

What do I get for my rates?

City of Kwinana Facilities and Services

Some of the services and facilities the City provides to the community include, but are not limited to:

Environmental Health

- Waste management – general waste bin and recycle bin per residence with weekly and fortnightly collection respectively.
- Four green waste and two white goods bulk waste collections per year.
- Community education and promotion.
- Property inspections prior to settlement (on request).
- Temporary accommodation approvals.
- Septic tank decommissioning certifications, issuing of approvals for septic tanks, aerobic treatment units, and monitoring of same for compliance with the Health Act.
- Liquor Act Section 32 certificates.
- Health approvals for Gaming Act approvals.
- Health approvals for fireworks approvals.
- Swimming pool sampling monthly (semi public and public pools).
- Complaint investigations including noise, dust, odour, smoke, condition of properties and dwellings, pollution, pests, food quality, food poisoning, food hygiene, illegal pesticide use, effluent disposal, inappropriate land uses, asbestos, contaminated sites, illegal disposal of syringes and medical wastes, skin penetration, hairdressing establishments and general concerns that may affect community health.
- Licensing (monitoring and inspection) – pigeons, poultry, offensive trades, bees, trading in public places, equine premises.
- Food businesses – licensing, monitoring and inspections of all food premises.
- Industrial premises – inspections and monitoring for compliance with the Health Act and Environmental Protection Act.
- Inspection and advice on eradication of feral pigeons particularly in the industrial area.
- Mosquito monitoring.
- Water and food sampling.
- Public building inspections and monitoring for Health Act compliance.
- Advice on food hygiene, control of diseases, holding public events, design and construction of food preparation premises, vehicles and stalls, public swimming pools, control of disease causing pests and abatement of noise nuisances.



City Operations

- Graffiti removal from Council buildings and infrastructure and private property. (*Conditions apply*)
- Footpath and crossover maintenance.
- Road and kerb maintenance e.g. pot holes and depressions.
- Road shoulder maintenance.
- Drainage maintenance which includes inspecting and cleaning the storm water drainage system.
- Drainage installation.
- Removal of illegal dumping and rubbish.
- Bus shelter maintenance.
- Street sweeping.
- Street signs repair and replacement.
- Installation of traffic counters as requested.
- Removal of dead animals.
- Clean up road spills.
- Installation of street furniture.
- Fire control assistance utilizing City Operations plant and equipment.
- Traffic management/road closures etc.
- Maintenance of sports grounds including mowing, weed control, vertidrainage, wetta soiling and turf renovation.
- Mowing of parks, streetscapes, medians, dry land reserves and oval surrounds.
- Irrigation maintenance.
- Horticulture services including pruning, weeding, mulching, fertilizing and planting.
- Landscaping projects.
- Tree maintenance in all City parks and reserves.
- Power line clearance of street trees.
- Verge maintenance, slashing etc.
- Kerblines and hardstand weed spraying.
- Maintenance of bollards, fencing and cleaning BBQs.
- Rubbish and litter pickup throughout the City centre and beach reserves.
- Playground inspections and maintenance.
- Management of water features and lakes.
- Bore maintenance and construction.
- Emergency response to storm, flood, fire etc.
- Installation of banner/advertising along Gilmore Ave.
- Building asset management (ensuring upkeep/maintenance of City's Building Assets)

Environment Team

- Biodiversity.
- Private landowners – advice and assistance to landowner in managing important bush and wetland areas within their properties.
- Managing City of Kwinana reserves as part of our Bushland Masterplan, we undertake a range of different activities in our bushland reserves such as weed control.
- Fencing.
- Revegetation.
- Assisting in fire management and planning.
- In addition, each winter our teams carry's out numerous community planting days where anyone in the community is welcome to attend.

Environmental Planning – *ensuring that Kwinana's environment is protected and managed during this time of rapid growth and development including:*

- Assessing development proposals to ensure they are consistent with environmental policies and legislation.
- Working with key stakeholders to achieve draft vegetation protection targets as part of our draft Local Biodiversity Strategy.
- Ensuring new bushland/wetland POS areas in new subdivisions are protected and upgraded in an appropriate manner.



Water and Energy Conservation Initiatives – *Through the South Metropolitan Regional Council, we provide the following programs here in Kwinana:*

- Living Smart - An annual course, free of charge to Kwinana residents to learn how to improve the sustainability of their homes and their community.
- Residential Targeted Energy Action – This program works with individual households on specific actions that can make big reductions in household energy use.
- Local Centre's Combined Project – Some small to medium size local businesses and adjoining residents will be invited here in Kwinana to participate in a new project aimed at reducing greenhouse gas emissions through energy and waste reduction.
- In addition, we work closely with other staff members to ensure that any future Council building will be 'eco-friendly' and have also implemented a program to retrofit some of our existing buildings.

General Advice – *Our Environment Team is always willing to provide general advice to local residents, community groups, businesses etc. on any environmental matter of concern.*

Planning and Building Team Services

The Planning and Building Team has statutory responsibilities for the control and guidance of all land use, development and built form within the City of Kwinana.

