

The allocation of funds towards the upgrading and purchase of City assets will be included in the City’s Asset Management Strategy.

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future

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

COUNCIL DECISION**012****MOVED CR D WOOD****SECONDED CR M ROWSE**

That Council approves the required budget variations to the Adopted Budget for 2019/2020 as outlined in the report.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

7/0

18.2 Monthly Financial Report September 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 30 September 2019 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 30 September 2019, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 30 September 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 September 2019. The municipal surplus for this period is \$37,355,227 compared to a budget position of \$36,102,914. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Income for the September 2019 period year to date is \$52,141,824. This is made up of \$50,210,406 in operating revenues and \$1,931,418 in non-operating grants, contributions and subsidies received. The budget estimated \$51,554,441 would be received for the same period. The variance to budget is \$587,383. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the September 2019 period year to date is \$16,278,746. This is made up of \$12,813,241 in operating expenditure and \$3,465,505 in capital expenditure. The budget estimated \$20,465,334 would be spent for the same period. The variance to budget is \$4,186,588. 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.

18.2 MONTHLY FINANCIAL REPORT SEPTEMBER 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 environmental 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

18.2 MONTHLY FINANCIAL REPORT SEPTEMBER 2019

Risk Effect/Impact	Financial Reputation Compliance
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

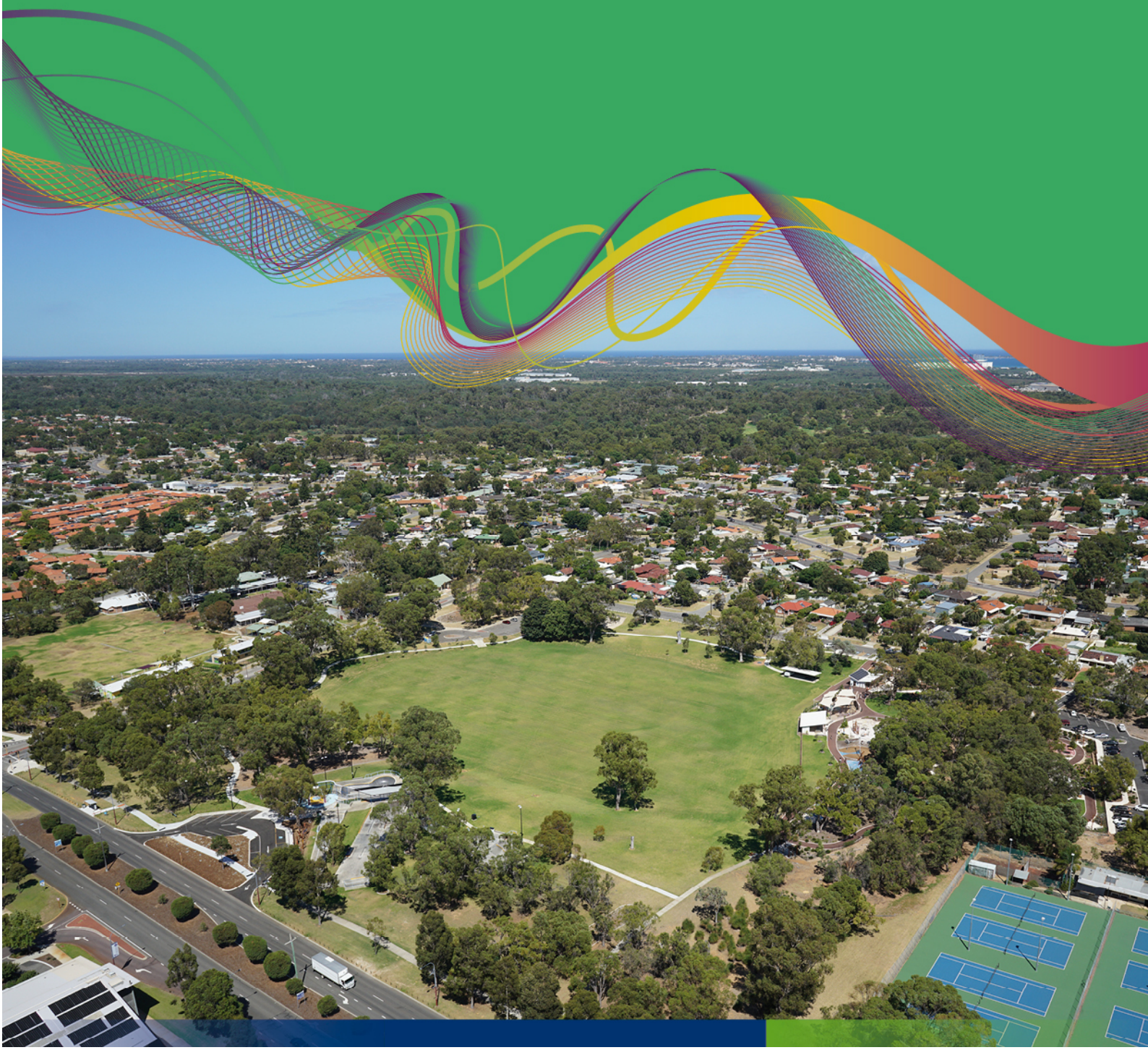
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MOVED CR S LEE**SECONDED CR M ROWSE****That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 30 September 2019, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 30 September 2019, contained within Attachment A.**

CARRIED
7/0

Monthly Financial Report



CITY OF KWINANA

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 September 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 30 September 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	1,504,912	1,504,912	1,504,912	1,532,553	27,641	2%
Revenue from operating activities							
Governance		37,438	75,758	2,418	107,567	105,149	4349%
General Purpose Funding - Rates	8	39,802,378	39,802,378	39,802,378	39,494,672	(307,706)	(1%)
General Purpose Funding - Other		3,932,577	3,932,577	1,239,760	1,522,121	282,361	23%
Law, Order and Public Safety		357,487	357,487	36,581	72,490	35,909	98%
Health		166,229	166,229	128,215	108,866	(19,349)	(15%)
Education and Welfare		8,408,713	8,408,713	2,049,538	1,680,061	(369,477)	(18%)
Community Amenities		6,081,141	6,081,141	5,577,012	5,410,638	(166,374)	(3%)
Recreation and Culture		2,983,042	2,983,042	758,982	892,665	133,683	18%
Transport		324,478	324,478	189,478	205,054	15,576	8%
Economic Services		1,261,187	1,261,187	358,256	350,100	(8,156)	(2%)
Other Property and Services		490,540	490,540	333,701	366,172	32,471	10%
		63,845,209	63,883,529	50,476,319	50,210,406	(265,913)	(1%)
Expenditure from operating activities							
Governance		(4,795,486)	(4,866,799)	(1,226,639)	(931,769)	294,870	24%
General Purpose Funding		(1,099,586)	(1,099,586)	(228,554)	(244,822)	(16,268)	(7%)
Law, Order and Public Safety		(3,318,431)	(3,318,431)	(816,740)	(757,152)	59,588	7%
Health		(949,882)	(949,882)	(242,604)	(210,838)	31,766	13%
Education and Welfare		(12,735,451)	(12,664,138)	(3,247,332)	(2,480,602)	766,730	24%
Community Amenities		(10,423,143)	(10,423,143)	(2,780,845)	(1,701,128)	1,079,717	39%
Recreation and Culture		(22,904,017)	(22,904,017)	(5,113,867)	(3,714,571)	1,399,296	27%
Transport		(15,076,180)	(15,076,180)	(3,746,934)	(1,495,423)	2,251,511	60%
Economic Services		(1,742,856)	(1,742,856)	(434,224)	(301,135)	133,089	31%
Other Property and Services		(4,293,260)	(4,293,260)	(1,174,244)	(975,801)	198,443	17%
		(77,338,291)	(77,338,291)	(19,011,983)	(12,813,241)	6,198,742	33%
Operating activities excluded from budget							
Add back Depreciation		14,269,092	14,269,092	3,567,273	0	(3,567,273)	(100%)
Adjust (Profit)/Loss on Asset Disposal	7	59,063	59,063	25,879	16,269	(9,610)	(37%)
Movement in deferred pensioner rates		0	0	0	4,571	4,571	
Amount attributable to operating activities		835,073	873,393	35,057,488	37,418,005	2,360,517	7%
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12	10,936,569	10,936,569	1,078,122	1,931,418	853,296	(79%)
Proceeds from Disposal of Assets	7	334,500	347,100	142,500	118,964	(23,536)	17%
Refund of Developer Contributions		0	0	0	(2,654,846)	(2,654,846)	
Land and Buildings	11	(5,309,694)	(5,514,694)	(213,053)	(138,613)	74,440	35%
Plant, Furniture and Equipment	11	(2,788,666)	(2,845,166)	(832,660)	(381,572)	451,088	54%
Infrastructure Assets - Roads	11	(6,882,940)	(4,135,562)	(226,290)	(189,757)	36,533	16%
Infrastructure Assets - Parks and Reserves	11	(1,832,291)	(1,832,291)	(38,344)	(36,344)	2,000	5%
Infrastructure Assets - Footpaths	11	(215,000)	(215,000)	(19,545)	(23,296)	(3,751)	(19%)
Infrastructure Assets - Drainage	11	(2,990,583)	(5,737,961)	(71,932)	(23,068)	48,864	68%
Infrastructure Assets - Street Lighting	11	(251,000)	(251,000)	(28,000)	0	28,000	100%
Infrastructure Assets - Bus Shelters	11	(19,800)	(19,800)	(19,800)	(1,800)	18,000	91%
Infrastructure Assets - Car Parks	11	(41,000)	(41,000)	(3,727)	(16,209)	(12,482)	(335%)
Infrastructure Assets - Other Structures	11	(10,000)	(10,000)	0	0	0	0%
Amount attributable to investing activities		(9,069,905)	(9,318,805)	(232,729)	(1,415,123)	(1,182,394)	508%
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	0%
Self-Supporting Loan Principal		16,709	16,709	4,176	5,524	1,348	32%
Transfer from Reserves	6	21,765,512	22,027,012	6,458,425	6,780,100	321,675	5%
Repayment of Debentures	9	(1,451,093)	(1,451,093)	0	0	0	0%
Transfer to Reserves	6	(15,869,208)	(15,920,128)	(6,689,358)	(6,965,832)	(276,474)	(4%)
Amount attributable to financing activities		6,729,920	6,940,500	(226,757)	(180,208)	46,549	(21%)
Closing Funding Surplus(Deficit)	2	0	0	36,102,914	37,355,227	1,252,313	3%

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

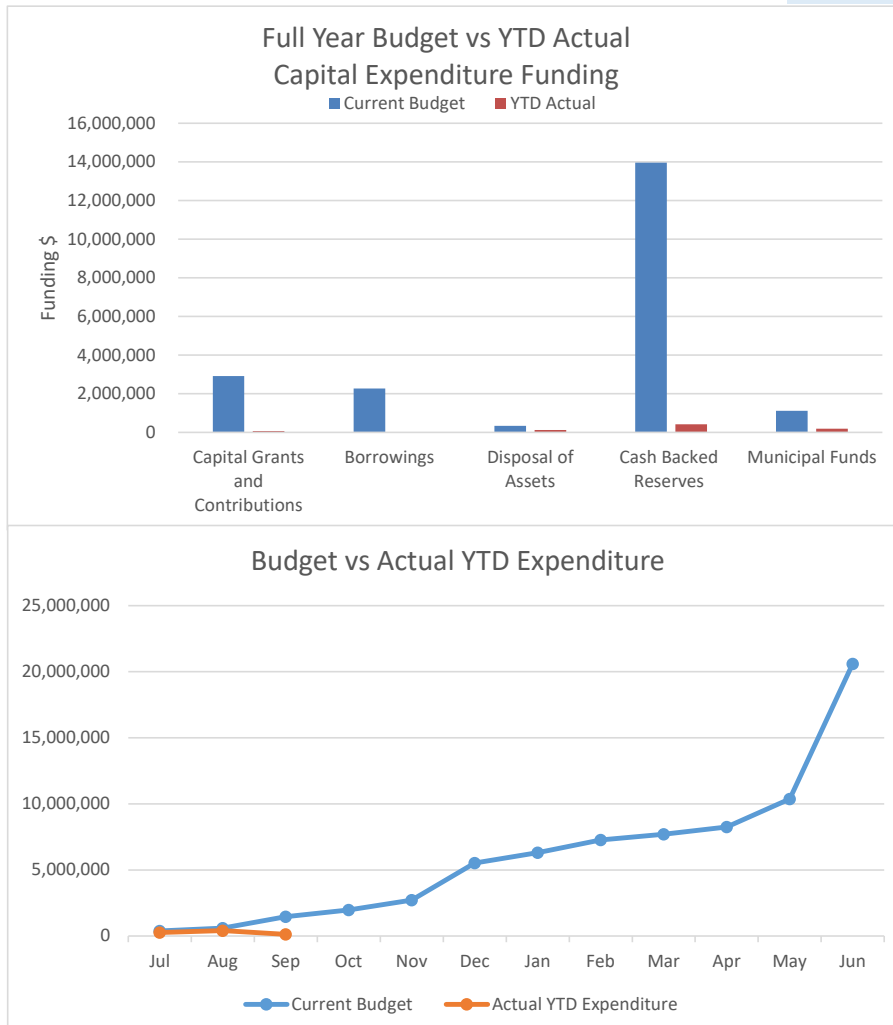
CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2019

	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	1,504,912	1,504,912	1,504,912	1,532,553	27,641	2%
Revenue from operating activities							
Rates	8	39,802,378	39,802,378	39,802,378	39,494,672	(307,706)	(1%)
Operating Grants, Subsidies and Contributions	12	8,971,318	8,971,318	2,230,830	1,741,650	(489,180)	(22%)
Fees and Charges		12,254,403	12,254,403	7,313,600	7,516,555	202,955	3%
Interest Earnings		2,088,408	2,088,408	743,350	927,348	183,998	25%
Other Revenue		685,839	724,159	371,876	529,404	157,528	42%
Profit on Disposal of Assets	7	42,863	42,863	14,285	777	(13,508)	(95%)
		63,845,209	63,883,529	50,476,319	50,210,406	(265,913)	(1%)
Expenditure from operating activities							
Employee Costs		(29,800,091)	(29,740,091)	(6,860,420)	(6,516,127)	344,293	5%
Materials and Contracts		(29,036,680)	(29,096,680)	(7,564,567)	(5,273,355)	2,291,212	30%
Utility Charges		(2,377,800)	(2,377,800)	(567,219)	(600,987)	(33,768)	(6%)
Depreciation on Non-Current Assets		(14,269,092)	(14,269,092)	(3,567,273)	0	3,567,273	100%
Interest Expenses		(1,054,610)	(1,054,610)	(41,411)	(9,117)	32,294	78%
Insurance Expenses		(575,863)	(575,863)	(340,422)	(384,616)	(44,194)	(13%)
Other Expenditure		(122,229)	(122,229)	(30,507)	(11,993)	18,514	61%
Loss on Disposal of Assets	7	(101,926)	(101,926)	(40,164)	(17,046)	23,118	58%
		(77,338,291)	(77,338,291)	(19,011,983)	(12,813,241)	6,198,742	33%
Operating activities excluded from budget							
Add back Depreciation		14,269,092	14,269,092	3,567,273	0	(3,567,273)	(100%)
Adjust (Profit)/Loss on Asset Disposal	7	59,063	59,063	25,879	16,269	(9,610)	(37%)
Movement in deferred pensioner rates		0	0	0	4,571	4,571	
Amount attributable to operating activities		835,073	873,393	35,057,488	37,418,005	2,360,517	7%
Investing activities							
Grants, Subsidies and Contributions	12	10,936,569	10,936,569	1,078,122	1,931,418	853,296	(79%)
Proceeds from Disposal of Assets	7	334,500	347,100	142,500	118,964	(23,536)	17%
Refund of Developer Contributions		0	0	0	(2,654,846)	(2,654,846)	
Land and Buildings	11	(5,309,694)	(5,514,694)	(213,053)	(138,613)	74,440	35%
Plant, Furniture and Equipment	11	(2,788,666)	(2,845,166)	(832,660)	(381,572)	451,088	54%
Infrastructure Assets - Roads	11	(6,882,940)	(4,135,562)	(226,290)	(189,757)	36,533	16%
Infrastructure Assets - Parks and Reserves	11	(1,832,291)	(1,832,291)	(38,344)	(36,344)	2,000	5%
Infrastructure Assets - Footpaths	11	(215,000)	(215,000)	(19,545)	(23,296)	(3,751)	(19%)
Infrastructure Assets - Drainage	11	(2,990,583)	(5,737,961)	(71,932)	(23,068)	48,864	68%
Infrastructure Assets - Street Lighting	11	(251,000)	(251,000)	(28,000)	0	28,000	100%
Infrastructure Assets - Bus Shelters	11	(19,800)	(19,800)	(19,800)	(1,800)	18,000	91%
Infrastructure Assets - Car Parks	11	(41,000)	(41,000)	(3,727)	(16,209)	(12,482)	(335%)
Infrastructure Assets - Other Structures	11	(10,000)	(10,000)	0	0	0	0%
Amount attributable to investing activities		(9,069,905)	(9,318,805)	(232,729)	(1,415,123)	(1,182,394)	508%
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	
Self-Supporting Loan Principal		16,709	16,709	4,176	5,524	1,348	32%
Transfer from Reserves	6	21,765,512	22,027,012	6,458,425	6,780,100	321,675	5%
Repayment of Debentures	9	(1,451,093)	(1,451,093)	0	0	0	
Transfer to Reserves	6	(15,869,208)	(15,920,128)	(6,689,358)	(6,965,832)	(276,474)	(4%)
Amount attributable to financing activities		6,729,920	6,940,500	(226,757)	(180,208)	46,549	(21%)
Closing Funding Surplus (Deficit)	2	0	0	36,102,914	37,355,227	1,252,313	3%

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 30 September 2019

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	5,309,694	5,514,694	213,053	138,613	74,440
Plant, Furniture and Equipment	11	2,788,666	2,845,166	832,660	381,572	451,088
Infrastructure Assets - Roads	11	4,135,562	4,135,562	226,290	189,757	36,533
Infrastructure Assets - Parks and Reserves	11	1,832,291	1,832,291	38,344	36,344	2,000
Infrastructure Assets - Footpaths	11	215,000	215,000	19,545	23,296	(3,751)
Infrastructure Assets - Drainage	11	5,737,961	5,737,961	71,932	23,068	48,864
Infrastructure Assets - Street Lighting	11	251,000	251,000	28,000	0	28,000
Infrastructure Assets - Bus Shelters	11	19,800	19,800	19,800	1,800	18,000
Infrastructure Assets - Car Parks	11	41,000	41,000	3,727	16,209	(12,482)
Infrastructure Assets - Other Structures	11	10,000	10,000	0	0	0
Capital Expenditure Totals		20,340,974	20,602,474	1,453,351	810,659	642,692
Capital acquisitions funded by:						
Capital Grants and Contributions		1,423,989	2,921,555	330,966	72,429	258,537
Borrowings		2,268,000	2,268,000	0	0	0
Disposal of Assets		334,500	334,500	46,500	118,964	(72,464)
Cash Backed Reserves		8,684,361	13,957,189	0	425,251	(425,251)
Municipal Funds		7,630,124	1,121,230	1,075,885	194,015	881,870
Capital Funding Total		20,340,974	20,602,474	1,453,351	810,659	642,692



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Rates	(307,706)	(1%)		No Material Variance	
Operating Grants, Subsidies and Contributions	(489,180)	(22%)	M	Timing	Childcare subsidies received were less than that expected at the end of September. These subsidies are directly offset by payments to care providers so that there is no overall impact on surplus. Levies associated with this income have not been significantly affected.
Fees and Charges	202,955	3%		No Material Variance	
Interest Earnings	183,998	25%	M	Timing	Interest earned from rate paying options is higher than expected due to the increase of ratepayers electing to pay via arrangements other than in full.
Other Revenue	157,528	42%	M	Timing	\$38k insurance proceeds for a written off vehicle that will not be replaced. \$28k received for the sale of Small Scale Technology Certificates. \$26k credit from LGIS (insurance provider). \$24k reimbursement of legal expenses charged on outstanding rates. \$16k reimbursement from developer handover of street trees. \$14k recoup of private works. \$13k reimbursement paid parental leave.
Profit on Disposal of Assets	(13,508)	(95%)		No Material Variance	
Operating Expense					
Employee Costs	344,293	5%	M	Permanent	Salary savings due to vacancies in budgeted positions.
Materials and Contracts	2,291,212	30%	M	Timing	Costs have been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred.
Utility Charges	(33,768)	(6%)		No Material Variance	
Depreciation on Non-Current Assets	3,567,273	100%	M	Timing	Timing variance as depreciation will be calculated after the annual financial report has been audited.
Interest Expenses	32,294	78%		No Material Variance	
Insurance Expenses	(44,194)	(13%)		No Material Variance	
Other Expenditure	18,514	61%		No Material Variance	
Loss on Disposal of Assets	23,118	58%		No Material Variance	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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.

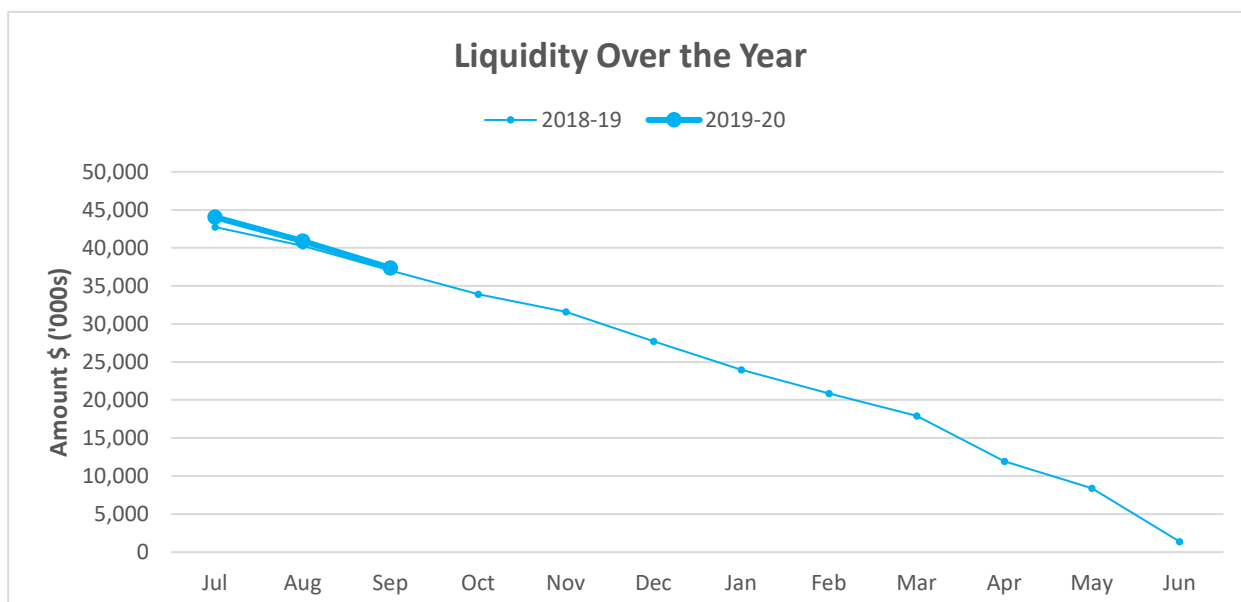
The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Capital Revenues					
Grants, Subsidies and Contributions	853,296	(79%)	M	Timing	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
Proceeds from Disposal of Assets	(23,536)	17%		No Material Variance	
Refund of Developer Contributions	(2,654,846)	0%	M	Permanent	Developer Contribution reimbursements have been made following the latest update of the Cost Apportionment Schemes.
Capital Expenses					
Land and Buildings	74,440	35%	M	Timing	Projects are progressing ahead of budgeted timeframes.
Plant, Furniture & Equipment	451,088	54%	M	Timing	Purchase of one truck and five fleet vehicles has been delayed compared to budgeted timeframe.
Infrastructure - Roads	36,533	16%		No Material Variance	
Infrastructure Assets - Parks and Reserves	2,000	5%		No Material Variance	
Infrastructure Assets - Footpaths	(3,751)	(19%)		No Material Variance	
Infrastructure Assets - Drainage	48,864	68%		No Material Variance	
Infrastructure Assets - Street Lighting	28,000	100%		No Material Variance	
Infrastructure Assets - Bus Shelters	18,000	91%		No Material Variance	
Infrastructure Assets - Car Parks	0	0%		No Material Variance	
Financing					
Proceeds from New Debentures	0	0%		No Material Variance	
Self-Supporting Loan Principal	1,348	32%		No Material Variance	
Transfer from Reserves	321,675	5%		No Material Variance	
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	0	0%		No Material Variance	
Transfer to Reserves	(276,474)	(4%)		No Material Variance	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 2: Net Current Funding Position

		Last Years Closing	This Time Last Year	Current
	Note	30 Jun 2019	30 Sep 2018	30 Sep 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted		560,382	18,836,101	14,902,944
Cash Restricted - Reserves	6	56,676,161	52,320,049	56,861,892
Receivables - Rates	5(a)	3,865,053	22,955,554	23,768,444
Receivables - Sundry Debtors	5(b)	363,079	507,745	658,800
Other Current Assets		312,998	221,163	1,169,275
Accrued Income / Prepayments		656,144	0	70,279
Inventories		32,920	33,844	30,104
		62,466,737	94,874,456	97,461,738
Less: Current Liabilities				
		(4,258,023)	(4,850,620)	(3,244,619)
Less: Cash Reserves	6	(56,676,161)	(52,320,049)	(56,861,892)
Net Current Funding Position - Surplus/(Deficit)				
		1,532,553	37,703,787	37,355,227



