

Annual Report 2020/21 (Part 1 – Community)



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Welcome

Mayor's Welcome

While the first half of the financial year continued to experience disruptions to local events due to the pandemic, the community rallied to also achieve significant milestones.

Despite being rescheduled three times due to lockdowns, Kwinana hosted the vibrant OMG! Fringe Festival for the first time, allowing an opportunity for people to safely leave their homes and gather together to enjoy a good laugh and experience something new to the area.

Kwinana's treasured Lolly Run also underwent a transformation to comply with 2020 safety legislation and standards, with a specially-designed truck and experienced driver to escort volunteers through the streets of Kwinana each evening in the lead up to Christmas. While it was not the usual Christmas morning event, it was still well received by the community.

A moving Flag Raising Ceremony marked the start of National Reconciliation Week in May 2021, featured a speech by myself and community leader Lynn Coomer, who was named Kwinana's Citizen of the Year in December 2020. The City of Kwinana worked with the local Aboriginal community with support by Lotterywest to install bilingual signs along the Kwinana Loop Trail.

Local history emerged as a key focus of 2021, with the wonderful Free-Range Kids: Growing Up in Medina in the 1950's and 60's Exhibition, which was held in different sites across the City, sparking a raft of local stories to emerge and the sharing of memories.

With the State Government's support of the Outer Harbour construction, there has been a flurry of investment in the Kwinana region of late and our unemployment rate has eased to a five-year low.

The City ran a very successful "Stay Loyal, Shop Local" initiatives which was residents opted more often to shop locally, thereby boosting the local economy and providing more employment opportunities.

All this leads to great optimism for the future within Kwinana, as we deliver a strong and sustainable long-term vision for the region.

Finally, I would like to thank my fellow Councillors, the CEO and his executive for their support and forward-thinking to continue to improve our great city in the face of the challenges this financial year presented.

Carol Adams OAM

Mayor of Kwinana



CEO's Welcome

This financial year saw staff rise to the challenge of various lockdowns and changes to events during the COVID-19 pandemic.

I never cease to be amazed by the responsiveness of staff who have stepped up during this challenging time and I thank them for their service to the community as they perform their work in their varied roles.

Our Shop Local campaign continued to encourage people to support local businesses and staff participated in the Small Business Friendly Approvals Program as the catalyst for a range of improvements to the experience smalls businesses have when interacting with the City.

A major review of the Strategic Community Plan was also a key item on the agenda for this financial year, with outstanding engagement and consultation with the community.

Staff continue to work behind the scenes on a new Corporate Business System to improve efficiencies for both staff and external customers.

Funds were also contributed for upgrades to our amazing local Volunteer Bushfire Brigade Stations.

Building our Urban Canopy of trees remains a key priority for the City, and significant funds were provided by the State Government for bushfire mitigation to help keep our community safer during bushfire season while still enjoying its



natural beauty.

The City of Kwinana's vision of a community rich in spirit, alive with opportunity, surrounded by nature remained strong despite a challenging year and I'd like to thank all staff for their invaluable contributions.

Wayne Jack
Chief Executive Officer

Introduction

The City of Kwinana's Annual Report 2020/21 comprises two parts, **Part 1 – Community** and **Part 2 – Annual Financial Report**.

This Annual Report (Part 1 – Community), together with the Annual Report (Part 2 – Annual Financial Report) complies with the requirements of Section 5.53(1) of the Local Government Act 1995.

The **Annual Report 2020/21 (Part 2 – Annual Financial Report)** is available to download from the City's website at www.kwinana.wa.gov.au or in hard copy, on request, by contacting the City of Kwinana on 9439 0200 or visiting the City of Kwinana Administration Building at the corner of Gilmore Avenue and Sulphur Road, Kwinana.



2020/21 Snapshot

2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 •

2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 • 2021 •

JULY

Celebrating 10 Years as a Waterwise Council

The City was named as a Gold Waterwise Council for the fourth year in a row and celebrated ten years as a waterwise council.



AUGUST

Westport Announcement Embraced by City

The City welcomed the State Government's commitment to the development of an outer harbour in Kwinana in the coming years.



SEPTEMBER

Mental Health Support Grows in Kwinana

The City of Kwinana partnered with Grow – an organisation that delivers mental wellness programs – to bring a unique program to Kwinana locals.



OCTOBER

Kwinana Loop Trail Upgraded

The City of Kwinana implemented upgrades to the Kwinana Loop Trail to the value of \$80,000. The upgrade, supported by Lotterywest, features 11 bi-lingual signs and two rest stops.



NOVEMBER

City Celebrates NAIDOC Week 2020

Kwinana celebrated NAIDOC Week with a Welcome to Country, traditional smoking ceremony, song and dance from local school students and a stunning art exhibition with the 2020 theme 'Always Was Always Will Be'.



DECEMBER

Kwinana's new-look Lolly Run

The Kwinana Lolly Run took a new format for 2020 with Santa and his helpers distributing lolly bags to the children of Kwinana over seven nights in the lead up to Christmas.



JANUARY

Crossing Encourages Safer Road Use

Works on a new signalised pedestrian crossing on Gilmore Avenue in Kwinana City Centre were undertaken.



FEBRUARY

OMG! Fringe Festival Postponed due to COVID

Due to the ongoing restrictions and current uncertainty of COVID-19, the City of Kwinana had to make the tough decision to postpone the OMG! Fringe Festival.



MARCH

Residents Step Up to Clean Up

Residents stepped up to lend a hand on Clean Up Australia Day on Sunday, 7 March 2020.



APRIL

Small Business in Focus in Kwinana

The City made it easier to start, operate and grow a business in Kwinana as part of a program funded by the Small Business Development Corporation.



MAY

OMG! Fringe Festival Entertains

The OMG! Fringe Festival hosted 11 shows over two nights on 7 May and 8 May, along with The Grove presented by Fremantle Ports to create a wonderful pop-up food truck area.



JUNE

Recquatic Impresses with New Equipment

Kwinana Recquatic upgraded its health and fitness studios with the installation of the latest cardio and strength equipment from Technogym.



Councils Tackle Homelessness Together

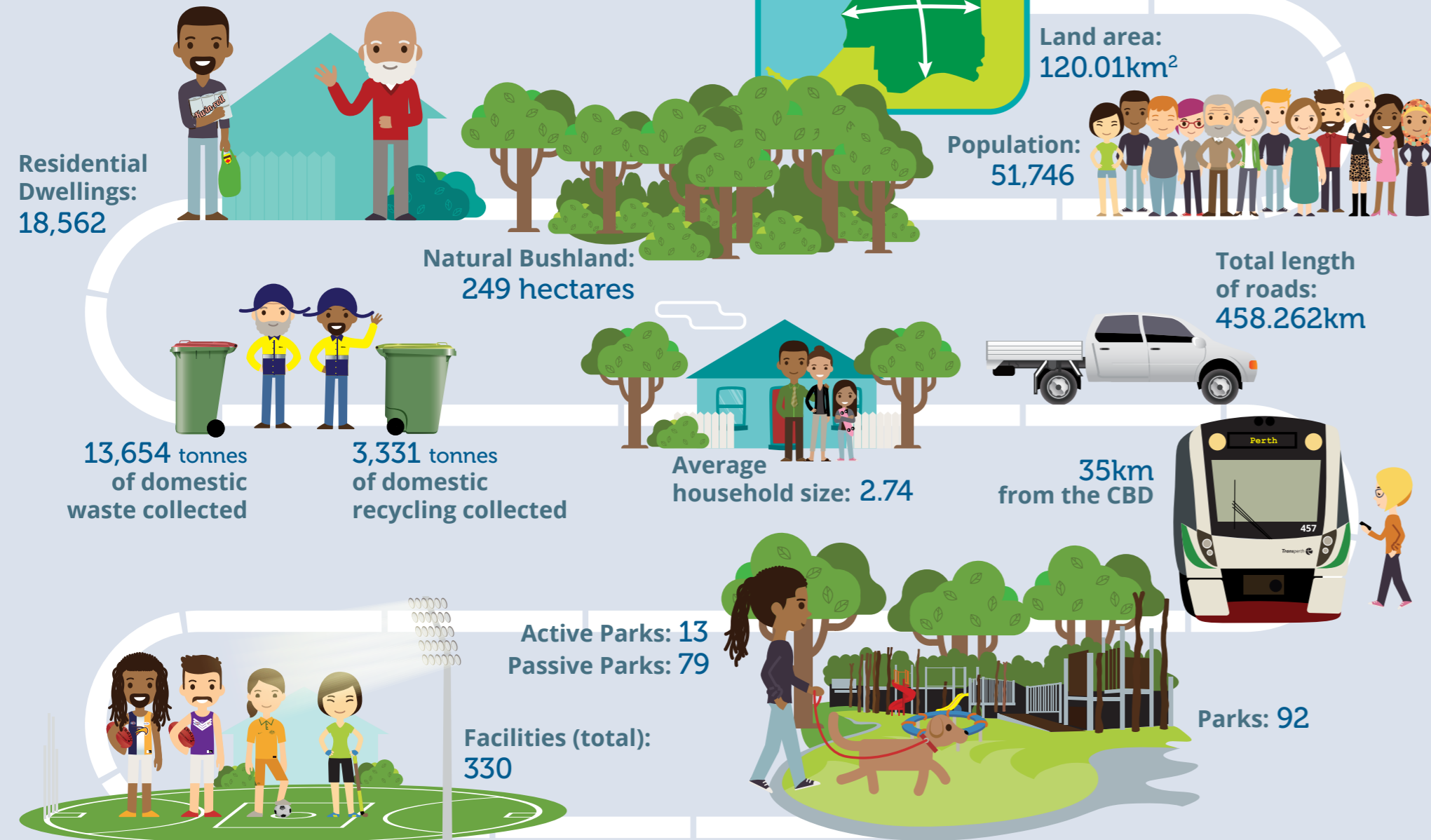
The cities of Kwinana and Rockingham continued to work together leading up to Homelessness Week to address the matter of homelessness within the two communities.