The aim of the team is 'To oversee and promote the best land use, development and built form outcome for the City of Kwinana, while maintaining the balance between environmental, social and economic sustainability'.

The key services and duties of the Planning and Building Team are listed as follows:

Building

- Building application assessment.
- Sign licenses.
- Demolition licenses.
- Certificates of classification (commercial).
- Strata inspections.
- Swimming pool inspections.
- Neighbourhood disputes (dividing fences, retaining walls)
- Project management for Council buildings and structures.
- Site inspections.

Planning

- Development applications.
- Subdivision assessments.
- Town planning scheme assessments.
- Preparing and enforcing planning policies.
- Structure planning assessment.
- Administration of developer contributions.
- Planning compliance.
- Town planning scheme management.
- Identifying and promoting relevant funding opportunities.
- Strategic planning and project based work (forward planning)
- Completing the Town's Local Planning Strategy (including the Local Housing Strategy, Local Commercial Strategy, Local Rural Strategy and Local Industrial Strategy).
- Eastern Residential Intensification Concept (ERIC) District Structure Planning for the City's new growth areas.
- Reviewing the Municipal Heritage Inventory.
- Town Planning Scheme review.



Engineering

- Design
- Geometric design of roads, cycleways and shared paths.
- Asphalt and seal design.
- Develop specifications for road, pathways, carparking and bridge construction.
- Develop specifications for stormwater drainage construction.
- Develop specifications for street lighting.
- Structural design of pavements.
- Analysis and interpretation of pavement testing.
- Analysis and interpretation of road construction materials testing.
- Analysis and interpretation of concrete testing.
- Stormwater drainage design.
- Preparation and submission of applications for Urban, Metropolitan Regional Group, Black Spot (Federal and State government) grants and other funding.
- Quality control of projects.
- Asset evaluation.
- Accident analysis and propose counter measures.
- Prepare capital works program.
- Drafting
- Produce design and construction drawings for roadworks.
- Produce design and construction drawings for stormwater drainage projects.
- Produce design and construction drawings for traffic management projects.
- Produce design and construction drawings for landscaping projects and new developments.
- Traffic Engineering
- Respond to customer queries regarding traffic issues.
- Design of traffic improvement projects.
- Respond to all traffic signs and pavement marking requirements.
- Liaise with MRWA, WA police, Education department and other authorities regarding all traffic issues.
- Manage design, costing, procurement, installation and maintenance of all street lighting including lighting of carparks.
- Preparation and submission of applications for street lighting grants and funding.
- Preparation and submission of applications for bus shelter grants and funding.
- Manage design, costing, procurement, installation and maintenance of bus shelters.
- Preparation and submission of applications for pedestrian and cycling facilities grants and funding.
- Manage design, costing and construction of pedestrian and cycling facilities.
- Collection, analysis and reporting of traffic data.
- Road safety audit.
- Review and approval of Traffic Management Plans.
- Respond to applications for concessional loading.
- Provide technical advice and project management to the maintenance of jetties and boat ramps.
- Respond to applications for temporary and permanent road closures.
- Project Management
- Prepare and manage Council's capital Works construction program.
- Project management.
- Contract management.
- Supervision of road and drainage construction contractors and crews.
- Liaise with contractors, service authorities, government agencies.
- Prepare construction cost estimates for roadworks, drainage projects.
- Supervise implementation of temporary traffic management plans.
- Quality control of construction projects.
- Community consultation and customer satisfaction surveys.
- Asset Management
- Record spatial data and asset information for roads, parks, reserves, shared paths, street lighting, drainage infrastructure, street furniture.
- Development of asset management plans.
- Maintenance and update of asset information.
- Record and Input as constructed information.
- Development

- Assess and comment on subdivision applications at structure plan stage.
- Review engineering drawings for new developments.
- Approval of engineering components of developments.
- Inspection of various stages of developments including clearing, retaining walls, earthworks, roads, drainage, shared paths, street furniture, street lighting, parks and reserves.
- Liaison with developers, services authorities, government agencies, contractors.
- Land resumptions.
- Collection of As Constructed information.
- Update City's drainage infrastructure.
- General
- Respond to internal/external customer queries.
- Provide technical advice on traffic, transport, carparking, street lighting, roads, drainage and other engineering related issues to the residents.
- Attend and respond to correspondence.
- Prepare and monitor/control budgets and expenditures.
- Evaluate and issue extractive industry licenses.
- Strategic planning.
- Roadwork planning for subdivisions.
- Plant maintenance and allocation programming.
- Investigation and reporting.
- Public transportation coordination.
- Transport studies and network analysis.
- Local area transport studies.
- Coordinate and manage public infrastructure projects.
- Provide technical advise and project management to City centre development.
- Car parking studies.
- Risk assessment.
- Long term financial forecasts.
- Coordinate joint projects with adjoining Councils.
- Concept plan developments.