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	5,238,226	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	447,313	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,570	N/A	N/A	PC	N/A	N/A	N/A	N/A
Sub-total Cash Deposits	5,690,109							
(b) Term Deposits - Investments								
CBA - TD35732709.117	2,000,000	1.69%	5,834	CBA	AA	20/08/2019	22/10/2019	63
CBA - TD35732709.117	4,000,000	1.69%	38,893	CBA	AA	22/08/2019	19/03/2020	210
CBA - TD35732709.117	2,000,000	1.62%	24,145	CBA	AA	22/08/2019	20/05/2020	272
BWA - TD4854203	2,000,000	1.63%	5,448	BWA	AA	5/09/2019	5/11/2019	60
NAB - TD40-051-5636	2,000,000	1.70%	11,178	NAB	AA	20/08/2019	18/12/2019	120
NAB - TD40-044-5690	2,000,000	1.70%	16,953	NAB	AA	20/08/2019	18/02/2020	182
Sub-total - Term Deposits - Investments	14,000,000		102,451					
Reserve Funds Investments (Cash Backed Reserves)								
Aged Persons Units Reserve - TD36-866-8236	807,623	1.65%	6,645	NAB	AA	29/08/2019	27/02/2020	182
Asset Management Reserve - TD36-842-8945	5,432,414	1.68%	22,754	NAB	AA	29/08/2019	28/11/2019	91
Plant and Equipment Replacement Reserve - TD42-972-1062	1,033,358	1.68%	4,328	NAB	AA	3/09/2019	3/12/2019	91
Banksia Park DMF Reserve - TD42-997-1790	190,418	1.65%	1,575	NAB	AA	3/09/2019	4/03/2020	183
City Infrastructure Reserve - TD4864023	1,565,277	1.60%	6,313	BWA	AA	19/08/2019	19/11/2019	92
Community Services & Emergency Relief Reserve - TD43-069-3230	88,836	1.65%	735	NAB	AA	3/09/2019	4/03/2020	183
CLAG Reserve - TD32-591-0424	275,223	1.65%	2,277	NAB	AA	3/09/2019	4/03/2020	183
Workers Compensation Reserve - TD69-136-9789	141,443	1.70%	1,199	NAB	AA	5/09/2019	5/03/2020	182
Settlement Agreement Reserve - TD68-951-1678	164,874	1.70%	1,398	NAB	AA	5/09/2019	5/03/2020	182
Golf Course Cottage Reserve - TD68-730-8350	28,887	1.70%	245	NAB	AA	5/09/2019	5/03/2020	182
Family Day Care Reserve - TD4864028	1,489,179	1.65%	12,319	BWA	AA	19/08/2019	18/02/2020	183
Employee Leave Reserve - TD76-099-7157	1,914,567	1.70%	8,025	NAB	AA	23/08/2019	21/11/2019	90
Refuse Reserve - DEAL	5,644,888	1.68%	23,644	NAB	AA	29/08/2019	28/11/2019	91
Renewable Energy Efficiency Reserve - TD4864024	62,008	1.65%	513	BWA	AA	19/08/2019	18/02/2020	183
Information Technology Reserve - TD3088380	2,068,659	1.60%	8,343	BEN	A	21/08/2019	21/11/2019	92
Sub-total - Term Deposits - (Cash Backed Reserves)	20,907,654		100,312					
Reserve Funds Investments (Developer Contributions)								
DCA - 1 Hard Infrastructure - Bertram - TD3088370	228,688	1.60%	1,835	BEN	A	21/08/2019	20/02/2020	183
DCA - 2 Hard Infrastructure - Wellard - TD3088375	2,435,413	1.60%	19,537	BEN	A	21/08/2019	20/02/2020	183
DCA - 4 Hard Infrastructure - Anketell TD4864026	533,009	1.65%	4,409	BWA	AA	19/08/2019	18/02/2020	183
DCA 5 - Hard Infrastructure - Wandl - TD74-094-8075	1,076,038	1.67%	8,960	NAB	AA	27/08/2019	25/02/2020	182
DCA - 8 Soft Infrastructure - Mandogalup - TD4864027	471,270	1.65%	3,899	BWA	AA	19/08/2019	18/02/2020	183
DCA - 9 Soft Infrastructure - Wandl/Anketell - TD97-154-6348	11,762,971	1.67%	97,952	NAB	AA	27/08/2019	25/02/2020	182
DCA - 10 Soft Infrastructure - Casuarina/Anketell - TD27-453-1941	225,488	1.75%	1,978	NAB	AA	14/08/2019	13/02/2020	183
DCA - 11 Soft Infrastructure - Wellard East - TD3088365	6,079,450	1.60%	48,769	BEN	A	21/08/2019	20/02/2020	183
DCA - 12 Soft Infrastructure - Wellard West - TD3096135	7,741,470	1.60%	61,762	BEN	A	28/08/2019	26/02/2020	182
DCA - 13 Soft Infrastructure - Bertram - TD27-521-3013	283,533	1.75%	2,488	NAB	AA	14/08/2019	13/02/2020	183
DCA - 14 Soft Infrastructure - Wellard/Leda - TD27-496-1706	614,490	1.75%	5,392	NAB	AA	14/08/2019	13/02/2020	183
DCA - 15 Soft Infrastructure - Townsite - TD27-479-8398	162,566	1.75%	1,426	NAB	AA	14/08/2019	13/02/2020	183
Sub-total - Reserve Funds Investments (Developer Contributions)	31,614,386		258,406					
Total	72,212,149		461,169					
Less Trust Bank	(447,313)							
Total Municipal Controlled Funds	71,764,836		461,169					

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	18,553,680	6%	100%	✓
AA	53,653,899	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	0%	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	18,553,680	6%	45%	✓
BWA (AA)	6,120,743	29%	45%	✓
CBA (AA)	13,685,539	24%	45%	✓
NAB (AA)	33,847,617	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 (\$4,570) held by the City.

Interest received on the City's investments year to date is \$209,070.

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 30 September 2019

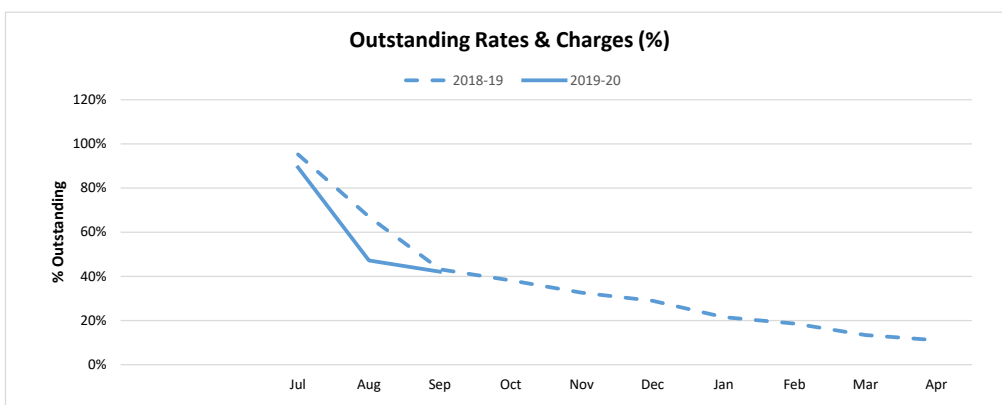
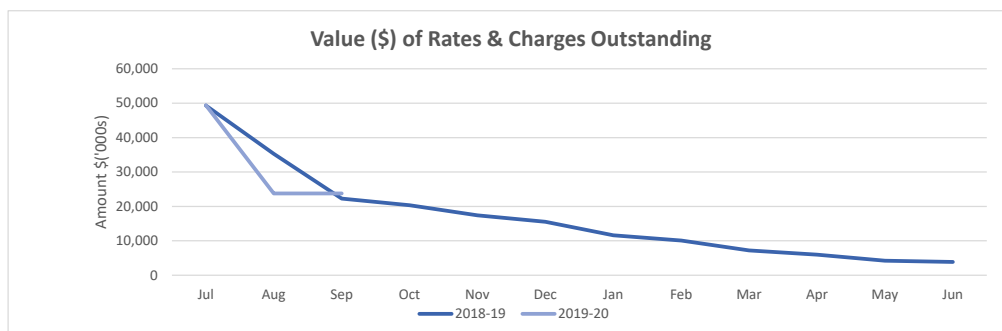
Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
26/06/2019 Annual Budget Adoption			
			0
<u>Items not requiring Council Approval as per OCM 26/06/2019 Council Decision 480</u>			
Transfer of budget in business unit to cover additional costs of advertising full local laws.			
400053.1106.60	Operating Expense - Governance (City Legal) - Advertising & Promotions	(10,000)	
400053.1830.60	Operating Expense - Governance (City Legal) - Land Administration	10,000	
		0	0
Correction of salary and superannuation to correct business units.			
400087.1031.50	Operating Expense - Events & Stakeholder Management - Salaries	(476,682)	
400087.1035.50	Operating Expense - Events & Stakeholder Management - Superannuation	(57,200)	
400092.1031.50	Operating Expense - Community Engagement & Place - Salaries	476,682	
400092.1035.50	Operating Expense - Community Engagement & Place - Superannuation	57,200	
		0	0
Transfer of salary savings due to vacant position to obtain pavement design work consultancy.			
400461.1125.60	Operating Expense - Infrastructure Management Overheads - Consultancy	(60,000)	
400460.1031.50	Operating Expense - Infrastructure Management Overheads - Salaries	60,000	
		0	0
<u>Items approved by Council falling outside Council Decision 480</u>			
24/07/2019 Purchase of new vehicle to replace vehicle that was written off in previous financial year. Insurance reimbursement was received in 2018/2019 and transferred to reserve for purchase in 2019/2020.			
600012.1000.60	Capital Expense - Plant and Equipment - Law Order & Public Safety	(56,500)	
700006.1006.06	Reserve Transfer - Law Order & Public Safety - Plant and Equipment Replacement Reserve	56,500	
		0	0
14/08/2019 Transfer of sale proceeds to reserve for fleet vehicle that will not be replaced.			
800044.1006.07	Reserve Transfer - Computing Infrastructure - Plant and Equipment Replacement Reserve	(12,600)	
500024.1488.05	Capital Revenue - Computing Infrastructure - Asset Sale - Sale of Vehicle	12,600	
		0	0
11/09/2019 Transfer from Asset Management Reserve to fix leaking roof at Margaret Feilman building.			
600020.1002.60	Capital Expense - Economic Services Facility - Building Construction	(145,000)	
700032.1898.06	Reserve Transfer - Economic Services Facility - Asset Management Reserve	145,000	
		0	0
11/09/2019 Transfer of insurance claim proceeds from written off vehicle to Plant and Equipment Replacement Reserve.			
800019.1006.07	Reserve Transfer - Executive Management - Plant and Equipment Replacement Reserve	(38,320)	
300159.1000.23	Capital Revenue - Executive Management - Plant and Equipment - Insurance Reimbursement	38,320	
		0	0
25/09/2019 Transfer from Asset Management Reserve to repair Medina Hall floor.			
600019.1002.60	Capital Expense - Recreation & Culture Facility - Building Construction	(60,000)	
700013.1012.06	Reserve Transfer - Recreation & Culture Facility - Asset Management Reserve	60,000	
		0	0
Amended Budget Surplus / (Deficit)			0

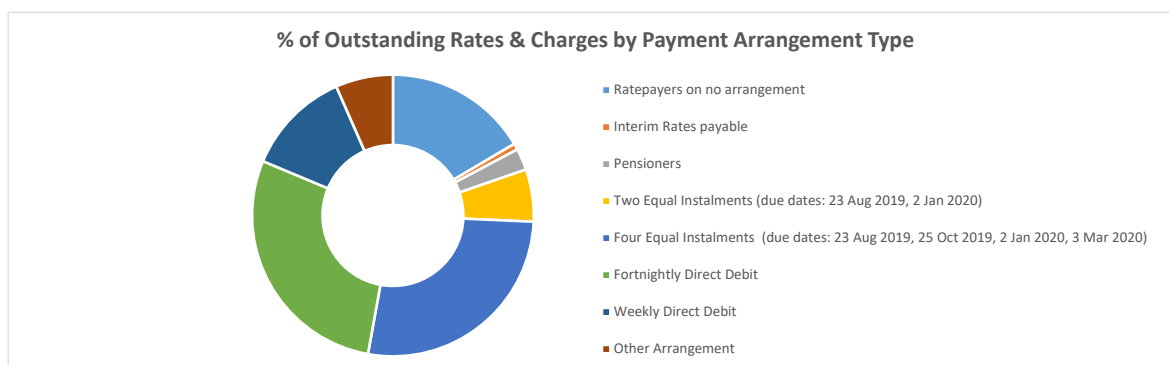
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 5(a): Receivables - Rates & Charges

Receivables - Rates & Charges Receivable	30 June 2019	30 Sep 2018	30 Sep 2019
	\$		\$
Opening Arrears Previous Years	4,275,903	4,275,903	4,576,831
Levied this year	49,841,706	48,859,088	51,834,283
Rates & Charges to be collected	54,117,609	53,134,991	56,411,115
<u>Less Collections to date</u>	<u>(48,635,958)</u>	<u>(28,708,834)</u>	<u>(31,030,645)</u>
<u>Less Excess Rates received</u>	<u>(904,842)</u>	<u>(799,399)</u>	<u>(904,842)</u>
<u>Less Pensioner Deferred Rates</u>	<u>(711,755)</u>	<u>(671,204)</u>	<u>(707,184)</u>
Net Rates & Charges Collectable	3,865,054	22,955,554	23,768,444
% Outstanding	7.14%	43.20%	42.13%



Outstanding Rates & Charges by Payment Arrangement Type	Number of Assessments	Balance Outstanding	
		\$	%
Ratepayers on no arrangement	1646	3,924,635	16.51%
Interim Rates payable	179	169,443	0.71%
Pensioners	346	589,546	2.48%
Two Equal Instalments (due dates: 23 Aug 2019, 2 Jan 2020)	1106	1,426,426	6.00%
Four Equal Instalments (due dates: 23 Aug 2019, 25 Oct 2019, 2 Jan 2020, 3 Mar 2020)	3595	6,450,525	27.14%
Fortnightly Direct Debit	3795	6,763,325	28.46%
Weekly Direct Debit	1425	2,878,683	12.11%
Other Arrangement	250	1,565,860	6.59%
	12,342	23,768,444	100.00%



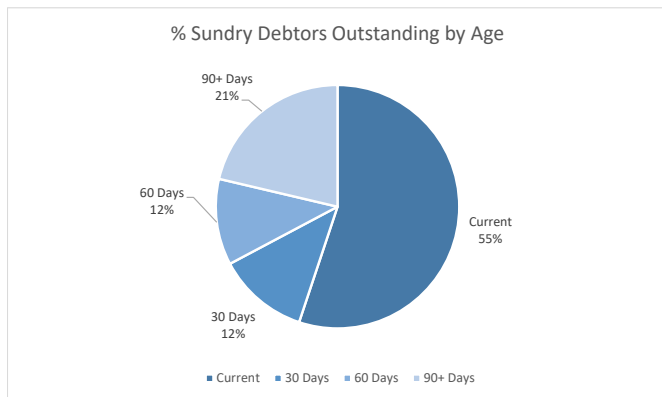
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 5(b): Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	268,722	59,111	55,801	103,963	487,596
Infringements Register					171,204
Total Receivables General Outstanding					658,800

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.	1,793
2442.07	Prosecution Dog Act 1976	Registered with FER. No payments received.	5,732
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	1,635
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.	4,952
3953.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Regular fortnightly payments.	1,294
4060.07	Prosecution Littering Act 1979	Payment Arrangement by direct debit fortnightly.	1,112
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.	8,722
4275.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER.	14,350
4387.07	Prosecution Dog Act	Registered with FER.	10,200
Other Sundry Debtors			
897.04	Deed of Settlement	Review of Deed of Settlement Council meeting 27 June 2019.	25,000
1552.11	Banksia Park Unit 61	Maintenance invoices to be cleared upon sale of property.	1,416
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement in place as approved by Director.	1,075
Total Debtors 90+ days > \$1,000			88,087

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 6: Cash Backed Reserves

	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	Transfers In	Interest Earned	Transfers Out	YTD Closing Balance	Actual vs Current Budget
	\$	(+)	(-)	\$	\$	(+)	(-)	\$	\$	(+)	(+)	(-)	\$	\$
Reserve														
Municipal Reserves														
Aged Persons Units Reserve	721,244	176,770	(190,000)	708,014	721,244	176,770	(190,000)	708,014	807,623	0	3,268	0	810,891	102,877
Asset Management Reserve	637,921	5,028,582	(1,952,609)	3,713,894	637,921	5,028,582	(2,157,609)	3,508,894	762,988	4,729,426	2,128	0	5,494,542	1,985,648
Banksia Park Reserve	120,249	21,268	(90,000)	51,517	120,249	21,268	(90,000)	51,517	190,418	0	546	0	190,964	139,447
City Assist Initiative Reserve	15,083	194	(15,000)	277	15,083	194	(15,000)	277	0	0	0	0	0	(277)
City Infrastructure Reserve	0	1,547,468	(930,511)	616,957	0	1,547,468	(930,511)	616,957	0	1,566,924	0	0	1,566,924	949,967
Community Services & Emergency Relief Reserve	88,063	1,134	0	89,197	88,063	1,134	0	89,197	88,836	0	408	0	89,244	47
Contiguous Local Authorities Group Reserve	278,100	13,862	(29,000)	262,962	278,100	13,862	(29,000)	262,962	275,223	0	1,319	0	276,542	13,580
Employee Leave Reserve	3,729,783	0	(2,119,426)	1,610,357	3,729,783	0	(2,119,426)	1,610,357	4,033,993	0	5,214	(2,119,426)	1,919,781	309,424
Family Day Care Reserve	1,400,660	18,036	(246,171)	1,172,525	1,400,660	18,036	(246,171)	1,172,525	1,489,179	0	0	0	1,489,179	316,654
Future Community Infrastructure Reserve	1,032,565	0	(1,032,565)	0	1,032,565	0	(1,032,565)	0	1,067,201	0	0	(1,067,201)	0	0
Golf Course Cottage Reserve	28,635	369	0	29,004	28,635	369	0	29,004	28,887	0	137	0	29,024	20
Information Technology Reserve	2,145,970	27,633	(974,433)	1,199,170	2,145,970	27,633	(974,433)	1,199,170	2,068,659	0	4,598	0	2,073,257	874,087
Infrastructure Reserve	345,032	198	(345,230)	0	345,032	198	(345,230)	0	348,076	0	1,648	(349,723)	1	1
Plant and Equipment Replacement Reserve	588,784	514,020	(812,600)	290,204	588,784	564,940	(869,100)	284,624	579,628	500,000	2,786	0	1,082,414	797,790
Refuse Reserve	8,928,629	0	(3,242,000)	5,686,629	8,928,629	0	(3,242,000)	5,686,629	8,844,888	0	22,794	(3,200,000)	5,667,682	(18,947)
Renewable Energy Efficiency Reserve	60,058	773	(25,000)	35,831	60,058	773	(25,000)	35,831	62,008	0	0	0	62,008	26,177
Restricted Grants & Contributions Reserve	1,573,326	0	(1,530,326)	43,000	1,573,326	0	(1,530,326)	43,000	4,007,851	0	0	(43,750)	4,064,101	4,021,101
Settlement Agreement Reserve	163,440	2,105	0	165,545	163,440	2,105	0	165,545	164,874	0	780	0	165,654	109
Workers Compensation Reserve	138,404	1,782	0	140,186	138,404	1,782	0	140,186	141,443	0	670	0	142,113	1,927
Youth Engagement Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total Municipal Reserves	21,995,946	7,354,194	(13,534,871.0)	15,815,269	21,995,946	7,405,114	(13,796,371)	15,604,689	25,061,775	6,796,350	46,294	(6,780,100)	25,124,319	9,519,630
Developer Contribution Reserves														
DCA 1 - Hard Infrastructure - Bertram	2,131,883	32,766	(695,753)	1,468,896	2,131,883	32,766	(695,753)	1,468,896	228,688	0	6,888	0	235,576	(1,233,320)
DCA 2 - Hard Infrastructure - Wellard	2,574,546	3,940,205	(2,279,000)	4,235,751	2,574,546	3,940,205	(2,279,000)	4,235,751	2,435,413	0	9,107	0	2,444,520	(1,791,231)
DCA 3 - Hard Infrastructure - Casuarina	0	2,747,378	(2,747,378)	0	0	2,747,378	(2,747,378)	0	0	0	0	0	0	0
DCA 4 - Hard Infrastructure - Anketell	633,006	9,729	0	642,735	633,006	9,729	0	642,735	533,009	0	4,745	0	537,753	(104,982)
DCA 5 - Hard Infrastructure - Wandl	1,232,061	1,030,936	(1,453,795)	809,202	1,232,061	1,030,936	(1,453,795)	809,202	1,073,049	0	60	0	1,073,108	263,906
DCA 7 - Hard Infrastructure - Mandogalup West	23,918	368	0	24,286	23,918	368	0	24,286	2,989	0	0	0	2,989	(21,297)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	471,270	0	0	0	471,270	471,270
DCA 9 - Soft Infrastructure - Wandl/Anketell	11,770,673	180,905	(1,004,445)	10,947,133	11,770,673	180,905	(1,004,445)	10,947,133	11,762,971	0	48,205	0	11,811,176	864,043
DCA 10 - Soft Infrastructure - Casuarina/Anketell	233,191	3,584	(4,545)	232,230	233,191	3,584	(4,545)	232,230	225,488	0	692	0	226,180	(6,050)
DCA 11 - Soft Infrastructure - Wellard East	5,642,461	86,721	(4,545)	5,724,637	5,642,461	86,721	(4,545)	5,724,637	6,079,450	0	21,531	0	6,100,981	376,344
DCA 12 - Soft Infrastructure - Wellard West	7,206,957	110,766	(4,545)	7,313,178	7,206,957	110,766	(4,545)	7,313,178	7,741,470	0	28,742	0	7,770,213	457,035
DCA 13 - Soft Infrastructure - Bertram	291,237	4,476	(4,545)	291,168	291,237	4,476	(4,545)	291,168	283,533	0	865	0	284,398	(6,770)
DCA 14 - Soft Infrastructure - Wellard/Leda	622,193	9,563	(16,045)	615,711	622,193	9,563	(16,045)	615,711	614,490	0	1,847	0	616,338	627
DCA 15 - Soft Infrastructure - City Site	170,270	357,617	(16,045)	511,842	170,270	357,617	(16,045)	511,842	162,566	0	506	0	163,072	(348,771)
Sub-Total Developer Contribution Reserves	32,532,396	8,515,014	(8,230,641)	32,816,769	32,532,396	8,515,014	(8,230,641)	32,816,769	31,614,386	0	123,188	0	31,737,573	(1,079,196)
Total Reserves	54,528,342	15,869,208	(21,765,512)	48,632,038	54,528,342	15,920,128	(22,027,012)	48,421,458	56,676,161	6,796,350	169,482	(6,780,100)	56,861,892	8,440,434

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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									
5603	Plant Replacement - P429 KWN1956					19,777	13,500		(6,277)
5830	Plant Replacement - P456 KWN1986					24,291	15,500		(8,791)
5837	Plant Replacement - P454 1EWO610					24,291	17,500		(6,791)
5873	Plant Replacement - P452 KWN2023	22,000	19,145		(2,855)	21,554	16,500		(5,054)
6069	Plant Replacement - P482 1GDA257					9,550	10,000	450	
5903	Plant Replacement - P450 KWN2063					15,997	22,500	6,503	
5882	Plant Replacement - P451 KWN2025	19,732	20,509	777		12,058	16,000	3,942	
5905	Plant Replacement - P480 KWN2027					12,610	16,000	3,390	
5059	Plant Replacement - P409 KWN1896	20,000	16,418		(3,582)	18,750	12,500		(6,250)
6145	Plant Replacement - P520 KWN2049					19,545	19,500		(45)
5978	Plant Replacement - P491 1GCH843					11,784	14,000	2,216	
6068	Plant Replacement - P486 KWN2067					14,329	17,500	3,171	
6018	Plant Replacement - P496 1GDR926					15,848	21,500	5,652	
5869	Plant Replacement - P453 KWN1989	24,500	21,873		(2,627)	23,666	18,000		(5,666)
5931	Plant Replacement - P449 KWN2061					10,961	16,500	5,539	
5870	Plant Replacement - P458 KWN1991	27,000	21,191		(5,809)	26,443	17,500		(8,943)
5053	Plant Replacement - P408 KWN1899	22,000	19,827		(2,173)	20,000	10,500		(9,500)
5629	Plant Replacement - P431 KWN1982					26,610	14,000		(12,610)
5628	Plant Replacement - P434 KWN1981					26,610	13,500		(13,110)
5876	Plant Replacement - P457 KWN1981					12,600	12,600		
Plant & Equipment									
3842	Plant Replacement - P333 KWN1835 Signage Truck					28,250	15,000		(13,250)
2452	Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor					0	10,000	10,000	
2850	Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle					0	1,000	1,000	
3724	Plant Replacement - P325 1TLL524 Flat Top Trailer					2,390	2,000		(390)
3130	Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer					1,000	2,000	1,000	
3723	Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew					2,284	2,000		(284)
6153	Plant Replacement - P530 1GJU179 Toro Ground Master Ride On Mower					2,482	0		(2,482)
6154	Plant Replacement - P532 1GJU178 Toro Ground Master Mower					2,482	0		(2,482)
		135,233	118,964	777	(17,046)	406,162	347,100	42,863	(101,926)
Net Profit/(Loss)					(16,269)				
									(59,063)