LyriK Scholarships Recognise City's Youth

Sixteen local students were awarded educational grants from the City of Kwinana.

Kwinana at a Glance



(Data based on ABS 2016 Census, estimated Resident Population and Forecast.id population forecast.)

City of Kwinana Council

The Council consists of a Mayor, a Deputy Mayor and six Councillors who represent the community across the municipality of the City of Kwinana. The term for each Elected Member is four years. The Mayor and Deputy Mayor are elected by the Council every two years.

 Mayor Carol Adams OAM Term of office expires: 2023	 Deputy Mayor Peter Feasey Term of office expires: 2023
 Councillor Wendy Cooper 2021	 Councillor Merv Kearney 2021
 Councillor Sandra Lee 2021	 Councillor Sherilyn Wood 2023
 Councillor Matthew Rowse	 Councillor Dennis Wood 2023

Elected Member attendance at Council meetings 2020/2021

Elected Member	Ordinary Council	Special Council	Electors General
	Meetings Attended		
Total meetings held	21	1	1
Carol Adams	21	1	1
Peter Feasey	21	1	1
Wendy Cooper	19	1	1
Merv Kearney	19	1	1
Sandra Lee	20	1	1
Matthew Rowse	21	1	1
Dennis Wood	14	1	1
Sherilyn Wood	18	0	1

Due to the COVID-19 pandemic social distancing requirements, and in accordance with recently amended *Local Government (Administration) Regulations 1996*, the following Ordinary Council Meetings were held electronically and the Elected Members attended via instantaneous media:

- 28 April 2021



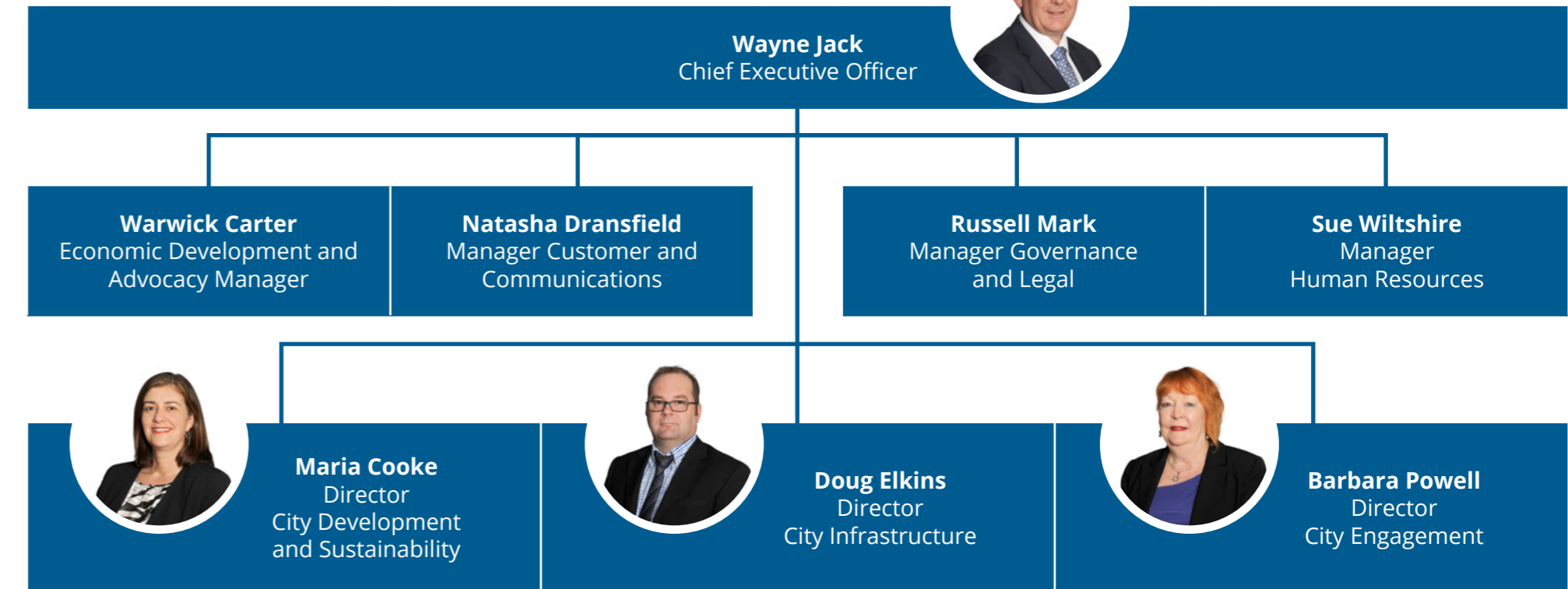
City of Kwinana Staff

Employees

Employees as at 30 June 2021:	
Full Time:	182
Part Time:	77
Casual:	99
Total:	360 (head count)
Total FTE's:	182.79

Image courtesy of the Small Business Development Corporation

City of Kwinana Leadership Team (as at 30 June 2020)



Bruce Mentz
Manager Essential Services

Rodney Molyneux
Manager Building Services

Troy Morley
Manager Environment and Health

Paul Neilson
Manager Planning and Development

David Boccuzzi
Manager City Operations

Stacey Hobbins
Manager Finance

Chris Hocking
Manager Information Technology

Ann Nicholas
Manager Asset Management Services

Vacant
Manager Engineering Services

Fiona Grieves
Manager Community Services

Adam Strelein
Manager Community Engagement

City of Kwinana Products and Services

The primary role of Local Government is to provide infrastructure, facilities, governance and community services to support the community. The City of Kwinana offers hundreds of products and services for the benefit of its community, to promote wellbeing and to offer community members a choice and range of options to suit their lifestyle.

The City manages depot works, including:

- footpath, crossover, road, kerb and drainage maintenance;
- maintenance of street furniture, fencing, BBQs, playgrounds and water features;
- rubbish and litter collection and removal of illegal dumping;
- fire control assistance and emergency response to storms, floods, fire etc; and
- mowing, weed control, turf renovation, irrigation maintenance, landscaping, pruning, weeding, mulching, fertilising and planting.

The City provides a safety and security program, including:

- local law enforcement (including parking, littering and animal control);
- emergency services and volunteer fire brigades;
- enforcing off-road vehicle and illegal camping laws;
- community safety and security initiatives; and
- Community Liaison Service.

The City offers community services, including:

- community events, arts, culture and heritage programs;
- community centres;
- community grants and citizenship ceremonies;
- library and community information services;
- community support and social inclusion; and
- community engagement programs.

The City provides health and fitness programs, including:

- local parks and public open spaces;
- health and wellbeing programs including walking trails, sporting club development, and
- Kwinana Recquatic.

The City offers youth support, including:

- youth facilities such as the Zone Youth Space and Edge Skate Park;
- LyriK Youth Development Programs; and
- school holiday and term activity programs.

The City manages the local environment, including:

- waste, recycling, green waste and bulk goods collections;
- environmental health investigations;
- advice on food hygiene, control of diseases, public events, food preparation premises, public swimming pools, control of diseases and noise nuisances;
- bushland management including weed control, feral animal control and firebreak maintenance;

- environmental planning and protection, fencing, biodiversity and revegetation; and
- sustainability initiatives including water and energy conservation.