Community Services

- Arts, Culture and Heritage.
- New major event to be announced in 2017.
- Children's Festival.
- Australia Day Celebrations.
- Lolly Run.
- Youth Festival.
- Art Exhibitions.
- Public Art projects.
- Sloan's Cottage.
- Smirks Cottage.

Youth

- Zone Youth Space.
- LyriK Incentive Program.
- LyriK Mentoring Program.
- Friday night activities for youth.
- School Holiday Program.
- Referral Service for Youth.
- Skate Competitions.
- Urban Art.
- Youth GP and Sexual Health Clinics.
- Schools Scholarship program.
- Skatepark.



Health and Fitness

- Kwinana Recquatic (including swimming pools, gym, classes etc).
- Walk Trails.
- Nutritional Workshops.
- Health Promotion Workshops.
- Diabetes Awareness Workshops.
- Walking Groups.
- Health Screening Programs.
- Senior Sational Program.
- Recreation and Facilities.
- Sporting Club Development /Assistance.
- Community/sporting club donations program.
- Wellard Pavilion.
- Wellard Oval.
- Thomas Oval.
- Thomas Kelly Pavilion.
- Fiona Harris Pavilion.
- Orelia Oval.
- Ridley Green.
- Wells Park.
- Medina Oval.
- Calista Oval.
- Chisham Oval.
- Rhodes Park.
- Kelly Park.
- Community.
- Kwinana Volunteer Centre.
- Community grants program.
- City Awards Programme – recognition of community leaders.
- Bright Future Family Day Care.
- Library – including the building of the \$22m Library and Resource Centre.
- Community Bus.
- Koorliny Arts Centre.
- Casuarina Community Hall.
- Medina Hall.
- Leda Hall.

Governance, Strategic Services and Human Resources

- Citizenship ceremonies.
- Electors General Meeting.
- Council meetings.
- Council elections.
- Community consultation.
- Spirit of Kwinana newsletters: four per annum.
- Website.
- Media management.
- Social Media engagement and customer service.
- Annual Report and many other community publications.
- Community forums and events.
- Relationship management with Federal and State Government.
- Lobbying on behalf of the City's community.
- Marketing programs.
- Gilmore Avenue Banner Management.
- Advertising of programs and events.
- Sponsorship opportunities.
- Governance advice to Councillors and Council officers.
- Organisation of agendas and minutes for Council meetings, committee meetings and Council workshops.
- Legislative compliance.
- Local Laws.
- Administration of Councillor requests.
- Administrative support to the Mayor and Councillors.
- Recruitment and selection.
- Training and development.
- Statutory reporting.
- Industrial relations compliance.
- Payroll.
- Occupational Health and Safety.
- Business continuation planning.
- Risk management planning.
- Human resource management.

Corporate and Commercial Services

- Finance expertise to ensure the City produces budgets, financial reports and advises Council in a realistic and appropriate manner. It also ensures compliance with all financial statutory requirements on behalf of the City. Finance collects rates and other revenue and pays the City's creditors in a timely manner.
- Information and technology expertise, software and hardware that enables the City to operate in an efficient, compliant and appropriate manner.
- Records storage and maintenance that ensures the City meets the requirements of the State Records Act 2000. The team and system also ensure a timely, efficient and accurate storage and retrieval of records if required under the Freedom of Information Act 1999.
- 24/7 City Assist Service provides parking controls, dog/animal controls, littering enforcement, off road vehicle controls and enforcement, attendance and assistance at fires and other emergencies, enforcement of local laws, enforcement of illegal camping controls, assisting with community policing with respect to vandalism, graffiti and other illegal activities, assistance with traffic controls at emergencies, administration of 2 volunteer fire brigades, the Chief Bush Fire Control Officer, membership of the Bush Fire Brigades, Council liaison with FESA, Police, SES and other emergency agencies and community education through school visits etc.
- Customer Service provides assistance and advice either over the phone or at the front counter on anything and everything relating to the City and its community. If they are unable to assist they will locate an officer who is able, or provide information that will assist in determining an answer.
- Contracts, Purchasing and Fleet Management provides the expertise to ensure the City's contracts are allocated in accordance with all statutory requirements and in doing so ensure procurement is conducted in a fair and equitable manner and that the outcome is justifiable and represents the best value for money. The City's light commercial and passenger vehicle fleet is also managed in an efficient and economical manner.



Chief Executive Officer

- Lobby State and Federal Government politicians.
- Liaise with state and federal government agencies to maximise government services to the Kwinana community.
- Set strategic direction for the City.
- Provide professional information and advice to Council for its deliberation.
- Ensure City of Kwinana is sustainable.
- Ensure suitable levels of governance, accountability and ethics prevails.
- Maintain good relations with stakeholders.
- Represent the City as required.
- Provide information to the community and encourage community participation.
- Maintain an effective, efficient and customer focused workforce.

Please note: As detailed as this list may seem it is not an exhaustive list and is a living document as things are regularly updated.