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	0.08199	13,992	242,445,424	19,718,902	158,189	22,495	19,899,586	13,885	240,503,744	19,718,902	500,000	0	20,218,903
Improved Special Residential	0.07518	824	19,652,811	1,477,596	(98)	(1,514)	1,475,984	824	19,654,111	1,477,596	0	0	1,477,596
Improved Commercial and Industrial	0.09269	515	108,447,558	10,017,187	35,077	30,101	10,082,365	512	108,071,932	10,017,187	0	0	10,017,187
Vacant Residential	0.17249	376	7,493,060	1,324,927	(32,256)	(4,089)	1,288,582	387	7,681,180	1,324,927	0	0	1,324,927
Vacant Non Residential	0.12193	38	2,573,000	353,095	(39,369)	(33,270)	280,457	43	2,895,880	353,095	0	0	353,095
Unimproved Value (UV)													
General Industrial	0.01803	3	121,200,000	2,185,236	0	0	2,185,236	3	121,200,000	2,185,236	0	0	2,185,236
Mining & Industrial	0.00868	25	39,960,000	346,853	0	0	346,853	25	39,960,000	346,853	0	0	346,853
Rural	0.00518	169	240,449,000	1,260,537	(10,246)	10,913	1,261,203	144	243,347,000	1,260,537	0	0	1,260,537
Sub-Totals		15,942	782,220,853	36,684,333	111,297	24,636	36,820,266	15,823	783,313,847	36,684,333	500,000	0	37,184,334
Minimum Payment	Minimum												
Gross Rental Value (GRV)	\$												
Improved Residential	\$1,062	1,432	16,962,648	1,520,784	0	0	1,520,784	1,432	16,962,648	1,520,784	0	0	1,520,784
Improved Special Residential	\$1,062	4	54,600	4,248	0	0	4,248	4	54,600	4,248	0	0	4,248
Improved Commercial and Industrial	\$1,382	61	588,183	84,302	0	0	84,302	61	588,183	84,302	0	0	84,302
Vacant Residential	\$1,062	860	4,522,113	917,568	(3,708)	2,330	916,190	864	4,463,193	917,568	0	0	917,568
Vacant Non Residential	\$1,062	3	4,770	3,186	0	0	3,186	3	4,770	3,186	0	0	3,186
Unimproved Value (UV)													
Mining & Industrial	\$1,382	1	156,000	22,112	0	0	22,112	16	187,173	22,112	0	0	22,112
Rural	\$1,062	103	14,514,600	65,844	43,542	14,197	123,583	62	8,872,600	65,844	0	0	65,844
Sub-Totals		2,464	36,802,914	2,618,044	39,834	16,528	2,674,406	2,442	31,133,167	2,618,044	0	0	2,618,044
		18,406	819,023,767	39,302,377	151,131	41,164	39,494,672	18,265	814,447,014	39,302,377	500,000	0	39,802,378
Concession							0						0
Amount from General Rates							39,494,672						39,802,378
Ex-Gratia Rates							0						0
Specified Area Rates							0						0
Totals							39,494,672						39,802,378

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 9: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	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	671,799	0	0	0	95,471	671,799	576,328	(688)	45,130
Loan 107 - Administration / Chambers Building Refurbishment	0	0	2,268,000	0	0	0	2,268,000	0	0
Education & Welfare									
Loan 96 - Youth Specific Space	122,474	0	0	0	27,312	122,474	95,162	(328)	9,555
Loan 100 - Youth Specific Space	1,398,797	0	0	0	128,303	1,398,797	1,270,494	(1,071)	73,138
Recreation and Culture									
Loan 94 - Wellard Sports Pavilion	158,337	0	0	0	49,501	158,337	108,836	(1,592)	10,406
Loan 95 - Orelia Oval Pavilion	293,937	0	0	0	65,549	293,937	228,388	(786)	22,933
Loan 97 - Orelia Oval Pavilion Extension	1,486,493	0	0	0	211,250	1,486,493	1,275,243	(1,523)	99,859
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	601,391	7,421,567	6,820,176	(5,524)	379,164
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	(1,853)	159,190
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	27,568	1,296,840	1,269,272	10,079	50,846
Loan 106 - Destination Park - Calista	1,420,421	0	0	0	99,153	1,420,421	1,321,268	(853)	53,613
Transport									
Loan 98 - Streetscape Beautification	906,930	0	0	0	128,886	906,930	778,044	(929)	60,927
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	14,766	79,298
Self Supporting Loans									
Recreation and Culture									
Loan 103B - Golf Club Refurbishment	266,682	0	0	0	16,709	266,682	249,973	(581)	10,551
	21,294,277	0	2,268,000	0	1,451,093	21,294,277	22,111,184	9,117	1,054,610

(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 30 September 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 2019	Amount Received	Amount Paid	Closing Balance 30 Sep 2019
	\$	\$	\$	\$
APU Security Bonds	15,591	1,180	(423)	16,348
DCA Contingency Bonds	223,133			223,133
Contiguous Local Authorities Group (CLAG)	3,594			3,594
Public Open Space Cash In Lieu	204,239			204,239
	446,556	1,180	(423)	447,313

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
	\$	\$		\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>						
Buildings						
 Administration Building & Civic Centre Refurbishment	849	2,268,000	2,268,000	0	(849)	Contract awarded for architectural services.
 Arts & Cultural Centre Upgrade - Stage 2 of 3 Works Studio 1 & 2, MA studio and training room, maintenance work, upgrade little theatre	2,700	92,700	92,700	22,700	20,000	Shade sails installation is in progress.
 Budden Way carpet replacement	0	8,800	8,800	8,800	8,800	Completed, awaiting outstanding invoices.
 Budden Way ceiling replacement	0	25,000	25,000	25,000	25,000	Completed, awaiting outstanding invoices.
 Building Contingency	46,788	102,000	102,000	21,660	(25,128)	Reactive building works.
 Building Upgrade CCTV - Administration Building	0	15,000	15,000	15,000	15,000	
 Building Upgrades - Medina Centre - CCTV and lighting improvements	0	100,000	100,000	0	0	
 DCA 9 - Local Sports Ground Clubroom - Honeywood Primary School Oval Pavilion 1% City 99% DCA Funded	0	1,010,000	1,010,000	0	0	Tenders are being evaluated.
 DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	4,973	88,411	88,411	88,411	83,438	Architectural services tender closed October 2019.
 District C Sporting Ground (Medina Oval Extension/Upgrade) - Changeroom Development	10,200	326,166	326,166	9,500	(700)	
 District C Sporting Ground (Medina Oval Extension/Upgrade) - Masterplan	0	100,000	100,000	0	0	
 Installation of water / energy monitoring equipment	0	9,000	9,000	0	0	
 Kwinana Tennis Club Ablutions	536	15,000	15,000	0	(536)	
 Kwinana South VBFB Station Extensions - Meeting / Training Room, kitchen, office, store and ablutions	26,240	356,000	356,000	0	(26,240)	Tender package review in progress.
 Kwinana South VBFB Station Upgrade	0	30,000	30,000	0	0	Tender package review in progress.
 Mandogalup VBFB Station Extensions - Ablutions	21,189	275,000	275,000	0	(21,189)	Tender package review in progress.
 Mandogalup VBFB Station Upgrade	0	25,000	25,000	7,062	7,062	Tender package review in progress.
 Recquatic Centre - Stadium Re-roof	7,062	242,462	242,462	0	(7,062)	To be installed February 2020.
 Recquatic Front Counter - Automated Gates	0	90,000	90,000	0	0	
 Recquatic Pool Hall Window Tinting	0	14,935	14,935	0	0	
 Sloan Heritage Cottage - internal paint	210	7,210	7,210	7,210	7,000	
 Sloan Reserve ablutions - Renovation of existing toilet block to cater for DDA compliance	8,590	52,530	52,530	1,530	(7,060)	
 Smirks Heritage Artefacts Shed	2,568	20,000	20,000	0	(2,568)	Completed, awaiting outstanding invoices.
 Wandl Resource Centre - Installation of a UV water filter for potable water supply	180	6,180	6,180	6,180	6,000	
 Wellard Pavilion Solar Panels	0	15,000	15,000	0	0	
 William Bertram Auto Door Conversion	0	10,300	10,300	0	0	
 Works Depot - new PA system	0	5,000	5,000	0	0	
 Kwinana Recquatic - Strip and Seal Stadium Flooring	6,528	0	0	0	(6,528)	
 Margaret Feilman Building - Roof Replacement	0	0	145,000	0	0	Budget Variation OCM 11 September 2019.
 Medina Hall - Floor Replacement	0	0	60,000	0	0	Budget Variation OCM 25 September 2019.
Buildings Total	138,613	5,309,694	5,514,694	213,053	74,440	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	8,000	8,000	0		
Library - self returns shelves	0	20,000	20,000	0	0	
Removal of Library Circulation Desk	0	55,000	55,000	0	0	
Library - Self Check Touchscreen Computer & Workstation	0	7,000	7,000	7,000	7,000	
Computing Equipment						
City Website Redevelopment	38,162	193,000	193,000	43,750	5,588	
Computing Equipment - Various purchases as per ICT / City Requirements	5,628	23,000	23,000	0	(5,628)	
Corporate Business System Renewal - Implementation	39,272	1,298,566	1,298,566	147,810	108,538	Project has been delayed.
Plant and Equipment						
Recquatic - Hydro pool cleaner replacement, upgrade to pool solar system heating	0	25,000	25,000	0	0	
Recquatic - Pool plant renewals	0	11,600	11,600	11,600	11,600	
Recquatic - Scoreboard installation and replacement	2,051	10,000	10,000	0	(2,051)	
Sound Level Meter for Environmental Health Team	0	12,000	12,000	0	0	
Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor	0	0	0	0	0	
Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle (New Plant 554)	0	17,000	17,000	0	0	Purchase expected to be completed by December 2019.
Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer (New Plant 562)	0	18,000	18,000	0	0	
Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew (New Plant 583)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P325 1TLL524 Flat Top Trailer (New Plant 584)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P333 KWN1835 Signage Truck (New Plant 585)	0	120,000	120,000	120,000	120,000	Cancelled.
Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333 (New Plant 559)	0	120,000	120,000	120,000	120,000	Purchase expected to be completed by November 2019.
Motor Vehicles						
Plant Replacement - P408 KWN1899	34,984	38,500	38,500	0	(34,984)	Purchase completed.
Plant Replacement - P409 KWN1896	47,576	54,000	54,000	0	(47,576)	Purchase completed.
Plant Replacement - P429 KWN1956	0	45,000	45,000	45,000	45,000	Purchase expected to be completed by November 2019.
Plant Replacement - P431 KWN1982	0	54,000	54,000	0	0	Purchase expected to be completed by December 2019.
Plant Replacement - P434 KWN1981	0	54,000	54,000	0	0	Purchase expected to be completed by December 2019.
Plant Replacement - P449 KWN2061	0	56,500	56,500	0	0	Purchase expected to be completed by November 2019.
Plant Replacement - P450 KWN2063	0	56,500	56,500	56,500	56,500	Purchase expected to be completed by November 2019.
Plant Replacement - P451 KWN2025	37,751	38,500	38,500	38,500	749	Purchase completed.
Plant Replacement - P452 KWN2023	36,993	38,500	38,500	38,500	1,507	Purchase completed.
Plant Replacement - P453 KWN1989	36,993	38,500	38,500	0	(36,993)	Purchase completed.
Plant Replacement - P454 1EWO610	0	41,500	41,500	41,500	41,500	Purchase expected to be completed by November 2019.
Plant Replacement - P456 KWN1986	33,374	35,500	35,500	35,500	2,126	Purchase completed.
Plant Replacement - P458 KWN1991	34,329	36,500	36,500	0	(34,329)	Purchase completed.
Plant Replacement - P480 KWN2027	0	45,000	45,000	45,000	45,000	Purchase expected to be completed by November 2019.
Plant Replacement - P482 1GDA257	0	25,500	25,500	25,500	25,500	Purchase completed October 2019.
Plant Replacement - P486 KWN2067	0	42,000	42,000	0	0	
Plant Replacement - P491 1GCH843	0	25,500	25,500	0	0	Purchase expected to be completed by October 2019.
Plant Replacement - P496 1GDR926	0	54,000	54,000	0	0	
Plant Replacement - P520 KWN2049	0	35,000	35,000	0	0	
Plant Replacement - P525 1GJN991	0	0	56,500	56,500	56,500	Budget Variation OCM 24 July 2019. Insurance claim vehicle reimbursement. Purchase expected to be completed by November 2019.
Plant , Furniture and Equipment Total	381,572	2,788,666	2,845,166	832,660	451,088	



















CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 11: Capital Acquisitions

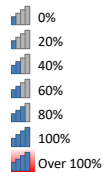
Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Park and Reserves						
■ Bertram Street Tree Planting Program	10,000	110,000	110,000	10,000	0	Design completed.
■ KIA Street Tree Planting Program	0	76,000	76,000	0	0	Design completed.
■ Kwinana Loop Trail	0	80,000	80,000	0	0	
■ Parks for People Strategy - Upgrade of Harrison Park, Calista	7,364	81,000	81,000	8,364	1,000	Concept due for completion November 2019.
■ Parks for People Strategy - Upgrade of Morritt Park, Parmelia	7,364	81,000	81,000	8,364	1,000	Concept due for completion November 2019.
■ POS / Parks & Reserves Renewals - Bores	0	94,000	94,000	0	0	
■ POS / Parks & Reserves Renewals - Fencing, Gates & Bollards	0	73,200	73,200	0	0	
■ POS / Parks & Reserves Renewals - Infield Irrigation	0	222,200	222,200	0	0	
■ Ridley Green Disconnect Power and reconnect at Hewison Reserve for BBQ	0	14,000	14,000	0	0	
■ Sporting Infrastructure - Wandii Playing Fields (Honeywood)	0	89,100	89,100	0	0	
■ Streetscape Upgrade - Orelia Avenue	11,358	124,933	124,933	11,358	0	Design due for completion November 2019.
■ Thomas Oval Lighting	0	495,000	495,000	0	0	Tender being advertised.
■ POS / Parks & Reserves Renewals - Wells Park Sports Shelter	258	8,858	8,858	258	0	
■ DCA 5 - Wandii Public Open Space	0	283,000	283,000	0	0	
Parks and Reserves Total	36,344	1,832,291	1,832,291	38,344	2,000	
Roads						
Urban Road Grant Construction						
■ Anketell Road - MRRG - resurface Abercrombie to McLaughlan	38,517	410,300	410,300	37,300	(1,217)	Construction estimated to commence November 2019.
■ Gilmore Avenue SB(1) - MRRG - SB carriageway 380m north Runnymede Gate to 30m north Runnymede Gate	23,540	258,940	258,940	23,540	0	Construction estimated to commence November 2019.
■ Gilmore Avenue SB(2) - MRRG - SB carriageway Runnymede Gate to 380m north of Runnymede Gate	18,350	201,850	201,850	18,350	0	Construction estimated to commence November 2019.
■ Gilmore Avenue SB(3) - MRRG - SB carriageway Sulphur Road to Chisham Ave	18,740	206,140	206,140	18,740	0	Construction estimated to commence November 2019.
■ Gilmore Avenue SB(4) - MRRG - SB carriageway south of Thomas Road to south of Pengilly Road	25,980	285,780	285,780	25,980	0	Construction estimated to commence November 2019.
■ Wellard Road Duplication Project MRRG / DCA Funded	0	880,125	880,125	0	0	Design in progress.
Roads to Recovery Grant Construction						
■ Gilmore Service Road D - R2R - road resurfacing, kerbing and footpath renewal from Leasham Way to Brownell Crescent	30,016	330,177	330,177	30,016	0	Construction estimated to commence January 2020.
■ Pace Road - R2R - road resurfacing, kerbing, geometric improvements and drainage	25,000	275,000	275,000	25,000	0	Budget Variation OCM 9 October 2019. Project to be moved to 2020/2021 and budget to be moved to Budden Way.
DCA Funded Construction						
■ Roads - DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	2,250	40,000	40,000	40,000	40,000	
■ Roads - DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	0	0	
■ DCA 5 Lyon Road - Developer to complete	0	729,000	729,000	0	0	
Municipal Road Construction						
■ Traffic Management - Abingdon Crescent pedestrian crossing	1,364	15,000	15,000	1,364	0	Design in progress.
■ Traffic Management - Breccia Parade speed calming	1,091	12,000	12,000	1,091	0	Design in progress.
■ Traffic Management - Bronzite Lane	2,091	23,000	23,000	2,091	0	Design in progress.
■ Traffic Management - Moombaki Avenue between Mangart Road and Price Parkway	2,818	31,000	31,000	2,818	0	Design in progress.
Roads Total	189,757	4,135,562	4,135,562	226,290	38,783	
Street Lighting						
■ Street Lighting - New - Leath Road	0	223,000	223,000	0	0	Electrical consultant to review the design based on service location.
■ Street Lighting - Upgrade - Reactive work street light requests during the year	0	28,000	28,000	28,000	28,000	Reactive street lighting.
Street Lighting Total	0	251,000	251,000	28,000	28,000	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2019

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Bus Shelter Construction						
 Bus Shelters	1,800	19,800	19,800	19,800	18,000	Construction completion due October 2019.
 Bus Shelter Construction Total	1,800	19,800	19,800	19,800	18,000	
Footpath Construction						
 Footpath - New - Clark Way - install new 1.5m concrete footpath and kerbing, 10 percent slab replacement	13,296	105,000	105,000	9,545	(3,751)	Construction completion due October 2019.
 Footpath - New - Perham Crescent - install new 2m concrete path and adjust service lids as required	10,000	110,000	110,000	10,000	0	Construction estimated to commence October 2019.
 Footpath Construction Total	23,296	215,000	215,000	19,545	(3,751)	
Drainage Construction						
 Drainage - New - Spinner Lane eliminate run off from verge into properties	18,182	200,000	200,000	18,182	0	Estimated commencement date March 2019.
 Drainage - Upgrade - Drainage Nets x 3	4,886	53,750	53,750	53,750	48,864	Works in progress.
 DCA 1 Stormwater Management (nutrient stripping basin)	0	457,833	457,833	0	0	Legal agreement in progress.
 Drainage - DCA 2 Peel Sub N Drain - Lot 64 Woolcoat Road & Lot 379 Millar, 27 & 201 Mortimer Road	0	1,945,000	1,945,000	0	0	
 Drainage - DCA 2 - Peel Sub N Drain - Lot 64 Woolcoat Rd & Lot 379 Millar, 27 & 201 Mortimer Roads	0	334,000	334,000	0	0	
 DCA 3 Peel Sub P Drain (Developer Aigle Royal)	0	1,430,453	1,430,453	0	0	
 DCA 3 Peel Sub P1 drain (Developer Aigle Royal)	0	1,316,925	1,316,925	0	0	
 Drainage Construction Total	23,068	5,737,961	5,737,961	71,932	48,864	
Car Park Construction						
 Carpark - Peace Park (Parmelia Ave) disabled car parking bays	16,209	41,000	41,000	3,727	(12,482)	Line marking and tactile pavers to be completed.
 Car Park Construction Total	16,209	41,000	41,000	3,727	(12,482)	
Other Infrastructure						
 Illuminated Street Sign	0	10,000	10,000	0	0	
 Other Infrastructure Total	0	10,000	10,000	0	0	
 Capital Expenditure Total	810,659	20,340,974	20,602,474	1,453,351	644,942	

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



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	7,000	-	Expected June 2020
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	-	Expected June 2020
SMCC - Perth Region NRM Kleenheat Project	50,000	-	Expected October 2019
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Suez/ProAlliance Adopt a Beach	5,000	5,000	
Alcoa - Challenger Beach Rehabilitation	20,000	-	Expected June 2020
Education and Welfare			
Banksia Park Operating Cost Contribution	346,320	86,580	Monthly rental income to be fully received by June.
Bright Futures - Mainstream Childcare Subsidy	4,200,000	925,069	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Subsidy Other	45,675	13,568	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Inclusion Subsidy Scheme	5,075	-	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Childcare Subsidy	1,522,500	171,108	Government contributions, fully offset by payments to Care Providers.
Subsidy Other	10,150	-	Government contributions, fully offset by payments to Care Providers.
NGALA My Time Program	10,658	2,640	Payments received quarterly.
Operational Subsidy - Aboriginal Resource Worker	30,958	16,783	
Youth Social Justice Program	175,149	43,319	Payments received quarterly.
Youth Incentive Sponsorship - Lyrik	30,000	-	
Skate Park Activation Grant	5,000	-	
Good Spirit Learning Program Grant	20,000	-	
Youth Wellbeing Benchmark Survey Grant	5,000	-	
General Purpose Funding			
Local Government General Purpose Grant	737,676	105,385	Payments received quarterly.
Local Government General Purpose Grant - Roads	669,912	84,452	Payments received quarterly.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	172,550	-	
Health			
Mosquito Management Contributions (CLAG)	10,150	2,394	
Department of Health - Larvicide	2,000	-	
Law Order & Public Safety			
Department Fire and Emergency Services - ESL	163,650	-	
Recreation & Culture			
Arts - Harmony & Reconciliation	5,000	-	
Sponsorship - Big Concert	80,000	10,000	
Childrens Festival	35,000	-	
Youth Festival	50,000	-	
Music in the Schools/Community	5,000	-	
Metro Every Club Funding	15,000	-	
Library Contributions & Donations	5,000	790	
Shared Use Agreements	101,320	58,494	
Recquatic Holiday Program DEDU payments	79,597	11,590	
Volunteer Centre - Thank a Volunteer Event	1,500	-	
Transport			
Main Roads Annual Direct Grant	189,478	189,478	
Main Roads Street Light Subsidy	5,000	-	
Main Roads Maintenance Contribution	130,000	-	
Total Operating Grants, Subsidies & Contributions	8,971,318	1,741,650	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	-	471,309	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 2 - Hard Infrastructure - Wellard	3,900,636	-	
DCA 3 - Hard Infrastructure - Casuarina	2,747,378	-	
DCA 4 - Hard Infrastructure - Anketell	-	-	
DCA 5 - Hard Infrastructure - Wandl	1,012,000	150,000	
DCA 6 - Hard Infrastructure - Mandogalup	-	396,542	
DCA 7 - Hard Infrastructure - Mandogalup (west)	-	1,030	
DCA 8 - Soft Infrastructure - Mandogalup	-	-	
DCA 9 - Soft Infrastructure - Wandl / Anketell	-	-	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	-	-	
DCA 11 - Soft Infrastructure - Wellard East	-	-	
DCA 12 - Soft Infrastructure - Wellard West	-	179,705	
DCA 14 - Soft Infrastructure - Wellard / Leda	-	-	
DCA 15 - Soft Infrastructure - Townsite	355,000	67,707	
Economic Services			
Medina CCTV Grant	100,000	100,000	
Law Order & Public Safety			
Department Fire and Emergency Services - Kwinana South extensions	356,000	-	
Department Fire and Emergency Services - Mandogalup extensions	275,000	-	
Recreation & Culture			
Medina Oval Extension/Upgrade - Changeroom Development	66,666	-	
Department of Education - Wandl Playing Fields	25,500	-	
Lotterywest - Kwinana Loop Trail	37,670	-	
Department of Infrastructure - Thomas Oval Lighting	150,000	-	
Transport			
Roads to Recovery - Gilmore Service Road	222,903	-	
Roads to Recovery - Pace Road	275,000	-	
State Road Grant - Anketell Road	248,667	99,467	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (1)	156,933	62,773	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (2)	122,333	48,933	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (3)	124,933	49,973	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (4)	173,200	69,280	Initial 40% of grant claimed.
State Road Grant - Wellard Road duplication	586,750	234,700	Initial 40% of grant claimed.
Total Non-Operating Grants, Subsidies & Contributions	10,936,569	1,931,418	

18.3 Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 1 2019/2020 – July to September 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 (July to September 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 one include:

Rich in spirit:

- Progressed and began implementation of the new District and Central Place Plans
- Completed high priority actions within the Multicultural Action Plan
- Reviewed and completed actions within the Conciliation Action Plan
- Cultural Awareness Training has been completed by the majority of staff
- Citizenship Ceremonies continue to be held with numbers steadily increasing every month.
- Analysis of the recent Catalyse Community Safety Survey was undertaken to inform decision making regarding key safety and crime prevention issues.
- Crime Prevention Through Environmental Design (Local Planning Policy 8) is being implemented on an ongoing basis.
- Parks for People program progressing with engagement being held with the community.
- Grow it Local initiative being established to encourage the community to grow, share and eat locally grown foods.
- The Disability, Access and Inclusion Plan was endorsed by Council and the information in the plan is being circulated to the community.

18.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT (QUARTER 1 2019/2020 – JULY TO SEPTEMBER 2019)

Alive with opportunities:

- Progressed the Local Commercial and Activity Centres Small Business Grant Program
- Progressed the Medina Town Centre Revitalisation Project with continued CCTV installation as well as ongoing discussions with land owners.

Surrounded by nature:

- Completed the Draft Local Biodiversity Strategy with commencement of the final strategy to begin in quarter two
- Promotion of natural reserves included - Weed ID workshop, Nightstalk, Wildflower Walk and National Tree Day
- Four school planting events were held during the quarter

It's all here:

- Progressed the review of the Parks for People Strategy
- Progressed the review of the Local Housing Strategy
- The Street Tree Data Acquisition Project has been completed

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.

18.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT (QUARTER 1 2019/2020 – JULY TO SEPTEMBER 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.