The City provides expertise in planning, building and engineering, including:

- building assessments, swimming pool compliance, occupancy permits, demolition licenses etc;
- upkeep of the City's buildings;
- development applications, structure plan assessments, planning policy development and implementation, and administering town planning schemes;
- roads, pathways, bridges, drainage, landscaping and street lighting;
- road safety audits, traffic analysis, transport coordination and car parking studies; and
- reviewing and administering the Development Contribution Plans (DCP's).

The City uses a number of survey and evaluation methods to regularly assess community needs. Results of the City's Community Perception and Wellbeing Survey are used to gauge satisfaction and importance in relation to the products and services that it delivers to the community. The City strives to ensure that it is continually reviewing and continuously providing essential services to meet the needs of its growing community.

To find out more about the range of products and services provided by the City of Kwinana visit www.kwinana.wa.gov.au/a-z.

Our Vision

Our Vision

The City's vision for the future of the Kwinana community is:

“Rich in spirit, alive with opportunities, surrounded by nature – it's all here”

This vision forms the foundation of the City's Strategic Community Plan 2019-2029, with each part of the vision represented as a specific community aspiration. To achieve these aspirations, clearly defined community outcomes have been identified. These outcomes further illustrate how the community would like the City of Kwinana to look in ten years' time.

Integrated Planning and Reporting

The **Annual Report (Part 1 – Community)** measures our progress against priorities and aspirations that were developed in consultation with the community and documented in the City of Kwinana's long term vision, the **Strategic Community Plan 2019-2029**.

The City's **Corporate Business Plan 2019-2024** provides clarity on the initiatives and services that the City is planning or implementing over the next five years, with emphasis on the delivery of the strategic priorities outlined in our **Strategic Community Plan 2019-2029**.

These two key strategic documents are then underpinned by a number of informing documents including, but not limited to, the **Long-Term Financial Plan, Asset Management Plans, Workforce Plan** and issues or area-specific plans (see figure 1).

Informed by significant community consultation, the City of Kwinana undertook a major review of its **Strategic Community Plan** and **Corporate Business Plan** during the 2020/21 financial year. This resulted in the City developing a new **Strategic Community Plan 2021-2031** and **Corporate Business Plan 2021-2025** which were adopted by council on the 23 June 2021.

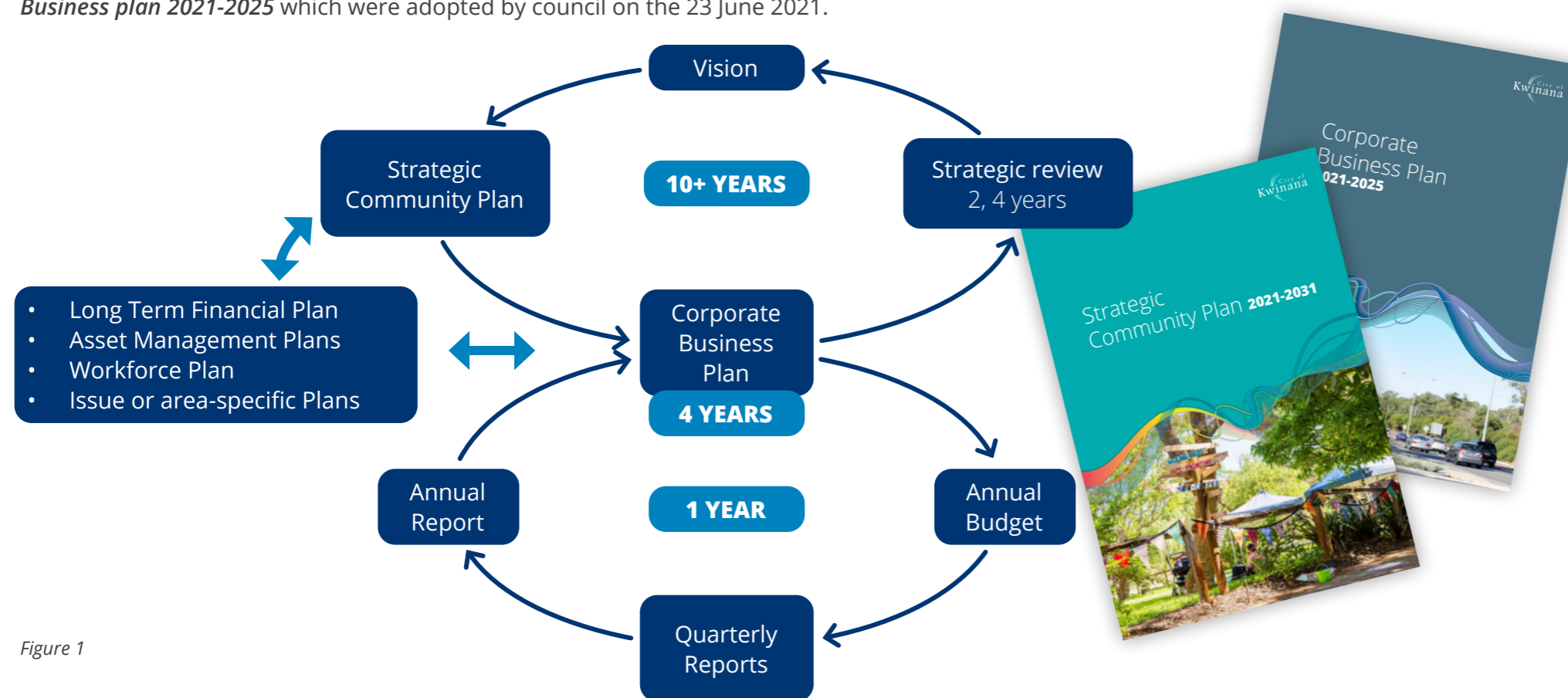


Figure 1

Key Items of Expenditure

Expenditure for key projects and programs delivered in the 2020/21 year include:

- \$2.4m in road renewals and upgrades including Pace Road, Orton Road, Ocean Street, Leith Road and Wellard Road duplication project;
- \$2.1k towards Community Centres including providing programs, events, creche and facility hire;
- \$2m towards youth and community wellbeing services including the Zone Youth Space, Community Wellbeing Service, homelessness support, Community Liaison Service, Youth Engagement Service and youth development programs;
- \$1.9m towards safety and security initiatives including the expansion of CCTV coverage, community education initiatives, illegal dumping control, compliance operations and City Assist Services;
- \$1.2m towards the implementation of a new Corporate Business System to enable efficiencies, better analytics and improved user face for external customers;
- \$1m towards place management which includes supporting the growth of community groups and the implementation of place making and activation initiatives;
- \$405k towards initiatives to support and help local business grow, including the Local Commercial and Activity Centre Grants;
- \$224k towards the Volunteer Bushfire Brigade upgrades including Kwinana South Upgrade and Mandogalup extension and upgrade;
- \$162k toward the City's street tree program, focussing on Bertram and the Kwinana Industrial Area; and
- \$81k towards the Parks for People program which see a continuation of upgrades to the City's parks.

2020/21 Key Priorities Achieved

Key organisational priorities in the 2020/21 year that were achieved include:

- Council adopted the draft Local Planning Strategy for submission to the Western Australian Planning Commission (WAPC);
- development of the Strategic Community Plan following a major review and extensive community consultation;
- development of a Social Strategy
- commenced the development of a Spatial Plan as part of the South West Group;
- commenced the implementation of the COVID-19 recovery plan and through advocacy pursued COVID-19 economic and social stimulus initiatives;
- reviewed and adopted the Climate Change Mitigation and Adaptation Plan;
- developed a strategic advocacy framework that was adopted by Council;
- undertook a review of the bulk waste collection scheme;
- investigated opportunities to support small businesses through an integrated approval processes with funding obtained for the Small Business Friendly Approvals Program;
- improved customer satisfaction from previous years, to a positive rating of 86 per cent and a performance index score of 63 per cent (compared to an industry average of 62 per cent);
- developed the Waste Plan and the Waste Education Plan;
- two key emergency management plans were adopted by Council including the Local Emergency Management Plan and the Local Recovery Plan; and
- Community Engagement Framework was developed and adopted by Council.



Aspiration Areas

Aspiration 1: Rich in spirit

Aspiration Statement: Kwinana 2030 will be a place where the strong community spirit that has historically existed continues to thrive and develop. The City will be alive with an assortment of community events that encourage civic participation and celebrate our multiculturalism.

The outcomes we aspire to create include:

- a unique identity;
- a City alive with activity;
- a safe and welcoming place;
- services for an active community;
- strong community leaders;
- a community who help each other;
- a vibrant arts culture;
- a sense of place and heritage; and
- accessibility for everyone.