PUBLIC HEALTH IMPLICATIONS

There are no implications on any determinants of health 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

18.3 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT
(QUARTER 1 2019/2020 – JULY TO SEPTEMBER 2019)

COUNCIL DECISION

014

MOVED CR W COOPER

SECONDED CR S WOOD

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

**CARRIED
7/0**

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

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	01/07/2019	30/06/2020	10	The Wellard District place plan is currently on hold while the City is progressing the recruitment for the vacant Place Leader - South role.
1.1.02 Create a Bertram District Place Plan	4.3 Community Engagement	01/07/2019	30/06/2020	10	<p>The Place Profile and Place Plan templates have been developed. These will continue to be refined as the place management areas develop.</p> <p>Officers continue to make connections and form partnerships in Kwinana North Place Management Area. Local priorities and expectations of stakeholders are starting to emerge. Formal place observations and opportunities have also been facilitated for the community in this quarter. This has included place profile development, a register generated for site observations, interdepartmental meetings to advise officers of place progress and opportunities, two internal place audits of Bertram, and introductions to eight Bertram shopping centre businesses.</p>
1.1.03 Create a Kwinana Central Place Plan	4.3 Community Engagement	01/07/2019	30/06/2020	40	<p>The Place Profile and Place Plan templates have been developed.</p> <p>Officers are continuing to make connections and build partnerships across the Place Central Management Area. This includes working closely with the Medina Primary School, Medina Resident's Group and local businesses to collaborate on activation of the Medina neighbourhood centre.</p> <p>The group are looking to deliver a collaborative community-led event towards the end of the year which will be an opportunity to increase engagement with the local community. In addition, formal observation of the Medina neighbourhood centre through place auditing tools with both staff and community stakeholders has commenced.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.04 Implement the actions from the Wellard District Place Plan	4.3 Community Engagement	01/07/2019	30/06/2020	10	The Wellard District place plan is currently on hold while the City is progressing the recruitment for the vacant Place Leader - South role.
1.1.05 Implement the actions from the Bertram District Place Plan	4.3 Community Engagement	01/07/2019	30/06/2020	10	<p>While the Bertram Place Plan is being developed, the following Place Management opportunities have arisen for the community in this quarter:</p> <p>A discussion facilitated by City officers between Satterley and Befriend led to the opening of a new community space in Wandii. 'The Hive' is located in Satterley's Honeywood Sales Office. Befriend now meet from 'The Hive' on Monday mornings.</p> <p>Facilitating a traffic calming presentation at Bertram Primary School led to further safety needs being raised by concerned parents and staff. A subsequent site visit to further investigate the issues has been conducted. The City has provided feedback where support can be given and where planned upgrades are occurring.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.06 Implement the actions from the Kwinana Central Place Plan	4.3 Community Engagement	01/07/2019	30/06/2020	15	<p>While the Place Plans are being developed, officers have been identifying opportunities to deliver on emerging community aspirations.</p> <p>This includes connecting community groups to deliver local activation projects and ensure City led projects and operations incorporate local aspirations.</p> <p>With respect to the Medina neighbourhood centre, activity has included re-aligning a CCTV upgrade project to include additional lighting upgrades and community-led activation projects to further enhance the safety of the centre.</p> <p>In addition, officers are supporting the development of the community engagement process to ensure local aspirations are captured within the design and delivery of the City's Parks for People Strategy in the relevant place areas - Harrison Park, Calista and Morritt Park, Parmelia.</p>
1.1.07 Refine the framework and scope for the Place Plan Template	4.3 Community Engagement	01/07/2019	30/06/2020	90	<p>The place plan template and structure has been developed and presented to the City Leadership Team for feedback. Ongoing improvements will be made to the template as our understanding of the specific needs and interests of the community and the City develop.</p>
1.1.08 Develop and implement the Connected Neighbourhood initiative	4.3 Community Engagement	01/07/2019	30/06/2020	10	<p>City officers are currently refining what a 'Connected Neighbourhood' initiative may look like for the City of Kwinana. Desktop research has been undertaken to identify better practice examples, with the City of Kitchener's 'Love My Hood' being the preferred example.</p> <p>The Connected Neighbourhood initiative will also develop as the City's place approach matures, and the place plans are refined.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.09 Complete high priority actions within the Multicultural Action Plan - Objective 1: Full Participation and inclusion of CaLD communities in social, economic and cultural life	4.3 Community Engagement	01/07/2019	30/06/2020	80	<p>The Multicultural Advisory Group continues to meet to identify and discuss opportunities for the culturally and linguistically diverse community to engage socially and economically. The City has previously hosted a series of employment and job readiness workshops targeting culturally and linguistically diverse communities.</p> <p>The Learning English through Story Time (LETS) program was facilitated at the Library and finished in July. The sessions were designed to teach adults basic English and develop the skills needed to promote and assist their children in learning English as a second language. There were eight families registered for the program with five to six families attending each session. The program is scheduled to be delivered again next term.</p> <p>The City of Kwinana held a job opportunities expo at the John Wellard Centre in August. This included workshops, stalls and presentations by recruitment agencies and service providers. Information about the expo was provided to the Multicultural Advisory Group to circulate to their networks. Over 200 people attended the expo with approximately 35% of people being from a culturally and linguistically diverse background. Feedback from the Multicultural Advisory Group was that these types of expo's should be run at least twice a year.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.10 Complete high priority actions within the Multicultural Action Plan - Objective 2: Remove the barriers to equity experienced by CaLD communities	4.3 Community Engagement	01/07/2019	30/06/2020	60	<p>The City Library has continued to run free conversational English classes as part of their term three programming. These classes are run by a volunteer and are supported by City staff. These sessions (beginners and advanced) allow adults to practice speaking English and ask questions in a relaxed and safe environment.</p> <p>A total of 35 people attended throughout August. The sessions have allowed people to build friendships and develop connections with their local community whilst also improving their English.</p> <p>The Multicultural Advisory Group continue to identify barriers and discuss strategies and actions to overcome them.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.11 Complete high priority actions within the Multicultural Action Plan - Objective 3: Promote the benefits of Kwinana's cultural and linguistic diversity	4.3 Community Engagement	01/07/2019	30/06/2020	50	<p>The City has continued to support and work in collaboration with Connecting Community for Kids - Celebrate Culture Action Team to share stories and promote diversity within the City.</p> <p>In August the Connecting Community for Kids Action Team planned and delivered a multicultural fundraiser dinner held at the Kwinana Golf Club. The event was funded externally, with the City providing in-kind support through the donation of free passes to the Kwinana Recquatic for the raffle.</p> <p>The night included presentations by members of the action team, traditional Aboriginal dancing, dancing by the South Sudanese community and the sharing of food from different parts of the world. There was also artwork on display and artifacts from the Indian, Pakistani and Aboriginal communities.</p> <p>The event was well received by the community with many people providing positive comments and many requesting to know when the next event will be held. All proceeds raised from the event will be used for future opportunities to promote culture and diversity within the community.</p> <p>The City's Multicultural Advisory Group are currently discussing opportunities to promote diversity to City staff and opportunities to engage new citizens in activities. The group has discussed the potential to be involved in citizenship ceremonies and opportunities to share individual stories with staff at the City. Discussions to progress these ideas are currently taking place.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.12 Complete actions within the Conciliation Action Plan - Relationships	4.3 Community Engagement	01/07/2019	30/06/2020	80	<p>The City continues to support and resource the Conciliation Advisory Group. The Advisory Group meetings continue to take place and actions within the Conciliation Action Plan were discussed at the most recent meeting. It was agreed that most actions within the Conciliation Action Plan have been achieved and an internal review of the actions listed under the opportunity objective will be undertaken.</p> <p>City staff were involved in planning, promoting and delivering NAIDOC events across the City. The NAIDOC events poster was developed and circulated through City networks and by staff and Elected Members. All were encouraged to attend and further develop relationships with, and amongst, the Aboriginal community.</p> <p>City officers continue to promote cultural awareness and the Conciliation Action Plan to internal staff. The Conciliation Action Plan has been promoted at all events and stalls attended by relevant staff.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.13 Complete actions within the Conciliation Action Plan - Respect	4.3 Community Engagement	01/07/2019	30/06/2020	75	<p>To date 230 City staff have completed cultural awareness training. City officers have continued to upskill and attend professional development days, including the 'Social Impact Festival 2019: Danjoo Koorliny Walking Together towards a Just and Sustainable Society'. Two staff members also attended training on 'Building Positive Partnerships with Aboriginal Communities'.</p> <p>The Zone Youth Space has been running an Aboriginal cultural program for young people focussed on increasing awareness and building positive engagement between diverse young people. The program provided education on Noongar language and culture and aimed to decrease anti-social behaviour and build an understanding of culture and interaction with other people. The Zone has had 58 participants fully engaged in this program, 44 from Aboriginal and Torres Strait Islander backgrounds and four from a culturally and linguistically diverse backgrounds. Discussions are taking place to identify how and if this workshop can be delivered again in the future.</p> <p>The Aboriginal and Torres Strait Islander flags continue to be displayed at the Council Administration Building.</p> <p>A NAIDOC opening event was supported and partly funded by the City of Kwinana on 1 July 2019. The event included several speakers, cultural dancing, traditional foods and information stalls. The event was well received by the community with over 150 people in attendance. Other NAIDOC events supported by the City included Djinanginy Kaartdijin the Spectacles Wetlands Tour, the Little Peeps Ball and the NAIDOC Week Art Exhibition.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.14 Complete actions within the Conciliation Action Plan - Opportunity	4.3 Community Engagement	01/07/2019	30/06/2020	66	<p>The City is actively taking steps to increase its levels of social procurement by streamlining the process for procuring goods or services from social procurement providers, such as Aboriginal businesses.</p> <p>The City continues to facilitate the Youth Diversion Network meetings to address antisocial behaviour within the community. This includes two focus groups: Participation and Interventions.</p> <p>The Participation group aims to reintegrate young people back into education and or employment. The Interventions group is focused on identifying at risk youth and linking them in with service providers and support networks. Stakeholders attending these meetings include City staff, school staff, the police and local service providers. These groups meet regularly and have identified the need for diversionary programs across the City.</p> <p>The City is currently running Beat Ball in collaboration with Noongar Wellbeing and Sports once a fortnight, as well as the Dismantle program. These programs are focussed on creating safe spaces and addressing antisocial behaviour amongst young people. City staff are currently planning delivery of the Night Fields program which engages service providers to provide wrap around support to young people in the community. This program is due to start in the next quarter and will run on alternate Friday nights to Beat Ball.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

ATTACHMENT A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.15 Complete actions within the Conciliation Action Plan - Governance and Tracking	4.3 Community Engagement	01/07/2019	30/06/2020	50	<p>A project mandate has been developed to review and develop the next stage of the plan - 'Innovate Conciliation Action Plan'. The annual Reconciliation Action Plan Impact Measurement Questionnaire has been completed and submitted to Reconciliation Australia.</p> <p>The City's intent to develop the Innovate Conciliation Action Plan has been initiated with Reconciliation Australia, with further planning to take place in the next quarter.</p>
1.1.16 Develop Aboriginal and Torres Strait Islander employment strategy targets	2.3 Human Resources	01/07/2019	30/06/2020	10	<p>Human Resources has been researching and using specific job boards in relation to roles that have been identified as 50(d).</p> <p>Initial discussions have occurred with the Director City Engagement. This information will also inform the City's Workforce plan.</p>
1.1.17 Identify current Aboriginal and Torres Strait Islander staff to inform future employment and development opportunities	2.3 Human Resources	01/07/2019	30/06/2020	80	<p>The City's recruitment advertisements encourage applications from Aboriginal and Torres Strait Islander candidates (as stated within the advertisement). The City also uses a number of Aboriginal and Torres Strait Islander job boards to increase the exposure to the City's vacant roles.</p>
1.1.18 Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses	5.3 Contracts	01/07/2019	30/06/2020	5	<p>The Manager Contracts is researching the requirements of this KPI</p>
1.1.19 Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	5.3 Contracts	01/07/2019	30/06/2020	5	<p>The Manager Contracts is researching the requirements of this KPI</p>
1.1.20 Continue to convene the Youth Diversion Network meetings to develop strategies in partnership with early childhood and youth services, and other relevant agencies to support families.	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>Youth Diversion Network meetings continue and the City has supported the Communities for Children Project through the Community Partners Forum which is focused on the early years.</p>

1 Strategic Community Plan 2019-2029 - Period 1/07/2019 to 30/09/2019

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.21 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	01/07/2019	30/06/2020	100	<p>The City facilitates the Participation Network Group which involves key stakeholders in the education and employment industries. The Network Group presents accessible pathways for young people who are seeking good quality education and employment opportunities.</p> <p>The City also assists through support and involvement in the following:</p> <ul style="list-style-type: none"> - South Metro TAFE and local industry leaders run information sessions throughout the year, for example BHP employment Indigenous information sessions - Clontarf Employment Forum - Career Advice workshops held at the Youth Zone Space - Facilitation of Carey Training and Dismantle - Department of Education Participation Coordinator and Transitions Officer based at Zone Youth Space
1.1.22 Facilitate the provision of life skills workshops (financial counselling, health, parenting skills etc.)	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The City collaborates in partnership with community service organisations to provide programs and workshops which enhance the wellbeing of community members attending. The City supports a National Empowerment Project that is facilitated by Relationships Australia to engage members from the Aboriginal community to improve cultural knowledge, social connections and emotional wellbeing.</p>
1.1.23 Review and update the Community Engagement Policy and Framework	4.3 Community Engagement	01/07/2019	30/06/2020	60	<p>The City is progressing with the review of the Community Engagement Framework and supporting processes.</p> <p>A consultant has been appointed to help benchmark the City's current framework, processes, and supporting documents, as well as provide additional training as required. The initial benchmarking and current environmental snapshot have been completed. Training of key City staff will occur next quarter.</p>

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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	01/07/2019	30/06/2020	70	The 2020 Australia Day event will take the same format and be in the same location as the 2019 event; on Calista Oval and within the Adventure Park. Infrastructure, catering and entertainment has all been booked for the upcoming event.
1.2.02 Host a Youth Festival	4.3 Community Engagement	01/07/2019	30/06/2020	25	Planning for the new format Youth Festival is currently underway. This event will be predominantly live music based and will be held in March 2020 (exact date TBC dependent on artist availability). The Events and Youth teams are working with a group of local youth, to ensure the event delivers on their expectations.
1.2.03 Host a Children's Festival event	4.3 Community Engagement	01/07/2019	30/06/2020	50	<p>Planning for the 2020 Children's Festival is well underway. Community consultation was recently held where community members were given the opportunity to vote on the theme for the next event. "Once upon a time" was the winning theme and the Events team have progressed planning accordingly.</p> <p>The date for the 2020 event is 7 March 2020 with the event to be held on Calista Oval.</p>
1.2.04 Host a Big Concert event	4.3 Community Engagement	01/07/2019	30/06/2020	80	<p>Planning for the 2019 Kwinana Community Concert is progressing well.</p> <p>The event will have a similar layout and style as previous years. The headline act has been secured and other key suppliers for the event are currently being confirmed. Marketing for the event will launch in October.</p> <p>The date for the 2019 event is Saturday 7 December, 2019 with the event to be held on Calista Oval.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.05 Host the Christmas Lolly Run	4.3 Community Engagement	01/07/2019	30/06/2020	40	Planning is underway for the 2019 Lolly Run. The City has secured the required permits from the Department of Transport. The first meeting for volunteer team Leaders has been booked for early September, and discussions on the selection of lollies for 2019 are being held with the City's supplier.
1.2.06 Provide a Community Event Funding Program for local community groups to host local events in their communities	4.3 Community Engagement	01/07/2019	30/06/2020	100	No event applications have been approved to date in this quarter. Five Community Event Fund applications are currently awaiting assessment (Bertram Show, Honeywood Carols by Candlelight, Child and Parent Centre Calista 5th Anniversary, Cancer Council Relay for Life, and Southern Districts BMX Raceway - BMX WA State Championships).
1.2.07 Ensure all City provided events and activities are inclusive of cultural groups	4.3 Community Engagement	01/07/2019	30/06/2020	100	This action is ongoing as opportunities arise. Officers actively participate in the Connecting Communities 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. This encourages collaboration between groups, including multicultural groups.
1.2.08 Activate the Edge Skatepark	4.6 Youth Services	01/07/2019	30/06/2020	100	Due to winter and inclement weather, the activation schedule was reduced to minimise risks during this period. During the period a six week Parkour program and a skateboarding coaching clinic were delivered.
1.2.09 Activate the Kwinana Adventure Park	4.2 Community Centres	01/07/2019	30/06/2020	43	The Patio at the Adventure Park is a very popular venue, with 129 hours of bookings during the quarter for mainly birthday parties. There was a marked increase in bookings going into August and September as the weather improved. Over 1,000 people, mainly children, attended Patio events, taking advantage of the playground facilities at the same time.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.10 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.8 City Strategy	01/07/2019	30/06/2020	100	<p>Citizenship ceremonies took place on 2 July, 30 July and 27 August where a total of 163 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. The official ceremonies were followed by the serving of light refreshments where the guests could meet the Mayor and Councillors. An official photographer took formal shots of the attendees with the Mayor and the Councillors, a copy of these were then sent to each new citizen, bound in a folder and accompanied by a letter from the Mayor welcoming them to the City of Kwinana. Pierre Yang attended the ceremony on 30 July and Reece Whitby attended the ceremony on 27 August.</p> <p>The Annual Sports Awards Dinner took place in the Darius Wells Library and Resource Centre on Friday 9 August. The room was dressed for the event. The event was attended by 108 people including local sports clubs volunteers, award nominees, previous award winners, freeman and councillors. Glen Jakovich was the M.C and Dana Hooker the guest speaker. There were award winners for Junior Sports Person of the Year and Club Person of the Year.</p> <p>The Annual Volunteer Bush Fire Brigades Awards Dinner was held on Saturday 24 August at the Darius Wells Library and Resource Centre. The room was dressed in a red and black theme for the event. The event was attended by 144 people including local bush fire volunteers, members of DFES, members of the LEMC and councillors. The two brigade captains awarded service medals, the Mayor awarded certificates from the City for long service and a thank you speech was given to Dave Gossage. After the formalities the volunteers had entertainment by a D.J.</p>

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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	01/07/2019	30/06/2020	20	City Officers have commenced reviewing the Pan Pacific Safe Community Network, World Health Organisation, Safe City accreditation literature. The City of Melville has been identified as a test case, having recently completed accreditation and presented at the Local Government Community Safety Network Conference.
1.3.02 Increase collaboration with the community to plan and develop more localised community safety and crime prevention programs	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The Community Development Officer - Community Safety has identified and met with key internal and external stakeholders and has commenced facilitating the Kwinana Neighbourhood Watch Program and promoting Neighbour Day Every Day activities. The Community Development Officer - Community Safety has also met regularly with internal and external frontline service providers to identify opportunities and leverage existing programs and activities to promote community safety and crime prevention.</p> <p>The City has provided a letter of support for the Kwinana Police funding application for a pilot program 'Life is a Sport' and a formal invitation has been extended to the Community Development Officer - Community Safety to hold a position on the 'Life is a Sport' board.</p> <p>Community Liaison, Outreach, Youth and City Assist services continue to engage with the local community and provide updates to better understand priority community safety issues.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	100	<p>Regular meetings are currently being held with key stakeholders such as the Homelessness Interagency Group, the City of Kwinana's Youth Intervention Sub-Committee, City of Rockingham Safety Coordinator and Kwinana Multicultural Advisory Group regarding community safety and crime prevention. The Community Development Officer - Community Safety also attended the Local Government Community Safety Network Conference.</p> <p>Discussions have been held with Neighbourhood Watch, the Officer In Charge at Kwinana Police Station, and members of the community to facilitate Neighbourhood Watch Kwinana.</p> <p>The Catalyse Community Safety Survey results have been analysed and graphs have been prepared using WA Police crime statistics for the top six crime categories to inform decision making about key safety and crime prevention issues.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.04 Undertake activities to ensure the adequate provision of local support initiatives and services to increase the confidence of victims	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>Community liaison, outreach, Youth and City Assist services regularly engage with the local community.</p> <p>The Community Development Officer - Community Safety identified key stakeholders and attended internal, interagency and community meetings. Statistics on key safety issues outlined in the Catalyse Community Safety Survey report and information received via City staff was also reviewed.</p> <p>Data was collated for ongoing review and inclusion in planning for localised community safety and crime prevention programs such as Neighbourhood Watch and Crime Stoppers.</p> <p>Specialist domestic and family service providers, nationally and locally, were identified.</p> <p>Awareness campaigns for inclusion in the annual safety marketing plan were identified and reviewed.</p>
1.3.05 Maintain a local database of community and Government programs that focus on community safety and crime prevention	4.3 Community Engagement	01/07/2019	30/06/2020	10	<p>The Community Development Officer - Community Safety reviewed the existing City of Kwinana stakeholder engagement database and Kwinana Community Directory and assessed services for inclusion in the new community safety database.</p> <p>Discussions commenced with Community Liaison, Outreach, Youth and City Assist services on community safety priorities and liaison occurred with service providers such as at the Homelessness Interagency Network, Youth Intervention Sub-Committee and Child Parent Centre Transition to School Group.</p>
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	01/07/2019	30/06/2020	100	<p>Local Planning Policy 8 - Designing Out Crime was adopted by Council on 13 June 2018. The policy is now being implemented on an ongoing basis.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.07 Promote the application of CPTED principles amongst local residents and relevant business owners	4.3 Community Engagement	01/07/2019	30/06/2020	100	This action is ongoing and is to be further enhanced via future community safety awareness raising campaigns.
1.3.08 Develop and undertake a safety audit program and improve Crime Prevention Through Environmental Design (CPTED) outcomes at City "hot-spots"	1.1 Engineering	01/07/2019	30/06/2020	100	CPTED design principles are used and implemented when undertaking landscaping and Public Open Space design of the City funded capital projects and developments by private sector.
1.3.09 Continue to develop and roll out the CCTV camera installation program at identified City "hot spots" and facilities	5.2 Essential Services	01/07/2019	30/06/2020	100	Works and reviews have continued in this area. Recently the Fiona Harris and Thomas Kelly Pavilions had been added to the City's main operating systems. The Medina shopping precinct on Pace Road is also now being considered as part of grant funding being offered by the state.
1.3.10 Develop a Public Area Lighting Policy Plan	1.1 Engineering	01/07/2019	30/06/2020	50	A draft public lighting policy has been developed. Awaiting announcement of Western Power policy on LED lighting to finalise the document and submit for endorsement by Council.
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	01/07/2019	30/06/2020	25	The Catalyse Community Safety Survey report was reviewed. Primary information sources of preferred communication methods were identified, as were popular community events, in order to develop the marketing strategy. National and State community safety marketing campaigns were also reviewed.
1.3.13 Develop and deliver a community safety survey in 2018/19 and every two years thereafter	4.3 Community Engagement	01/07/2019	30/06/2020	100	The Catalyse 2018-2019 survey has been completed. A presentation of the findings will be provided to Elected Members in the next quarter. Planning for the 2020-2021 survey will begin in April 2020.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	100	The target traffic surveys for the current quarter are completed and the traffic survey schedule has been updated.
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	01/07/2019	30/06/2020	100	<p>Ongoing liaison occurs with the community as part of undertaking patrols, outreach, network meetings and fostering existing relationships. Key stakeholders have been identified and participation occurs in relevant advisory groups, interagency groups and committees.</p> <p>In addition Community Development Officer - Community Safety has attended relevant community events, reviewed the City of Kwinana stakeholder engagement database and supported the Kwinana Police funding application for a pilot program.</p> <p>The Community Development Officer - Community Safety has also received a formal request to join Kwinana Police "Life is a Sport" board.</p>

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1.3.16 Co-ordinate and organise community safety workshops and awareness raising events with external stakeholders	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>Liaison has occurred with the Officer in Charge Kwinana Police and the Neighbourhood Watch State Office Coordinator to facilitate a community meeting to raise awareness about the new Neighbourhood Watch model. Community members who are keen to establish Neighbourhood Watch have been updated.</p> <p>The Community Development Officer - Community Safety has also reviewed Neighbour Day Every Day literature and has met with interested community members, and joined relevant safety related internal and external committees and groups.</p> <p>The Local Government Community Safety Network Conference was attended and information on key issues relevant to the City was disseminated.</p> <p>The Community Development Officer - Community Safety is reviewing programs such as Neighbourhood Watch, Road Ribbon for Road Safety, Crime Stoppers and Youth Diversionary programs.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.17 Promote early intervention and prevention programs about family violence	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>City Officers regularly engage and communicate with clients, stakeholders and the wider community on issues of domestic violence.</p> <p>The Community Development Officer - Community Safety has joined the Rockingham Kwinana Interagency Domestic Violence and Homelessness Groups and reviewed State and National specialist service providers for inclusion on the community safety database.</p> <p>The Catalyse Community Safety Survey report has been reviewed for preferred communication methods to promote family resources and services.</p> <p>City Officers are liaising with Kwinana Police. Note: A new Family Violence Coordinator and Officer has been appointed to the region. Staff at Kwinana Police Station have extensive experience and knowledge of domestic violence and resources available to support a cross collaborative approach and information transfer.</p>
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	01/07/2019	30/06/2020	25	<p>Ongoing input is provided by Community Liaison, Outreach, Youth and City Assist services.</p> <p>The Community Development Officer - Community Safety attended the Kwinana Action Group Connecting Communities for Kids event and joined the Domestic Violence and Homelessness Interagency groups, the Youth Intervention Sub-committee and the Multicultural Advisory Group. The Officer also attended meetings with Kwinana Police and commenced reviewing sites across the City in order to distribute resources.</p> <p>The Officer identified local specialist service providers and commenced review of national domestic and family violence awareness campaigns for promotion via the City's social media. Key messages from specialist service providers will be included in the annual community safety marketing plan.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	25	<p>Work commenced with Community Liaison, Outreach and Youth Services to identify stakeholders and to understand contributing factors to violent and bullying behaviours. Existing national and State specialist service providers social media campaigns were reviewed for local relevance.</p> <p>Work has commenced on compiling a schedule of key dates and campaigns to raise awareness via social media.</p> <p>The Youth team continues to work with and support schools to address the issues and identify education and awareness raising opportunities.</p>
1.3.20 Disseminate safety awareness and crime prevention materials through the City's library and other community facilities	4.3 Community Engagement	01/07/2019	30/06/2020	15	<p>Resources are distributed to the Library and community centres as they become available. The Community Development Officer - Community Safety has reviewed existing safety and crime prevention resources, spaces, peak times and opportunities to display and promote safety resources at the Library. Site visits to community centres have commenced to review opportunities to display and promote safety materials and resources, other sites have been assessed for suitability.</p>
1.3.21 Develop security awareness and crime prevention materials and resources on key issues	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>Primary and secondary information sources on key safety issues have been reviewed. Best communication and engagement methods to meet the specific needs of the community and other stakeholders have been assessed.. Officers attended the Local Government Community Safety Network Conference and prepared a summary of key learnings applicable to the City.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	25	<p>Community Liaison, Outreach, Youth and City Assist services continue to provide opportunities for community members to express their concerns.</p> <p>Information from the biennial Community and Well-being Scorecard survey has been reviewed to identify preferred communication methods to best meet the specific needs of the community. Opportunities to engage with the community at City events have been assessed.</p> <p>Review of existing sites across the City to disseminate safety and crime prevention resources, mount displays and engagement with the community has commenced. Neighbour Day Every Day and Neighbour Day annual event collateral has been reviewed.</p> <p>Community Development Officer - Community Safety has attended community and City events, initiatives and meetings for opportunities to leverage and add value to existing services. A project mandate for Neighbourhood Watch has been completed and a project mandate for an inaugural City safety month event in October 2020 has commenced.</p> <p>The Local Government Community Safety Network Conference was attended by Officers.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	20	<p>Promotion of the Seniors Security Subsidy Scheme has continued. A review of the community safety and crime prevention materials, initiatives, programs and partnerships that can be promoted via the City's social media and website platform has occurred. Key stakeholders have been identified and the Community Development Officer - Community Safety has joined relevant committees and interagency groups.</p> <p>A schedule of key dates and specialist service providers safety campaigns/messages for promotion via social media has been developed. Events and initiatives that can be leveraged to promote community safety and crime prevention messages have been identified. Work on the marketing plan for community safety has commenced.</p>
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	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The City has provided information to community members and businesses on crime prevention strategies through social media, the City's website and more directly via Community Liaison Officers and the Community Development Officer - Community Safety.</p>

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1.3.25 Continue Community Liaison Officer community engagement patrols in the City Centre public places	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The City's Community Liaison service continues to patrol public places in the Kwinana community on a daily basis, in particular key City landmarks and facilities in the Kwinana town centre. The Liaison service consists of four Liaison Officers, with two Liaison Officers being from an Aboriginal background, providing diversity within the service approach. The Liaison Officers' engage directly with community members, businesses, services and agencies to identify strategies to enhance community access to facilities and community services.</p> <p>Over the last quarter, 987 contacts with community members have been recorded with:</p> <ul style="list-style-type: none"> - 455 contacts being offered information support (i.e events, programs, support services, landmarks and facilities locations); - 67 contacts being referred for emergency relief/service support (i.e presented with welfare issues, health and well being concerns).
1.3.26 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>Discussion is occurring with local Aboriginal Elders in conjunction with the Conciliation Action Advisory Group with respect to strategies that can be developed to increase cultural sharing and engagement.</p>

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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	01/07/2019	30/06/2020	100	<p>The City of Kwinana has implemented a range of youth diversion activities, as follows:</p> <p>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.</p> <p>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.</p> <p>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> <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 anti-bullying and anti-violence social media campaign	4.6 Youth Services	01/07/2019	30/06/2020	100	The City continues to work with the local schools and other stakeholders to develop a social media campaign and other strategies to address bullying and anti-social behaviours.
1.3.29 In liaison with local schools carry out workshops assisting parents of teenagers	4.6 Youth Services	01/07/2019	30/06/2020	25	Current strategies to deal with bullying behaviours have been reviewed and potential stakeholders have been identified for a workshop to assist parents with bullying behaviours, both by and towards teenagers. The potential of partnership with WAPOL to run a cyber-bullying workshop has also been explored.

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1.3.30 Continue to provide the Zone Youth Space 'Drop In Service'	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The Zone Drop In service has continued to run Monday through Saturday. Over the quarter, we have had a total of 1,237 young people use the service.</p> <p>In terms of gender, the majority of young people identify as male, with the statistics as follows:</p> <p>Male: 895 Female: 339 Other: 3</p> <p>Approximately 65% of young people engaging with the service identify as being Aboriginal and/or Torres Strait Islander. The breakdown is as follows:</p> <p>Aboriginal and/or Torres Strait Islander: 801 Culturally and Linguistically Diverse: 142 Not Culturally and Linguistically Diverse: 294</p>
1.3.31 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	4.6 Youth Services	01/07/2019	30/06/2020	10	<p>The City has had discussions with a number of services in the Kwinana community to identify potential strategies for developing a mentoring program at the Zone Youth Space. Progression will be dependent on obtaining grant funding for a suitable program.</p>
1.3.32 Develop youth activation plans for key community facilities and spaces	4.6 Youth Services	01/07/2019	30/06/2020	25	<p>During the reporting period, the following has been planned for the various key youth and community spaces:</p> <ul style="list-style-type: none"> - Zone Youth Space and John Wellard, William Bertram and Darius Wells Community Centres have developed and are delivering Term 3 programs and October School Holiday programs - Edge Skatepark Kwinana activation activities.

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1.4 A healthy and active community with services for everyone's needs					
1.4.01 Activating parks, ovals, walking trails through place making	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>As part of the Parks for People program the Varris Park upgrade, supported by a grant from the Federal Government Stronger Communities Program, was completed and acquitted. The improvements to the park have been warmly received by the community.</p> <p>City Officers are progressing the engagement process for the next two parks to be upgraded (Harrison Park, Calista and Morritt Park Parmelia), including on site meetings with the local communities.</p> <p>Initial engagement with the Aboriginal community has also commenced for the Kwinana Loop Trail project. This project will include the installation of bilingual signage and rest stops around community defined sections of the trail.</p>
1.4.02 Supporting Community Events that promote community inclusion and involvement	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The City hosted a Volunteering workshop at the Kwinana Golf Club and a Disability and Inclusion workshop at Thomas Kelly Pavilion during this quarter to engage and include Kwinana's diverse community in sporting and community led groups.</p> <p>The City is establishing the 'Grow it Local' program, an initiative of the same organisation as the Garage Sale Trail. They have a purpose-driven mission to get more people growing, sharing and eating locally grown foods.</p>
1.4.03 Support healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The City continued to promote and explore healthy lifestyle opportunities in the community this quarter. This has included further progressing the establishment of walking groups in the City in partnership with the Heart Foundation; the provision of a Sports Expo at the Kwinana Marketplace to increase community involvement in sport and recreation; and undertaking preliminary steps to encourage educational facilities to be part of the Department of Transport's 'Your Move' Program.</p>

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1.4.04 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The City utilised the Recquatic and Community Centres to deliver and support a variety of programs and activities this quarter.</p> <p>This included collaborating with Basketball WA, The Rockingham Flames, and Noongar Wellbeing and Sports to establish an upcoming summer basketball competition at the Requatic Centre; exploring the viability of installing an audiology booth at Bertram Community Centre for a children's audiology project; and delivering a Working with Children Check workshop at John Wellard Community Centre to sporting clubs and community groups.</p>
1.4.05 Implement relevant actions within the Public Health and Wellbeing Plan	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>Development of the new Public Health Plan continues to progress.</p> <p>During this period, the City promoted and explored healthy lifestyle opportunities in the community including further progressing the establishment of walking groups in partnership with the Heart Foundation; the provision of a Sports Expo at the Kwinana Marketplace to increase community involvement in sport and recreation; and undertaking preliminary steps to encourage educational facilities to be part of the Department of Transports Your Move Program.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.06 Implement a range of initiatives focussing on families and children	4.2 Community Centres	01/07/2019	30/06/2020	8	<p>Initiatives for families and children were a theme across all community centres and the Library.</p> <p>The William Bertram Community Centre hosted the new eight week Vex Robotics which involves children aged 7-12 years and their parents in developing and building robotics projects. This popular program is running again in Term 4. The Super Hero disco at the Centre held during the July school holidays was attended by over 40 children, with the children and even some parents coming dressed as their favourite super heroes.</p> <p>New initiatives at the John Wellard Community Centre included the Great Wellard Adventure Quest where children had to sleuth their way around the Centre following clues to go under, over, around and behind some interesting obstacles, and Minute to Win It, which had children moving from station to station with 1 minute to complete a given activity, competing for prizes.</p> <p>Boredom Busters and Art with Morris for Kids remained popular at the Darius Wells Library and Resource Centre. School holiday activities such as Fabric Painting, Sewing Basics for Kids and a hair braiding workshop were also popular.</p> <p>In the Library, 499 children attended Children's Book Week sessions in August. Storytime, Rhymetime and Toddlertime sessions also continued to be popular, with up to 25 children with their parents attending the weekly sessions.</p>

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1.4.08 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The Zone Youth Space has implemented a range of programs and activities which has seen a total of 2,128 contacts with young people being made over the last quarter. Of these, 34 were in the 10-11 year age range, 1,133 in the 12-13 year age range, 679 in the 14-15 year age range, 163 in the 16-17 year age range, and 16 were 18 years or older.</p> <p>Included in these programs were the Unique As program, which has seen an increase in participants to 20 young people attending.</p> <p>In addition, a new Careers Advice program is being implemented in the upcoming school holidays, as well as a series of cultural workshops aimed at increasing cultural awareness in young people in the community.</p>

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1.4.09 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2019	30/06/2020	100	<p>Darius Wells Library and Resource Centre tenants were big users of facilities, holding over 350 hours of workshops and meetings attended by over 1,100 people.</p> <p>Community and corporate groups accounted for another over 200 hire hours with groups such as Alcoa, BHP, the Electrical Trades Union, Connecting Communities for Kids, Cyrenian House, the Intelife Group, Moorditj Koort and the Kwinana Swimming Club hosting events attended by almost 3,000 people. A stand out event was the 2019 NAIDOC Opening Ceremony held in the Ken Jackman Hall and Chisham Square which was attended by 200 people.</p> <p>City of Kwinana events and workshops accounted for over 800 hours of the centre usage, with over 1,800 people attending special events such as the Sing for Your Life Community Concert, Citizenship Ceremonies, as well as the ever popular Open Mic Nights in the Carol Adams Lounge. Children and adult focused activities such as the MonkeyFunk Dance Workshop, Zumba classes, Art with Morris for Kids and resume writing workshops were also popular.</p> <p>Library events with a technology focus included Technology Q&A sessions, a MYGov information session, CoderDojo assisting children to make websites, games and apps, and a ThinkUKnow cyber safety session, looking at how to guard childrens' privacy and security online.</p> <p>A number of authors made guest appearances and the Toddlertime and StoryTime weekly sessions remain popular.</p>

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1.4.10 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	4.2 Community Centres	01/07/2019	30/06/2020	100	<p>Over 750 people used the John Wellard Community Centre on a weekly basis during the first quarter. These users were mainly participants of community groups and included the Kwinana Toastmasters, Befriend's Ukulele and Singing Group (which continues to go from strength to strength), martial arts classes, Kumon tutoring classes, playgroups, sewing groups and a number of church groups.</p> <p>An additional almost 2,000 people attended other one-off activities during the quarter. Job readiness was the big focus with workshops such as pre-NEIS Training, job seeking presentations from South Metro TAFE including career transition assistance for mature jobseekers and resume writing workshops. A stand out event was the Opportunities Expo for Jobseekers. Held for four hours on a Saturday afternoon, 16 organisations had expo booths and there were approximately 220 attendees.</p> <p>An average of five people each week used the centre's K Space. The aim of this space is to provide office space to assist people working from home to network with like-minded individuals. Over 250 people borrowed equipment and used the centre's hot desk and printing facilities during the quarter and almost 100 people used the upstairs breakout area.</p>

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1.4.11 Activate the William Bertram Community Centre including provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2019	30/06/2020	100	<p>During the last quarter approximately 850 people used the William Bertram Community Centre each week with another 400 people attending casual once-off events. Regular users included a children's art and drama club, Vex Robotics, a Japanese playgroup and the Bertram Community Playgroup. Health and wellness was also a focus area with groups such as taekwondo, karate and self-defence and Swing and Sway Dance.</p> <p>Adult programs included craft and hobby groups and wellness programs. Church groups are also big centre users.</p> <p>A very popular event each week was the Fairy Rebecca Show held in the centre foyer. Up to 80 children and their parents have been enjoying the two 30 minute music and story time sessions for 0-2 year olds and 2-5 year olds. The Super Hero Disco held in the School holidays was also well attended,</p> <p>The weekly Child and Adolescent Community Health session sees up to 20 children for immunisation and other health issues.</p>
1.4.12 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2019	30/06/2020	12	<p>Chisham Square was relatively quiet during the last quarter, mainly due to weather constraints. This is expected to change over the coming months as we move into summer. The events calendar included the 2019 NAIDOC Week Opening Ceremony attended by 200 people and Giant Games in the Square followed by an indoor movie night attended by 100 people as well as the weekly Open Mic Night which regularly attracts up to 45 participants.</p>

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1.4.13 Continue to deliver a range of low-cost, inclusive programs, which build confidence, self-esteem and general wellbeing	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The Zone Youth Space facilitates social and wellbeing programs for young people engaging with the space. These programs include;</p> <p>Totally Tuesday: A lunch time program run in secondary schools within the community, incorporating activities, music and youth engagement. We build a rapport with students, inspire and provide information about support services available within their community. External agencies are invited to participate.</p> <p>Thrilling Thursday: Similar to Totally Tuesday but run in shopping centres within the community. This program provides passive surveillance whilst also engaging with young people who may at other times be involved in antisocial behaviour. Activities such as Minute to Win It and big games are used to build a rapport with young people and provide information about services that can support them.</p> <p>Boxing Programs: (Male and Female): A 6 to 12 week boxing program that assists young people with self confidence, self discipline, emotional regulation and wellbeing.</p> <p>Unique As: A support/social group for LGBTIQ young people, allies and other young people that are isolated or repressed due to their differences. Staff provide support, information and referral to appropriate services if required. While staff continue to focus on health, mental health and wellbeing we are also aware of the opportunity for professional external services to attend specific sessions to run workshops and provide information.</p> <p>Keys for Life: Young people participating in Keys for Life gain valuable life skills and self confidence as well as knowledge about road rules, licensing, safer vehicles and safer driving.</p>

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					Girls Group: A program aimed to build rapport, resilience, confidence and general wellbeing while providing a safe, confidential and non-judgemental environment for 12-18 year old girls.
1.4.14 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	01/07/2019	30/06/2020	100	<p>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 programs, and youth community events.</p> <p>Conversations within the Kwinana Action Group are also progressing regarding a potential joint funding submission to enhance outcomes within the early years domain.</p>
1.4.15 Continue to maintain key stakeholder contact lists	4.6 Youth Services	01/07/2019	30/06/2020	100	The City maintains a key Stakeholder Engagement Database for the Kwinana community.
1.4.16 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	01/07/2019	30/06/2020	100	The City was involved in the development of a media campaign with the City of Rockingham to raise awareness of homelessness during Homelessness Prevention Week in early August.
1.4.17 Continue to support the Kwinana Rockingham Homelessness Interagency Group	4.6 Youth Services	01/07/2019	30/06/2020	100	The City continues to support the Kwinana Rockingham Homelessness Interagency Network through attendance, input and feedback related to presented issues. Networking within meetings has increased advocacy and referral pathways and led to increased community access to housing. During this period, one network meeting was held in June which focussed on the campaign to promote Homelessness Prevention Week. The meetings are held quarterly.

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1.4.18 Continue to support the Kwinana / Rockingham Local Drug Action Group	4.6 Youth Services	01/07/2019	30/06/2020	100	The City continues to support the Kwinana/Rockingham Local Drug Action Group (LDAG) meetings held monthly. The group is currently seeking funding opportunities to further promote and support intervention strategies involving schools and at community events. The City is exploring the possibility of an LDAG sponsored movie night being held in Kwinana in the near future.
1.4.19 In partnership with nongovernment organisations ensure the provision of community events	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The City contributes towards the activities of Connecting Community For Kids Celebrate Culture Action Group, Smith Family (Communities for Children), KEYS, NGALA, Noongar Wellbeing and Sports, each of which regularly facilitate 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>
1.4.20 Continue to support the provision of alternative education programs at the Zone Youth Space	4.6 Youth Services	01/07/2019	30/06/2020	100	Discussions regularly occur with the sector to consider alternate education programs. Dismantle a bike repair program targeting difficult to engage young people, was recently hosted at the Zone Youth Space.
1.4.22 Develop a 'hot topics for youth' social media campaign aimed at raising awareness about including mental health, education, and employment, physical activity, parenting skills and sexual health	4.6 Youth Services	01/07/2019	30/06/2020	25	<p>The City is currently planning social media campaigns to reach a wide youth audience within the community. Key youth hot topics that will be included before the end of 2019 include:</p> <ul style="list-style-type: none"> - Youth mental health awareness during Mental Health Week in October; - Schoolies Week safety campaign (17 - 22 November); - Education opportunities for young people seeking alternative pathways in education, training or employment for 2020.
1.4.23 Continue to provide detached youth and community outreach sessions targeting homeless people and other marginalised and disadvantaged people	4.6 Youth Services	01/07/2019	30/06/2020	100	The City delivers a youth and community outreach program which targets key hot spots, landmarks and facilities around the Kwinana City Centre.

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1.4.24 Continue to provide case management services which aim to support young people to overcome barriers	4.6 Youth Services	01/07/2019	30/06/2020	100	The Department of Communities funds the City of Kwinana Detached Youth Service through the National Affordable Housing (NAHA) Agreement. The Youth Service works in a case management framework engaging with youth between 12 and 18 years, offering support to link with relevant services that provide intervention and prevention strategies/pathways to addressing homelessness issues. The service also advocates on their behalf and provides informal counselling supporting underlying issues that have led to a young person being at risk of becoming homeless.

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1.5 Actively work with the community to build local capacity					
1.5.01 Complete actions within the Every Club Program	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The 2018/19 Every Club Funding round required delivery of four workshops and a Summer Sporting Expo to enhance the governance and skill base of Kwinana based sporting clubs. These were all delivered and were well received by the clubs and the community.</p> <p>Within this program, the City also continued to develop relationships with key State Sporting Associations, provided direct support to 11 clubs and assisted the establishment of two new sport clubs in the City.</p>
1.5.02 Deliver the Community Funding Program in two funding rounds per annum	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The Kwinana Community Funding Program is a partnership between the Kwinana Community Chest, Bendigo Bank, and the City of Kwinana.</p> <p>Round 1 of the 2019/20 program is now open and will close 9 October 2019.</p> <p>\$30,000 is available in each of the two rounds, with applications welcomed from community and sporting groups to support capacity building and community engagement projects.</p>
1.5.03 Form partnerships with local community groups to promote healthy environments i.e. healthy canteens, safe alcohol provision, no smoking venues	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The City continued to develop a relationship with the Good Sports program to ensure clubs are upskilled and informed about alcohol and other drug harms enabling them to support their members and communities.</p> <p>South Metropolitan Health Service have expressed a desire to assist clubs to apply for Healthway funding for healthy canteen initiatives, which the City will explore over the coming sporting season.</p>
1.5.04 Provide input into the Connecting Communities for Kids working groups	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The City continues to actively participate in the Connecting Communities for Kids group, helping to create connections, leverage resources, and provide advice and support where required.</p>

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1.5.05 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The Kwinana Youth Advisory Council (YAC) continued to meet and discuss, consult, collaborate and deliver activities/events relevant to young people. During the period, the Kwinana YAC undertook the following activities:</p> <ul style="list-style-type: none"> - Provided direction as a planning committee member of the YACtivate! 2019 youth led conference; - Members attended the 2019 YACtivate! youth led conference; - Created new Kwinana YAC polo shirts; - Presented at the WA Volunteers meeting about the impact of youth volunteering; - Commenced meetings with the Coast Care Officer regarding a Coastal Youth Forum; and - Commenced meetings with Creating Communities regarding a For Kids by Kids event.
1.5.06 Facilitate the delivery of the Kwinana Youth Incentives Program - LYRIK	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>During the period the following activities were undertaken with respect to the LyriK program:</p> <ul style="list-style-type: none"> - Follow up with educational scholarship recipients to reimburse/payout scholarship funding and provide development support as identified; - Delivery of Round 24 of the LyriK Awards with 38 nominations received; - Follow up with LyriK Award recipients to assess youth development needs, provide support and arrange incentive expenditure/activities.
1.5.07 Review and enhance the structure of existing youth and community support service committees and networks	4.6 Youth Services	01/07/2019	30/06/2020	25	<p>The City will review their existing structure of youth and community service committees and networks through consultation with key internal and external stakeholders. Feedback results will be collated into a report that will provide guidance for future development of improved structures to align with community needs.</p>
1.5.08 Host a series of professional development workshops in Kwinana targeting youth workers	4.6 Youth Services	01/07/2019	30/06/2020	25	<p>Discussions have commenced on potential workshop topics with recycling, healthy living and sexual health, being of interest. Work is progressing on developing a program targeting youth workers.</p>

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1.5.09 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	01/07/2019	30/06/2020	50	Five organisations have booked the facility over the quarter, totalling 261.5 hours. Opportunities for further usage include specifically targeting local schools and user groups.
1.5.10 Administer a Youth Wellbeing Scorecard with industry benchmarking biennially	4.6 Youth Services	01/07/2019	30/06/2020	25	The City aimed to capitalise on the Mission Australia Youth Survey undertaken recently, however, unfortunately it was unable to reach the minimum number of respondents required to receive a geographic perspective relevant for Kwinana's youth. Follow up with regards to potential funding sources are to be explored.
1.5.11 Promote youth data available via the web, and ensure all stakeholders are aware of it	4.6 Youth Services	01/07/2019	30/06/2020	25	Information related to youth matters is regularly provided through a variety of mediums and forums.
1.5.12 Continue to support the Kwinana Rockingham Action for Today's Youth (KRAFTY) as the key information dissemination network for youth sector in the south metro region	4.6 Youth Services	01/07/2019	30/06/2020	100	The City continues to support the KRAFTY network through attending network meetings. In July a network meeting was held in Rockingham involving organisations from Kwinana and Rockingham. Discussion occurred on mental health services and referral pathways for young people who are at risk of mental health issues. From the network meeting, intervention and prevention strategies were identified, with services collaborating more effectively together.
1.5.13 Assist unincorporated CaLD groups to access grant and tender opportunities	4.3 Community Engagement	01/07/2019	30/06/2020	100	The City continues to work in partnership with Connecting Community for Kids Celebrate Culture Action Group. City Officers are currently working with this group to identify and develop sustainable funding opportunities to assist with ongoing actions.

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1.5.14 In partnership with key education and employment stakeholders ensure the provision of a range of low-cost employment readiness courses and workshops	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The City continues to ensure that young people have access to good quality education and employment opportunities. The City facilitates the Participation Network Group, which involves key stakeholders in education and employment industries.</p> <p>Below are ways the City is ensuring young people have access to good quality education and employment opportunities:</p> <ul style="list-style-type: none"> - South Metro TAFE and local industry leaders run information sessions throughout the year, for example: - BHP employment Indigenous information sessions; - Clontarf Employment Forum; - Career Advice workshops held at the Zone Youth Space - Facilitation of Carey Training and Dismantle - Department of Education Participation Coordinator and Transitions Officer based at Zone Youth Space.
1.5.15 Continue to facilitate multi-sector youth diversional programming through a support service network group	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>The City continues to facilitate multi-sector youth diversional networking groups that involves collaboration with and participation by various stakeholders with regards to community safety and youth participation in training and education.</p> <p>The Youth Intervention Networking Group engages key stakeholders including the Kwinana Police, local businesses and youth agencies to develop strategies for increased community safety involving young people.</p> <p>The Youth Participation Networking Group engages key stakeholders including education providers, registered training organisations and family services to develop strategies for re-engaging young people through alternative training and education pathways.</p> <p>Both networking groups meet on a monthly basis.</p>

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1.6 Increase the prevalence of volunteering in Kwinana					
1.6.02 Develop a campaign in partnership with the Kwinana Volunteer Service targeting local high schools promoting the benefits and opportunities for volunteering	4.6 Youth Services	01/07/2019	30/06/2020	100	<p>Volunteer job listings have been created and advertised with the Kwinana Volunteer Resource Centre and the local schools for:</p> <ul style="list-style-type: none"> - LAN Gaming assistant; - Basketball assistant; - Skatepark event assistant.
1.6.03 Provide a range of dedicated youth volunteer positions within the City of Kwinana	4.6 Youth Services	01/07/2019	30/06/2020	25	<p>During this period young people were involved in volunteering opportunities to connect them to the Kwinana community. This resulted in the following volunteer activities:</p> <ul style="list-style-type: none"> - Canvassing for youth volunteers for a Youth Event Reference Group; - Community Centres: 1 x Youth Volunteer with the Community Centres Boredom Busters Club; - Youth Development: 9 x Youth Volunteers with the Kwinana Youth Advisory Council; - CoastCare: Facilitated opportunities for youth volunteers to participate in environmental protection activities. Created a number of positions for volunteer youth steering group members for a Coastal Environment Youth Forum in 2020; - Volunteer Resource Centre: Attracted 13 youth volunteers and referred them into volunteer opportunities.
1.6.1 Create an Active Citizenship Strategy	4.2 Community Centres	01/07/2019	30/06/2020	0	<p>Development of this strategy has been deferred to 2020 and will be incorporated into the roll out of the Place Management Framework.</p>

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1.7 Develop and celebrate arts in Kwinana					
1.7.01 Review the City's Public Art Masterplan	4.3 Community Engagement	01/07/2019	30/06/2020	25	Review of City's Public Art Masterplan is on hold until a review of the 'Cultural Policy and Plan' has been completed. Further discussion with Place Leaders, Asset Management and Planning Teams has taken place to ascertain the potential of public art opportunities within new developments.
1.7.02 Present and support arts initiatives relating to Kwinana's diversity	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>Two new art exhibitions were scheduled for this quarter: Jane Li, a local artist of Chinese background and Janine McCaullay Bott, a Noongar artist.</p> <p>Janine McCaullay was the artist in residence for the Weaving Amongst the Wildflowers event, celebrating the 2019 Wildflower Walk with an open air gallery event showcasing the artists' sculptures and a community participatory demonstration of her skills.</p> <p>Jane Li's exhibition is titled Wildflowers and is part of the City of Kwinana Celebration of Biodiversity month through September 2019 aiming to bring community attention to the fact that many of the unique floral specimens shown in this exhibition are rare and endangered species.</p>
1.7.03 Facilitate the development of partnerships for the installation of public art throughout the City	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>City Officers have provided a conceptual framework based on the local context for the development of public art works for the Mercury Technology site.</p> <p>City Officers are supporting the Recquatic with respect to a youth focused public art project for the internal area as a means to enhance the space and create a sense of connection and belonging.</p>

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1.7.04 Review the City's Cultural Policy	4.3 Community Engagement	01/07/2019	30/06/2020	50	<p>Desktop research, review, and internal engagement has been completed. The City's current policy has been benchmarked against cultural plans, policies and strategies from ten other local government bodies.</p> <p>City Officers have identified the need for additional external engagement with arts institutions within the City, as well as the broader community. A time frame, key outcomes for engagement, and final report recommendations are currently being refined.</p>
1.7.05 In partnership with the KIC refine the public art strategy to enable successful delivery of one piece of art	4.3 Community Engagement	01/07/2019	30/06/2020	50	City Officers have provided local contextual information and have reviewed an application for public artwork for the new BMT Mercury Plant, on Donaldson Road, Kwinana Beach. This public art project is the first under the adopted City of Kwinana 'Percent for Art' Policy.
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	01/07/2019	30/06/2020	50	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 outcomes of the City's 'Cultural Policy and Plan' review. Officers will also be exploring opportunities to support Koorliny Arts Centre to deliver arts programs in the broader community.
1.7.07 Document and review the City's existing art collection	4.3 Community Engagement	01/07/2019	30/06/2020	25	Existing records of public art works on the City's Asset Registry are being reviewed. The objective for this review is to inspect, assess and document the public artworks throughout the City.