Related Plans:

Conciliation Action Plan	Multicultural Action Plan
Events Strategy	Youth Strategy
Welcoming Diversity Strategy	Community Safety and Crime Prevention Plan
Every Club Program	Kwinana Community Funding Program
Municipal Heritage Inventory	Public Art Masterplan
Community Resource Centres Activation Plans	History and Heritage Implementation Plan
Volunteer Centre Plan	Life Long Learning Plan

Fast Facts:

- A total of 991 animals were registered with the City.
- The City Assist Team responded to 870 parking complaints, 467 security complaints, 543 illegal dumping reports, 211 abandoned vehicles and 1,646 dog complaints.
- Of the 290 dogs impounded, 236 were reunited with their owners and 50 were rehomed (including rescue services).
- \$126,100 in grants were issued across 131 different applications.
- There were 131,176 loans and renewals of physical items from the Kwinana Library and 27,194 loans of digital e-resources (e-books, e-audio, e-magazines, etc).
- The library added 2,027 local stock items to its collection.

The Libraries most active customer borrowed 917 items over the year.

- There were 57,039 visits to the library.
- The Volunteer Centre placed 426 volunteers at agencies and provided 43 volunteering opportunities within the City itself.
- The City offered a range of programs at its community resource centres with 4,186 participants attending 413 sessions.

Key Projects/Achievements in 2020/21:

Community Events

While COVID-19 had a significant impact on the City of Kwinana's events programs for the 2020/21 events season, the City still managed to hold a few crowd-pleasing community events, including:

- The 2020 Kwinana Lolly Run, which ran in its brand-new format, shifting to the evenings in the days leading up to Christmas. While this change was a move away from the traditional event known by the Kwinana community, it was well received with volunteers giving 21,000 lolly bags out to the community.
- OMG! Fringe was a brand-new Fringe Festival style event made possible due to funding received by the City. While suffering from a few false-starts due to COVID-19, the City was eventually able to deliver a jam-packed weekend of entertainment and performances in partnership with Koorliny Arts Centre.
- Light Up the Square saw the annual lighting of the Christmas tree have an expanded format featuring additional festive entertainment and activities.

Civic Functions

Together with these major community events the City of Kwinana held a number of Civic functions throughout the year, to recognise certain groups within the community, including:

- Nine citizenship ceremonies which were held throughout the year including Australia Day and Citizenship Day. While COVID-19 did have an impact on the ability to hold ceremonies the City was still able to welcome 248 new citizens from 47 countries.
- The NGO Volunteer Thank You Event which took place at Medina Hall on 12 November 2020 to thank everyone for their additional work during the pandemic.
- The Local Organisations Christmas Function on 4 December 2020 to thank all of the volunteer groups in Kwinana and present the City of Kwinana's annual awards.
- The Emergency Services Sundowner on 25 March 2021 to thank the City's emergency service volunteers.
- The Annual Bush Fire Brigades Awards Dinner on 11 June 2021, to thank the volunteers from Mandogalup and Kwinana South Bush Fire Brigades.

Community Resource Centre

The City's library and community centres continued to provide a focal point for community connectedness and participation for residents throughout the year with a range of initiatives available including:

- Library and community centre activations including lifelong learning, craft, games and technology-focused activities, which were attended by more than 700 participants.
- Responsive Community Resource Centres programs, with 78 per cent of the opportunities aligned to our life-long learning plan with participants reporting increased life-skills, improved employment opportunities and an increase in their literacy and technology capabilities.

- There was an increased interest in basic digital literacy with the Community Resource Centres providing programs and individual help to residents to use devices, connect socially online, stay cyber safe and increase personal and small business online skills. Six volunteers assisted with this project with four becoming ongoing Digital Mentors.
- Community Resource Centres had a focussed approach to relationship building and better understanding its customer's needs. 20,176 comments were collated and used to inform new programs and services.
- The City's creches developed and implemented a new early childhood education programs as part of their existing services. Power of play and sensory play were provided to 562 children over the year with information given to parents so they could continue the learning at home.

Volunteering

The City of Kwinana's Volunteer Centre continued to provide a number of diverse volunteering opportunities throughout the year. The community benefitted from volunteers who supported the City's programs, youth activities, digital learning support and enabled the popular toy library to expand its service.

Lifelong learning was a need identified within community and so in response the Community Resource Centres increased volunteering opportunities, embedded learning through play concepts into its creches, created more interactive educational displays at all centres and offered programs which enhance life skills and employment opportunities.

Overall, the Volunteer Centre participants reported increased confidence and opportunities to connect, improved skill sets and some even directly credited volunteer experience with helping them secure jobs.

Community Wellbeing

The Community Wellbeing Team continued to support the most vulnerable in the Kwinana community, primarily those experiencing family and domestic violence, housing and homelessness issues and mental health issues. During 2020/21 the service supported hundreds of community members through a number of initiatives including:

- Working with Koya, Australian Red Cross, Institute of Indigenous Wellbeing and Sport Aboriginal Corporation, Moorditj Koort and local community members to collaborate and help to deliver NAIDOC events for the Kwinana community, including Kwinana NAIDOC opening ceremony, MACC Family Day, Little Peeps Ball and a youth event.
- Collaborating with ten other agencies to host a White Ribbon event on 18 November 2020 at the Ken Jackman Hall, to raise awareness about the impacts of family and domestic violence. The event featured guest speakers who shared their lived experiences.
- As part of the Rockingham and Kwinana Homelessness Interagency Group, the City supported Homelessness Week, which ran from 2-8 August 2020 by raising awareness and promoting the City's Community Support Line.
- Supported the facilitation of Unique As; a program that provides a holistic, inclusive and safe environment to our LGBTQIA+ community.
- Kwinana Youth Services continued to support young people aged 12-18 years, residing in the City of Kwinana. In total, the service provided support to 73 young people for issues such as family and domestic violence, mental health, housing crisis, financial difficulties and disengagement at school.
- The Community Liaison service engaged directly with community members, agencies, services and local businesses and continued to provide a positive engagement service within the central business district and other localities. The service engaged with 9,991 people and provided 319 referrals to other services for continued support.



Essential Services

Over the past 12 months some significant changes were made to the service delivery of the Essential Services area and what it provided to the community. These changes sought to improve service delivery to the community, ensure services were available when most required and provide a quicker response to the community.

The outcome of the review was a reduction in operating hours to 6am to 8pm, seven days a week, 365 days a year and ensuring resources were based on community needs and peak time requests. Additionally, outside of these hours an on-call officer was rostered to respond to urgent needs for the community, and a security contract service was engaged to attend to security alarms.

The City has continued to utilise CCTV to help increase safety, and as a crime prevention measure throughout the City. During the year, the following CCTV enhancements were made:

- installed infrared lights and more cameras at the Kwinana Adventure Park;
- refurbished old camera and operating systems at the Zone and Darius Wells facility;
- reconfigured the Wi-Fi set up for the Kwinana City Centre and undertook a major server update to the City's main CCTV server;
- upgraded CCTV at the Fiona Harris facility and the Administration Building; and
- installed CCTV at the shopping strip in Medina with further activation in and around this location.

Community Safety

The City continued to encourage community safety and crime prevention through the distribution of resources provided by the Community Liaison and Crime Prevention Team, the State Graffiti Team and Neighbourhood Watch.



The City's 'Neighbour Day Every Day' program, which encouraged neighbours to connect with each other street by street, continued to grow. City Officers were invited to present on the program at a National level through Relationships Australia the home of the Neighbour Day Campaign.

The City trialed new initiatives including street chalk art near local schools and Cuppa with a Cop. These initiatives encourage crime prevention through environmental design principles by activating spaces and places and creating awareness of existing support, resources and providing a space for local residents to voice concerns.

Municipal Heritage Inventory

During 2020/21 the City began the review of its Municipal Heritage Inventory (MHI), which lists the places of special historic value to the City and ensures adequate levels of protection are set. The review involved assessments of existing sites and new locations for inclusion in the inventory.

Once complete, the updated MHI will inform a heritage list which can be included in the local planning scheme, giving strong protection to important places of the City's heritage.

Grants

In July 2020 the City of Kwinana launched its new online grants portal to the community. The Smarty Grants portal makes applying for a City of Kwinana grant easier and quicker for the community. Over the 2020/21 financial year the City of Kwinana issued 131 grants totalling \$126,100. In return, grant recipients delivered projects totalling \$267,235 worth of value back to the Kwinana community.

Outcome Measures:

Measure	Industry Average (%)	Performance (%) 2018	Performance (%) 2020
Increase in % of community satisfied with festivals, events and cultural activities	64	71	63
Increase in % of community satisfied with safety and security	55	45	42
Increase in % of community satisfied with services and facilities for youth	48	70	66

**results from the 2020 Community Wellbeing and Perception Survey*

Key projects to occur in 2021/22:

- reinstatement of the events program (pending any future COVID restrictions);
- expanding library services to John Wellard and William Bertram Community Centres;
- adding a sensory play space in the children's area of the Kwinana Public Library;
- working towards the Community Resource Centres becoming registered as an E-Smart Library to ensure a higher level of cyber security;
- undertake the 'HOME/PLACE' and 'CHORUS' community art projects; and
- investigation on Nyoongar dual naming project for parks and places across the City.