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1.8 Respect and promote Kwinana's unique heritage					
1.8.01 Review the City's Municipal Heritage Inventory	3.1 Planning and Development	01/07/2019	30/06/2020	25	The review of the Heritage Inventory has yet to commence.
1.8.02 Complete actions within the Heritage Implementation Plan - Governance	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>City Officers have, on a regular basis, engaged with the Kwinana Heritage Group based at Smirks Cottage with a view of supporting the group in the development of a governance and management structure. Some progress has been achieved in improving operational procedures for the group.</p> <p>City Officers have met with the Kwinana in Transition Group based at the Sloans Cottage with the view of ascertaining their activities and their governance structure.</p>
1.8.03 Complete actions within the Heritage Implementation Plan - Place and Setting	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>Palassis Heritage Architects were engaged to undertake an access audit of Sloan's Heritage House and Sloan's Cottage to assist with determining potential community uses for the sites. The report has been received and is currently being reviewed.</p> <p>City Officers have been supporting the Kwinana Heritage Group in the implementation of a building maintenance schedule of works for Smirk's Cottage.</p> <p>City Officers have commenced working on an Expression of Interest document for Sloan's Heritage House and Sloan's Cottage with a view to identifying community organisations that may be interested in developing appropriate activities consistent and compatible with the purposes of the site.</p>
1.8.04 Complete actions within the Heritage Implementation Plan - Collection and Interpretation	4.3 Community Engagement	01/07/2019	30/06/2020	25	City Officers have secured artefacts located at Sloan's Cottage and have commenced desktop research and compilation of documentation on procedures and protocols for collection management in the context of a 'House Museum' and local history collection and interpretation.

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1.8.05 Complete actions within the Heritage Implementation Plan - Promotion and Visitation	4.3 Community Engagement	01/07/2019	30/06/2020	25	City Officers continued to support Kwinana Heritage Group in the promotion of their activities. This included support in the development of marketing materials for a heritage stall at the Kwinana Marketplace and the presentation of a Community Leaders Forum at Smirk's Cottage where members of the Heritage Group promoted their activities.
1.8.06 Develop a unifying logo and colour scheme for all heritage places in Kwinana to increase recognition of Kwinana's History and Heritage	2.2 Marketing and Communications	01/07/2019	30/06/2020	10	The City currently has logos developed for Sloan's and Smirks Cottages. The City's Graphic Designer has been briefed to develop a design theme, establish a colour palette and create an overarching logo to combine the City's Heritage and History initiatives together. Once developed and approved this will be incorporated into the City's Style Guide.
1.8.07 Develop an integrated Marketing and Communications Plan to enhance the promotion and visitation of the City's History and Heritage sites	2.2 Marketing and Communications	01/07/2019	30/06/2020	0	This has not yet begun as the brand elements need to be created and finalised prior to any marketing collateral being developed to promote the sites.
1.8.08 Plan and implement additional plantings to obstruct views of the City Operations Centre to the southern boundary of Smirk's Cottage	1.3 City Operations	01/07/2019	30/06/2020	25	Planning is underway for planting in winter.
1.8.09 Implement associated Conservation and Management Plans for the City's History and Heritage sites	1.2 Asset Management Services	01/07/2019	30/06/2020	100	Conservation works to the heritage buildings are factored into the forward works program for buildings and undertaken as budget permits.

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1.9 Improve levels of disability access and inclusion throughout the community					
1.9.01 Continue to provide a priority bin service for eligible people with a disability	3.3 Environmental Health	01/07/2019	30/06/2020	100	The City continues to provide this service.
1.9.02 Continue to ensure the City's Library provides products, resources and services for people with disability	4.4 Library	01/07/2019	30/06/2020	25	Resources have been selected for the Toy Library that may be appropriate to those with a disability or special needs, for example, sensory toys. A weighted blanket was purchased by the Library for those who may benefit from the use of this resource. Disability access training for Library staff is also being planned.
1.9.03 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan (DAIP)	5.3 Contracts	01/07/2019	30/06/2020	100	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.
1.9.04 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	01/07/2019	30/06/2020	100	All of the City's formal tender and request for quotation documentation contain the Disability Access and Inclusion Plan reporting requirements and templates. References to the contractor's obligations to complete the Disability Access and Inclusion Plan reports (when applicable) are also reaffirmed within the contracts.
1.9.05 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	1.2 Asset Management Services	01/07/2019	30/06/2020	25	The upgrade of public toilets to be compliant with accessibility requirements is included in the Building Assets Forward Works Program.
1.9.06 Ensure that all City owned buildings meet Access Standards	1.2 Asset Management Services	01/07/2019	30/06/2020	100	Buildings are inspected, and where possible, compliance has been achieved.
1.9.07 Ensure that ACROD parking meets both the required standards and the needs of people with disability	1.1 Engineering	01/07/2019	30/06/2020	100	All disability access requirements including ACROD parking are taken into consideration in accordance with the current Standards and specifications during the design and construction stages of all budgeted capital civil infrastructure projects.
1.9.08 Ensure bushland walks and trails are inclusive and accessible	3.4 Environment	01/07/2019	30/06/2020	100	Bushwalks and trails are inspected and maintained on a regular basis.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.09 Ensure that footpaths are accessible, maintained and kept free of debris and sand	1.3 City Operations	01/07/2019	30/06/2020	25	The quarterly sweeping schedule has been completed.
1.9.10 Ensure buildings, car parks and public spaces are clearly signed	1.3 City Operations	01/07/2019	30/06/2020	100	Signs are regularly maintained.
1.9.11 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	3.2 Building Services	01/07/2019	30/06/2020	100	Compliance is maintained through the building approval process
1.9.12 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	01/07/2019	30/06/2020	100	These standards have been incorporated into the City's Style Guide and this service is provided on an ongoing basis (on request) to customers.
1.9.13 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	01/07/2019	30/06/2020	100	The City has endeavoured to optimise the accessibility of its digital sites as much as possible given the current functionality of platforms such as the website. All videos created by the City now include subtitles as standard, and text is being reviewed on the City's current website to make it more accessible. A number of officers will also be completing Adobe Acrobat PDF training in the next month to ensure Adobe Acrobat PDFs are also created to be accessible.
1.9.14 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	2.6 Customer Services	01/07/2019	30/06/2020	100	All policies are available on the City's website and available to members of the public.
1.9.15 Ensure Customer Service Officers are adequately trained so they can facilitate complaints from people with a disability	2.6 Customer Services	01/07/2019	30/06/2020	50	Customer Service has completed training for Dealing with difficult Customers and Challenging Members of the public.
1.9.16 Ensure all aspects of Council Meetings are accessible and inclusive	2.8 City Strategy	01/07/2019	30/06/2020	100	The City ensures that Council Meetings are accessible and inclusive.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.17 DAIP - Outcome 1 - People with disability have the same opportunities as other people to access the services and events of a public authority as other people.	4.3 Community Engagement	01/07/2019	30/06/2020	60	<p>The City's Events team recently attended training "Hosting Inclusive Events, Community Workshop". The training focussed on identifying 'what is inclusion' and how to make events more inclusive. It also included resources and information regarding the correct terminology to use when referring to people with disability. This has given the Events team a greater understanding of the needs of people with disability and has helped to support the planning of upcoming events.</p> <p>The Events team are investigating options to have a Sensory Chill Out tent included at the Children's Festival and have sought advice regarding ACROD parking and viewing areas for the City's larger events.</p> <p>The Kwinana Library has recently purchased a weighted blanket for community use. These blankets are used for calming, creating a soothing effect and aims to reduce anxiety. The blankets are particularly useful to individuals with ADHD, autism, and mental health issues. Library staff have promoted the blankets to the community via their workshops and programs.</p> <p>The John Wellard Community Centre facilitated sensory play activities for pre-schoolers this term. This program is facilitated by Creche staff and aligns with the Early Childhood Framework. Children can stay for one to two hours and sessions are fully supervised. This program has had record numbers attend, with 40 children taking part. Due to the success of the program the Centre plans to run this program again next term.</p> <p>Contract Services are actively working to appropriately amend the City's formal procurement documentation to include the City's 2019-21 Disability Access and Inclusion Plan. Contract Services have also included Disability Access and Inclusion Plan requirements into the City's draft Contracts and Contractor Management Policy.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.18 DAIP - Outcome 2 - People with disability have the same opportunities as other people to access the buildings and facilities of a public authority as other people	4.3 Community Engagement	01/07/2019	30/06/2020	50	<p>City staff continue to monitor facilities and infrastructure to ensure compliance with the minimum service standards are met. There have been no upgrades or areas for improvement identified in this reporting period. There have been no new building works, redevelopments or upgrades this quarter.</p> <p>The City continues to liaise and provide advice to developers on accessible public spaces. City staff have recently approved a new playground in the Apsley development that complies with Australian Standards AS 1428.1.</p> <p>The City has a beach wheelchair available for use between November and March, further promotion of the wheelchair will take place in the next quarter. The City Library continues to promote the wheelchair available for community members to use whilst in the Library.</p>
1.9.19 DAIP - Outcome 3 - People with disability have the same opportunity as other people to access information	4.3 Community Engagement	01/07/2019	30/06/2020	20	<p>The Disability Access and Inclusion Plan has received endorsement by the Department of Communities - Disability Services. A detailed communication plan is being developed. City staff continue to discuss opportunities to promote the achievements of the Plan to the wider community.</p> <p>The City's publications continue to be made available in alternate formats to members of the public, on request. As per the City's Style Guide, this is promoted on a number of documents produced by the City.</p> <p>The City is currently in the process of appointing a supplier to develop a new website. The specifications for the design of the new site require any appointed developer to ensure that that site is compliant to WCAG 2.0 AA standards.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.20 DAIP - Outcome 4 - People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority	4.3 Community Engagement	01/07/2019	30/06/2020	10	<p>The City recently hosted a workshop "Disability Inclusion in Clubs". This workshop promoted disability awareness, provided practical information, and discussed strategies on how clubs in our community can be more accessible and inclusive. The workshop was promoted to all clubs in the local area and had representatives from the City attend.</p> <p>The City is currently developing a 'Customer Experience Improvement Strategy'. One of the actions from this strategy is to improve the consistency and standards of customer service interaction across the City, where staff make it easier for customers to interact and resolve enquiries in a friendly and helpful manner. This strategy will incorporate disability awareness and communication techniques to ensure staff who have direct contact with the public have additional training to meet the needs of people with a disability. The aim is to improve the customer experience for all community members, including those with a disability.</p>
1.9.21 DAIP - Outcome 5 - People with disability have the same opportunities as other people to make complaints to a public authority	4.3 Community Engagement	01/07/2019	30/06/2020	10	<p>City officers are currently discussing the opportunity to establish a Disability Advisory Group with representation from members of our community with a disability. It is hoped that this group could work alongside an internal working group to address issues raised by the community in relation to access and inclusion.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.22 DAIP - Outcome 6 - People with disability have the same opportunities as other people to participate in any public consultation by a public authority	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>The City is currently reviewing its Community Engagement Framework. Officers are discussing the opportunity to include a toolkit to assist with engaging marginalised groups including those with disabilities. Officers are also starting to identify individuals to form a working group to develop the framework and meetings will be scheduled to take place next quarter.</p> <p>City Officers are currently discussing the opportunity to establish a Disability Advisory Group with representation from members of our community with a disability. It is hoped that this group could work alongside an internal working group to address issues raised by the community in relation to access and inclusion.</p>
1.9.23 DAIP - Outcome 7 - People with disability have the same opportunities as other people to obtain and maintain employment with a public authority	4.3 Community Engagement	01/07/2019	30/06/2020	30	<p>A representative from BIZLINK has joined the Disability Access and Inclusion Working Group and will continue to provide advice on matters relating to Disability Employment.</p> <p>City Officers have recently met with Downs Syndrome WA to discuss potential opportunities to employ a person through a community engagement traineeship. Further discussions will need to take place to progress this idea.</p> <p>Contract Services are actively seeking to work with staff to identify and set aside suitable procurement categories to be allocated for disability service providers. In addition, the review and amendment of the City's Procurement Policy (still in draft) streamlines the process for procuring goods or services from disability service providers.</p> <p>City Officers continue to be given the staff diversity questionnaire and are encouraged to complete this to capture an accurate reflection of our diverse workforce.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
2.1 Residents have access to ample job opportunities locally					
2.1.01 Implement the Local Employment Solutions Council Policy	2.4 Economic Development	01/07/2019	30/06/2020	25	Ongoing as opportunities arise.
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	01/07/2019	30/06/2020	100	The City is continuing to participate in the Westport Process. An update of the City's advocacy actions was delivered to Council Briefing session on 2 September 2019.
2.1.03 Develop a CaLD employment strategy	2.3 Human Resources	01/07/2019	30/06/2020	100	All external job vacancies are advertised on the City's website.
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	01/07/2019	30/06/2020	0	This strategy will be developed in 2020 once recruitment of Community Resource Centre staff, following the restructure of the business unit, has been completed.
2.2.02 Advocate for the training and development requirements of CaLD community members	4.3 Community Engagement	01/07/2019	30/06/2020	100	City Officers work closely with Celebrate Culture Kwinana - Celebrate Culture Action Team to identify education opportunities to allow people from culturally and linguistically diverse communities to develop skills. Information is shared with the Multicultural Advisory Group to distribute to their networks.
2.2.03 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	01/07/2019	30/06/2020	0	Updated investment prospectus to be created following the outcome of Westport process.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
2.3 The City Centre is home to a thriving range of specialty shops, restaurant and family entertainment venues and an active night-life while neighbourhood centres are revitalised					
2.3.01 Improve Local Commercial and Activity Centres by providing a small business grant program annually	2.4 Economic Development	01/07/2019	30/06/2020	25	Grant being run as an ongoing process. Six active grants are being finalised.
2.3.02 Complete the Medina Town Centre Revitalisation Project including the achievement of a better urban outcome for the Pace Road sheds	2.4 Economic Development	01/07/2019	30/06/2020	25	Ongoing discussions with land owners to continue. The City is currently progressing CCTV in the area.
2.3.03 Complete a report to revitalise the Orelia Local Commercial Centre	2.4 Economic Development	01/07/2019	30/06/2020	0	Has not commenced.
2.3.04 Complete a report to revitalise the Calista Local Commercial Centre	2.4 Economic Development	01/07/2019	30/06/2020	0	Has not commenced.
2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure					
2.4.01 Consider the most appropriate Strategy to progress the objectives and the intent of the Postans Precinct Study	3.1 Planning and Development	01/07/2019	30/06/2020	25	The Postans Precinct is being reviewed as part of the City's Local Planning Strategy and more specifically through the preparation of an Economic Strategic Plan for the City.
2.4.02 Continue to lobby for the Kwinana Outer Harbour Project	6.1 Executive	01/07/2019	30/06/2020	100	The City is continuing to participate in the Westport Process. An update of the City's advocacy actions was delivered to Council Briefing session on 2 September 2019. City representatives are continuing to lobby and advocate for the Kwinana Outer Harbour Project.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
2.5 Stimulate economic development and encourage diversification					
2.5.01 Implement actions from the Economic Development Action Plan	2.4 Economic Development	01/07/2019	30/06/2020	25	Implementation is ongoing.
2.5.02 Lobby and advocate for the relocation of a State Government agency to the Kwinana region	6.1 Executive	01/07/2019	30/06/2020	25	Information has been passed on to potential government partners. No interest has been shown to date.
2.5.03 Create a Land Optimisation Strategy	2.4 Economic Development	01/07/2019	30/06/2020	100	Completed. Strategy was endorsed by Council in 2018/19.
2.5.04 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	01/07/2019	30/06/2020	100	The City commenced sourcing information from other local governments to start building a case for a policy to encourage and enable the establishment of personal training services and other health providers in the community.
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 maximise efficiencies where possible	3.1 Planning and Development	01/07/2019	30/06/2020	50	The City's approval system has been reviewed and electronic approval system changes are progressively being implemented.

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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	01/07/2019	30/06/2020	75	The draft Local Biodiversity Study is complete. Officers will commence the preparation of the final Strategy in November 2019
3.1.02 Inspect and report on grass weed control tender performance	3.4 Environment	01/07/2019	30/06/2020	100	Contract winter grass weed spraying has been completed for 2019.
3.1.04 Tender and engage contractor to carry out Environmental Weed Control	3.4 Environment	01/07/2019	30/06/2020	25	Request to commence the tender process has been initiated. Preparation of the contract specification is to commence in quarter two.
3.1.05 Prepare and implement a works program to control significant environmental weeds in Kwinana Reserves	3.4 Environment	01/07/2019	30/06/2020	25	The program to control environmental weeds is being implemented with the 2019/2020 grass winter weed control now complete.
3.1.06 Investigate and apply for grants	3.4 Environment	01/07/2019	30/06/2020	25	Some grants have been identified and investigated in partnership with the community development section, however, none have been found suitable to progress.
3.1.07 Budget for new reserves	3.4 Environment	01/07/2019	30/06/2020	25	Work has commenced on preparing a business case for the 20/21 budget to have regard to the increased number of reserves being handed over to the City
3.1.09 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	3.4 Environment	01/07/2019	30/06/2020	100	This is undertaken as part of the ongoing work program of the Environmental Field Officers.
3.1.10 Removal of illegal dumping/litter from reserves	3.4 Environment	01/07/2019	30/06/2020	100	Reserves are inspected on a regular basis, fences are repaired to prevent further illegal dumping and litter removed.
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	3.4 Environment	01/07/2019	30/06/2020	100	20,000 native seedlings have been planted as part of the 2019 winter planting season. Greenstock maintenance has now commenced.
3.1.12 Post-arson weed management	3.4 Environment	01/07/2019	30/06/2020	100	No post arson weed management required during this quarter. Post-hazard reduction burns were previously undertaken in a number of areas (Belgravia, Sloans, Homestead Ridge, Henley, Wildflower, Sutherland).

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.13 Improve bushland in Clementi Reserve, Millar Reserve and bushland surrounding Wellard Park	3.4 Environment	01/07/2019	30/06/2020	25	Continue to monitor the bushland condition of our reserves.
3.1.14 Complete fuel load assessments	3.4 Environment	01/07/2019	30/06/2020	25	Fuel load assessments have commenced in partnership with the Chief Bushfire Control Officer. Mapping of fuel load assessments has now been undertaken through the use of an in-house software application.
3.1.15 Complete controlled burns	3.4 Environment	01/07/2019	30/06/2020	10	Planning for November 2019 and April 2020 fuel reduction burns is underway.
3.1.16 Complete Fire Mapping	3.4 Environment	01/07/2019	30/06/2020	100	Fire mapping is up-to-date.
3.1.17 Complete firebreak maintenance	3.4 Environment	01/07/2019	30/06/2020	25	Firebreak maintenance has commenced.
3.1.18 Investigate undertaking controlled patch burns in-house and complete if possible	3.4 Environment	01/07/2019	30/06/2020	25	Training for field crew fire brigade commenced this quarter.
3.1.19 Complete survey reserves	3.4 Environment	01/07/2019	30/06/2020	100	The reserves have been surveyed and updates are continuing as required.
3.1.20 Undertake rabbit control measures	3.4 Environment	01/07/2019	30/06/2020	25	A contractor has been appointed and feral animal control will commence next quarter.
3.1.21 Undertake fox control measures	3.4 Environment	01/07/2019	30/06/2020	25	The contractor has been appointed and feral animal control will commence next quarter.
3.1.22 Undertake phytophthora control measures	3.4 Environment	01/07/2019	30/06/2020	25	Phytophthora control was improved in Honeywood by upgrading firebreaks with limestone.
3.1.23 Undertake cat control measures	3.4 Environment	01/07/2019	30/06/2020	25	Preparation for the Spring/Summer season of trapping underway.
3.1.24 Undertake bee control measures	3.4 Environment	01/07/2019	30/06/2020	100	Monitoring of existing nest boxes and other potential nest hollows occurring on a regular basis. Hives removed upon discovery.

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3.1.25 Provide information brochures/posters and promotion for natural areas	3.4 Environment	01/07/2019	30/06/2020	25	Promotion of natural reserves is undertaken as part of ongoing business. Promotions for this quarter included - Weed ID workshop, Nightstalk, Wildflower Walk and National Tree Day.
3.1.26 Deliver a community education program which aligns with the Environmental Education Strategy	3.4 Environment	01/07/2019	30/06/2020	100	The City hosted the Living Smart series of workshops for residents, where participants learned practical ways to incorporate sustainable practices into their lives. The interactive workshop series ran for seven weeks from August through September, with 23 residents enrolled.
3.1.27 Conduct schools planting events	3.4 Environment	01/07/2019	30/06/2020	100	Four school planting events were conducted in July 2019
3.1.28 Conduct community planting events	3.4 Environment	01/07/2019	30/06/2020	100	National Tree Day Planting was conducted in July 2019.
3.1.29 Conduct guided activities (e.g. bushwalks, nightstalks, bird walks and wildflower tours)	3.4 Environment	01/07/2019	30/06/2020	100	September was the month of biodiversity during which the City conducted the annual Wildflower Walk in Orelia, and Nightstalk in Wandii.
3.1.30 Conduct a Clean Up Australia Day event	3.4 Environment	01/07/2019	30/06/2020	25	Clean Up Australia Day activity is held in March 2020.
3.1.31 Conduct volunteer training	3.4 Environment	01/07/2019	30/06/2020	100	The Weed ID Workshop was undertaken in September at Casuarina Hall.
3.1.32 Collect provenance seed	3.4 Environment	01/07/2019	30/06/2020	100	Areas and priorities have been identified for the upcoming seed collection season (November-March).
3.1.33 Advocate for the continued hosting of the Coastcare position	3.4 Environment	01/07/2019	30/06/2020	100	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	01/07/2019	30/06/2020	50	Bushfire Risk Management planning has commenced as per Westplan Fire Interim.
3.1.35 Develop practices for bushfire management on local government lands	5.4 Emergency Services	01/07/2019	30/06/2020	100	In consultation with the Environment Team, we are again planning mitigation works for City managed lands.
3.1.36 Administer the provisions of relevant Statutes, Regulations, Policies and Local Laws	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.37 Support community engagement and awareness programs as identified in the Bushfire Risk Management Plans	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.

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3.1.38 Provide advice on Bushfire Management Plans in regards to land use planning	5.4 Emergency Services	01/07/2019	30/06/2020	100	Advice is provided as requested.
3.1.39 Develop and review relevant Emergency Services management documents	5.4 Emergency Services	01/07/2019	30/06/2020	100	Documents are under constant review as required.
3.1.40 Develop Emergency Services policies and procedures	5.4 Emergency Services	01/07/2019	30/06/2020	100	Procedures are in place as per requirements.
3.1.41 Develop and maintain the City Bushfire Response Plan	5.4 Emergency Services	01/07/2019	30/06/2020	50	Bush Fire Risk Management planning taking place.
3.1.42 Develop Brigade Response Plans	5.4 Emergency Services	01/07/2019	30/06/2020	100	Brigade Response plans are in place.
3.1.43 Provide input to the annual review of Gazetted Fire Districts within the City	5.4 Emergency Services	01/07/2019	30/06/2020	100	Feedback has been provided to DFES as requested.
3.1.44 Facilitate Volunteer Bush Fire Brigade training	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.45 Liaise with and support the State Emergency Service	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.46 Develop and submit annual Local Government Grants Scheme operations and capital grants	5.4 Emergency Services	01/07/2019	30/06/2020	100	All submissions have been provided to DFES.
3.1.47 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	5.4 Emergency Services	01/07/2019	30/06/2020	50	Review is being conducted
3.1.48 Audit Emergency Coordination Centres to ensure readiness for activation	5.4 Emergency Services	01/07/2019	30/06/2020	50	Review is being conducted
3.1.49 Support key Bushfire meetings and Committees	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.50 Ensure emergency water supplies owned by the City are maintained	5.4 Emergency Services	01/07/2019	30/06/2020	100	These assets are inspected by brigades and faults are reported for repairs.
3.1.51 Ensure hydrants outside Gazetted Fire Districts are inspected	5.4 Emergency Services	01/07/2019	30/06/2020	100	Hydrants are inspected by brigades and faults reported.