Aspiration 2: Alive with opportunity

Aspiration Statement: In the coming years, the City of Kwinana will be a place alive with opportunities. The continued prosperity of the local industrial, retail and business community will provide a wide range of employment options for residents.

The outcomes we aspire to create include:

- varied job opportunities;
- quality education for all ages;
- a bustling retail scene;
- a powerhouse industrial area;
- a thriving local economy; and
- an innovative approval system.

Related Plans:

Land Optimisation Strategy	Draft Local Planning Strategy
Strategic Advocacy Plan and Policy	City Centre Master Plan
2021 Parks for People Program	Place Plans

Fast Facts:

- The City issued 2,400 building approvals, its highest recorded number.
- Unemployment in the City of Kwinana achieved a five-year low of 10.1%.

Kwinana was selected as the preferred location for port operations as part of the WA Government's Westport Taskforce.

- Bright Futures Family Day Care provided child care for an average of 399 children, while In Home Care provided child care for 22 children.
- Bright Futures provided support to 57 Family Day Care educators and 18 In Home Care educators.
- Over 3,900 young people signed in to programs at the drop-in service at the Zone between June 2020 and June 2021.
- The Zone facilitated over 80 programs/events including the hugely popular international Women's Day skate event at the edge skate park, with 55 participants.
- There was a record number of nominees at the 2021 LyriK Awards with 63 nominees.
- 16 'Neighbour Day Every Day' events were held.

Key Projects/Achievements in 2020/21:

Economic Development

Economic Development became an area of focus for the City during the 2020/21 year due to the impact of COVID-19 on local businesses. The City endeavored to support local business through the following initiatives:

- The City undertook engagement activities with local business, by developing business support groups and facilitating additional small business training in the City.
- The City of Kwinana Strategic Advocacy Plan and policy was developed and adopted by Council.
- Continued the implementation of the City's "stay loyal, shop local" campaign, as well as delivering over \$40,000 in grants to local businesses.

Place Making

Place Making became a pillar of focus for the City during the year with the City's Place Leaders continuing to build connections with the local community, groups, and businesses to deliver local initiatives, facilitate collaborative projects and support local leadership.

This included the delivery of place plans for Bertram, Medina and Wellard which focused on building an even better place through collaborative events, activities and building capacity, as well as place audits with local communities.

Other placemaking initiatives included the 2021 Parks for People program which used a place making and engagement approach, to work closely with the Bertram community surrounding Ascot Park to ascertain community usage, appropriate upgrades, and activation opportunities with community members, with the aim of creating user designed parks that are aesthetically pleasing and user friendly.

The City has continued the collaboration with local resident groups through the virtual roundtable meetings that started up in response to COVID-19. The group meets regularly (online) to share information and support and help identify specific needs in the community. This encourages greater community-led leadership, and sharing of knowledge, resources and ideas between neighbourhood groups.

Community-led projects also took place such as the painting of the Wellard Mural; Ascot Park Pop Up Activations; trial of planter boxes and picnic seating; co-design workshops; clean-up of Medina Sheds; and community artwork and murals.

Youth

Kwinana's Youth and Community Wellbeing team continued to provide a range of valuable services to young people, predominantly from the Zone Youth Space, which had over 3,900 young people attend the center and ran over 80 programs including drop-in sessions, music lessons, Unique As, creative space, outdoor adventures, gaming sessions, girls' groups and creative writing.

Outside of the Zone, the team worked on case management for vulnerable young people, advocacy, place-based program delivery, outreach and more. The City also collaborated with a number of external agencies including Centrelink, Youth Justice, the Department of Education, and Department of Communities to assist in delivering its services.

Some of the other key initiatives undertaken by the City's Youth Services included:

- Outreach and activation activities during the 2021 April school holidays at the Edge Skate Park and Wellard Square including crafts, planting, games and competitions.
- The 2020 City of Kwinana LyriK Scholarships and the 2021 LyriK Awards. 16 exceptional Kwinana youth received LyriK educational scholarships, while the LyriK Awards saw Young Person of the Year go to Djai Hunter and the Progress Award go to Lawrence Winmar.

- A number of skateboard clinics and events were held at the Edge Skate Park including two parkour clinics, eight skate clinics and three events. The International Woman's Day skate event held in March proved to be hugely successful and subsequently the City ran a four-week, ladies only skate clinic off the back of it.
- The Gilmore Robotics Club collaborated with the youth development team to deliver the Lego Robotics program at the Zone Youth Space.
- CSBP Coastal Connections Challenge gave young people the opportunity to get involved in a two-day event which focused on all things environmental and coastal conservation, in March 2021. The event inspired the Outdoor Adventures group to develop their own Conservation Action Project which was presented at the CSBP Coastal Connections Challenge Showcase in June 2021.

Bright Futures Children's Service

Bright Futures Children's Services continued to provide a number of opportunities for families and community educators who worked with the service. Over the course of the year, a number of improvements were integrated into the service, including:

- The development of the Moorditj Kulungar Playgroup, which invited other community groups, including Connecting Community for Kids, to connect and support the families on early intervention and child wellbeing.
- Continued to partner with Chorus Kwinana to facilitate intergenerational play sessions, welcoming children and aged care residents to enjoy activities together.
- Family Day Care and In-Home Care Educator support including education and training opportunities such as Child Protection, Safe Sleep (SIDS) and First Aid. Educator Support Officers also supported educators to develop quality educational play-based program curriculums for preschool-aged children and babies.



- Bright Futures Children's Services partnered with the EarBus Foundation to deliver comprehensive ear screening to children attending its playgroups, Family Day Care and In-Home Care services.
- Bright Futures Children's Services Bush Explorers, which takes place at Sloan's Reserve, and aims to connect children with nature for enhanced learning opportunities. Children become environmentally responsible and gain knowledge about Aboriginal culture by connecting them to country.

Outcome Measures:

Measure	Industry Average (%)	Performance (%) 2018	Performance (%)* 2020
Increase in % of community satisfied with how the City Centre is being developed	49	64	55
Increase in % of community satisfied with economic development	43	50	48
Increase in % of community satisfied with planning and building approvals	46	54	53

*results from the 2020 Community Wellbeing and Perception Survey

Awards:

- Bright Futures Children's Services was nominated for Family Day Care Excellence in Family Day Care awards 2020 and 2021.
- Two Bright Future Educator Support Officers were nominated for Coordinator of the Year Awards 2020.

Key projects to occur in 2021/22:

- development of a Local Economic Development Strategy;
- review of the City's Procurement Policy;
- development of the Community Pantry and Street Library outside Bright Futures;
- Bright Futures Children's Services; Aboriginal Resource Worker will continue the collaboration with Connecting Community for Kids and Ngalla Yorga Waangkan Women's Group to develop and facilitate the Silver Linings - Rainbow program to Aboriginal and Torres Strait Islander families;
- improvement at the Bright Futures Children's Service facility including developing the garden to make it a safer place for children to play, including removal of the artificial grass and the installation of a yarning circle and a proposed outdoor classroom;
- new place-making grants category to support community led improvements within communities;
- new Healthy and Active Kwinana project to promote improved healthy choices and behaviour;
- re-launch the Kwinana Youth Advisory Council to include events and place making training, social activities and support of the City's youth events; and
- implementation of place plans for Bertram, Medina, and Wellard.





Aspiration 3: Surrounded by nature

Aspiration Statement: In 2030, the City of Kwinana will still be physically surrounded by nature. A practical, affordable and sustainable balance has been achieved between protection and development. The rich biodiversity of the area has been conserved through the identification and preservation of significant natural areas as well as with the active participation of residents in a range of environmental activities.

The outcomes we aspire to create include:

- a beautiful, natural environment;
- an energy-efficient City;
- a water-wise City; and
- a City adapted to climate change.

Related Plans:

Draft Local Biodiversity Strategy	Natural Areas Management Plan
Perth Natural Resource Management Swan Region Strategy	Environmental Education Strategy
Local Emergency Management Plan	Sustainable Water Management Plan
Climate Change Plan 2021-2026	Public Health Plan 2019-2023
Ground Water Operating Strategy	Waste Education Plan 2021-2025

Kwinana Adventure Park Management Plan	Waste Plan 2021-2025
Mosquito and Midge Management Plan	Landscape Development Guidelines

Fast Facts:

Over 17,000 native seedlings were planted by over 400 volunteers.

- The City collected 39.5% more verge bulk waste this year at 2,661 tonnes.
- The City collected 14.9% less verge green waste this year at 1,519 tonnes.
- 1,164 kg of household hazardous waste was collected in the City's community recycling hubs, which was a 33.6% increase on the previous year.
- 13 waste education workshops were delivered with a total of 221 participants.
- There was a 42% increase in the number of planning and building applications referred to Environmental Health for assessment.
- Out of 1,077 inspections completed in 2020/21, 47% were food businesses inspections.
- 37 Hectares of Natural Bushland, comprising of wetlands and Banksia woodland, six parks and two streetscapes, totalling 8.21 hectares, was handed over to the City to maintain.

Key Projects/Achievements in 2020/21:

Environment

The City of Kwinana supports a rich and important biological diversity which became a focal point for a number of initiatives, and was the underlying principle in the development of a number of strategic documents including:

- The City of Kwinana Climate Change Plan 2021-2026 was adopted by Council in March 2021.
- The Local Biodiversity Strategy, which provides a process for assessing the ecological significance of protected areas of bushland and wetlands by determining their protection status and recommending priorities and opportunities for protection. The Strategy also informed the preparation of the City's Local Planning Strategy.

The City continued to implement its annual feral animal management program which targets foxes, rabbits and feral cats; its annual revegetation and weed management programs; and the annual seedling subsidy scheme which received 124 orders and resulted in 3,059 seedlings being processed.

The City also hosted its annual wildflower walk with self-guided digital interpretive signs available for the first time.

Waste

Public awareness of waste generation and waste management practices have continued to increase over the years providing much needed focus and insight into this important topic. The City has matched this level of focus through the development of the City of Kwinana Waste Plan 2021-2025 and the Waste Education Plan 2021-2025, which were adopted by Council in March 2021.

A comprehensive review of bulk waste collection services was also completed, with Council adopting a slightly modified verge collection service in December 2020. This lent itself to a comprehensive review of the annual waste and recycling guide resulting in a new format, unique to Kwinana, for 2021/22.

Environmental Health

With Ross River Virus being detected in the City, rigorous measures were put in place to mitigate the risk being presented by mosquitos in the local area. As such, a total of 37,310 mosquitos were trapped across ten monitoring sites.

Additionally, a mosquito larval survey and a mosquito management plan for The Spectacles was developed to ensure a robust approach to managing mosquitos.

Emergency Management

The last 12 months has seen some significant changes in the Emergency Services area including:

- the development and introduction of the City's first ever Bush Fire Risk Mitigation Plan and the engagement of a Bush Fire Mitigation Officer;
- a comprehensive review and re-write of the City's Local Emergency Management and Recovery Plans;
- the development of the City's first Vulnerable Locations and Animal Welfare Plans;

- the commencement and refurbishment of the Mandogalup Volunteer Bush Fire Brigade, which was supported by the Emergency Services Levy (ESL) funding;
- awarding ESL funds toward the demolition and rebuild of the Kwinana South Volunteer Bush Fire Brigade (\$699,000); and
- the receipt of funding as a result of the Bush Fire Risk Mitigation Plan to be put towards bush fire mitigation needs within the community (\$380,000).

Outcome Measures:

Measure	Industry Average (%)	Performance (%) 2018	Performance (%) 2020
Increase in % of community satisfied with conservation, land and environmental management	58	64	60
Increase in % of community satisfied with animal and pest control	54	59	58
Increase in % of community satisfied with effort to promote and adopt sustainable practices and respond to climate change	53	63	59
Increase in % of community satisfied with management of food, health, noise and pollution issues.	57	59	56
Increase in % of community satisfied with waste service collections.	67	67	65

*results from the 2020 Community Wellbeing and Perception Survey

Awards:

- Eleventh year as a Waterwise endorsed Council and fifth year awarded the gold endorsement.

Key projects to occur in 2021/22:

- development of the following strategic documents:
 - Coastal Adaption Plan;
 - Urban Forest Strategy;
 - Sustainability Strategy;
 - Littering and Illegal Dumping Strategy;
- review and update of the Sustainable Water Management Plan and the Environment Education Strategy;
- adoption of the inaugural City of Kwinana Waste Local Law;
- preparation of a Food Organics and Garden Organics (FOGO) third kerbside bin service feasibility assessment;
- review of the Animal, Environment and Amenity Local Laws;
- implementation of the City's first ever Cat Local Law 2021;
- refurbishment of the City Animal Care facility including CCTV;
- review and implementation of the revised Activities on Thoroughfare and Public Places and Trading Local Law, and Urban Environment and Nuisance Local Laws; and
- public open space/parks and reserves renewals.



Aspiration 4: It's all here

Aspiration Statement: Kwinana 2030 will see an increasing number of new community and recreation facilities, as well as significant refurbishment of current amenities. These community spaces will be well-planned to meet community needs and constructed to match population growth. They will enable the provision of more services and activities for youth and seniors and have sustainable maintenance and running costs.

The outcomes we aspire to create include:

- great public places;
- well-kept green spaces;
- a well-serviced City;
- a well-planned City;
- a well-maintained City; and
- a connected transport network.

Related Plans:

Fast Facts:

- Current replacement cost of assets based on 2019/2020 valuation:
 - Roads and Transport \$380,159,608
 - Stormwater Drainage \$57,134,035
 - Public Lighting \$5,225,850
 - Buildings \$160,060,497
 - Public Open Space \$82,743,400.

The number of development applications significantly increased with 437 received during the year.

- The number of subdivision applications also significantly increased with 35 received during the year. There was also an increase in subdivision clearance numbers.
- The City issued 2,461 building approvals;
- As part of the Local Roads and Community Infrastructure Australian Government funding program the City received \$305,000 in Phase 1, for 2020/21 for upgrades to roads and footpaths.
- Kwinana Recquatic had 367,523 attendances to the centre, including 45,281 swim school attendances and 3,452 dry program participants.
- \$97,389.61 was granted through Kidsport to young people aged 5-18 living in Kwinana towards their sporting registration fees.

Awards:

- Kwinana Recquatic was recognised by the Water Corporation as a 'Gold' Waterwise Aquatic Centre.
- The City of Kwinana, in partnership with the South Metropolitan Health Service, won the awards for outstanding achievements in injury prevention and safety promotion at the 2021 Injury Prevention and Safety Promotion awards.

Key Projects/Achievements in 2020/21:

Engineering and Asset Management

The City continued planning for and providing great public places for its community by ensuring that these spaces were well thought out, built and maintained. Achievements for the period included:

- finalising the design and advertising the tender for the construction of the Honeywood Pavilion;
- finalising the design and advertising the tender for the demolition and construction of the Kwinana South Volunteer Bush Fire Brigade Station;
- carrying out the refurbishment of the toilets and the creation of a universally accessible toilet at the Kwinana Tennis Clubrooms in Calista;
- creating 520 new residential lots predominantly in Wellard, Wandi and Mandogalup;
- planting 319 new trees in the Kwinana Industrial Area, Bertram and Sulphur Road as part of the Street Tree Planting Program;
- \$1 million upgrade to the rural peel drain in Wellard to an urban standard living stream adjacent to The Sunrise Estate;
- completion of the Pace Road drainage and road upgrade works;
- installation of the \$260k Gilmore Avenue blackspot signalised pedestrian crossing;

- commencement of the \$400k relocation and upgrade works to Bertram Road, Wellard Drainage Basin; and
- completion of the first stage of upgrades to the Kwinana Loop Trail to the value of \$80,000. The project, supported by Lotterywest, features the creation of 11 new signs, and two rest stops through close collaboration with the Aboriginal community.

Planning and Building

The City's draft Local Planning Strategy (LPS), adopted in March 2021 sets out the land use planning and development directions and actions for a 15-year period.

The LPS was developed following extensive community consultation and informed by a set of integrated planning principles which aim to guide the community, economy and environment towards a sustainable future. These include liveability, character, prosperity, accessibility, sustainable development and resilience.

Developer Contributions continued to be a significant service provided by the City in the planning space, progressing complex local planning scheme amendments, meeting annual review and cost apportionment schedule legislative timeframes, and reviewed internal processes and build team capacity.

The 2020/21 year was marked by a surge of development activity in response to Government home buyer grants. This generated a high demand for services by the City to manage the contribution schemes and cost contributions to meet development and statutory timeframes. The boom experienced within the building industry also resulted in a significant increase in building applications from the previous year.

Supported by the Small Business Development Corporation the City undertook workshops with local business owners as part of the City's Small Business Friendly Approvals Workshop Program.

In parallel, the City progressed a complex scheme amendment to introduce a final new contribution scheme for community facilities



for community support and recreation. This included a review of the City's Community Infrastructure Plan which identifies the need for and location of community facilities in line with the City's growth and community needs.