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3.1.52 Exercise Emergency Services as per Local Emergency Management Arrangements	5.4 Emergency Services	01/07/2019	30/06/2020	100	Emergency exercises are conducted.
3.1.53 Attend Local Emergency Management Committee meetings	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.54 Coordinate Local Government Incident Management capacity and capability	5.4 Emergency Services	01/07/2019	30/06/2020	50	Capacity and capability are tested during exercises.
3.1.55 Participate in Emergency Services Forums	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.56 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.57 Respond to incidents in line with mutual aid agreements with neighbouring local governments	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.58 Encourage brigades to report suspicious and deliberately lit fires	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.59 Ensure appropriate support and counselling to City volunteers and staff following incidents	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.60 Provide support to the City Recovery coordinator or recovery team when established	5.4 Emergency Services	01/07/2019	30/06/2020	100	This is a business as usual activity.
3.1.61 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	01/07/2019	30/06/2020	50	Local Area Management Arrangements are reviewed annually or on the change of legislation.
3.1.8 Post controlled burn/arson weed control	3.4 Environment	01/07/2019	30/06/2020	25	All fuel reduction burn areas were treated for winter grass weeds.
3.2 Educate and promote improved environmental land management					
3.2.01 Implement actions from the Environmental Education Strategy	3.4 Environment	01/07/2019	30/06/2020	100	Continue to implement existing actions, and investigate new actions.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.3 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible					
3.3.01 Identify and implement energy and water efficiency measures in new and existing facilities	3.4 Environment	01/07/2019	30/06/2020	25	The City's Groundwater Operating Strategy and the Irrigation Development Guidelines are currently under review.
3.3.02 Progressively install solar panels on City buildings	3.4 Environment	01/07/2019	30/06/2020	25	Additional City facilities have been identified as potential sites for the installation of solar panels. Specifications and other details are currently being developed for these new sites prior to any requests for quotes for installations.
3.3.03 Investigate green building options when planning new City buildings	1.2 Asset Management Services	01/07/2019	30/06/2020	100	The Sustainability Officer is included as part of the project team for new construction projects and consulted for upgrade and renewal projects.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.4 Encourage and exercise best practice water management					
3.4.01 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks	3.4 Environment	01/07/2019	30/06/2020	25	Data loggers have been monitored since the new Sustainability Officer has commenced. Maintenance is currently being completed on some to ensure continuity of data capture and loggers will be installed in coming months at additional sites to better monitor the City's water use.
3.4.02 Carry out mapping of irrigated areas to allow quick station identification	1.3 City Operations	01/07/2019	30/06/2020	25	Mapping is progressing.
3.4.03 Maintain the registry of City of Kwinana bores	1.3 City Operations	01/07/2019	30/06/2020	25	Register is up-to-date.
3.4.04 Continue to monitor water use and irrigation application rates and improve water use efficiency	1.3 City Operations	01/07/2019	30/06/2020	25	Water meter reading and schedules are up-to-date.
3.4.05 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	01/07/2019	30/06/2020	25	water samples and register are up to date
3.4.06 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed	1.3 City Operations	01/07/2019	30/06/2020	25	In progress.
3.4.09 Compile the asset data for the educting program for the cleaning of side entry pits, GPTs and bubble up pits	1.3 City Operations	01/07/2019	30/06/2020	85	Asset data sheet for Gully Educing has been developed with final touches required.
3.4.10 Compile the asset data for the schedule/program for the inspection and maintenance of sumps and compensating basins	1.3 City Operations	01/07/2019	30/06/2020	50	Sump inspection program was developed in 2018 and will continue to improve data capture and compile asset data.

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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	01/07/2019	30/06/2020	50	Local Emergency Management Arrangements are reviewed annually or on the change of legislation.
3.5.02 Review with Department of Fire and Emergency Services Community Emergency Services Coordinator Business Plan	5.4 Emergency Services	01/07/2019	30/06/2020	100	Currently the City does not have an MoU in place with DFES.
3.5.03 Develop and adopt an Urban Forest Strategy which can guide tree management	1.1 Engineering	01/07/2019	30/06/2020	0	Development of an Urban Forest Strategy will commence once the LIDAR survey data becomes available around December 2019.
3.5.04 Promote the use of recycled materials in road construction where possible	1.1 Engineering	01/07/2019	30/06/2020	100	Where appropriate, recycled road construction material including crushed concrete and reclaimed asphalt is used when undertaking pavement rehabilitation works. In addition, use of stabilisation method in pavement rehabilitation results in recycling of existing pavement material.
3.5.05 Create a Local Planning Policy to address sea level rise	3.1 Planning and Development	01/07/2019	30/06/2020	0	Preparation of this policy will commence following the appointment of a Senior Environmental Planner.
3.5.06 Develop a management plan to address sea level rise	3.4 Environment	01/07/2019	30/06/2020	10	The Kwinana Sea Level Rise Adaptation and Mitigation Pathways Report is complete. A review of this work will commence next quarter.

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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 Wandii/Honeywood	1.2 Asset Management Services	01/07/2019	30/06/2021	25	The tender for architectural services for the detailed design of the building is currently in the market.
4.1.07 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	01/07/2019	30/06/2020	25	The contract for architectural services for the administration refurbishment has been awarded, works will commence on the design early October.
4.1.09 Implement recommendations from the Wells Park Beach Foreshore feasibility study report	4.3 Community Engagement	01/07/2019	30/06/2020	25	Advocacy has progressed to identify potential sources of funding, however no resources are currently available to deliver this project. Progression is dependent upon external funding being secured.
4.1.10 Facilitate community led activation of local parks, playgrounds, ovals and walk trails e.g. meet up groups etc.	4.3 Community Engagement	01/07/2019	30/06/2020	100	<p>The engagement approach and project milestones for the 2019/20 Parks for People upgrades at Harrison Park, Calista and Morritt Park, Parmelia have commenced. These projects will be completed by 30 June 2020. These projects will have a strong community engagement component, with the community defining design priorities and launch events.</p> <p>City Officers are exploring opportunities to connect groups to deliver small scale park activation projects. Officers are currently working with Celebrate Culture Kwinana, Frank Konecny Community Centre, and Kids in Nature to activate Ridley Green as a fairy garden.</p>
4.1.9 Design and construct the Arts and Cultural Centre Upgrade	3.2 Building Services	01/07/2019	31/07/2019	Missing Value	

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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	01/07/2019	30/06/2020	25	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	01/07/2019	30/06/2020	25	A condition assessment of Public Open Space assets is currently in progress.
4.2.03 Develop a master schedule of annual work for City Operations services	1.3 City Operations	01/07/2019	30/06/2020	100	Complete.
4.2.04 Develop infrastructure standards for work tasks and develop appropriate unit rates	1.3 City Operations	01/07/2019	30/06/2020	80	Need to develop standards for Asphalt Repairs and Drainage works.
4.2.05 Gather data for the implementation of a Tree Management System	3.4 Environment	01/07/2019	30/06/2020	100	The Street Tree Data Acquisition Project is now complete.
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	01/07/2019	30/06/2020	25	Updating schedules weekly and adding in extra works when permissible.
4.2.07 Implement the parks inspection and continuous improvement system	1.3 City Operations	01/07/2019	30/06/2020	10	Being reviewed as part of maintenance standards.
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	01/07/2019	30/06/2020	25	All handover applications submitted have been processed and handover progression is on schedule.
4.2.09 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	4.3 Community Engagement	01/07/2019	30/06/2020	100	City staff are currently discussing the opportunity to establish a Disability Advisory Group with representation from members of our community with a disability. It is hoped that this group could work alongside an internal working group to address issues raised by the community in relation to access and inclusion.
4.2.10 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	4.3 Community Engagement	01/07/2019	30/06/2020	100	Officers are currently exploring the delivery of the 'Grow it Local Program' and the opportunity for a community garden.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.11 Implement the Parks for People Strategy	4.3 Community Engagement	01/07/2019	30/06/2020	25	<p>As part of the Parks for People program the City completed the upgrade of Varris Park, Orelia, supported by a grant under the Federal Government Stronger Communities Program. The park upgrades have been warmly received by the community.</p> <p>Planning also commenced for the engagement approach, community design, and delivery of park upgrades at Harrison Park, Calista and Morritt Park, Parmelia. These projects will be completed by 30 June 2020.</p>
4.3 Ensure the Kwinana community is well serviced by government and non-government services.					
4.3.02 Manage and maintain the City of Kwinana Aged Persons Accommodation	2.8 City Strategy	01/07/2019	30/06/2020	40	
4.3.03 Create a Lobbying Strategy	2.8 City Strategy	01/07/2019	30/06/2020	10	Lobbying register has been drafted with entries added by departments. Strategy to be developed from the register.
4.3.04 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	01/07/2019	30/06/2020	100	<p>Conversations have been occurring with various agencies/groups to ensure adequate support and provision is available within the local area. Centrelink continue to provide outreach services from the Zone Youth Space as required, while Expressions of Interest were progressed seeking community organisations willing and able to offer their services from the City's vacant office spaces. The City also participated in the Federal Member's Community Consultation Committee for the Stronger Communities Program and the Communities Environment Program.</p>

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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 Evaluate the effectiveness of current Housing Guidelines and policies and prepare a new suite of policies and guidelines for the draft Local Housing Strategy	3.1 Planning and Development	01/07/2019	30/06/2020	25	The Housing Strategy is being prepared as part of the preparation of the City's Local Planning Strategy (LPS). Consultation undertaken as part of Stage 1 of the LPS has identified areas for improvement in regards to housing design and density. Further work will be undertaken to address these issues as part of finalising the Housing Strategy and the LPS.
4.4.02 Prepare and advertise the Local Housing Strategy	3.1 Planning and Development	01/07/2019	30/06/2020	50	Preparation of the Local Housing Study (Study) has been completed. This Study was taken to the community and stakeholder groups as part of a Community Consultation and Engagement Program (CCE Program) and their input has been analysed. The outcomes of the CCE Program was endorsed by Council on 25 September 2019. The Study will then be progressed in the preparation of the 'Local Housing Strategy' by considering the outcomes related to housing from the CCE Program.
4.4.03 Create a Public Open Space Standards Policy	1.1 Engineering	01/07/2019	30/06/2020	50	The existing draft Landscape Development Guidelines has been reviewed and assessed to determine what additional information is required to be included. Work on this document will progress throughout the remainder of 2019 and into early 2020.
4.4.04 Consider parking needs and approaches to the City Centre and key activity centres and adopt a City-wide Parking Strategy	3.1 Planning and Development	01/07/2019	30/06/2020	100	The Wellard Parking Strategy was completed and is currently being implemented.
4.4.05 Progress a new Town Planning Scheme	3.1 Planning and Development	01/07/2019	30/06/2020	10	The new Local (Town) Planning Scheme will be prepared concurrently when preparing the Local Planning Strategy.
4.4.06 Work with the Waste Authority to implement the West Australian Waste Strategy	3.3 Environmental Health	01/07/2019	30/06/2020	100	The City continues to work with the Waste Authority in line with the City's Waste Management Strategy.

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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	01/07/2019	30/06/2020	100	Ongoing throughout the year.
4.5.02 Implement the recommendations from the Works Depot Service Review	1.3 City Operations	01/07/2019	30/06/2020	100	Complete.
4.5.04 Develop policy and guidelines to ensure all new installations are in accordance with energy efficiency principles and Western Power specifications	1.1 Engineering	01/07/2019	30/06/2020	100	Sustainability policy is in place.
4.5.05 Undertake a comprehensive audit of lighting assets for asset condition rating subject to funding being available	1.2 Asset Management Services	01/07/2019	30/06/2020	0	An audit will be undertaken after a review of the existing data is complete.
4.5.06 Undertake a survey to determine the type of lamp for all the lights and develop a energy efficient lamp replacement program subject to resources/funding availability	1.2 Asset Management Services	01/07/2019	30/06/2020	0	A survey will be undertaken as part of the lighting audit once a review of the existing data is complete. This will enable the development of a replacement program.
4.5.07 Develop and implement a plan for the operation, maintenance, renewal and disposal of public lighting assets	1.2 Asset Management Services	01/07/2019	30/06/2020	30	Currently being developed.
4.5.08 Undertake a project to verify and label existing lighting poles outside the road reserve as part of the asset condition rating subject to funding being available	1.2 Asset Management Services	01/07/2019	30/06/2020	0	This will be undertaken as funding permits during the lighting audit and survey.
4.5.09 Identify opportunities and undertake upgrade of lamps to energy efficient type lamps where possible and continue with Western Power bulk globe replacement program	1.2 Asset Management Services	01/07/2019	30/06/2020	0	These will be developed as part of the Asset Management Plan for Public Lighting.

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4.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system					
4.6.02 Develop an Infrastructure Risk Management Plan	1.2 Asset Management Services	01/07/2019	30/06/2020	100	Risk Management Plans are updated and reviewed as part of the Asset Management Plan review process.
4.6.03 Implement the Traffic Survey Program	1.1 Engineering	01/07/2019	30/06/2020	100	The target traffic surveys for the current quarter are completed and the traffic survey schedule has been updated.
4.6.04 Coordinate installation of bus shelters/facilities in collaboration with the Public Transport Authority	1.1 Engineering	01/07/2019	30/06/2020	50	The City has applied for funding from The Public Transport Authority to upgrade three existing bus shelters along Gilmore Avenue, Leda. Preliminary approval has been granted, with the design plans and funding agreement being sent through from The Public Transport Authority by the end of the month.
4.6.05 Complete the construction of all capital civil infrastructure projects as per the adopted budget	1.1 Engineering	01/07/2019	30/06/2020	100	Construction of all budgeted capital civil infrastructure projects is progressing in accordance with the adopted schedule. All projects are scheduled to be completed by 30 June 2020.
4.6.06 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	6.2 Elected Members	01/07/2019	30/06/2020	100	Elected Members ensure local structure plans can accommodate future public transport routes.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.01 An active and engaged Local Government, focused on achieving the community's vision					
5.1.02 Review the Corporate Business Plan annually	2.8 City Strategy	01/07/2019	30/06/2020	25	The review of the Corporate Business Plan is currently underway.
5.1.03 Review the Workforce Plan annually	2.3 Human Resources	01/07/2019	30/06/2020	75	A draft Workforce Plan has commenced. Due to the number of service delivery reviews and pending restructures, the workforce data will not be finalised until October 2019. This data will then be used to update the Workforce Plan. The expected completion date for the plan is December 2019.
5.1.04 Review the Long Term Financial Plan	2.7 Finance	01/07/2019	30/06/2020	10	Review of the Long Term Financial Plan has begun. The first Workshop with Elected Members was held on 16 September 2019, with adoption of the Plan expected in December 2019.
5.1.05 Review the Asset Management Strategy	1.2 Asset Management Services	01/07/2019	31/12/2019	50	The Asset Management Strategy review is in progress.
5.1.06 Review the Buildings Asset Management Plan	1.2 Asset Management Services	01/07/2019	30/06/2020	25	The 2018/19 Building Asset Management Plan has been completed and the next review is currently in progress.
5.1.07 Review the Parks and Reserves Asset Management Plan	1.2 Asset Management Services	01/07/2019	30/06/2020	25	Plan complete. Now being updated and reformatted into a simpler template.
5.1.08 Review the Roads and Transport Asset Management Plan	1.2 Asset Management Services	01/07/2019	30/06/2020	0	The Roads and Transport Asset Management Plan will be reviewed and submitted to Council for endorsement in 2020.
5.1.09 Review the Storm Water Drainage Asset Management Plan	1.2 Asset Management Services	01/07/2019	30/06/2020	0	The Stormwater Drainage Asset Management Plan will be reviewed and submitted to Council for endorsement in 2020.
5.1.10 Review the Public Lighting Asset Management Plan	1.2 Asset Management Services	01/07/2019	30/06/2020	25	The Public Lighting Asset Management Plan review is in progress.
5.1.11 Review the Multicultural Action Plan	4.3 Community Engagement	01/07/2019	30/06/2020	10	Pre-planning and discussions are currently taking place in regards to the review and development of the next Multicultural Action Plan. Further planning will continue next quarter.

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5.1.15 Review the Local Commercial and Activity Centres Strategy as part of the Local Planning Strategy	3.1 Planning and Development	01/07/2019	30/06/2020	10	Work will commence on the review of the Strategy in the next quarter . This work will be used to inform the preparation of the Local Planning Strategy.
5.1.19 Review the Local Planning Strategy	3.1 Planning and Development	01/07/2019	30/06/2021	50	The Consultation and Engagement Outcomes Report for Stage 1 of the Local Planning Strategy was endorsed by Council at its meeting on 25 September 2019. Work has now commenced on Stage 2 of the Strategy preparation.
5.1.20 Review the Business Continuity Plan	5.1 City Legal Team	01/07/2019	30/06/2020	100	Document completed and endorsed by City Leadership. Validation exercise planned for late October.
5.1.21 Review the Disaster Recovery Plan	5.1 City Legal Team	01/07/2019	30/06/2020	100	Document completed and endorsed by City Leadership. Validation exercise planned for late October.
5.1.22 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	2.8 City Strategy	01/07/2019	30/06/2020	100	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.
5.1.23 Advocate for projects and services that will achieve the community's vision	6.2 Elected Members	01/07/2019	30/06/2020	100	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.
5.1.24 Regularly attend and participate in community events	6.2 Elected Members	01/07/2019	30/06/2020	100	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.
5.1.25 Promote the opportunities and attributes that Kwinana offers	6.2 Elected Members	01/07/2019	30/06/2020	100	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 Manager to promote the opportunities and attributes that the City officers have.
5.1.26 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	6.2 Elected Members	01/07/2019	30/06/2020	100	The Mayor and Elected Members continue to meet with Federal and State Members of Parliament to brief them on issues affecting the City. Presentations have also been made to the State Cabinet as part of the South West Group.

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5.1.27 Annually update the Community Directory	4.3 Community Engagement	01/07/2019	30/06/2020	100	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. Refinement of the proposed model and implementation of the newly acquired online directory platform is progressing.
5.1.28 Redesign and develop a new website for the City	2.2 Marketing and Communications	01/07/2019	30/06/2020	100	The City is finalising the content review stage of the website project, rewriting all of the content on the current site and moving it over to the new information architecture structure. The project team has also finalised a shortlist of potential website development companies to create the City's new website. A recommendation report has gone to the CEO to approve the preferred tender and then commence development.
5.1.29 Recoup funds from the City Centre Revitalisation Project	2.8 City Strategy	01/07/2019	30/06/2020	25	Letter seeking additional land options for development was sent to the Minister for Lands. Recommendation from the City to the Minister was to seek payment from Treasury if no further land was available. The City is yet to receive a response.
5.1.30 Continue to progress the implementation of the Community Engagement / Youth Development Service Review Recommendations including the restructure of services by December 2020	4.3 Community Engagement	01/07/2019	30/06/2020	75	Recommendations continue to be implemented for the Community Engagement Service Review with the new structure now fully in place with the appointment of the Community Development Officer - Community Safety in July. The Youth Development Service Review will likely begin implementation next quarter.
5.1.31 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	2.8 City Strategy	01/07/2019	30/06/2020	50	The internal audit was successfully completed in June 2019. The External Audit, for surveillance of the system, is scheduled for October 2019.
5.10.3 Provide training and continuously develop the online requisition enhancement throughout the whole organisation	2.7 Finance	01/07/2019	30/06/2020	100	Purchasing training has been rolled out across the organisation and new employees are inducted by a finance officer on the purchasing policy as well as instruction on how to use the Authority online requisition system.

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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	01/07/2019	30/06/2020	75	The City is currently revising and updating its community engagement framework, associated documentation, engagement register and processes. Projects requiring community engagement are directed to the relevant business unit to seek input and advice. Training on engagement practices will commence next quarter to enhance internal capacity and understanding.
5.03 Maintain and improve risk management					
5.3.01 Manage and monitor the City's Risk Register	5.1 City Legal Team	01/07/2019	30/06/2020	100	The City Risk Register was reported to the Audit Committee at the September 2019 meeting.

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5.04 Ensure the financial sustainability of the City of Kwinana into the future					
5.4.01 Review the Long Term Financial Plan to improve the City's financial sustainability	2.7 Finance	01/07/2019	30/06/2020	10	Review of the Long Term Financial Plan has begun with adoption expected to occur in December 2019.
5.4.02 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2019	30/06/2020	0	The budget process will begin in January 2020 following the adoption of the Long Term Financial Plan in December 2019.
5.4.03 Complete the Land Data Project	2.7 Finance	01/07/2019	30/06/2020	100	Complete.
5.4.04 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13	2.7 Finance	01/07/2019	30/06/2020	0	Quotes for valuation of the City's plant and equipment will be requested in November 2019.
5.4.05 Undertake the Financial Management Review (every four years)	2.7 Finance	01/07/2019	30/06/2020	0	The Financial Management Review is due in May 2020.
5.4.06 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	2.7 Finance	01/07/2019	30/06/2020	40	Report drafted for Council, however review and further discussion with Director City Business is required.
5.4.07 Review land uses and their rating categories to ensure fair and equitable rating within the City	2.7 Finance	01/07/2019	30/06/2020	0	Will be completed in January 2020 in time for rates modelling and 2020/21 budget process.
5.4.08 Conduct tender process for a new Corporate Business System for the City of Kwinana	2.7 Finance	01/07/2019	30/06/2020	100	Tender process has been completed for the Corporate Business System project.
5.4.09 Implement the Corporate Business System Project for the City of Kwinana	2.7 Finance	01/07/2019	30/06/2020	0	Project to recommence in July 2020.
5.4.10 Review the Procurement Policy	5.3 Contracts	01/07/2019	30/06/2020	90	A draft version of the City's new procurement policy has been completed by the Manager Contracts. It is now being reviewed by City Legal for guidance and input.
5.4.11 Create a Procurement Strategy	5.3 Contracts	01/07/2019	30/06/2020	15	The Manager Contracts is researching and reviewing the procurement strategies of other local governments for guidance and industry direction of how they approach this topic.

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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	01/07/2019	30/06/2020	100	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.
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	01/07/2019	30/06/2020	25	Ongoing.
5.6.02 Annually review the Leasing of Community Facilities Council Policy	5.1 City Legal Team	01/07/2019	30/06/2020	50	In the process of updating and reviewing the Policy.
5.07 Build productive relationships					
5.7.01 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	6.1 Executive	01/07/2019	30/06/2020	100	Opportunities are pursued as they present.
5.7.02 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2019	30/06/2020	25	Continued engagement through local business groups, meetings and additional engagement around Westport.
5.7.03 Continue to actively seek resource sharing opportunities with other organisations	2.8 City Strategy	01/07/2019	30/06/2020	25	This action is ongoing. Departments including IT and City Assist are looking at opportunities to resource share.

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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	01/07/2019	30/06/2020	100	Reports to Council currently include implications for the Strategic Community Plan and Corporate Business Plan.
5.8.02 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	2.7 Finance	01/07/2019	30/06/2020	0	Review of the Long Term Financial Plan has begun with adoption of the plan expected in December 2019. Plan for the Future actions will be addressed as part of the review.
5.8.03 Develop and implement the project plan for the finance module for the new Corporate Business System	2.7 Finance	01/07/2019	30/06/2020	0	Project is to recommence in July 2020.
5.8.04 Implement the internal audit function and carry out audits as per the Internal Audit Plan	5.1 City Legal Team	01/07/2019	30/06/2020	100	Quarterly internal audit completed and ongoing improvement of internal audit function
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	01/07/2019	30/06/2020	10	Action List is now available and will be rolled out to required staff shortly. Customer Service training will commence in October 2019 and will be rolled out to all staff. The Customer Experience Plan is in its final stage of being drafted and is being put together by the Marketing team.
5.9.02 Review the Customer Request Management system to ensure improved reporting	2.6 Customer Services	01/07/2019	30/06/2020	25	Review of the current CRM system is currently in progress.
5.9.03 Create a knowledge base to enable City Officers to provide a higher level of customer service to the community	2.6 Customer Services	01/07/2019	30/06/2020	50	Knowledge Base system has been created in OneNote for our Customer Service team to enable the team to assist customers at first point of contact. Content is being reviewed and approved by the responsible managers to ensure accuracy.

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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	01/07/2019	30/06/2020	100	The Backup and Disaster Recovery Plan has been written and actions have been implemented.
5.11.02 Create an IT Software Strategic Plan	2.1 IT	01/07/2019	30/06/2020	100	An IT Software Strategic Plan has been created and approved. This document details all software ownership and subscriptions, in addition to how business requirements are currently met (or not) with software.
5.11.03 Develop a Software and Subscription Strategy	2.1 IT	01/07/2019	30/06/2020	100	The software and subscription strategy has been added as a part of the overall IT Software Strategic Plan (5.11.02)
5.11.04 Upgrade the internet connectivity at the Depot, Family Day Care and Community Centres	2.1 IT	01/07/2019	30/06/2020	100	Internet connections for the Depot, Family Day Care and Community Centres have now all been upgraded to high speed NBN connections.
5.11.05 Complete an IT Security Review	2.1 IT	01/07/2019	30/06/2020	100	A third party Security consultancy firm (Asterisk) has completed an external security audit on the City's IT systems. A report was provided to IT with the outcomes and recommendations.
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	01/07/2019	30/06/2020	100	The system is continually monitored and refined to ensure officers are offered the most accurate and flexible experience possible.
5.12.02 Review the Recordkeeping Plan	2.5 Records	01/07/2019	30/06/2020	80	The Recordkeeping Plan is approved until 2021 but is under minor internal review in conjunction with the Records Policy.
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 Implement actions from the Staff Values Action Plan	2.8 City Strategy	01/07/2019	30/06/2020	25	Actions from the Staff Values Action Plan are currently being implemented by the Culture Improvement Team.
5.13.02 Implement actions from the OSH Plan	2.3 Human Resources	01/07/2019	30/06/2020	75	OSH Plan is presented to the OSH Committee at monthly meetings and is on target.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	100	The Training Needs Analysis is prepared from the information recorded in the Staff Development Reviews. The Staff Development Reviews process commences in November.
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	01/07/2019	30/06/2020	100	The actions of the Staff Development Review are incorporated in the team business planning process.
5.16 Establish a performance appraisal system that links individual and team behaviour with strategic direction					
5.16.01 Implement the Celebration and Recognition Policy	2.3 Human Resources	01/07/2019	30/06/2020	100	The Cultural Improvement Team are currently reviewing the Celebration and Recognition policy based on the outcomes from the Great Places to Work survey.
5.17 Develop programs and processes to encourage and formally recognise good performance					
5.17.01 Develop Human Resources modules throughout the Corporate Business System Project	2.3 Human Resources	01/07/2019	30/06/2020	5	This project is currently on hold and is due to recommence in 2020.
5.18 Ensure well developed systems are in place to manage the capacity of the HR team to service employees					
5.18.01 Continue the City's Asset Management Cross Functional Team	1.2 Asset Management Services	01/07/2019	30/06/2020	25	With the commencement of the Asset Management Team, ongoing liaison across the organisation will continue.
5.18.02 Create an Asset Management Strategy	1.2 Asset Management Services	01/07/2019	31/12/2019	50	The Asset Management Strategy review is in progress.