Health

The City's Environmental Health Team continued to provide a vital role throughout the year due to the impact of COVID-19, including being a primary contact point for key COVID updates from the Department of Health as well as providing COVID contact register checks.

Additionally, they provided food safety education and support to food businesses in the local community, as well as inspections, the 'Play It Safe' FoodSafe campaign, and community engagement around health issues.

Kwinana Recquatic

In May 2021, the Kwinana Recquatic upgraded its gym to offer state of the art Technogym equipment, including new cardio equipment and all new resistance machines and benches.

As part of the upgrade, a range of wheelchair adaptable equipment was introduced providing cardiovascular, resistance, and wellness options including the Technogym Element+ Inclusive Chest Press, Shoulder Press, and Low Row; Technogym Excite Live Top; and the Technogym Dual Adjustable Pulley.

The Centre also implemented a number of other improvements throughout the year including:

- a new membership fee structure;
- new look café menu and opening hours;
- 'Zero Tolerance Policy' for its Stadium users and Social Sports Competitions;
- a new spin studio;

- accessibility upgrades to the facility and 'Sitting Volleyball' session in conjunction with APM and Volleyball WA; and
- two new seniors programs: Bloom and Strength for Life, which were introduced after significant community consultation.

Recreation and Inclusion

Community health, recreation and inclusion initiatives continued to be very popular with the Kwinana community with the following initiatives receiving a high level of uptake and support:

- The City secured funds from Healthway to undertake 'A Breath of Fresh Air', which is a partnership initiative between Knight Frank (Kwinana Marketplace), South Metropolitan Health Service (SMHS), and the City of Kwinana. The project aims to reinforce the 'no smoking' buffer zones, as required by WA Tobacco Laws, to reduce exposure to second-hand tobacco smoke at shopping centre entrance points.
- Three free community nutrition education workshops, including *Eat Well Train Well*, *How to be Health* and *Good Food Good Mood*, were facilitated by a Nutritionist and made accessible to the Kwinana community.
- The City delivered three 'Stay On Your Feet' workshops in partnership with South Metropolitan Health Service, local service providers and with the support of a grant from Injury Matters WA. The aim of the workshops was to increase adults' knowledge and awareness of falls prevention strategies that can be easily added to daily routines. A total of 77 community members attended the workshops, including 16 Aboriginal and Torres Strait Islander people.
- Kwinana Club Network Nights was a new City initiative that aimed to bring together Kwinana sporting clubs with City staff and to provide opportunities to workshop issues and challenges and provided development opportunities for club volunteers.

- Over the financial year, \$97,389.61 was granted through KidSport to kids living in Kwinana, aged between five and 18 years, to go towards their sporting registration fees. This equates to providing access to sport to over 600 children. Approximately 20 per cent of applicants were of Aboriginal background, which is remarkably higher than the state average.

Art and Culture

With a growing number of public artworks within the City, Council endorsed the establishment of the City's Public Art Review Panel in October 2020. The panel includes City staff, a Councillor and an external art expert. The focus of the panel is to consider the merits of public art being provided in accordance with the City's Local Planning Policy No. 5 – Development Contribution Towards Public Art.

The panel has been considering a number of public art proposals for various developments and has been part of the process of developing public art guidelines and a public art masterplan for the City. The guidelines will complement the planning policy and provide additional information to proponents developing public art within the City.



Outcome Measures:

Measure	Industry Average (%)	Performance (%) 2018	Performance (%) 2020
Increase in % of community satisfied with community centres, and facilities	60	67	67
Increase in % of community satisfied with sport and recreation facilities	66	68	67
Increase in % of community satisfied with playgrounds, parks and reserves.	68	76	75
Increase in % of community satisfied with road maintenance.	54	64	64

**results from the 2020 Community Wellbeing and Perception Survey*

Key projects to occur in 2020/21:

- construction of the Honeywood Pavilion at Honeywood Oval;
- construction of a new Kwinana South Volunteer Bush Fire Brigade Station;
- upgrade and extension to the City of Kwinana Operations Centre;
- review of the Local Commercial and Activity Centres Strategy;
- progressing the first stages of the preparation of the City's new Local Planning Scheme;
- commence and complete construction on the Sicklemore Road upgrade from Warner Road to Adamson Road;
- commence and complete construction on stage one of the Gilmore Avenue shared path project from Thomas Road to Chisham Avenue;
- commencement of the construction for shared bike path on Parmelia Avenue;
- upgrade Ascot Park in Bertram;
- service improvements and reform initiatives implemented in line with the Small Business Friendly Approvals Action Plan;
- undertake tree planting in Kwinana Industrial Area and Bertram as part of the urban greening fund; and
- undertake upgrade to Kwinana Recquatic including an update to the spin studio bikes, group fitness timetable, new programs including 3x3 basketball trial and the installation of access control gates.

Future Measures

City Outcomes

The City has a number of Key Performance Indicators in place that are vital to business improvement.

DLGSC Indicators	Measures	Achieving Benchmarking Standard/ City Target*	Current**
Asset Management Indicators	Asset Consumption Ratio (%)	>50	37
	Asset Renewal Funding Ratio (%)	Greater than 75	54
	Asset Sustainability Ratio (%)	90	34
Business Performance	Development Applications assessed within statutory timeframes (%)	100	96
	Local Development Plans assessed within statutory timeframes (%)	100	75
	Subdivision Applications assessed within statutory timeframes (%)	100	75
	Building Approval Certificates processed and issued within 10 days (%)	100	100
	Certified Building Permits processed and issued within 10 days (%)	100	95
	Uncertified Building Permits processed within 25 days (%)	100	98

* The benchmarking standard targets are set by the Department of Local Government, Sport and Cultural Industries

** Current values for Business Performance and Assets are as at 30 June 2021.

Statutory Reporting

Disability Access and Inclusion Plan

Throughout 2020/21 the City continued to actively work to ensure all people living, working in and visiting the City had unconditional access to its services and facilities. Key areas of focus included access to services and events, access to buildings, access to information, equal level and quality of service, the same opportunity to make complaints and to be consulted and to receive the same employment opportunities. A number of actions identified within the plan were undertaken during 2020/21 including:

- The City of Kwinana library purchased several products to support visitors with disabilities. These included a weighted blanket and weighted pillow, and a reader pen to assist those with reading difficulties and dyslexia. The Toy Library encouraged sensory exploration and play and information has been added to the City's online catalogue to improve discoverability and assist in ascertaining suitability for specific sensory-related requirements. The Library has created an International Day of People with Disability display to help raise awareness and provide information to the community. Changes have been made to the Library layout with adjustments completed to improve access for people with disabilities, for example, the screen at the print-release station has been adjusted to improve access for people using a wheelchair.
- The City's event team consulted with Staff when designing the site layout for the 'OMG! Fringe Festival'. The City hired three accessible ramps to make navigating the site easier for people with mobility concerns/aids.



- The City has recently upgraded to an online funding application process, which included the City adding a Disability Services checklist for creating accessible events. In 2020/2021 six of the ten grant applicants provided a copy of their completed checklist.
- Recent redevelopment works have included installing an automated accessible toilet door in the Darius Wells Library and Resource Centre. The City also engaged an architect to identify accessibility works for Sloan's Cottage and Caretakers Cottage, and the City Operations Centre upgrade was designed in line with accessibility standards.
- City staff continue to monitor facilities and infrastructure to ensure compliance with the minimum service standards. Upcoming design for future builds includes Honeywood Pavilion and Kwinana South Volunteer Bush Fire Brigade Station.
- City staff arranged a walk around at Honeywood Estate, following concerns being raised by two local residents about accessibility issues. Upgrades included widening access gates to the local reserve, design and construction of a suitable pedestrian crossing to allow access to the Darling Dog Park, and an extension of the footpath in the Darling Dog Park. All upgrades allow greater access for people using mobility aids.
- The City launched its new website in late 2020, which was developed in line with the Web Content Accessibility Guideline (WCAG) 2.0 AA standards. Aligned with the launch of the new site, several City officers were provided with document optimisation and accessibility training. This training teaches staff how to create and set up documents in Word and PDF that make certain they can be easily read by assistive technology such as screen readers. This ensures that documents uploaded to the City's website are accessible to people who may be blind, illiterate and/or have a learning disabilities.
- The City developed and adopted a new Engagement Framework and Engagement Policy to help establish the City of Kwinana's commitment to, and principles for, engagement between the City, stakeholders and the wider community using appropriate, effective and inclusive practices. The framework discusses ways to talk to the community to increase inclusion and representation of people from all demographics in the area.
- The City engaged in public consultation when developing the new Strategic Community Plan (SCP), and when reviewing the DAIP. Staff attended community events and activities, and approached disability service providers as well as local schools. Consultation was conducted via online surveys, internal and community workshops, and one on one meetings which meant that stakeholders were able to contribute to projects in a way that suited their needs.
- Every two years all City employees engage in equal employment opportunity training. In 2020 the City rolled out this training with a focus on discrimination, particularly in relation to disability. It demonstrated an employer's and employee's responsibility and gave staff significant insight into the effects of discrimination in the workforce and offered suggestions on modifying work practices to support individuals with a disability.

Reconciliation Action Plan

In November 2020, the *Innovate Reconciliation Action Plan (RAP)* was adopted by Council and endorsed by Reconciliation Australia. Reconciliation Australia sets the outcome areas within the plan: Relationships, Respect and Opportunities. Actions within the plan have been developed with the *Boola Maara (Many Hands) Advisory Group* and align with the outcome areas. City Officers and community members have continued to work together to achieve positive outcomes, including actions from the Innovate RAP.

The City has continued to maintain and strengthen relationships with Aboriginal and Torres Strait Islander community organisations and groups to help the City better understand the needs of community and enhance community and organisational outcomes. This has been achieved through:

- facilitating the Boola Maara (Many Hands) Advisory Group Meetings;
- planning and Delivering National Reconciliation Week Activities. Including partnering with local Aboriginal Community Controlled Organisations, Moorditj Koort, and Ngalla Yorga Waangkan to support the planning and delivery of the local Sorry Day event. The City also planned and delivered a Flag Ceremony that included a Welcome to Country, Traditional Smoking ceremony, dancing, and speeches by local Community Leaders. City officers and Senior Staff where encourage to attend these events; and
- the City have provided ongoing feedback and updates regarding RAP deliverables to local Elders and community leaders via the Medina Aboriginal Cultural Centre.



The City have continued to demonstrate respect and a commitment to improving awareness of Aboriginal and Torres Strait Islander cultural practices histories and knowledge by;

- observing the significance of cultural protocols by including Welcome to Country ceremonies at significant events and sharing with stakeholders a list of appropriate persons who have authority to provide Welcome to Country within the local area;
- providing Acknowledgement of Country at meetings, events and activities to demonstrate respect for Traditional Custodians and Owners of the Land;
- documented a video sharing the City's Conciliation Statement of Intent to expanded on the Acknowledgement of Country at the City's Citizenship Ceremonies; and
- provided funding and partnered with local organisations and the Aboriginal and Torres Strait Islander community members to plan 2021 NAIDOC events.

The City has continued to identify, create, and support opportunities for current and future generations by building capacity and developing pathways for improved economic and social outcomes. The City continues to develop opportunities through;

- the City's procurement policy was updated to ensure that City aspirations and Aboriginal aspirations are aligned and that there will be times when procurement requires close consideration of Aboriginal cultural competencies, such as language, knowledge and skills, and procedures, customs, practices and protocols;
- developed a list of Nyoongar suppliers that the City staff can draw upon for the procurement of goods and services; and

- City staff continued to work in collaboration across the business and with local organisations to deliver programs that promote the education, wellbeing and health of Aboriginal and Torres Strait Islander people. Also, working with the Institute of Indigenous Wellbeing and Sports to deliver a fortnightly Beat Ball program.

The City maintains a strong working relationship with the local Aboriginal people and service providers. Staff have continued to work collaboratively to ensure we are actively working towards reconciliation with in our community. The City will continue to work with Boola Maara (Many Hands) Advisory Group and the wider Aboriginal Community to progress actions and deliverables within the Innovate Reconciliation Action Plan.



Reporting Requirements

National Competition Policy

The City of Kwinana has met its obligations in regard to the *National Competition Policy* with no issues being raised with the City.

Local Government Act 1995

This Annual Report (Part 1 – Community), together with the Annual Report (Part 2 – Annual Financial Report), complies with the requirements of section 5.53(1) of the *Local Government Act 1995* to prepare an annual report for each financial year.

Elected Member Conduct

Under section 5.121 of the *Local Government Act 1995*, *no breaches were found as a result of Elected Member conduct* in the financial year ending 30 June 2020.

Local Government (Financial Management) Regulation 1996

Under section 6.4 of the *Local Government Act 1995*, a Local Government is to prepare an Annual Financial Report for the preceding financial year and such other financial reports as are prescribed in the *Local Government (Financial Management) Regulations 1996*.

State Records Act 2000

The *State Records Act 2000* is currently being assessed for the need for review by the State Records Office of Western Australia. The City of Kwinana's Records Management Coordinator provided input and observations via the Local Government Records Managers Association. The onset of the COVID-19 pandemic and ongoing effects have stalled the review process.

Approved by the State Records Commission in 2016, the City's updated *Recordkeeping Plan 2016-2021* describes the City's commitment to good and compliant record keeping procedures. These include monitoring the process and compliance of the retention, storage and destruction of digital and hardcopy records. The Records and IT team liaise to achieve digital compliance. The Recordkeeping Plan has been reviewed by the Records Coordinator and will be submitted when requested by the State Records Commission.

Training is an important component of record keeping for the City, and has continued to be provided to all staff to ensure appropriate awareness of record keeping obligations and responsibilities. Induction and training programs were provided to 68 individual new employees, and group sessions and updates carried out as required. Each officer is issued a comprehensive User Guide when completing induction training and the User Guide is available to all staff via the City Intranet.

Freedom of Information Act 1992

In accordance with Section 96(1) of the *Freedom of Information Act 1992*, residents have the legally enforceable right to access records (which are not otherwise exempt) held by State and Local Government agencies. The following FOI applications were received:

	2020-2021
FOI Requests	6
Access in Full	2
Edited Access	1
Applications withdrawn	0
Access deferred	0
Access refused	3

Public Health Act 2016 and Food Safety Standards

The City has complied with the requirements to provide a report to the Department of Health on the performance of functions under the *Food Act 2008* and *Public Health Act 2016*.

The *Food Act 2008* was applied to all food premises within the City based on a risk-assessment approach by way of inspection. The City carried out 490 food business inspections during the 2020/21 financial year.

The Environment and Health Team experienced difficulties in recruiting and fulfilling an Environmental Health Officer position, which had led to a reduction in the number of inspections compared to 2019/20 financial year.

Equal Opportunities

The City of Kwinana reviewed and updated its *Equal Employment Opportunity Management Plan 2020-2023*. The plan was initially submitted and acknowledged by the EEO Commission in June 2020 and the City has complied with the reporting requirements to the EEO Commission for the period ending June 2021.

Occupational Safety and Health

The City's vision is to achieve excellence in safety and health management through a framework that is an integral part of business planning with Safety and Health Management goals and targets established to drive continuous improvement in performance. The City's mission is to strengthen and grow a safety culture at the City.

The City also recognises its corporate responsibilities under the new Work Health and Safety Bill and associated legislation and is fully committed to ensuring that, as far as practicable, it will provide a working environment that is without risk to its employees and others in the City's workplace. The City has developed and implemented a Safety and Health Management System Framework with the purpose of:

- providing a structured approach to the City's safety and health activity;
- fostering and protect personnel well-being;
- meeting legislative requirements for safety and health;
- minimising overall risk from the City's perspective; and
- promoting continuous improvement in safety and health performance.

The City is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage. The City, in partnership with its employees, will endeavour to recognise the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment.

Review of Local Laws

Section 3.16 of the *Local Government Act 1995* requires that all of the Local Laws of a Local Government must be reviewed within an eight-year period after their commencement to determine if they should remain unchanged or be repealed or amended.

A review of several local laws was undertaken during the 2020/21 financial year, with the following Local Laws being progressed to varying levels:

- the *Activities in Thoroughfares and Public Places and Trading Local Law* was reviewed and is due for finalisation in the 2021/22 financial year;
- the *Urban Environment and Nuisance Local Law* was reviewed and is due for finalisation in the 2021/22 financial year;
- the proposed *Cat Local Law* was submitted for public comments and is due for finalisation in the 2021/22 financial year; and
- the proposed *Waste Local Law* was progressed and will be submitted for public comment in the 2021/22 financial year.

Annual Salaries

The *Local Government Act 1995* requires each Local Government to provide the number of employees who are entitled to an annual salary of \$100,000 or more. The figures below are as at 30 June 2021, noting that they include any staff on the Enterprise Agreement who are entitled to an annual salary of \$100,000 or more.

Salary Range	No. Employees
\$100,000 and \$110,000	10
\$110,000 and \$120,000	5
\$120,000 and \$130,000	7
\$130,000 and \$140,000	4
\$140,000 and \$150,000	2
\$150,000 and \$160,000	1
\$160,000 and \$170,000	3
\$200,000 and \$210,000	3
\$300,000 and \$310,000	1
Total	36

Part 2 – Annual Financial Report

Annual Financial Report 2020/21 is available online at www.kwinana.wa.gov.au





ADMINISTRATION

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