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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	01/07/2019	30/06/2020	100	The City continues to provide this service.
6.1.03 Continue assisting with the Recycle Right or similar model campaign	3.3 Environmental Health	01/07/2019	30/06/2020	100	Residents are encouraged to visit the Recycle Right website. The City is also promoting Own your Impact.
6.1.05 Increase recycling by issuing free 360L bins	3.3 Environmental Health	01/07/2019	30/06/2020	100	As at 30 August 2019 the number of 360 litre recycle bins within the City has increased to 3786.
6.1.06 Promote the use of home composting bins/worm farms by organising community workshops twice a year	3.3 Environmental Health	01/07/2019	30/06/2020	100	A Worm Farm Workshop was held on 10 August 2019. A Composting Workshop was held on 7 September 2019.
6.1.07 Investigate options to participate in the Emissions Reduction Fund	3.3 Environmental Health	01/07/2019	30/06/2020	25	Worm farm workshops and compost workshops have been held and the Grow it Local scheme has been implemented. Further investigations to claiming emission reduction fund credits have been carried out for carbon sequestration of compost applied on tree plantations.
6.1.08 Implement the Garage Sale Trail	3.3 Environmental Health	01/07/2019	30/06/2020	75	The Garage Sale Trail is to be held on 19 and 20 October. Ongoing media and social media opportunities are taking place per the marketing plan. Reuse kit and trailblazer jackets are currently being promoted. As at 16 September 2019 there have been 14 registered sales.

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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	01/07/2019	30/06/2020	100	
6.2.02 Maintain and review City Assist Standard Operating Procedures	5.2 Essential Services	01/07/2019	30/06/2020	100	The standard operating procedures document is continuously being updated in Content Manager (the City's recordkeeping software system).
6.2.03 Implement a City Assist Regulatory Compliance Program	5.2 Essential Services	01/07/2019	30/06/2020	100	The City's Authority registers have been updated and changes made to the processing of compliance matters, in an effort to simplify the process for all users. Ongoing reviews are being undertaken monthly
6.2.04 Develop and implement a City Assist Community Marketing and Education Program	5.2 Essential Services	01/07/2018	30/12/2019	95	
6.2.04 Implement a City Assist Community Marketing and Education Program	5.2 Essential Services	01/07/2019	30/06/2020	95	Ongoing fortnightly meetings are being undertaken with all key parties in regards to the promotion and marketing of the Essential Services area and on what it has to offer (What it can do and what it can not do)
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	01/07/2019	30/06/2020	50	Local Emergency Management Arrangements are reviewed annually or on the change of legislation.
6.3.02 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	5.4 Emergency Services	01/07/2019	30/06/2020	50	Bush fire risk management planning is taking place.
6.3.03 Monitor and Implement Vehicle Movement and Harvest Bans in accordance with Bush Fires Act 1954	5.4 Emergency Services	01/07/2019	30/06/2020	100	Vehicle movement bans are put in place as required.

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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 programmes that meet the needs of the community					
6.4.01 Further develop and implement the Library Local History Plan	4.4 Library	01/07/2019	30/06/2020	5	Limited progress has been made in this area due to a vacancy in the role of Local History Librarian. The Library's Family History Group continues to meet twice a month, and has had an average of ten attendees per month this quarter.
6.4.02 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	4.4 Library	01/07/2019	30/06/2020	25	Weekly Storytime, Rhymetime and Toddlertime sessions continued to be popular in the Library this quarter, with an average of 13 children attending each type of session. Additionally, 499 children attended Children's Book Week sessions in August, and 66 attended school holiday activities in July. CoderDojo attendance has increased in term 3 with an average of eight attendees at each weekly session, as compared to an average of four per session last term.
6.4.03 Further develop and implement the Library E-Services Strategic Plan	4.4 Library	01/07/2019	30/06/2020	15	There has not been a dedicated Officer in the e-Services role due to the service review process. Resources and programming have continued to be offered in this area, including the provision of technology assistance programs, electronic books, audiobooks, videos and music, and online subscriptions to educational resources such as language-learning resources. Some improvements were also made to the copy payment process, allowing photocopies to now be paid for with pre-purchased credit applied to customers' library cards.
6.4.04 Review the Library Collection Development Guidelines	4.4 Library	01/07/2019	30/06/2020	15	The Library's Collection Development Guidelines will undergo a significant review with the commencement of an Officer in the role of Collection Development Librarian in the near future.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4.05 Further develop and implement the Library Adult Services Plan for the provision of literacy and lifelong learning programs and potential grant funding	4.4 Library	01/07/2019	30/06/2020	10	The Library's Adult Services Librarian retired in July, leaving this position vacant this quarter. Despite this change, a variety of sessions have been trialled in recent months, including a session on making beeswax wraps and one on passive solar house design. The Home Library Service continues to offer a valued service to the community, currently delivering resources to 34 regular recipients on a fortnightly basis.

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	01/07/2019	30/06/2020	100	<p>Bright Futures Children's Services continues to provide a very high quality of care standard to families and educators.</p> <p>The service is working to ensure the Quality Improvement Plan is updated and actions are taken to improve services.</p> <p>Educators, Play Group leaders and staff are following the National Quality Framework and the Early Years Learning Framework to ensure the best outcomes for children using the service.</p>
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2019	30/06/2020	0	Moorditj Kulungars Playgroup is proving very popular within the community with an average of around 10 families attending each week. The Bright Futures Team pass on information to families who may be requiring care for their children, Families are updated on our services weekly. At the moment we don't have any of our families enrolled to use care mainly due the the children still being very young and the parents are staying home to care for them.
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2019	30/06/2020	100	The Moorditj Kulungar program is continuing to run well with participants from Kwinana and Rockingham participating with their children every Tuesday. During term time there are approximately 15 families enrolled with 8-10 attending each week. Healthy eating and child health is being promoted, along with school readiness for children going on to kindergarten and pre-primary. Parents predominantly use the service for these reasons.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2019	30/06/2020	100	The services have now been running for three years without government funding. The service is currently undergoing a review and the results of this will help to determine what will be the most cost effective service model.
6.5.04 Review service policies with input from educators, staff and families	4.7 Family Day Care	01/07/2019	30/06/2020	100	The service policies continue to be working documents which are updated as needed in collaboration with educators. All educators and parents now have access to the new version of the policies through the website and on request from educators or service staff.
6.5.05 Review all systems and processes used to provide in-home care	4.7 Family Day Care	01/07/2019	30/06/2020	100	The In Home Care service is moving along in the new model with fee increases at the beginning of the financial year which will hopefully keep the service viable. We have attracted new clients but are still struggling to attract more educators to keep up with demand.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
6.6 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City					
6.6.01 Evaluate the effectiveness of current Housing Guidelines and policies and a prepare new suite of policies and guidelines for the draft Local Housing Strategy	3.1 Planning and Development	01/07/2019	30/06/2020	25	Repeats 4.4.01
6.6.02 Complete the annual review for all DCP Areas including DCP Report and Cost Apportionment Schedule	3.1 Planning and Development	01/07/2019	30/06/2020	100	DCAs 2 - 7 were subject to an annual review and the revised Cost Apportionment Schedules and Development Contributions Plan Reports were adopted by Council in August 2019. A revised Cost Apportionment Schedule and Development Contribution Plan was also adopted for DCA1 in August 2019.
6.6.03 Complete the DCP Report and Cost Apportionment Schedule for Amendment 145 for adoption	3.1 Planning and Development	01/07/2019	30/06/2020	75	Amendment 145 was adopted by Council in January 2019. (The Draft Cost Apportionment Schedule has been prepared awaiting community infrastructure costings to be finalised.)
6.6.04 Complete the City Centre Master Plan	3.1 Planning and Development	01/07/2019	30/06/2020	75	The Kwinana City Centre Masterplan was reviewed and adopted by Council in March 2019 for consultation purposes. Final changes to the Masterplan are currently being undertaken to finalise the plan.
6.6.3 Review the Residential Development Guidelines	3.1 Planning and Development	01/07/2019	30/06/2020	50	This action will follow the preparation of the Local Housing Strategy and Local Planning Strategy.
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	01/07/2019	30/06/2020	100	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	01/07/2019	30/06/2020	90	This action is ongoing and part of business improvement.
6.7.03 Implement an annual Builder Satisfaction Survey	3.2 Building Services	01/07/2019	30/06/2020	100	A survey was sent to builders and building certifiers and has now closed. Feedback is being used as part of improvements to customer services.

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	01/07/2019	30/06/2020	80	The draft Public Health Plan has been prepared for review by the project board.
6.8.02 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	3.3 Environmental Health	01/07/2019	30/06/2020	20	Had meeting with Lisa Robertson, events and stakeholder management specialist regarding simplifying event processes and stallholder applications. Planning for 2020/21. Had meeting with Sam Hay, community programming team leader regarding ongoing trading permits for three community centres to simplify approval processes.
6.8.03 Implement the Mosquito and Midge Management Plan	3.3 Environmental Health	01/07/2019	30/06/2020	25	The City has issued a revised approval for The Wedge Mosquito and Midge Management Plan. Monthly adult trapping and monitoring is being undertaken as part of contract. CLAG funding was approved for the City.
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	01/07/2019	30/06/2020	25	The City has reviewed the State Government's Container Deposit Scheme and is exploring options for the Scheme's implementation in the City of Kwinana. The City made submissions to the State Government on the draft Waste Plan Guidance Document and Template, and the Discussion Paper - Managing Public Health Risks at Events. The Department of Health's Discussion Paper for Air and Water Handling Regulations was also reviewed.
6.8.05 Prepare the annual Food Act Report for the Department of Health	3.3 Environmental Health	01/07/2019	30/06/2020	20	Keeping statistics as required in performance manager to prepare for the DOH report.
6.8.06 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	3.3 Environmental Health	01/07/2019	30/06/2020	100	The known sites have been listed and are being managed based on requirements specified in the site management reports.

18.4 Reschedule of the November 2019 Audit Committee Meeting

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

At the Ordinary Council Meeting on 14 November 2018, Council approved the Committee Meeting Dates for 2019. Following this resolution of Council, City Officers advertised the Committee Meeting Dates for 2019 by local public notice, in the local newspaper, on the City's website and social media pages and on the City of Kwinana public notice boards.

The next Audit Committee Meeting scheduled is to be held on 18 November 2019. Due to the Auditors Report not expected to be finalised in time to allow its inclusion on the meeting's agenda, a reschedule is proposed. City Officers suggest that the Audit Committee Meeting be rescheduled from 18 November 2019 to be held on 9 December 2019.

Additionally the requirement for the meeting to be open to the public has been reviewed.

OFFICER RECOMMENDATION:

That Council,

1. Approve the reschedule of the November 2019 Audit Committee Meeting from 18 November 2019 commencing at 5:30pm, to be held on 9 December 2019, commencing at 5:30pm.
2. In line with the *Local Government Act 1995*, authorise for Audit Committee Meetings to be closed to the public until such time that Council elects to open them to the public.
3. Provide local public notice and advertise the changes on the City of Kwinana website and public notice boards.

DISCUSSION:

The original date of the Audit Committee Meeting was scheduled to be held on 18 November 2019. It is anticipated that the Auditor's Report will not be finalised prior to the currently scheduled meeting date and therefore the 18 November 2019 would not be a suitable date to hold the Audit Committee Meeting.

The Audit Committee Terms of Reference require the Audit Committee to endorse the Auditor's Report before it is presented to Council and therefore the final Audit Committee Meeting for 2019 requires this item to be included within the agenda.

City Officers propose a reschedule of the Audit Committee Meeting from 18 November 2019 to 9 December 2019 to ensure the Auditor's Report is included in the meeting agenda.

A review of the Audit Committee Meetings has also been undertaken.

18.4 RESCHEDULE OF THE NOVEMBER 2019 AUDIT COMMITTEE MEETING

The City of Kwinana Audit Committee currently includes one external, non-council member, member and no powers of Council have been delegated to the Audit Committee.

Under section 5.17 of the *Local Government Act 1995*, having an external member on a committee limits the delegation of powers to a committee to those that are necessary or convenient for the proper management of —

- (i) the local government's property; or
- (ii) an event in which the local government is involved.

Additionally, section 5.23 of the *Local Government Act 1995* states that meetings that are generally open to the public are:

- (a) all council meetings; and
- (b) all meetings of any committee to which a local government power or duty has been delegated.

Currently most reports put to the Audit Committee are presented behind closed doors due to the nature of these reports. Officers are proposing that future meetings of the Audit Committee, including that proposed to be held on 9 December 2019, are not open to the public until such time as Council determines otherwise.

To maintain transparency, it is recommended that the minutes of the Audit Committee Meetings continue to be made available online at www.kwinana.wa.gov.au.

If the changes are adopted, advertising of the changes to the Audit Committee Meeting will occur via a newspaper distributed throughout the district, the City's website and social media pages and on the City of Kwinana public notice boards.

LEGAL/POLICY IMPLICATIONS:

Section 5.9 of the *Local Government Act 1995* states:

5.9. Committees, types of

(1) *In this section — other person means a person who is not a council member or an employee.*

(2) *A committee is to comprise —*

- (a) *council members only; or*
- (b) *council members and employees; or*
- (c) *council members, employees and other persons; or*
- (d) *council members and other persons; or*
- (e) *employees and other persons; or*
- (f) *other persons only.*

Section 5.17 of the *Local Government Act 1995* states:

5.17. Limits on delegation of powers and duties to certain committees

(1) *A local government can delegate —*

- (a) *to a committee comprising council members only, any of the council's powers or duties under this Act except —*

18.4 RESCHEDULE OF THE NOVEMBER 2019 AUDIT COMMITTEE MEETING

- (i) any power or duty that requires a decision of an absolute majority of the council; and*
- (ii) any other power or duty that is prescribed; and*

(b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

- (i) the local government's property; or*
- (ii) an event in which the local government is involved.*

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.23 of the *Local Government Act 1995* states:

s5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —*
- (a) all council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*

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

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

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

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

FINANCIAL/BUDGET IMPLICATIONS:

Cost of advertising in the West Australian newspaper is estimated to be \$850 and has been provided for in the Governance Advertising and Promotions budget.

18.4 RESCHEDULE OF THE NOVEMBER 2019 AUDIT COMMITTEE MEETING**ASSET MANAGEMENT IMPLICATIONS:**

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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	Public notice is not given for changes to dates for Council and Committee Meetings
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk

18.4 RESCHEDULE OF THE NOVEMBER 2019 AUDIT COMMITTEE MEETING

Response to risk treatment required/in place	Prepared Council Report to receive Council approval of the proposed reschedule. Arrangements for public notice will be made immediately following, as required by the <i>Local Government (Administration) Regulations 1996</i> .
Rating (after treatment)	Low

COUNCIL DECISION**015****MOVED CR S LEE****SECONDED CR M ROWSE**

That Council,

1. Approve the reschedule of the November 2019 Audit Committee Meeting from 18 November 2019 commencing at 5:30pm, to be held on 9 December 2019, commencing at 5:30pm.
2. In line with the *Local Government Act 1995*, authorise for Audit Committee Meetings to be closed to the public until such time that Council elects to open them to the public.
3. Provide local public notice and advertise the changes on the City of Kwinana website and public notice boards.

CARRIED
7/0

19 Notices of motions of which previous notice has been given

Nil

20 Notices of motions for consideration at the following meeting if given during the meeting

Nil

21 Late and urgent Business

Nil

22 Reports of Elected Members

22.1 Councillor Matthew Rowse

Councillor Matthew Rowse reported that he attended the RAC Breakfast with Charles Montgomery event, held at the State Reception Centre. Councillor Rowse stated that Charles Montgomery spoke in depth about what can be achieved with proper planning and initiative from local councils and the State government.

Councillor Rowse advised that he had attended the Joint International Naval Reception and that he had been very impressed with the event.

Councillor Rowse mentioned that he had attended the Remembrance Day Service.

Councillor Rowse reported that he had attended the National Growth Areas Alliance (NGAA) Strategic Planning Workshop which had been very informative.

22.2 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the 74th Anniversary of the Independence of the Republic of Indonesia and 70th Anniversary Diplomatic Relationship Indonesia and Australia Gala Dinner.

Councillor Lee advised that she had attended the Homestead Ridge Progress Association Annual General Meeting.

Councillor Lee mentioned that she had attended Gary Nairn's Farewell after almost 35 years' service.

Councillor Lee reported that she had attended the Kwinana Heritage Group, Art in the Park open weekend, where local artist's displayed about 150 pieces of art work.

Councillor Lee advised that she had attended the South West Reference Group Meeting and Annual Bus Tour.

22 REPORTS OF ELECTED MEMBERS

Councillor Lee mentioned that she had attended the Joint International Naval Reception, with naval personal in attendance from Australia, New Zealand, England, Canada and USA.

Councillor Lee reported that she had attended the Remembrance Day Service held at the Kwinana RSL Sub Branch in Medina and that it is really good to acknowledge the service of the men and women that have given for our protection during their time in the military.

22.3 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the Homestead Ridge Progress Association Annual General Meeting.

Councillor Cooper advised that she had attended the RAC Breakfast with Charles Montgomery event which was a really interesting presentation.

Councillor Cooper mentioned that she had attended the The Smith Family Aboriginal Family Open Day Ear Health which was a beautiful day and it was lovely to see the children.

Councillor Cooper mentioned that she had attended the Communities Industries Forum where updates were given on three major projects in the City of Kwinana.

Councillor Cooper reported that she had attended the Southern Metropolitan Regional Council Meeting.

Councillor Cooper advised that she had attended Gary Nairn's Farewell and stated that he was an admired team member.

Councillor Cooper mentioned that she had attended the Kwinana Heritage Group, Art in the Park at Smirk's Cottage.

Councillor Cooper mentioned that she had attended the Joint International Naval Reception.

Councillor Cooper reported that she had attended the Kwinana RSL Centennial of WW1 Armistice Day Formal Dinner which was very pleasant.

Councillor Cooper advised that she had attended the Remembrance Day Service

Councillor Cooper mentioned that she had attended the Kwinana Industries Council (KIC) Women's Networking Forum which was really interesting.

Councillor Cooper reported that she had attended the Conversations with Mosaic.

Councillor Cooper advised that she had attended the Mental Health Consumer Advisory Group (CAG) 20th Anniversary.

23 Answers to questions which were taken on notice

23.1 Kevin Desmond, Parmelia

Questions taken on notice at the Special Council Meeting held on 21 October 2019

Question 1

Can you tell me what the total expenses were for the recent trip to China by Councillor Adams and then Chief Executive Officer?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

The total expenses the City of Kwinana incurred for the trip to China by Mayor Adams and then Chief Executive Officer was \$3,364.94.

Question 3

Why didn't the then Chief Executive Officer return with Councillor Adams?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

The then Chief Executive Officer had been on annual leave prior to and following the trip.

Question 4

In the last two years, has any Councillor reported any other Councillor to the Police?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

This is a question that the City is unable to answer. Complaints to the police remain confidential at the discretion of police.

Question 5

In the last two years, has any Councillors or Council officials reported any Councillors to the Department of Local Government?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

This is a similar question to one that you asked at the Ordinary Council Meeting held on 11 April 2018. A response was provided on 8 June 2018. The City has not altered its procedures or practice since that time and advises that all parties involved in complaints maintain confidentiality.

Complaints are dealt with in a number of ways depending on their nature and type in accordance with the City of Kwinana Code of Conduct, the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007*, *Public Interest Disclosure Act 2003* or the *Corruption and Crime Commission Act 2014*.

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

Complaint procedures ensure the principles of natural justice and procedural fairness are followed.

Question 6

On 5 December there is the annual concert, can you tell me who is sponsoring it?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

Kwinana Industries Council and Fremantle Ports are the principal sponsors of the concert.

Question 7

Is the Council aware of any pending applications for new industry to move into the Kwinana Industrial Area (KIA) buffer zone?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

The Kwinana Air Quality Buffer is as shown by the purple line and includes the General Industry Zone, the Hope Valley Wattleup area, part of Postans, the Alcoa Residue Storage area, public purpose sites and parks and recreation sites. The City is currently assessing 11 applications within this buffer area.

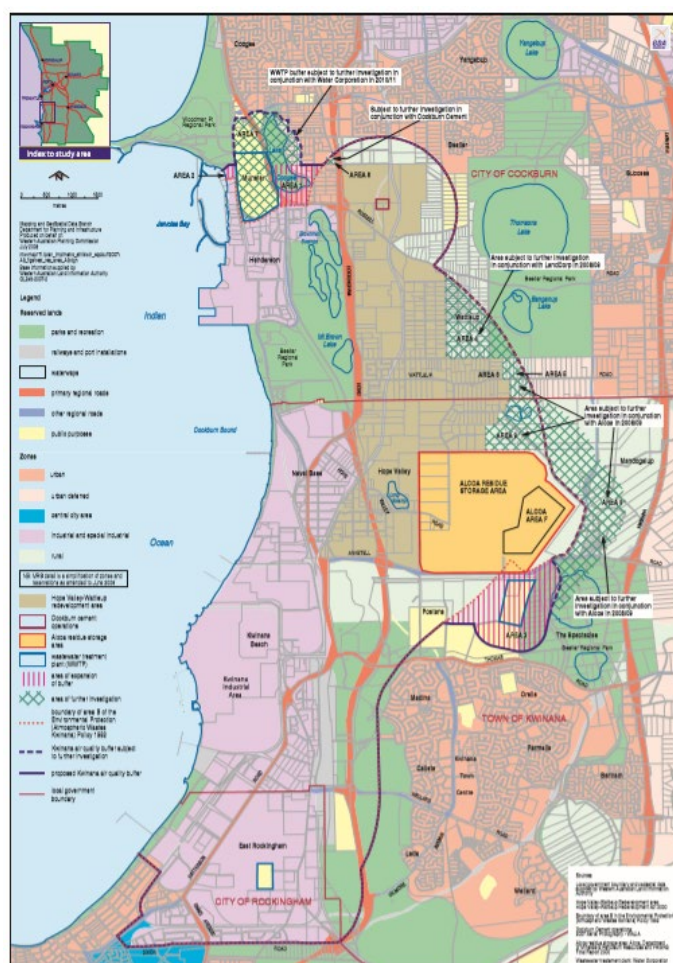


Figure 1: Areas comprising the Review of the Kwinana Air Quality Buffer and recommended Kwinana air quality buffer for 2008 – 2009

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

Question 8

Can the Council give me what their current feelings on the buffer zone are and should that be infringed on for any purpose for the KIA buffer zone?

Response

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

The City of Kwinana adopted the following policies in respect to development within these areas. These policies include:

- LPP 11: Site requirements and Standards for Development within Industrial Zoned Land
- LPP 12: Mandogalup Future Development

Each application received is assessed on its merits against the requirements of the City's Local Planning Scheme No.2.

23.2 Kevin Desmond, Parmelia

Questions taken on notice at the Ordinary Council Meeting held on 23 October 2019

Question 5

What local organisations have been in contact with Chinese counterparts and vice versa?

Response

The Mayor took the question on notice.

Further response from the City of Kwinana

City Officers do not keep statistics on this matter, however officers can advise that they have arranged introductions for Chinese Businesses with at least 4 commercial land owners/developers. The City is not party to these negotiations.

Question 7

Has Councillor Adams reported any Councillor for misconduct or breach of rules in the last two years?

Response

The Mayor took the question on notice.

Further response from the City of Kwinana

The City's complaint procedures ensure the principles of natural justice and procedural fairness are followed and in accordance with the *Local Government Act 1995* (s5.123) information about complaints is confidential.

If a Council Member has acted in contravention of the Local Government (Rules of Conduct) Regulations 2007, then in accordance with the *Local Government Act 1995* a complaint for a minor breach would be referred to the *Local Government Standards Panel*. If a complaint related to a serious breach of the *Local Government Act 1995* it would be sent to the Department of Local Government.

Question 9

So what happens to a complaint when it comes into Council?

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

Response

The Mayor referred the question to the Acting Chief Executive Officer.

The Acting Chief Executive Officer took the question on notice.

Further response from the City of Kwinana

This is a similar question to one that you asked at the Ordinary Council Meeting held on 11 April 2018. A response was provided on 8 June 2018. The City has not altered its procedures or practice since that time and advises that all parties involved in complaints maintain confidentiality.

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Complaint procedures ensure the principles of natural justice and procedural fairness are followed.

Question 10

Has Councillor Adams on her time on Kwinana Council ever threatened to take ratepayers to court?

Response

The Mayor took the question on notice.

Further response from the City of Kwinana

The City, through Council Resolution or Delegated Authority undertakes legal action in accordance with the various legislation and local laws that local government administers and has the power to enforce. The City does not get involved in matters that are outside the role of governing the local government district of Kwinana.

24 Mayoral Announcements

The Deputy Mayor Peter Feasey reported that he had attended the Remembrance Day Service.

The Deputy Mayor advised that he had attended the Official Opening of the new Kwinana RSL Memorabilia Museum.

The Deputy Mayor advised of the passing of long term Kwinana resident Ms Mueller.

25 Confidential items

Nil

26 Close of meeting

The Deputy Mayor declared the meeting closed at 7:28pm.